

6:30 PM

Thursday, April 14, 2022

AGENDA
Business Meeting of the
BOARD OF DIRECTORS
Corvallis School District 509J

Meeting Details: Thursday, April 14, 2022, 6:30 PM in the District Office Board Room, 1555 SW 35th Street, Corvallis, OR 97333.

SOCIAL DISTANCING IS ESSENTIAL IN REDUCING THE SPREAD OF THE COVID-19 PANDEMIC.

Oregon law allows public meetings to be held entirely online; therefore, we will NOT have seating available at the meeting site. If you would like to watch live-streaming of the School Board meeting, please navigate to the District's YouTube channel: <https://www.youtube.com/channel/UC9Jtpte5dmilZI9kySBJbVQ?> A recording of the meeting will also be posted to that channel.

- I. **CALL TO ORDER AND ROLL CALL (6:30 p.m.)***
- II. **PLEDGE OF ALLEGIANCE**
- III. **BOARD MEMBER REPORTS**
- IV. **SUPERINTENDENT'S REPORT (6:55 p.m.)***

Superintendent's Report

Shared with the Corvallis School Board during the April 14, 2022 meeting.

First Graduate of Corvallis Online

We want to highlight Alaseel Alshuwaiee, our first graduate of Corvallis Online. Alaseel completed her graduation requirements early and is exploring college opportunities in Aerospace or Aviation Engineering. Congratulations to Alaseel for her hard work!

Golden Apple Awards

One of the driving forces in our district's continued improvements is the commitment of our staff to help our students fulfill their potential. Over the last month, the Corvallis Public Schools Foundation recognized five educators to celebrate their outstanding contributions to students and the school communities where they work. These awards celebrate that behind every successful student stands extraordinary educators.

Elton Kikuta, Third Grade Teacher, Kathryn Jones Harrison Elementary

Elton sees the beauty in every child, and he deeply believes in their potential. More importantly, the children know he does. He's the first to advocate for his students – especially the ones that need it the most.

Nancy Hausen, Campus Steward/Lead Custodian, Linus Pauling Middle School

Nancy is a leader within our custodial department. Her commitment to supporting staff and students is evident in her work. She is highly respected by building staff and her department.

Kelsey Hibbert, Dean of Students, Linus Pauling Middle School

Kelsey has created a space in the Student Center where students feel comfortable, where they feel heard and supported, and where they can solve some of their unusual problems. There is a reason why students seek her out; her relationships with them are positive and kind. In addition, Kelsey reaches out to students who often are not heard otherwise.

Keith Moses, Art Teacher, Crescent Valley High School

Keith provides a supportive learning environment where our students thrive. He is especially gifted at supporting our historically marginalized students and has made the art program what it is today—an environment where all students feel safe and included.

Chris Hawkins, Student Support Specialist

Chris is a trusted, compassionate first responder for students, staff, and schools. Her wisdom and capacity to connect those in need to resources are one of her many strengths. Chris sees the forest as well as each tree. Chris does all of these things with a calm demeanor, making those around her believe that things are in control, and that our community can help students cope with their difficulties.

Congratulations to our 2022 Golden Apple Award recipients, and thank you to the [Corvallis Public Schools Foundation](#) for this celebration of our outstanding educators! You can watch the [highlight video here](#).

Bessie Coleman, Lincoln, and Garfield Tours

The tours provide families, neighbors, community members, and staff opportunities to tour the new buildings.

- Bessie Coleman
 - Tours on March 7 and April 4.
- Garfield
 - Tour on Monday, February 28.
 - Additional tour scheduled for Thursday, April 28, 4-7 pm
- Lincoln
 - Additional tour scheduled for Tuesday, April 26, 4-7 pm

Promise of Oregon Update

Each week our CSD students are featured as part of the [Promise of Oregon](#) statewide public education support campaign. Since the last superintendent's report, additional students featured include:

- Feb 4 - [Huxley Hommel](#) from Kathryn Jones Harrison
- Feb 10 - [Ulises Arrendondo-Sanchez](#) from Linus Pauling
- Feb 16 - [Malu Papineau](#) from Kathryn Jones Harrison
- Feb 22 - [Kelly Carbajal Refugio](#) from Linus Pauling
- Feb 28 - [Brady Locey](#) from Kathryn Jones Harrison
- March 4 - [Dominic Micek](#) from Linus Pauling
- March 10 - [Darcee Sharp](#) from Kathryn Jones Harrison
- March 16 - [Addie Copeland](#) from Linus Pauling
- March 22 - [Olive Martin](#) from Kathryn Jones Harrison
- April 1 - [Calin Abbott](#) from Kathryn Jones Harrison
- April 7 - [Avery Locey](#) from Kathryn Jones Harrison
- April 13 - [Henry Minyila](#) from Kathryn Jones Harrison

The Promise of Oregon released the [2022 campaign video](#), which features students from all four districts and our previous school board chair Sami Al-Abdrabbuh who nominated our district for the project.

Local Option Levy

In preparation for the local option levy measure 2-136, the district developed and shared objective information about the levy through the following methods:

- Quick facts in [English](#) and [Spanish](#)
- Infographic in [English](#) and [Spanish](#)
- Webpage in [English](#) and [Spanish](#)
- [Web news](#)

Later this month, the district will also provide information in the weekly school newsletters and district social media channels.

Hiring for the 2022-23 School Year

April and May are peak months for recruiting new staff for our district. Human Resources Department staff have been attending regional job fairs. This year we added an opportunity specifically for our student teachers. We are fortunate to have higher education partners that place student teachers in our schools and allow us to begin our recruitment efforts an entire year before teachers are ready to transition into their own classrooms.

Earth Day

Each year, April 22 is celebrated as “Earth Day” to raise awareness of environmental issues. This year, the district will be serving a "mystery" lunch entrée to celebrate Earth Day. In the weeks leading up, students are learning about Earth Day and the ingredients they will see in the Friday, April 22 lunch entrée option through posters in our schools.

Our mystery item emphasizes a plant-based entrée where the ingredients are grown from the Earth. The district believes that good nutrition is a building block for good health and success in school. This special entree honors our commitment to providing nutritious, healthy, and locally sourced meals.

Summer School

The Corvallis School District has been fortunate to have ongoing support from the Corvallis Public Schools Foundation for summer school. Now, for the second year, the Oregon Legislature is providing funding for school districts across Oregon to implement summer school programming. Information on our upcoming summer school will be going out to families next week. Staff members are encouraged to apply for a variety of positions.

There will be a range of summer school opportunities for elementary, middle, and high school students as in the past.

Student Artwork in the Board Room

Our art teachers continue to inspire our students with projects that integrate real-world and hands-on learning. This month, the board room is filled with student art, thanks to the work from all our elementary schools and the WINGS program at Crescent Valley.

Thank you to all of our art teachers for providing these engaging art opportunities for our students, and thank you to our student artists for sharing your perspective and creativity with us!

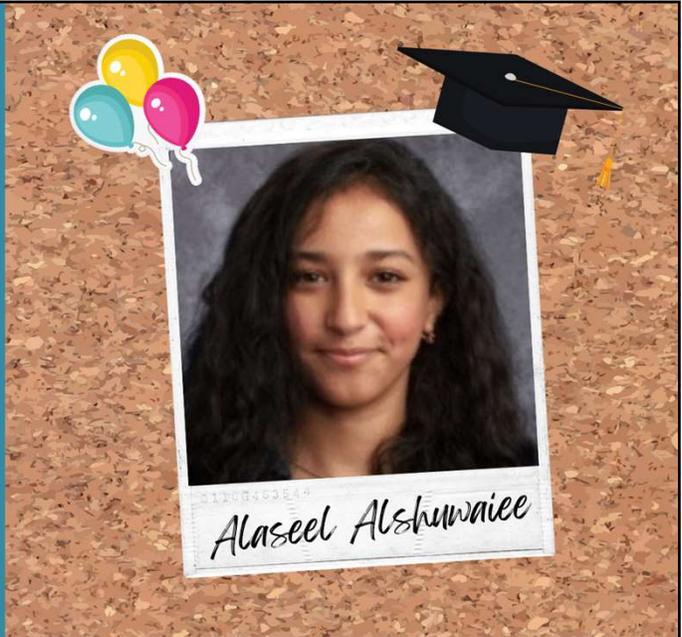


Sup's Report

April 14, 2022

CORVALLIS SCHOOL DISTRICT | APRIL 14, 2022

First Graduate of Corvallis Online



CORVALLIS SCHOOL DISTRICT | APRIL 14, 2022

Promise of Oregon



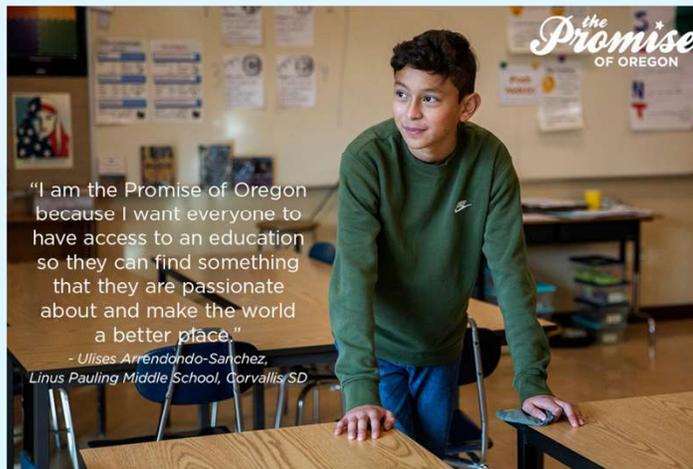
"I am the Promise of Oregon because I want to be kind, brave, and strong, and also want to be a scientist who studies and helps animals."

- Huxley Hommel,
Kathryn Jones Harrison Elementary,
Corvallis SD

the
Promise
OF OREGON

CORVALLIS SCHOOL DISTRICT | APRIL 14, 2022

Promise of Oregon



"I am the Promise of Oregon because I want everyone to have access to an education so they can find something that they are passionate about and make the world a better place."

- Ulises Arrendondo-Sanchez,
Linus Pauling Middle School, Corvallis SD

the
Promise
OF OREGON

CORVALLIS SCHOOL DISTRICT | APRIL 14, 2022

Promise of Oregon



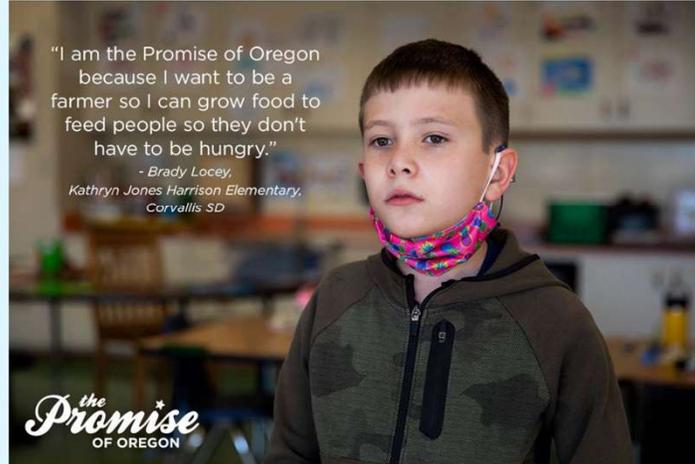
CORVALLIS SCHOOL DISTRICT | APRIL 14, 2022

Promise of Oregon



CORVALLIS SCHOOL DISTRICT | APRIL 14, 2022

Promise of Oregon



CORVALLIS SCHOOL DISTRICT | APRIL 14, 2022

Promise of Oregon



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Promise of Oregon



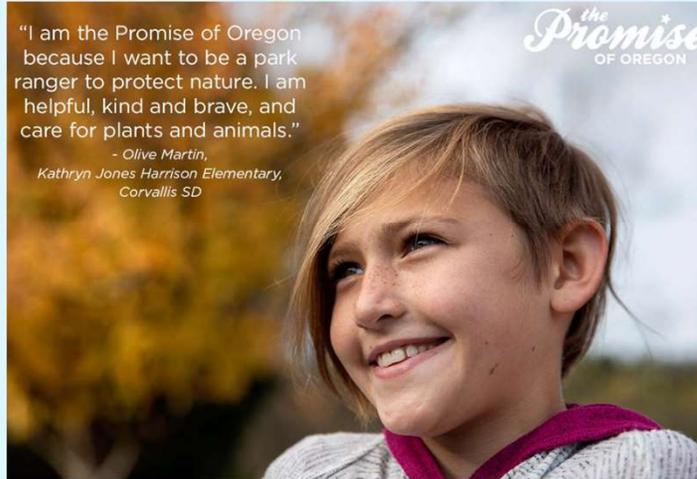
CORVALLIS SCHOOL DISTRICT | APRIL 14, 2022

Promise of Oregon



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Promise of Oregon



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Promise of Oregon



CORVALLIS SCHOOL DISTRICT | APRIL 14, 2022

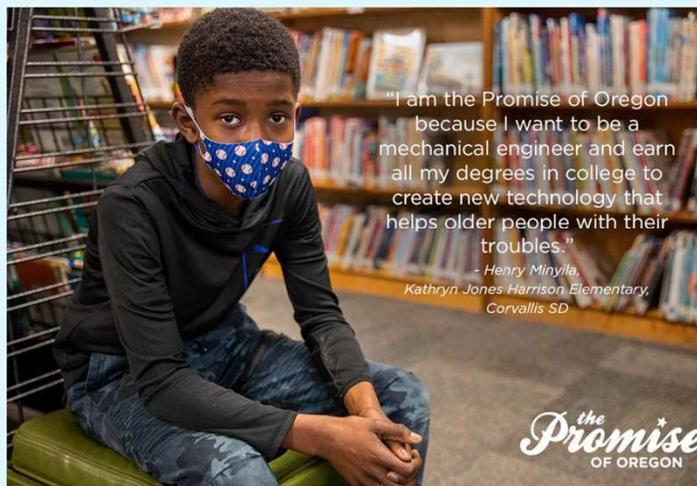
Promise of Oregon



"I am the Promise of Oregon because I like to help people and I want to be a cowgirl."

- Avery Locey,
Kathryn Jones Harrison Elementary,
Corvallis SD

Promise of Oregon



"I am the Promise of Oregon because I want to be a mechanical engineer and earn all my degrees in college to create new technology that helps older people with their troubles."

- Henry Minylla,
Kathryn Jones Harrison Elementary,
Corvallis SD

V. **STUDENT REPRESENTATIVE REPORTS**

VI. **PUBLIC COMMENT (7:15 p.m.)***

NOTE: To indicate your desire to comment, please arrive several minutes before the meeting begins, and complete a request card; then, turn it in to the Board Secretary before the meeting begins. See attached guidelines for providing input to the School Board.

Virtual option: Please contact kimberly.nelson@corvallis.k12.or.us by noon on the day of the Board Meeting to schedule public comment. Please include your name, address, the phone number you will call in from, and the topic of your public comment.



Presented to the Board during the
April 14, 2022 Board meeting. kn

April 14, 2022

Sara Finger McDonald, PhD, Board Chair
Corvallis School Board

Dear Board Chair Finger McDonald and Corvallis School Board Members:

On behalf of the Franklin School PTA, I would like to thank you for the opportunity to provide you with an update on the Franklin School air quality research that Franklin School parents have undertaken over the last two weeks. Our research is in response to degraded air quality that primarily occurred in the Franklin School building the week of March 28, 2022 but continued into the week of April 4th, following the removal of vinyl asbestos tiles in the Franklin School building hallways between March 18th and March 25th. While we appreciate the air quality monitoring district staff have overseen since April 3rd, a full accounting of the chemicals that were used by contractors to remove the asbestos tile adhesive, the predicted exposure levels, and the exposure thresholds associated with the chemicals have not been provided to concerned Franklin School parents.

Based on our research, we understand the following information.

- Safeguard Low Odor is manufactured by Sentinel Products and resold through Inline Distributing. Net Compliance purchased the Safeguard Low Odor project from Inline Distributing.
- Sentinel Products reformulated the Safeguard Low Odor product in early 2021 by exchanging one ingredient that is less toxic than it's replaced ingredient as noted by the Sentinel Products' Western Regional Sales Manager, Stan Gearhart. The original ingredient was 2-Butoxyethanol, it was replaced by 2-(2-butoxyethoxy)ethanol. Mr. Gearhart stated, "Sentinel has gotten rid of EB [2-Butoxyethanol] out of all its formulas due to health concerns and because it is a higher VOC component."
- The time weighted average exposure limits established by ACGIH for 2-(2-butoxyethoxy)ethanol is 10 ppm. The district has continued to use 50 ppm as an exposure reference. ACGIH is a non-profit scientific organization that advances occupational and environmental health and provides exposure thresholds for chemicals. OSHA has not established occupational exposure levels (OELs) for this chemical.
- Sentinel Products has made six deliveries to Inline Distributing's Seattle office since the reformulation. We do not know if Net Compliance was using the old or the new formulation. There is no difference in the container between the old and the new formula so the manufacturing date or the fine print would need to be reviewed to determine which formulation Net Compliance used for the Franklin School work.

We are requesting the following actions.

- We would like the district to follow-up with Net Compliance and complete an audit of the solvent and any other chemicals that was used for the vinyl asbestos tile removal.
- We are requesting a response from Sean Grabiner, the industrial hygienist with PBS Engineering and Environmental, regarding why a VOC test was not completed by March 30th when it was clear a fume was present in the school building. Mr. Grabiner was responsible for clearing the building following the removal of work area containment systems following the asbestos tile removal.

- We are requesting the district post the school-specific Health and Safety Plan to either the district's or the Franklin School's website so that the document is publicly available. Any changes to the plan based on this incident should be highlighted.

Based on the distress this incident has caused in Franklin School community and the district, we are hopeful systems have been bolstered and protocols will be followed during future construction work in the Franklin School Building and in other district buildings that will be modified as part of this and future bond programs. As I have stated to district leadership, communication and accountability must improve between district leadership, contractors, school administration and staff, and parents. Exposing our teachers, staff and students to unknown chemicals and then not taking appropriate measures to understand the exposure, is unacceptable and should not require parents to uncover the health risks our students were exposed to. I am hopeful that this incident will be a learning opportunity for all involved.

Respectfully yours,

A handwritten signature in blue ink that reads "Troy Brandt". The signature is fluid and cursive, with a long horizontal stroke at the end.

Troy Brandt
Franklin School PTA President

April 14th, 2022

Hello Corvallis School Board Members, Superintendent Noss, and CSD staff and community members,

Today I am going to talk about the importance of Educational Assistants (EAs) in our schools and the need for higher staffing levels for EAs, more training, and better pay.

I teach at Cheldelin Middle School in the science department. I currently teach all grade levels and am 0.83 FTE. This is my 4th year in CSD and my 11th year overall as a teacher. Between my 5 classes, I have 137 students and 31% of those students need extra support. These are my students who have an IEP, 504 or are ELLs. I simply could not do my job without support from my EAs. I am lucky enough to have EAs in several classes and they make a HUGE difference in how much support all of my students receive from an adult. In a typical week in my classroom, my EAs:

- Work one on one with kids who need academic support
- Work in small groups with all levels of learners
- Work one on one with kids who need behavioral support, for instance giving a student a break outside the classroom to get some energy out so they can return and have a better chance of being successful.
- Bounce back and forth from group to group, along with me, checking in on progress and offering help, we often split up the classroom or focus on specific groups that we know will need extra help.
- Help check work along with me, in real time, so we can ask kids to dig deeper or correct misconceptions
- Explain directions and answer questions
- Help make sure kids are on iPads appropriately

Outside of the classroom, our EA's run our Behavioral Support Room, run Homecourt (a place for kids to go when they need a break), provide supervision before, during and after school and at lunch, and provide one on one support to certain students.

The support my EAs give to our students, and to me as a person and teacher, make our classroom work. We have such a diverse group of students - students working through trauma, students with high levels of anxiety and depression, students suffering negative consequences from social media, students coming back from covid, etc. We need more highly trained adults in all of our classrooms to meet all of these needs. We are lucky enough to have amazing EAs who provide this assistance, but we desperately need more EAs and we need a diverse group of EAs as well.

As we enter into the budget season, I can not stress enough how important EAs are to student success and for reducing teacher burnout. Smaller class sizes would also be nice, but I would take a highly skilled EA over smaller classes on any day. We also need to pay our EAs more. They often work with our students who need the most support and do not always get as much

positive feedback as they deserve. We can't lose highly skilled EAs to other jobs that pay more. I know of one EA who is applying for another district job that pays \$3/hour more and losing her would be a big loss for CMS.

I realize 85% of our budget goes to paying staff in our district. This is a large amount, but investing in highly skilled EAs and providing them with the training they need, is one of the smartest investments we can make. I'm happy to answer any questions you may have. Reach out to me at any time.

Thanks for your time,
Alexis McQuillan
Cheldelin Middle School Science Teacher
Parent of two students at Crescent Valley High School
3400 NW Swallow Dr
Corvallis, OR 97330
971-404-1510

VII. CORVALLIS PUBLIC SCHOOLS FOUNDATION WORK SESSION (7:35 p.m.)*



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Ryan Noss, Superintendent
Meeting Date: April 14, 2022

Work Session with the Corvallis Public Schools Foundation

NO ACTION REQUESTED

1. Welcome and Introductions
2. Overview of Last Meeting and Topics for Current Meeting
3. Introduce CPSF Development Director
4. CPSF Presentation of Investments from the School Year
5. How our boards work together
6. Discussion
7. Topics for next meeting
8. Closing



Spring 2022 Collaborative Work Session

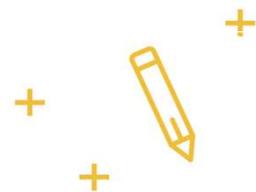
Corvallis Public Schools Foundation &
Corvallis School Board



At our last meeting:



- CSD Racial Equity Policy
- CPSF Racial Equity Investments
- Discussion
 - What are next steps and areas for continued collaboration?
 - Are there strategies that need ongoing investment?





Today's topics:

- CPSF Organization Growth
- CPSF Grants
- How our Boards Work Together
- Discussion



CPSF Organizational Growth

- Expansion of Staff
 - We welcome a Development Director to our team.
- Expansion of Board
 - We are seeking applicants to join our Board of Trustees.
- Expansion of Community Connections
 - We are strengthening partnerships.





CPSF Grants

- Family Support Program & Mental Health
- IMAGINE Grants
- 2022 Summer Programs
- YEA! Grants



Family Support Program and Mental Health

- \$101,000 – Welcome Center, Homeless Ed, SOS, and continued COVID relief work
- \$50,000 – Mental Health Programming & Curriculum



IMAGINE Grants



\$75,000 awarded to 26 projects



<https://cpsfoundation.org/assume-grants-awarded-2021-22-grants/>



Summer Programs



\$35,743 awarded to 5 projects:

- La Yoga es Vida
- Be Empowered
- CSA boxes
- SAFE (Students Advocating for Equity)
- Lessons from Letitia



<https://cpsfoundation.org/grants-awards/summer-program-grants/2022-summer-program-grants/>



Corvallis
Public Schools
FOUNDATION

YEA! Grants

Youth Empowerment and Action (YEA!) Grants

- Innovative, student-driven projects
- \$15,700 for 7 projects



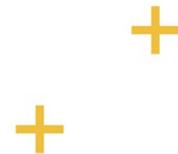
<https://cpsfoundation.org/2022-youth-empowerment-and-action-grants/>



Corvallis
Public Schools
FOUNDATION

How We Work Together

- Foundation Funding, Levy Funding, and District Funding

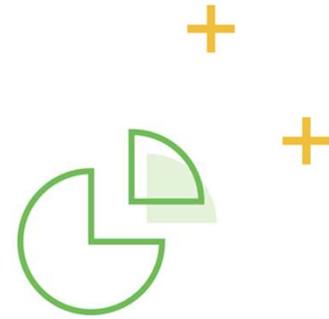




A Collaborative Success Story

Staff Wellbeing and Retention Grants:

- \$28,000 – Food for Gatherings of Staff
- \$1,500 – Spring Wellbeing
- \$500 – Operation Sno-Cone



<https://cpsfoundation.org/grants-awards/specialprojectgrants/2021grants/>



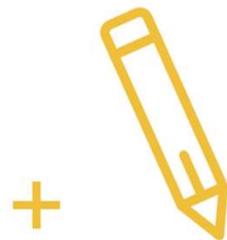
Discussion





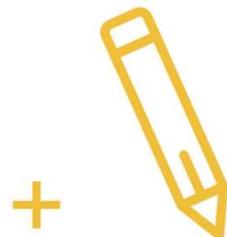
Discussion Question 1

- What lessons have we learned about addressing student, family, and staff needs? What do we want to take forward?



Discussion Question 2

- Are there best practices and/or innovative strategies for board collaboration upon which we can build?





Looking Forward

Next joint work session: October 2022

Topics?



**VIII. RESOLUTION NO. 22-0401 — ASIAN AMERICAN AND PACIFIC ISLANDER
HERITAGE MONTH**



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Luhui Whitebear, Board Position #4
Meeting Date: April 14, 2022

Resolution Number: 22-0401 **Acknowledgment of Asian American** **and Pacific Islander Heritage Month**

Action Requested

Background

In the 1970s, efforts first began to establish what is now called Asian American and Pacific Islander Heritage Month. Since then, several state and national proclamations have declared May as Asian American & Pacific Islander Heritage Month. The proposed resolution is to help create a platform to educate students about Asian Americans and Pacific Islanders and their contributions to the community and beyond, both past and present.

Involvement

Co-Vice Chair Luhui Whitebear (Sponsor), Director Tina Baker, Co-Vice Chair Shauna Tominey

Cost Impact

Minimal existing staff time

ACTION REQUESTED

Adopt this resolution.

MOTION REQUESTED

“I move to adopt Resolution Number 22-0401– Acknowledgement of Asian American and Pacific Islander Heritage Month as submitted.”

Corvallis School District 509J
**ACKNOWLEDGEMENT OF ASIAN AMERICAN AND
PACIFIC ISLANDER HERITAGE MONTH**
Resolution Number 22-0401

WHEREAS, the Corvallis School District recognizes and pays tribute to the significant contributions made in our community by Asian Americans and Pacific Islanders; and

WHEREAS the Corvallis School District affirms that students, families, staff, and community members should be valued for all aspects of their identities; and

WHEREAS, Asian American and Pacific Islander Heritage Month grew out of efforts of former Capitol Hill staffer Jeanie Jew in the 1970s; and

WHEREAS, Asian-Pacific Heritage Week was first proclaimed by the U.S. House of Representatives in 1977; and

WHEREAS, Asian American and Pacific Islander Heritage Month has been proclaimed by several states since; and

WHEREAS, Asian Americans and Pacific Islanders are largely left out of academic discourse; and

WHEREAS, members of the Asian American community have historically been subjected to exclusionary laws, discriminatory policies, segregation, and internment, and continue to be targeted by anti-Asian violence and actions of hate; and

WHEREAS, Oregon proclaimed April as Asian American and Pacific Islander Heritage Month permanently in 2021; and

WHEREAS, what was then called Asian-Pacific Heritage Month was first proclaimed at the national level in 1978; and

WHEREAS, Asian Americans and Pacific Islanders have contributed to the history and collective future of Corvallis and Benton County, Oregon; and

WHEREAS, Asian American and Pacific Islander Heritage Month provides an opportunity to continue the District's growth in learning about the many contributions of Asian Americans and Pacific Islanders to the nation, world, and local community; and

WHEREAS, education is a necessary component for creating a more equitable and anti-racist community, nation, and world; and

WHEREAS, The Corvallis School District has committed to equity and anti-racism; and

WHEREAS, The Corvallis School District has a responsibility to honor and respect the diverse histories of our community; and

WHEREAS, the Corvallis School District believes each and every student must be celebrated and appreciated for the distinct and vibrant contributions made by sharing cultures, language, ideas, beliefs, and values within a school community.

THEREFORE, BE IT RESOLVED that the Board of Education of the Corvallis School District:

does hereby proclaim **May 2022**, as well as each May annually, as **Asian American and Pacific Islander Heritage Month** in the District and strongly encourages students, families, staff, and community members to join in existing local celebrations;

and encourages all schools in the District to help highlight this month in grade-appropriate ways as well as highlight the contributions of all Asian American and Pacific Islander peoples to the local community, nation, and beyond, both historically and in current times.

Adopted by the Board of Directors of School District No. 509J (Corvallis) of Benton and Linn Counties, Oregon, at its regular meeting this 14th day of April, 2022.

Signed:

Attested:

Sarah Finger McDonald, Board Chair

Ryan Noss, Superintendent

IX. BOND OVERSIGHT COMMITTEE ANNUAL REPORT (8:45 p.m.)*



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Ryan Noss, Superintendent
Meeting Date: April 14, 2022

Bond Oversight Committee Annual Report 2021-22 NO ACTION REQUIRED

Background

In May 2018, Corvallis voters approved a \$199,916,925 capital construction bond. District leadership is committed to sound fiscal decisions and careful stewardship of the public's investment. The Bond Oversight Committee was formed in the fall of 2018 and tasked with monitoring the progress of the bond program, reviewing bond program financial reports, and ensuring bond revenues are used for the purpose consistent with the voter-approved bond measure.

The committee includes seven community volunteers, a liaison from the school board, and staff liaisons. Current members are Jennifer Richmond (Chair), Amy Crump, Brad Hamlin, Erin Martin, Emily Valdez, and Gordon Zimmerman. The school board liaison is Terese Jones.

In addition to the superintendent, staff liaisons are Olivia Meyers Buch, Director of Finance and Operations, and Kim Patten, Director of Facilities and Transportation. Wenaha Group liaisons are Dale Kuykendall, Senior Project Manager, and Julie Haymart, Project Coordinator. Brenda Downum from Downum Consulting is supporting communications for the committee.

Attached is the Bond Oversight Committee's annual report for 2021-22. This was a collaborative effort among committee members and staff liaisons to provide an overview of the entire bond program. Committee members wrote the narrative report, and staff provided the financial reporting.

Please contact Ryan Noss or Kim Patten with any questions.



Bond Oversight Committee

2021-22 Annual Report

March 14, 2022

The primary goal of the bond program is to support future generations by building and renovating school facilities that inspire all students to achieve their education goals by providing an equitable, inclusive learning environment and fostering best practices for teaching and learning. In May 2018, Corvallis voters approved a \$199,914,046 bond issuance. Additional resources including earnings on bond proceeds, grants, and reimbursements brought the total approved bond program to nearly \$260.8 million. These additional funds have provided a critical buffer against escalating costs and the opportunity for this work to be accomplished without affecting the taxpayer's levy rate. District leadership is committed to sound fiscal decisions and careful stewardship of the public's investment in the Corvallis School District.

Overview of the Committee

The committee will actively monitor the bond program to ensure bond revenues are used only for the purposes consistent with the voter-approved 2018 bond measure and consistent with state law; stay abreast of key information related to the bond to ensure transparency to community stakeholders; and review bond program financial reports. The committee may inspect school facilities and grounds related to bond activities accompanied by district staff.

Committee Members

Chair Jennifer Richmond Amy Crump
Brad Hamlin Erin Martin
Emily Valdez Gordon Zimmerman
Terese Jones , School Board Liaison

Staff Liaisons

Ryan Noss, Superintendent
Olivia Meyers Buch, Director of Finance and Operations
Kim Patten, Director of Facilities and Transportation
Dale Kuykendall, Senior Project Manager, Wenaha Group
Brenda Downum, Communications, Downum Consulting



Renovated Garfield Elementary completed August 2021



New Lincoln Elementary opened September 2021



New Bessie Coleman Elementary opened January 2022



Safety & Security Improvements

- Adams, Kathryn Jones Harrison, and Letitia Carson seismic upgrades completed
- Crescent Valley ADA and security improvements complete, seismic work to be completed this summer
- Garfield and Cheldelin secure front entries completed
- Cheldelin seismic work to be completed this summer



Capacity Improvements

- Lincoln replacement school open
- Garfield new classroom wing open
- Bessie Coleman replacement school open
- Kathryn Jones Harrison and Letitia Carson renovations have begun



Renovations & Repairs

- Cheldelin dining commons and student restrooms completed
- CHS solar expansion completed
- CVHS fiber optics improvements completed
- Garfield renovations completed
- Athletic facility upgrades at all middle and high schools completed



Modern Educational Spaces

- Cheldelin Career & Technical Education (CTE) classroom and library completed
- CVHS and CHS career and technical education areas completed
- Mt. View and Franklin construction to begin this spring/summer
- Harding Center/College Hill design process to be complete this spring, construction to begin this summer

Bond Program Finances

As an independent, community-based body, the Bond Oversight Committee receives regular updates on the finances and significant issues related to bond projects as they arise. Bond leadership is making an effort to share significant cost changes from the established budgets and how bond reserves are being cautiously managed to ensure all bond promises are met.

The committee receives in-depth information about the program budgets including an explanation of the District's assessment of the current risk associated with total projected costs.

- Olivia Meyers Buch has provided details of how all of the resources for each project are calculated and how resources are projected through the end of the bond program.
- Dale Kuykendall has provided a summary of the categories of change orders for projects as they near completion to provide a perspective on what has driven costs and pricing changes.
- Details about the Garfield and Lincoln projects and the Crescent Valley projects can be found in the committee meeting notes from [September 2021](#) and [January 2022](#) respectively.

Unaudited financial reporting through December 31, 2021 was prepared by District staff and is provided as an addendum to this report.

- As of December 31, 2021, \$257,793,289 program funds are paid or projected as all projects (excluding Harding Center/College Hill) are nearing completion or are under contract and set to begin the construction phase.
- The projected allocation for the Harding Center/College Hill project is \$14,588,056 with the re-design and contract to be completed this spring.
- The total unallocated reserves were \$2,932,663 at December 31, 2021.

Program Successes and Challenges

The District continues to successfully navigate the challenges of managing a complex bond program in the midst of a pandemic including labor shortages, productivity decreases, material cost increases and delayed material delivery. Despite the challenges, the District is on track to complete all of the bond projects with the available funds and work is being completed with minimum disruptions to the teaching and learning process. It is our understanding the District's Bond Leadership team meets weekly to closely monitor the bond program, financials, and project scope to make sure that all projects are completed and bond promises are kept. Due to COVID restrictions, the District scaled back plans for grand opening events at Lincoln, Garfield, and Bessie Coleman. Limited capacity public tours were provided at Lincoln in December and are scheduled for February and March for the other two schools. The District is also producing virtual tour videos for all three schools.

At the committee's request, the Frequently Asked Questions web page related to the facilities improvement bond was revised to provide focused information in the following categories: Bond Projects, Budget Management, Design Standards, and Project Management. It is the committee's preference the District continue to update this information as an easily accessible resource for interested stakeholders about all aspects of the bond program.



The design standards for modernized classrooms include ample daylighting, adaptability including flexible seating, and standardized classroom technology

Future Oversight

This summer, site work at the two replacement schools— Lincoln and Bessie Coleman Elementary— will be completed and a total of eight school buildings will be in active construction. At the Harding Center, College Hill and the Central Instructional Media Center will be relocated to temporary locations for the 2022-23 school year in order to turn that building over entirely to construction activity. The bond program is scheduled to be fully completed by the fall of 2023.

Conclusion

In 2021, members of the Bond Oversight Committee advocated for changes in the group's charter and requested greater frequency of meetings. Beginning in July 2021, the group started meeting monthly to improve the flow of communications and to receive information in a timely manner.

The Corvallis School District Bond Oversight Committee continues to find the District to be very well organized and focused on fulfilling the bond promises within budget and on schedule.

X. **BOND UPDATE (8:55 p.m.)***

A. Bond Program Update



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Kim Patten, Director of Facilities and Transportation
Meeting Date: April 14, 2022

Bond Program Update

NO ACTION REQUIRED

Background

Wenaha Group provides project management services for the Facilities Improvement Bond approved by voters in May 2018. Wenaha Group's project managers will prepare a monthly report to communicate the status and progress of bond projects. The report will be included in a board packet each month, published on the district website, and shared with key communicators.

Direct questions regarding bond projects to kim.patten@corvallis.k12.or.us



CORVALLIS SCHOOL DISTRICT BOND PROGRAM UPDATE APRIL 14, 2022



GENERAL PROGRAM UPDATES

Teams are hard at work on several projects, taking advantage of the work that was done over spring break. District staff and Wenaha are planning and coordinating many classroom and staff relocations that will enable work on multiple sites. It will be a busy spring and summer!

- Work is underway at Adam Elementary. Modular classrooms are in place and will be occupied soon to allow the building work to occur. The initial phase of a power switchover occurred over spring break, as did abatement work. District office staff are assisting with a “Walking School Bus” to safely escort kids from the temporary bus drop-off site on the north side of the district office.
- Crews are at work in the library and former locker room areas at Franklin K-8. Work will also start in the main parts of the building in the summer, with completion scheduled for the end of the calendar year.
- At Bessie Coleman, the former school building is gone, and construction is starting on the sitework, playground, and the realignment of the Aspen Street intersection, including new traffic signals. See webcam image below.
- The Harding Center/College Hill project is out for bids to a list of pre-approved general contractors. Bids are due the week after this board meeting, and we intend to bring a contract to the board for approval in early May.
- Work continues at Kathryn Jones Harrison Elementary and Letitia Carson Elementary, with the additions taking shape. Completions are scheduled for this summer.
- The Gerding team is preparing to start on the second phase of work at Cheldelin, consisting of seismic upgrades and HVAC improvements. A 28.8kW solar array will also be installed near the northwest corner of the track.
- Fortis is preparing to start work this summer at Mt. View Elementary. This project is scheduled to complete summer of 2023.



**CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
APRIL 14, 2022**



Some of the last concrete materials being removed from the former school at the Bessie Coleman Elementary site. Check out the district’s webcams for video of the demolition and the upcoming sitework and playground. You can also look back in time to the construction of the new school!

[Bessie Coleman Elementary School Live Feed](#)



CORVALLIS SCHOOL DISTRICT BOND PROGRAM UPDATE APRIL 14, 2022

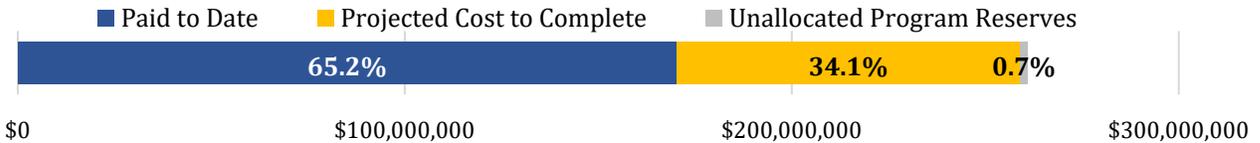


FINANCIAL SUMMARY AS OF FEBRUARY 28, 2022

Voter Approved Bond Issuance	\$ 199,914,046
Bond Sale Premium	39,204,888
Bond Interest Earnings	10,999,047
OSCIM Grant ¹	6,234,147
Other Funding ²	3,396,891
Projected Resources through End of Program	1,197,631
Total Program Resources	\$260,946,650

Paid to Date	\$ 170,203,991
Projected Cost to Complete	88,855,085
Total Projected Costs	\$ 259,059,076
Unallocated Program Reserves	1,887,574
Total Program Requirements	\$ 260,946,650

- ¹ **Oregon School Capital Improvement Matching (OSCIM) Grant.** Matching grant through this state program; restricted to Lincoln project.
- ² **Other Funding.** Additional grants and reimbursements from several sources including energy conservation reimbursements, seismic rehabilitation grants, High School Success grant; community solar investments; and ODE Facility Grants; restricted to specific projects.
- ³ **Projected Resources through End of Program.** Interest earnings, energy conservation reimbursements, community solar investments, ODE Facility Grants; and E-rate reimbursements.



	Bond Allocation	Other Funding Sources ¹		Total Projected Costs ²	Paid to Date		Projected Cost to Complete
		allocated	pending allocation				
Adams	\$ 11,594,457	\$ 981,337	\$ 6,473,397	\$ 19,049,191	\$ 3,047,386	16%	\$ 16,001,805
Garfield	20,431,066	5,174,293	182,152	25,787,512	25,582,408	99%	205,104
Bessie Coleman	38,462,382	(643,740)	477,350	38,295,991	33,214,406	87%	5,081,585
Kathryn Jones H	12,322,158	5,625,703	902,277	18,850,138	11,641,374	62%	7,208,764
Lincoln	32,068,849	6,373,833	1,382,712	39,825,394	39,097,232	98%	728,162
Mt View	8,904,029	8,468,569	-	17,372,598	760,370	4%	16,612,228
Leticia Carson	11,807,766	5,669,935	747,645	18,225,346	10,352,138	57%	7,873,208
Franklin	8,897,336	2,520,420	(142,264)	11,275,492	586,170	5%	10,689,322
Cheldelin	9,992,479	306,131	1,789,366	12,087,976	7,683,331	64%	4,404,645
Linus Pauling	400,000	-	53,103	453,103	359,624	79%	93,479
Corvallis	7,982,711	2,566,112	(120,101)	10,428,722	9,376,400	90%	1,052,322
Crescent Valley	16,226,898	5,138,901	(814,063)	20,551,736	19,120,393	93%	1,431,343
Harding	11,208,697	-	3,379,359	14,588,056	1,200,764	8%	13,387,292
Program Administration	9,615,219	-	2,652,602	12,267,821	8,181,995	67%	4,085,826
TOTAL	\$199,914,046	\$ 42,181,494	\$ 16,963,535	\$259,059,076	\$ 170,203,991	66%	\$ 88,855,085

¹ **Other Funding Sources.** Includes bond sale premium, bond interest earnings, OSCIM grant, High School Success grant, ODE Facilities Grants, and other funding such as energy conservation reimbursements from the SB 1149 program or Energy Trust of Oregon, and seismic rehabilitation grants.

² **Risk Associated with Projection.** Low - Complete/Nearing Completion Medium - Under Contract High - No Contract Yet



**CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
April 14, 2022**



ADAMS ELEMENTARY SCHOOL
MAJOR ADDITION AND REMODEL

Project Manager: Kieron Spellman
Wenaha Group

Architect: DLR Group

CM/GC Contractor: Fortis Construction

PROJECT DESCRIPTION

Add five (5) permanent classrooms, create collaborative/small group learning areas, create dedicated PE space by adding multi-use cafeteria, renovate existing classroom space for student support services, improve ADA accessibility, install energy efficient lighting, replace covered play shelter, upgrade finishes in hallways and shared spaces including floors, paint, and ceilings, upgrade mechanical infrastructure including electrical, heating, and plumbing systems, replace emergency communication systems, secure front entry, and office modifications.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Nov 2018	Oct 2019	100%	
Design & Permitting	Nov 2019	Dec 2021	99%	
Construction	April 2022	June 2023	3%	

CURRENT ACTIVITIES

- Building permit – Has been received.
- PIPC permit – City is preparing to issue the permit. The team is completing all necessary paperwork for this.
- Fortis commenced activities over Spring Break. Scheduled to finish construction just after Spring Break 2023.
- Electrical service replacement work and low voltage fiber work for the District Office and Food Warehouse – PP&L completed all their work associated with this replacement except setting the transformer. Transformer is anticipated to arrive in Corvallis April 12th. Remaining work to be scheduled as soon as transformer has arrived.
- The modular classrooms have been situated within existing bus lane. Working to get them ADA accessible and electrical systems hooked up.
- All abatement within locker rooms and corridors was completed during spring break.
- Starting to terminate and disconnect utilities to locker room area for demolishing to commence. Boiler room to remain operational.

ACTIVITIES SCHEDULED FOR NEXT QUARTER

- Continue with electrical service replacement project.





CORVALLIS SCHOOL DISTRICT BOND PROGRAM UPDATE April 14, 2022



- Relocation of modular classrooms into new modulars as soon as set up complete. Existing modulars will then be removed.
- Demolishing of locker room area for new construction.
- Excavation and underground utilities for new construction will commence as soon as locker rooms and covered play are demolished.

HIGHLIGHTS - N/A

CHALLENGES AND SOLUTIONS - N/A

PROJECT PHOTO GALLERY



Locker room areas



**CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
April 14, 2022**



**BESSIE COLEMAN ELEMENTARY SCHOOL
REPLACEMENT SCHOOL**

**Project Manager: Kieron Spellman
Wenaha Group
Architect: DLR Group
CM/GC Contractor: Fortis Construction**

PROJECT DESCRIPTION

Construct new two-story 67,466 square foot elementary school and demolish existing school. Create new play areas and fields once demolition is complete.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Aug 2018	Dec 2018	100%	
Design & Permitting	Jan 2019	March 2020	99%	
Construction			82%	
Phase 1	Summer 2020	Fall 2020	100%	Staging & Sitework
Modular Classrooms to be relocated onsite and building pad construction.				
Phase 2	Fall 2020	Winter 2021	99%	New Construction
Construction to be conducted during the school year with secure fencing separation from school.				
Phase 3	Spring 2022	Summer 2022	15%	Demolition & Sitework

CURRENT ACTIVITIES

BUILDING:

- Building commissioning will continue through the month.
- Fortis working on punch list and remaining work after hours. Some work will continue over the summer.

OLD BUILDING:

- Demolition has been completed. Cleaning up concrete footings. Oil tank is scheduled to be removed next week.
- Modular classrooms have been relocated to Adams Elementary.

ACTIVITIES SCHEDULED FOR NEXT QUARTER

- Complete all scopes of work (window coverings), which had supply chain delays.
- Underground water detention facilities will be constructed in the footprint of the parking lot.
- Grading and prep for playground areas will commence.
- Realignment of Aspen intersection will commence at the beginning of May.



CORVALLIS SCHOOL DISTRICT BOND PROGRAM UPDATE April 14, 2022



HIGHLIGHTS

- Demolition of the old building.

CHALLENGES AND SOLUTIONS

- Aspen Street Realignment. – Conflicts with existing utilities.

PROJECT PHOTO GALLERY



Demolition of Old Facility.



**CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
April 14, 2022**



**CHELDELIN MIDDLE SCHOOL
MAJOR RENOVATION**

**Project Manager: Patrick Linhart
Wenaha Group
Architect: Pivot Architecture
Track Contractor: Field Turf USA
CM/GC Contractor: Gerding Builders**

PROJECT DESCRIPTION

Renovation: Renovate classroom to create a STEAM lab, renovate library/media center, improve ADA accessibility to the front office and elsewhere in the school, renovate cafeteria, renovate restrooms, replace kitchen flooring, upgrade mechanical infrastructure including electrical, heating, and plumbing systems, improve emergency lighting, improve seismic safety, replace wooden bleachers in the gym.

Resurface existing track: Scope also includes enlarging the high jump area to accommodate two jumping areas and improving drainage around the long jump area – complete.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Jan 2019	June 2019	100%	Complete
Design & Permitting	May 2019	March 2020	100%	Complete
Design & Permitting PH II	July 2020	Mar-design, Feb- May permit 2022	100%	Permit for Package B in hand
Ph I Construction	June 2020	Aug 2021	100%	Complete
Ph II Construction	June 2022	Dec 2022	2%	GMP approved

CURRENT ACTIVITIES

- Gerding Builders performed abatement in all our mechanical rooms for the next phase of work over spring break.
- Gerding Builders continues to process submittals and order materials.
- Construction, Wenaha and CSD teams continue to meet regarding phasing of the construction work and how we may get a jump on this next phase of work.



CORVALLIS SCHOOL DISTRICT BOND PROGRAM UPDATE April 14, 2022



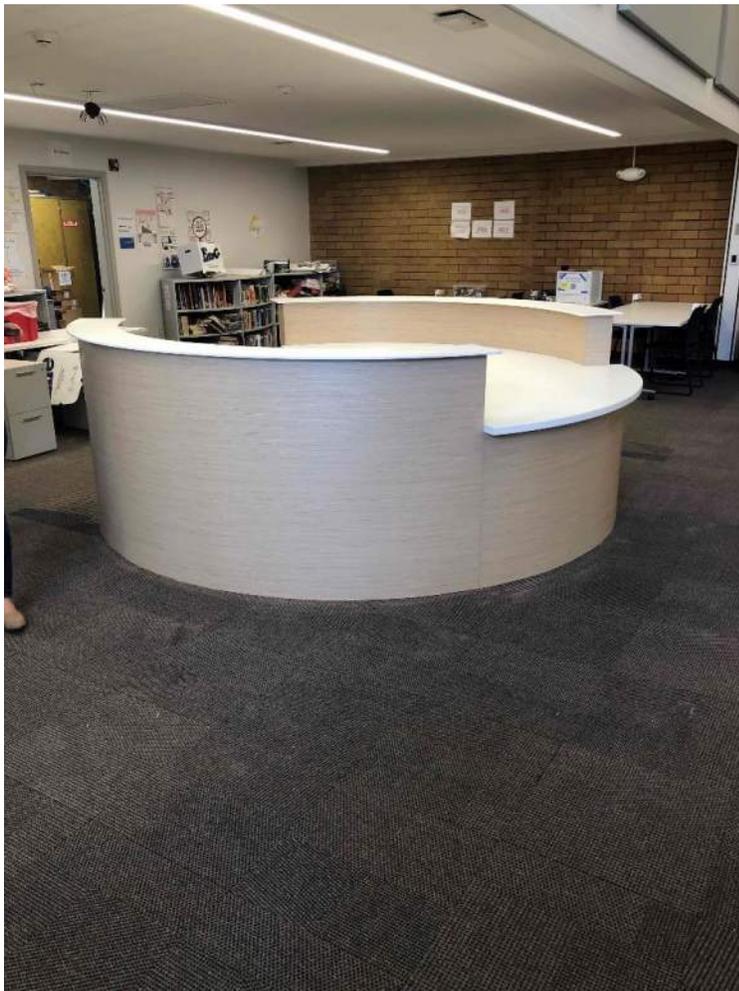
ACTIVITIES SCHEDULED FOR NEXT QUARTER

- UPDATED: Cheldelin's new solar array project is scheduled to start this summer.

HIGHLIGHTS - N/A

CHALLENGES AND SOLUTIONS - N/A

PROJECT PHOTO GALLERY



New Circulation Desk Installation



**CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
April 14, 2022**



**COLLEGE HILL/HARDING CENTER
MAJOR ADDITION AND REMODEL**

**Project Manager: Patrick Linhart
Wenaha Group
Architect: Pivot Architecture
Contractor: Pending**

PROJECT DESCRIPTION

Adds multi-use cafeteria/reception, renovate two (2) classrooms to support science and construction, improve ADA accessibility, renovate locker rooms, replace cabinetry in classrooms, replace roof and gutter system, upgrade mechanical infrastructure including electrical, heating, boilers and plumbing systems, improve emergency lighting, improve seismic safety, install access control system, replace emergency communication systems, replace fire monitoring system and add an outdoor covered classroom space.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Nov 2018	Feb 2019	100%	
Design for permitting	Jan 2021	Nov 2021	100%	
Permit- Historical, Land Use & Bldg	July 2021	Jun 2022	75%	HPP – approved & Land Use approved pending appeal period
Construction	June 2022	Sept 2023	0%	Bidding now

CURRENT ACTIVITIES

- The city provided preliminary PIPC review comments prior to submitting for our building permit and receiving our land use approval. Pivot was able to incorporate all of those comments into our building permit submittal in hopes of streamlining our review process and minimizing back and forth comments.
- Our team received a favorable response at our College Hill land use hearing and we have moved forward with submitting for our building permit.
- Wenaha and Pivot are preparing to receive GC bids in April. We have had two site walk throughs for interested bidders.
- Based on our initial permit submittal date, we should have our first round of comments back sometime prior to the GC bid date. If possible, we will incorporate those comments into our last bid addenda.



CORVALLIS SCHOOL DISTRICT BOND PROGRAM UPDATE April 14, 2022



ACTIVITIES SCHEDULED FOR NEXT QUARTER

- Provided our bids come in close to budget, we expect to present a package for board approval at our early May meeting.

HIGHLIGHTS

- Plans for relocating College Hill for 22-23 school year have solidified around using space at the district office in conjunction with space in the Western View Center.

CHALLENGES AND SOLUTIONS

- Finding locations for the CIMC materials for the entire school year and keeping materials accessible for use during the 2022-23 school year is a challenge. Wenaha's FF&E and CSD have made strides in finding workable solutions.

PROJECT PHOTO GALLERY - N/A



**CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
April 14, 2022**



**CORVALLIS HIGH SCHOOL
MAJOR RENOVATION**

**Project Manager: Patrick Linhart
Wenaha Group
Architect: Pivot Architecture
CM/GC Contractor: Gerding Builders**

PROJECT DESCRIPTION

Expand covered outdoor learning area for career technical education, renovate classroom spaces for career and technical education, improve softball facilities, including restroom and concessions, install ADA door openers, install covered walkway to applied technology buildings, replace artificial turf field, replace hallway carpet, replace roof on main building & replace greenhouse roof panels, resurface track, enhance video surveillance system, increase restroom connections to emergency generator, toilets & faucets, replace field lighting at Taylor Field.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Nov 2018	June 2020	100%	
Design & Permitting	June 2020	April 2021	100%	
Construction	Spring 2019	April 2021	100%	
Major Construction	April 2021	Mar 2023	99%	

CURRENT ACTIVITIES

- Gerding Builders completed the foundation work for the dust collector screen wall. The main framework of the screen wall is erected and we expect the rest of the metal screen wall to be complete by mid-month.
- The covered sidewalk canopy drains are installed and expected to be 100% tied in by mid-April.
- Convergent has completed the lock down / lock out button work previously scheduled and the last of the original security cameras were installed over spring break. During the course of the project it was identified that 5 additional cameras were needed and those cameras are on order at this time.
- Overhead Door Company installed our new garage doors at the autos and metal shops over Spring Break. The new glass doors allow much more light into the space. They have transformed the look from the courtyard.



**CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
April 14, 2022**



ACTIVITIES SCHEDULED FOR NEXT QUARTER – N/A

HIGHLIGHTS – N/A

CHALLENGES AND SOLUTIONS – N/A

PROJECT PHOTO GALLERY



New screen wall framing



**CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
April 14, 2022**



New Overhead Doors



**CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
April 14, 2022**



**CRESCENT VALLEY HIGH SCHOOL
MAJOR RENOVATION**

**Project Manager: Patrick Linhart
Wenaha Group
Architect: Pivot Architecture
CM/GC Contractor: Gerding Builders**

PROJECT DESCRIPTION

Expand covered outdoor learning area for career technical education, renovate and expand classroom spaces for career and technical education, install a new artificial turf field, improve ADA accessibility, install elevator in gym building and replace main ramp for ADA access, refurbish, repair, and weatherize building exterior, Replace fire suppression system in kitchen, resurface bus drop-off/pick-up lane, resurface track, upgrade mechanical infrastructure including electrical, heating, and plumbing systems, enhance video surveillance system, improve seismic safety, increase power connections to generator circuit, replace access control system, and replace emergency communication systems.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Oct 2018	Dec 2018	100%	
Design & Permitting	Jan 2019	Mar 2020	100%	
Design & Permit Bldg A seismic	July 2020	Feb 2021	100%	
Construction Bldg F & elevator	June 2020	Dec 2021	99%	Commissioning & added scope
Construction Bldg A seismic	June 2022	Aug 2022	70%	2 brace frames- Bldg A seismic work remain

CURRENT ACTIVITIES

CVHS Renovation-Building F:

- **UPDATED:** The overhead door manufacturer did not send all the part we needed for our overhead door installation. Therefore, we had to postpone our Spring Break install. They are estimating the parts could now arrive in late April. Gerding is standing by to coordinate their install once those parts arrive.
- All security cameras have now delivered and are 100% installed and recording at this time.





CORVALLIS SCHOOL DISTRICT BOND PROGRAM UPDATE April 14, 2022



- **UPDATED:** An additional delay has occurred with our laser engraver and our pug mill mix room exhaust fan materials. Both systems are built out as far as we possibly can while we await delivery of the materials.
- Both the new metal mills (the mini-mill and the donated VF-2) are installed and ready for training and supervised use.
- **UPDATED:** Work associated with the new emergency stops and total shop shut down buttons for the metal shop, weld shop and the wood shop occurred over Spring Break and are now complete.

ACTIVITIES SCHEDULED FOR NEXT QUARTER

- **UPDATED:** Building A seismic work will resume in June and will be 100% by the end of August 2022. This work includes repair/replace of the damaged asphalt and landscape repair work between buildings A & B and the removal and reseeding of the gravel lay down area near building B.

HIGHLIGHTS – N/A

CHALLENGES AND SOLUTIONS

- Supply chain disruptions continue to affect the final completion of a couple systems and our overhead doors. We continue to leave the temporary plywood doors in place at each overhead door location. We continue to use the small engraver, while we await the new fan for the large engraver.



**CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
April 14, 2022**



PROJECT PHOTO GALLERY



Mini Mill Installed



CORVALLIS SCHOOL DISTRICT BOND PROGRAM UPDATE April 14, 2022



Completed VF-2 Mill Installation



Completed Electrical Work



**CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
April 14, 2022**



FRANKLIN K-8
MAJOR REMODEL

Project Manager: Patrick Linhart
Wenaha Group
Architect: DLR Group
CM/GC Contractor: Fortis Construction

PROJECT DESCRIPTION

Create collaborative/small group learning areas, renovate 2 classrooms to support middle school science instruction, improve ADA accessibility, install energy efficient lighting, renovate restrooms, replace exterior windows, flagpole, kitchen flooring, and roof, upgrade finishes in hallways and shared spaces including floors, paint, and ceilings, upgrade mechanical infrastructure including electrical, heating and plumbing systems, improve emergency and exterior lighting, improve seismic safety, repair sidewalks, replace emergency communication systems, secure front entry, and office modifications.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Jan 2019	Dec 2020	100%	
Design & Permitting	Jan 2021	Mar 2021	100%	Permit in hand
Construction	Mar 2022	Dec 2022	3%	Library and science room demo ongoing

CURRENT ACTIVITIES

- The hallway abatement occurred as scheduled for the Franklin halls over spring break.
- The demo has started and is proceeding through the school year in the library and the locker room area.
- DLR’s team continues to review submittals and RFIs as Fortis submits them through the system. Our biggest push is to order materials now for a timely completion of the areas needed for student’s return in the fall.

ACTIVITIES SCHEDULED FOR NEXT QUARTER

- Fortis will begin work throughout the school once summer starts.
- UPDATED: Office trailer and some temporary classroom storage containers have been placed in the north parking lot.



CORVALLIS SCHOOL DISTRICT BOND PROGRAM UPDATE April 14, 2022



HIGHLIGHTS - N/A

CHALLENGES AND SOLUTIONS -

- A supply chain challenge with the originally specified windows has arisen. A solution has been identified and is being executed.
- Indoor air quality concerns were raised after Spring Break abatement in the building. CSD has provided additional ventilation and on-going air quality testing.

PROJECT PHOTO GALLERY



Demolishing Locker Rooms for new Science Room



**CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
April 14, 2022**



GARFIELD ELEMENTARY SCHOOL
MAJOR ADDITION AND REMODEL

Project Manager: Patrick Linhart
Wenaha Group
Architect: DLR Group
CM/GC Contractor: Fortis Construction

PROJECT DESCRIPTION

Addition of six (6) classrooms, create collaborative and small group learning areas, expand the library/media center, renovation of existing classroom spaces, add covered play shelter, improve ADA accessibility, renovate restrooms, repair concrete floor foundation, replace the kitchen flooring, upgrade finishes in shared spaces with floors, paint, and ceiling, secure front entry, office modifications, improve site circulation and parking, repair/replace sidewalk, seismic upgrades, fuel tank decommissioning and upgrades to mechanical, electrical, and plumbing.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Oct 2018	Jan 2019	100%	
Design & Permitting	Jan 2019	July 2020	100%	
Construction	May 2020	Aug 2021	100%	

CURRENT ACTIVITIES

- Fortis has completed the main foundation portion of the new monument sign and we have installed the reader board portion. We need to hook up the final electrical to make this unit operational. We expect the sign to be operational by the end of April or sooner.

ACTIVITIES SCHEDULED FOR NEXT QUARTER - N/A

HIGHLIGHTS - N/A

CHALLENGES AND SOLUTIONS - N/A



**CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
April 14, 2022**



PROJECT PHOTO GALLERY



New monument sign progress



**CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
April 14, 2022**



KATHRYN JONES HARRISON ELEMENTARY Project Manager: **Kieron Spellman**
 MAJOR ADDITION AND REMODEL **Wenaha Group**
 Architect: **DLR Group**
 CM/GC Contractor: **Fortis Construction**

PROJECT DESCRIPTION

Add four (4) permanent classrooms, create collaborative/small group learning areas, create dedicated PE space by adding multi-use cafeteria, renovate existing classroom space for student support services, add ADA accessible restrooms in Life Skills classrooms, improve ADA accessibility, install energy efficient lighting, replace covered play shelter, upgrade finishes in hallways and shared spaces including floors, paint, and ceilings, upgrade mechanical infrastructure including electrical, heating, and plumbing systems, improve emergency lighting, improve site circulation and parking, replace emergency communication systems, replace sidewalk, secure front entry, and office modifications.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Nov 2018	Oct 2019	100%	
Design & Permitting	Nov 2019	May 2021	100%	
Construction	April 2021	June 2022	58%	

CURRENT ACTIVITIES

- New classroom addition: Vertical framing has commenced.
- Cafeteria addition: Concrete slab is ready for concrete pour next week. Framing will commence as soon as slab has been poured.
- Music room remodel is nearing completion with turn over scheduled in a month.
- Tile work in new restrooms has been completed and Fortis is working on accessories/punch list items to open next week.
- Naming ceremony to take place April 14th.

ACTIVITIES SCHEDULED FOR NEXT QUARTER

- Continue with Phase 2 construction for completion Summer 2022.
- Framing at the new additions will continue through the next month.
- Continue with music room build out.

HIGHLIGHTS - N/A





CORVALLIS SCHOOL DISTRICT BOND PROGRAM UPDATE April 14, 2022



CHALLENGES AND SOLUTIONS

- Ensuring that conditions are safe for students, with the continuing renovation and addition project.

PROJECT PHOTO GALLERY



Cafeteria slab ready to pour



Classroom addition framing



**CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
April 14, 2022**



LETITIA CARSON ELEMENTARY SCHOOL
MAJOR ADDITION AND REMODEL

Project Manager: Kieron Spellman
Wenaha Group

Architect: DLR Group

CM/GC Contractor: Fortis Construction

PROJECT DESCRIPTION

Add three (3) permanent classrooms, create collaborative/small group learning areas, create dedicated PE space by adding multi-use cafeteria, renovate existing classroom space for student support services, improve ADA accessibility, install energy efficient lighting, replace covered play shelter, upgrade finishes in hallways and shared spaces including floors, paint, and ceilings, upgrade mechanical infrastructure including electrical, heating, and plumbing systems, enhance emergency communication systems, improve emergency lighting secure front entry, and office modifications.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Nov 2018	Oct 2019	100%	
Design & Permitting	Nov 2019	May 2021	100%	Permits received
Construction	April 2021	June 2022	58%	

CURRENT ACTIVITIES

- First Phase scopes: Continuing to remodel music room. Corridor work will occur during the summer.
- Concrete slab for the new addition has been poured and framing will commence this week.
- Construction of footings for covered play structure and bike shelter are underway.

ACTIVITIES SCHEDULED FOR NEXT QUARTER

- The LDO for parking lot and CDM for water detention system changes have been submitted to the city. Received initial response and CSD reply was submitted April 6th. Waiting on City Response.
- Vertical construction of the new addition will continue through the month.
- Continue with music room build out.

HIGHLIGHTS - N/A



CORVALLIS SCHOOL DISTRICT BOND PROGRAM UPDATE April 14, 2022



CHALLENGES AND SOLUTIONS

- Continuing to maintain safe conditions for students while completing the construction work.

PROJECT PHOTO GALLERY



New addition concrete slab



**CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
April 14, 2022**



**LINCOLN ELEMENTARY SCHOOL
REPLACEMENT SCHOOL**

**Project Manager: Kieron Spellman
Wenaha Group
Architect: DLR Group
CM/GC Contractor: Fortis Construction**

PROJECT DESCRIPTION

Construct new two-story 68,560 square foot elementary school and demolish existing school. Create new play areas and fields once demolition is complete.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Aug 2018	Dec 2018	100%	
Design & Permitting	Jan 2019	March 2020	100%	
Construction			99%	
Phase 1	Summer 2020	Summer 2020	100%	Staging/Sitework
Health Clinic to be relocated onsite. Temporary playground enhancement is being planned.				
Phase 2	Summer 2020	Summer 2021	99%	New Construction
Construction to be conducted during the school year with secure fencing separation from school.				
Phase 3	Summer 2021	Fall 2021	99%	Demolition/Sitework

CURRENT ACTIVITIES

Building:

- Finalizing the commissioning of all systems.
Solar/battery tie-in completed over spring break.

Site Work:

- Electronic reader board needs to be installed at monument sign when it arrives.

Lincoln Health Center:

- Working to close out contract with Benton County.

ACTIVITIES SCHEDULED FOR NEXT QUARTER

- Seeding of the playfield will commence in April.
- Painting of play structure and asphalt markings when temperatures allow.
- Complete all paperwork for Final Certificate of Occupancy.

HIGHLIGHTS - N/A

CHALLENGES AND SOLUTIONS - N/A

PROJECT PHOTO GALLERY - N/A





**CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
April 14, 2022**



LINUS PAULING MIDDLE SCHOOL

RESURFACE TRACK

Project Manager: Wenaha Group

Architect: N.A.

Contractor: Field Turf USA

PROJECT DESCRIPTION

Resurface existing track. Additional scope includes enlarging the high jump area to accommodate two jumping areas, improving drainage around the long jump area, removing the pole vault pad and adding track surface to the javelin runway.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	N.A	N.A.	N.A.	
Design & Permitting	Jan 2019	March 2019	100%	
Construction	June 2019	Aug 2019	100%	

CURRENT ACTIVITIES

- A contract for a solar array for Linus Pauling Middle School was approved, and will be installed this spring on the pyramidal sheet metal roof above the cafeteria.

ACTIVITIES SCHEDULED FOR NEXT QUARTER

- N/A

HIGHLIGHTS

- N/A

CHALLENGES AND SOLUTIONS

- N/A

PROJECT PHOTO GALLERY

- N/A



**CORVALLIS SCHOOL DISTRICT
BOND PROGRAM UPDATE
April 14, 2022**



MOUNTAIN VIEW ELEMENTARY SCHOOL
MAJOR ADDITION AND REMODEL

Project Manager: Kieron Spellman
Wenaha Group

Architect: DLR Group

CM/GC Contractor: Fortis Construction

PROJECT DESCRIPTION

Add three (3) permanent classrooms, convert existing office to classroom space, create collaborative/small group learning areas, improve ADA accessibility, install energy efficient lighting, replace kitchen flooring, upgrade finishes in hallways and shared spaces including floors, paint, and ceilings, upgrade mechanical infrastructure including electrical, heating, and plumbing systems, enhance emergency communication systems, improve emergency lighting, improve seismic safety, improve site circulation and parking.

SCHEDULE

Key Milestones	Start	Completion	% Complete	Comments
Pre-Design	Dec 2018	Dec 2020	100%	
Design & Permitting	Jan 2021	Dec 2021	96%	
Construction	Apr 2022	June 2023	0%	

CURRENT ACTIVITIES

- Wenaha Group finalizing layout of existing septic fields to obtain permits.
- Fortis continues to work on procurement, logistics, schedule, and phasing for the project for an early summer start.
- Move coordination meetings with staff to continue.
- Attended staff meeting and discussed phasing of project and classroom packing requirements.

ACTIVITIES SCHEDULED FOR NEXT QUARTER

- DLR to continue working with County to obtain building permit.
- Start packing up and moving of contents ready for construction starting this summer.

PROJECT PHOTO GALLERY - N/A



Corvallis
SCHOOL DISTRICT

BOND UPDATES

April 14, 2022



Safety & Security Improvements



Capacity Improvements



Renovations & Repairs



Modern Educational Spaces

Bonds, Buildings & Ballots Conference – April 8, 2022

FEEDBACK FROM OTHER DISTRICTS AND PROFESSIONALS:

Tough market

Projects getting canceled or deferred

Material deliveries delaying project completions

Cost escalation affecting budgets

Labor shortages affecting schedules

CSD 509J timed and managed it well!



Engaging Your Community in the School Design Process

Dr. Ryan Noss, Kim Patten and Dale Kuykendall presented to an engaged audience of school boards and administrators from around the state.



Bessie Coleman Elementary

Old Facility Coming Down

Bessie Coleman Elementary





Letitia Carson Elementary

Slab Pour & Framing for New Wing

Letitia Carson Elementary



Staff Workroom



New Restroom Finishes



Health Room



New Lost & Found Area

Letitia Carson Elementary



Principal for the Day - Construction Tour

LCES Construction Cost Forecast

Letitia Carson Contract Summary / Forecast	
Fortis Seismic GMP	\$1,563,782
Fortis Renovation / Addition GMP	\$12,718,843
Change Orders to Date	\$273,894
Change Order to Board 4.14.22	\$612,010
Forecast Remaining Contingency	\$337,949
Other Minor Construction Contracts	<u>\$148,925</u>
Total Current Forecast	\$15,655,403

Change Order Categories	
Jurisdictional Changes	\$557,000
Unforeseen Conditions	\$20,000
Design	\$254,000
Scope Changes	\$127,000
Fortis Internal Adjustment	(\$73,000)
Percent of Forecast	5.64%

Kathryn Jones Harrison Elementary



Slab Prep for New Wings &
Classroom Wing Framing

Kathryn Jones Harrison Elementary



Interior Finishes Taking Shape

KJHES Construction Cost Forecast

Kathryn Jones Harrison Contract Summary / Forecast		Change Order Categories	
Fortis Seismic GMP	\$1,490,572	Jurisdictional Changes	\$734,000
Fortis Renovation / Addition GMP	\$13,273,793	Unforeseen Conditions	\$68,000
Change Orders to Date	\$586,575	Design	\$174,000
Change Order to Board 4.14.22	\$556,558	Scope Changes	\$104,000
Forecast Remaining Contingency	\$355,627	Fortis Internal Adjustment	\$73,000
Other Minor Construction Contracts	<u>\$119,083</u>	Percent of Forecast	7.04%
Total Current Forecast	\$16,382,208		



Adams Elementary

Construction Begins!

Adams Elementary



Locker Room
Demolition

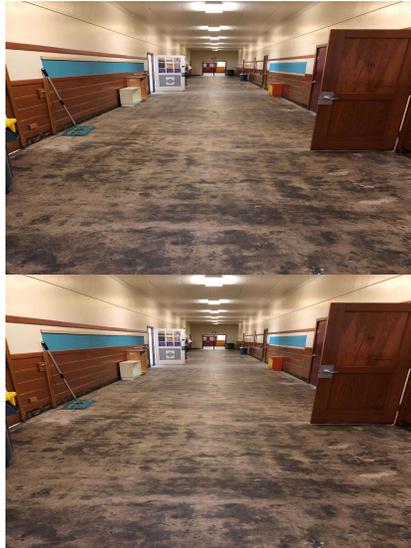


Corridor Flooring Removed

Adams Elementary



Modular Classrooms Being Prepared



Franklin K-8

First Step - Abatement

Franklin K-8



Temp Wall to Protect Students from
Construction Area



Locker Room Demo



Front Entry & Monument Sign Progress



Garfield Elementary

Outdoor Spaces

Garfield Elementary



Art & Science Roll-up Door & Outdoor Learning Space



Garden Space

Garfield Elementary



Outdoor Covered Play Area

Corvallis High School



New Covered Work Area



New Roll-Up Doors at Autos

Corvallis High School



CHS Wood Shop

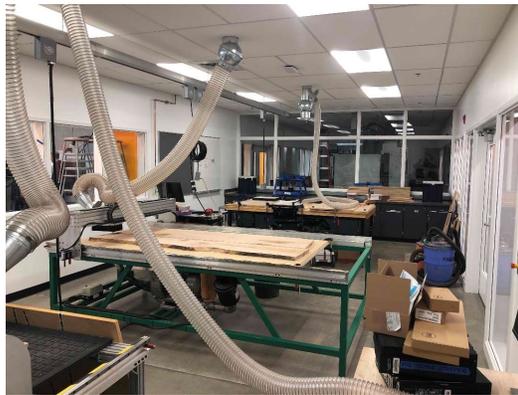


CHS Dust Collector Screen Framing

Crescent Valley High School



New Wood Shop



New CNC Room

Crescent Valley High School



Fab Lab



New Metal Shop

Crescent Valley High School



Installing the Mini Mill



College Hill

- The project is out for General Contractor bids, which are due April 21st.
- If we are at budget, the contract will come before the board for approval on May 5th.
- Construction is scheduled to start this summer. Completion is still anticipated to be summer of 2023.
- College Hill students and staff will occupy the front portion of the District Office and Western View Center during construction. Displaced staff will move to various locations.

College Hill



General Contractors During Pre-Bid Walk-Through

Questions?

B. Kathryn Jones Harrison - Fortis Change Order and Bond Reserve Allocation



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Kim Patten, Director of Facilities and Transportation
Meeting Date: April 14, 2022

Kathryn Jones Harrison - Fortis Change Order and Bond Reserve Allocation

Action Required

Background

In May 2018 voters approved a Facilities Improvement Bond in the amount of \$199,916,925. Renovations at Kathryn Jones Harrison Elementary School were approved within the bond projects.

The current forecast project costs for Kathryn Jones Harrison Elementary total \$18,950,138. To fund the currently forecasted costs, Bond Leadership is requesting an additional allocation of \$1,002,277 from the bond reserve funds as allowed by the Bond Management Plan. We anticipate utilizing all of the bond reserves, including premium from the most recent bond sale, to ensure the remaining bond promises are met district-wide.

Kathryn Jones Harrison Allocated Funds Summary

Original Bond Allocation	\$ 12,322,158
Reserve Allocation Approved 3.11.21	\$ 5,077,809
Seismic Grant	\$ 544,894
Energy Trust Funds to Date	\$ 3,000
Requested Allocation 4.14.22	<u>\$ 1,002,277</u>
Forecast Project Cost	\$ 18,950,138

The forecast costs are close to the recent report, and include a change order for Fortis Construction in the amount of \$556,558, requiring board approval. The majority of this change request is for the Kathryn Jones Harrison permit delays which extended the general conditions for the project by approximately 4 months. The balance of the change order is to purchase the materials for the PIPC improvements and to incorporate City required changes that were added after the bid.

ACTION REQUESTED

Authorize a change order to Fortis Construction in the amount of \$556,558 and the allocation of bond reserves in the amount of \$1,002,277 for Kathryn Jones Harrison Elementary School to fully fund the bond work promised for the school.

MOTION REQUESTED

"I move to authorize a change order to Fortis Construction in the amount of \$556,558 and the allocation of bond reserves in the amount of \$1,002,277 for Kathryn Jones Harrison Elementary School to fully fund the bond work promised for the school.

C. Letitia Carson - Fortis Change Order and Bond Reserve Allocation



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Kim Patten, Director of Facilities and Transportation
Meeting Date: April 14, 2022

Letitia Carson - Fortis Change Order and Bond Reserve Allocation

Action Required

Background

In May 2018 voters approved a Facilities Improvement Bond in the amount of \$199,916,925. Renovations at Letitia Carson Elementary School were approved within the bond projects.

The current forecast project costs for Letitia Carson Elementary total \$18,325,346. To fund the currently forecasted costs, Bond Leadership is requesting an additional allocation of \$847,645 from the bond reserve funds as allowed by the Bond Management Plan. We anticipate utilizing all of the bond reserves, including premium from the most recent bond sale, to ensure the remaining bond promises are met district-wide.

Letitia Carson Allocated Funds Summary

Original Bond Allocation	\$ 11,807,766
Reserve Allocation Approved 3.11.21	\$ 5,036,133
Seismic Grant	\$ 633,802
Requested Allocation 4.14.22	<u>\$ 847,645</u>
Forecast Project Cost	\$ 18,325,346

The forecast costs are close to the recent report, and include a change order for Fortis Construction in the amount of \$612,010, requiring board approval. The majority of this change request is for the Letitia Carson permit delays which extended the general conditions for the project by approximately 4 months. The balance of the change order is to purchase the material for the underground detention system and to construct the added fire loop that was required by the City.

ACTION REQUESTED

Authorize a change order to Fortis Construction in the amount of \$612,010 and the allocation of bond reserves in the amount of \$847,645 for Letitia Carson Elementary School to fully fund the bond work promised for the school.

MOTION REQUESTED

"I move to authorize a change order to Fortis Construction in the amount of \$612,010 and the allocation of bond reserves in the amount of \$847,645 for Letitia Carson Elementary School to fully fund the bond work promised for the school.

XI. SCHOOL CALENDARS (9:25 p.m.)*

A. Revisions to School Calendar — 2022-23



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
 Prepared by: Nikki McFarland, Teaching and Learning Coordinator
 Meeting Date: April 14, 2022

2022-2023 School Calendar Revision NO ACTION REQUIRED

Background

School Board Policy IC/ICA—School Year/School Calendar directs the Superintendent to establish a school calendar giving due consideration to input from staff, parents, and the community. Providing calendars for upcoming school years allows parents, staff, and the community to plan ahead with key calendar dates.

After the Board's approval of the calendar, **changes may be made only by further Board action** or by the superintendent in the event of inclement weather or emergency situations

Proposed changes to the 2022-2023 school year calendar are below. The proposed changes are in response to:

- Change to a trimester schedule at the middle school level
- K-12 winter break dates across the state of Oregon

For the 2022-2023 school year changes are proposed to Spring conference dates K-12 in order to keep K-12 calendars aligned to the extent possible. The new proposed conference dates are in line with the new middle school trimester schedule. Changes to winter break dates bring us in line with other districts across the state, allowing time for friends and family to connect.

Current and Proposed changes to Key Dates 22-23 School Year

	Elementary	Middle	High
Current winter break	12/23-1/6		
Proposed change	12/19-1/2		
Current Non-School days (conferences)	10/26-10/28 2/2-2/3 3/8-3/10	10/26-10/28 2/2-2/3 3/8-3/10	10/27-10/28 2/1-2/3 3/10
Proposed changes to non-school days	3/8-3/10 School days 3/15-3/17 Non-school days	10/26 School day 12/5 Non-School day 3/8-3/10 School days 3/15-3/17 Non-school days	3/8-3/10 School days 3/15-3/17 Non-school days

XII. CONSOLIDATED ACTION

A. Budget Committee Appointment



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Olivia Meyers Buch, Finance and Operations Director
Meeting Date: April 14, 2022

Budget Committee Appointment

ACTION REQUESTED

Background

The Budget Committee consists of seven members appointed by the School Board plus the seven elected School Board members. Budget Committee members are appointed by the School Board to review the District's proposed budget, listen to public comment, recommend needed changes, and then approve the budget total and tax rates to be forwarded to the School Board for adoption.

On September 23, 2021, the School Board formally recognized two full-term openings on the Budget Committee as the terms of two previous members (Bill Dougherty and Shauna Tominey) had expired, resulting in two vacancies for full terms (three years each) expiring June 30, 2024. Applicants must live and be registered to vote in the District, and not be an officer, agent or employee of the District. Positions are non-partisan, unpaid, and are not connected to any specific region within the district.

On November 18, 2021, the School Board approved the appointment of Bill Dougherty for an additional three-year term, ending June 30, 2024. At this time, the district has received another application and is recommending the appointment of Penny York, whose application is attached.

ACTIONS REQUESTED:

Appoint Penny York to the Budget Committee for a three-year term ending on June 30, 2024.

MOTION REQUESTED:

"I move that Penny York be appointed to the Budget Committee to a three-year term ending on June 30, 2024."

Preferred Title

Dr.

Name

Penny York

Pronouns

- She/Her

Address

[Corvallis, OR 97333](#)
[United States](#)
[Map It](#)

Email

Phone

Do you live within the Corvallis School District boundary area?

Yes

Are you an Officer, Agent, or Employee of the District?

No

Why are you interested in joining the Budget Committee?

I serve on the Board of Education of the LBL ESD and would like to learn more about district budgets. Also I live in Corvallis and have great-grandchildren in the district and have an interest in the district being well-managed and well-funded.

Please describe your professional/educational background related to this position.

MS Educational Counseling, option in community college

EdD Community College Leadership, OSU

Retired community college counselor and administrator

B. Approve Contract for Insurance Agent of Record



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Olivia Meyers Buch, Finance and Operations Director
Meeting Date: April 14, 2022

Award Contract for Insurance Agent of Record **ACTION REQUESTED**

Background

On February 10, 2022, the district issued a Request for Proposals (RFP) soliciting proposals from qualified individuals or agencies to serve as the District's Agent of Record for property, casualty, liability, automobile, and workers' compensation insurance services beginning July 1, 2022. The RFP was advertised on the district's [website](#) and directly provided to the district's current insurance agent of record and three other insurance agencies with previous contacts.

Proposals were due March 15, 2022. The district received three proposals. The responsive proposers were Brown & Brown, HUB International, and WHA Insurance Agency. The proposals were reviewed and evaluated by a selection committee comprised of district staff (Olivia Meyers Buch, Director of Finance and Operations; Karen Selander, Risk Manager; Doug Tiller, Facilities Manager; and Jennifer Schroeder, Assistant to the Director of Finance and Operations).

The selection committee evaluated the three responsive proposals according to the criteria outlined in the solicitation documents and recommended interviewing all three proposers. Interviews were held on March 22 and 24, 2022. The opinion of the selection committee was to recommend the selection of Brown & Brown for consideration of award.

A notice of intent to award the contract to Brown & Brown was issued on March 31, 2022. The fees included in the proposal recommended for award total \$49,500 in the first year with a 3% inflationary increase in years two and three, for a total cost of \$153,000 over the initial three-year term.

ACTION REQUESTED:

Accept the selection committee's recommendation and award the contract for insurance agent of record to Brown & Brown.

ATTACHED:

1. RFP for Insurance Agent of Record issued by the district.
2. Insurance Agent of Record Proposal submitted by Brown & Brown.

MOTION REQUESTED:

“I move that we accept the selection committee’s recommendation and award the contract for insurance agent of record to Brown & Brown. I further move that Olivia Meyers Buch, Director of Finance and Operations, be authorized by the board to enter into an agreement with Brown & Brown in alignment with this award.”



Corvallis
SCHOOL DISTRICT

REQUEST FOR PROPOSALS

FOR

INSURANCE AGENT OF RECORD

Corvallis School District 509J
Finance and Operations

1555 SW 35th St

PO Box 3509J

Corvallis, OR 97333

Telephone: 541-757-3859

PROPOSALS DUE:

Tuesday, March 15, 2022 at 2:00 p.m. PST

The Corvallis School District (hereinafter “District”) is seeking proposals from qualified individuals or agencies to serve as the District’s Agent of Record for property, casualty, liability, auto, and workers’ compensation insurance services. The District has a full range of insurance coverage for damage or loss for District-owned real and personal property. The District invites all qualified individuals or agencies to submit a proposal based upon the scope of work outlined in this RFP.

The District must receive the original and three (3) copies of the proposal by **2:00 p.m. PST on Tuesday, March 15, 2022**. Proposals must be in a sealed envelope, clearly marked **INSURANCE AGENT OF RECORD PROPOSAL** and should be delivered by mail or in person to the following address:

Corvallis School District 509J
Attn: Olivia Meyers Buch, Director of Finance and Operations

1555 SW 35th Street PO Box 3509J
Corvallis, OR 97333 Corvallis, OR 97339
(in person) (by mail)

Services will commence on July 1, 2022. The length of service will be for a three (3) year period with an option to extend for an additional two (2) years at the District’s discretion.

All proposers must provide the information requested in **SECTION 5 – PROPOSAL SUBMISSION REQUIREMENTS**. Failure to respond to any or all requested information may result in disqualification by the District. The District reserves the right to accept or reject any or all the proposals, and waive any informalities and irregularities in said proposals.

Questions, interpretations or clarifications of this RFP must be requested in writing. All questions should be directed to Olivia Meyers Buch, Director of Finance and Operations at olivia.meyersbuch@corvallis.k12.or.us.

SECTION 1 – BACKGROUND AND GENERAL INFORMATION

The District serves approximately 6,300 students in grades K-12 from the city and surrounding area of Corvallis, Oregon. The District builds, operates, and maintains school facilities; develops and maintains approved educational programs for all students; and, transports and feeds students in accordance with district, state, and federal programs. District schools include seven elementary schools, two middle schools, two high schools, one K-8 school, an alternative education center serving students in grades 9-12, and a charter school serving students in grades K-5.

A seven-member school board, elected to four-year overlapping terms by the voters residing within district boundaries, governs the District. The District operates with an annual budget of \$330 million and 975 employees.

SECTION 2 – SCHEDULE OF EVENTS

RFP Issued	February 10, 2022
Final Questions Due	March 4, 2022
Last Addenda Issued (if any)	March 8, 2022
Proposals Due	March 15, 2:00 p.m. PST
Evaluation of Proposals	March 15-21, 2022
Interviews (if necessary)	March 22-29, 2022
Notice of Intent to Award	April 6, 2022
Commencement of Services	July 1, 2022

SECTION 3 – MINIMUM QUALIFICATIONS

Proposers must be licensed in good standing with the State of Oregon, be knowledgeable of and comply with all applicable federal and state laws and practices, and demonstrate experience with public sector accounts of similar size, complexity, and scope of service.

SECTION 4 – SCOPE OF WORK

RISK ANALYSIS

- Assist the District in identifying risks including valuation of real and personal property and loss of its use and risks involved in District operations.
- Provide replacement valuations for facilities, buildings, and equipment based upon original costs or professional appraisals.
- Monitor claims trends, identify the District’s risk exposure, and develop solutions.
- Assist with the implementation of risk management alternatives for the District.
- Respond to audit findings, if any, offering recommendations for either compliance or alternatives.

INSURANCE ADMINISTRATION

- Assist District staff with all claims and losses; review procedures, reserves, and settlements.
- Assist District staff in updating and reporting to the insurance carrier any changes in property, scheduled equipment, and auto insurance schedules.
- Review District contracts relative to risk management, including insurance policies and professional service agreements.

FINANCIAL ANALYSIS

- Provide budget estimates for insurance premiums.
- Provide cost-benefit analysis for any changes in insurance coverage or reallocation of risk management funds.

GENERAL RISK MANAGEMENT SERVICES

- Advise the District of developments in the insurance market; rate, value, and other cost trends; and other facts which might affect the District's risk management program.
- Review with District staff the appropriate claim reporting procedures.
- Schedule regular meetings with District staff to review claim history and make risk management recommendations based on loss trends.

OTHER GENERAL SERVICES

- Establish and maintain effective and professional working relationships with District staff.
- Meet with District staff to explain insurance procedures and coverage, as necessary.
- Attend School Board meetings if requested.
- Review legislative activities, and advise District staff concerning the effects of legislative changes on insurance coverage and costs.
- Advise the District of other services available from agencies or insurance companies.
- Provide professional advice on a specific project basis, and general consultation on public property and contracting matters, as needed.

SECTION 5 – PROPOSAL SUBMISSION REQUIREMENTS

Proposals should be prepared simply and economically, providing a straightforward, concise description of proposer’s capabilities to satisfy the requirements of the RFP. Special production such as bindings, colored displays, and promotional material are not necessary; emphasis should be on completeness and clarity of the content. All pages of the proposal must be numbered consecutively.

Proposal Form and Content: Proposers should include the following items in their proposals.

1. Cover Letter

- a. Include name of agent and agency submitting proposal, address, phone, and email contact information.
- b. Introduce the proposal and summarize key provisions of the proposal.
- c. Include a detailed statement of understanding of the services to be provided.
- d. Signed by a person legally authorized to bind the applicant to its proposal.

2. Agent Questions

- a. How many years have you been a licensed agent?
- b. How many public entities do you currently work with? Please list the name of each entity.
- c. How many years of experience do you have insuring public entities?

3. Agency Questions

- a. How many years has your firm been in business?
- b. How many public entities in Oregon does your firm currently work with?
- c. How many public school districts in Oregon does your firm currently work with?
- d. How many years of experience does your firm currently have insuring public entities?
- e. Indicate your firm’s approximate annual public entity insurance premium volume.

- f. What is the total number of agency personnel at the location where our account will be managed? How many licensed agents and/or consultants are currently employed in your firm?
- g. Please list the personnel that will be directly handling our account and indicate if they are a licensed agent.
- h. Please list two public entity (preferably K-12) references:

Name:		
Contact:		Phone:
Name:		
Contact:		Phone:
- i. Please indicate the insurance company name and the amount of insurance currently carried for Errors & Omissions Insurance.
- j. What marketing plan would you use to assure competitive premium quotes?
- k. Describe the assistance your firm will provide us in developing detailed and summary claims data and approach to assisting in claims review and management.
- l. How would you approach developing and implementing a risk management program that included proposals for optional and alternative ideas that will reduce District risk and/or reduce premium costs?
- m. What events and/or circumstances do you see in the horizon that would be of concern to public entities and how would you propose to address them?
- n. What basis of compensation would you propose and why?

SECTION 6 – EVALUATION OF PROPOSALS

Clarifications: The District reserves the right to seek clarification of each Proposal submitted. The District also reserves the right to require other evidence of technical, managerial, financial, or other abilities prior to selection.

Method of Selection: A selection committee will evaluate each Proposal to determine the one that is most advantageous to the District based on the evaluation criteria outlined in this RFP. Proposals submitted that do not meet mandatory requirements will not be rated.

Evaluation Criteria: All proposals from qualified individuals or agencies that provide the minimum required qualifications will be evaluated on the following criteria:

Key Experience	
Management and Organization	30 points
Key Personnel	25 points
Public Sector (K-12) Experience	20 points
Other Relevant Experience	10 points
References	10 points
Compensation	5 points
TOTAL	100 points

Interviews: The District’s selection committee reserves the right to select a short list of the highest scoring proposers for interviews. Selected individuals or agencies will be contacted regarding time and location of an interview. Interviews will be ranked based upon the following:

Understanding and Approach	50 points
Agent/Agency Capabilities	50 points
TOTAL	100 points

Notice of Intent to Award: The award of this contract will be made by the District based on the proposal which, in the selection committee’s sole and absolute judgment, will best serve the interests and needs of the District. Upon completion of the evaluation process, the Director of Finance and Operations will notify all proposers of the District’s selection.

SECTION 7 – TERMS AND CONDITIONS

Compliance with Rules: Proposers responding to this RFP must follow its procedures and requirements. Except as otherwise provided in this RFP, the applicable provisions of Oregon Administrative Rules Chapter 137, Division 47 shall apply to all personal service contracts of the District. Failure to comply with or complete any part of this RFP may result in rejection of your Proposal.

Proposal Withdrawal: Any Proposal may be withdrawn at any time before the “Proposal Due” date and time by providing a written request for the withdrawal to the issuing office. A duly authorized representative of the agency shall make the request. Withdrawal of a Proposal will not preclude the proposer from filing a new Proposal.

Disclosure of Interest: No employee or elected official of the District may own more than five (5) percent of a business that is submitting a Proposal on any awards with the District unless it is fully disclosed in the Proposal documents.

Addenda: The District may modify the RFP by issuance of a written addendum. Addenda will be posted online at <https://www.csd509j.net/departments/finmngmt/requests-for-proposals>.

Proposers will be responsible to check for addenda. Verbal modifications to the RFP specifications shall not be binding upon the District.

Cancellation, Delay or Suspension of Solicitation; Rejection of Proposals: The District may cancel, delay or suspend this solicitation if it is in the best interest of the District. The District may reject any or all Proposals, in whole or in part.

Selection Protest: Proposers who disagree with the District's selection decision may protest that decision. The judgment used in the scoring by individual evaluators is not grounds for appeal. The selection protest must state all the relevant facts that establish that all higher ranked proposers were ineligible for selection because their Proposals were nonresponsive or the proposer was not responsible. The selection protest must be submitted in writing within five (5) business days of the Notice of Intent to Award. A written decision will be sent to the protester.

Incurred Costs: The District is not liable for any costs incurred by a proposer in the preparation and/or presentation of a Proposal.

Ownership of Documents: Any material submitted by a proposer shall become the property of the District. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

Confidentiality of Information: All information and data furnished to the proposer by the District and all other documents to which the proposer's employees have access during the preparation and submittal of the Proposal shall be treated as confidential to the District. Any oral or written disclosure to unauthorized individuals is prohibited.

Public Record: All Proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all Proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

Proposals that contain information that meets the definition of trade secrets or otherwise can be considered a public record exempt from disclosure under Oregon's Public Records Law shall be clearly marked by proposers and kept separate in the Proposal. Sample work or documents illustrating previous work experience will be returned to proposers after the evaluation and award process.

Equal Opportunity Policy: The District requires all proposers to comply with the District's nondiscrimination policy. The District's programs, services, employment opportunities, volunteer positions and contracts are open to all persons without regard to age, citizenship, color, disability, gender expression, gender identify, national origin, parental or marital status, race, religion, sex, or sexual orientation. A copy of the policy is available upon request.

Indemnity: The Agent of Record shall hold harmless, indemnify, and save the District, its officers, employees, and agents, from any and all liability claims, losses, or damages arising or alleged to arise during the performance of the work described herein by reason of any act or omission of the Agent-of- Record or any of its agents, employees or representatives. The indemnity applies to both active and passive acts or other conduct.



CORVALLIS SCHOOL DISTRICT

Insurance Agent Of Record Proposal

March 2022



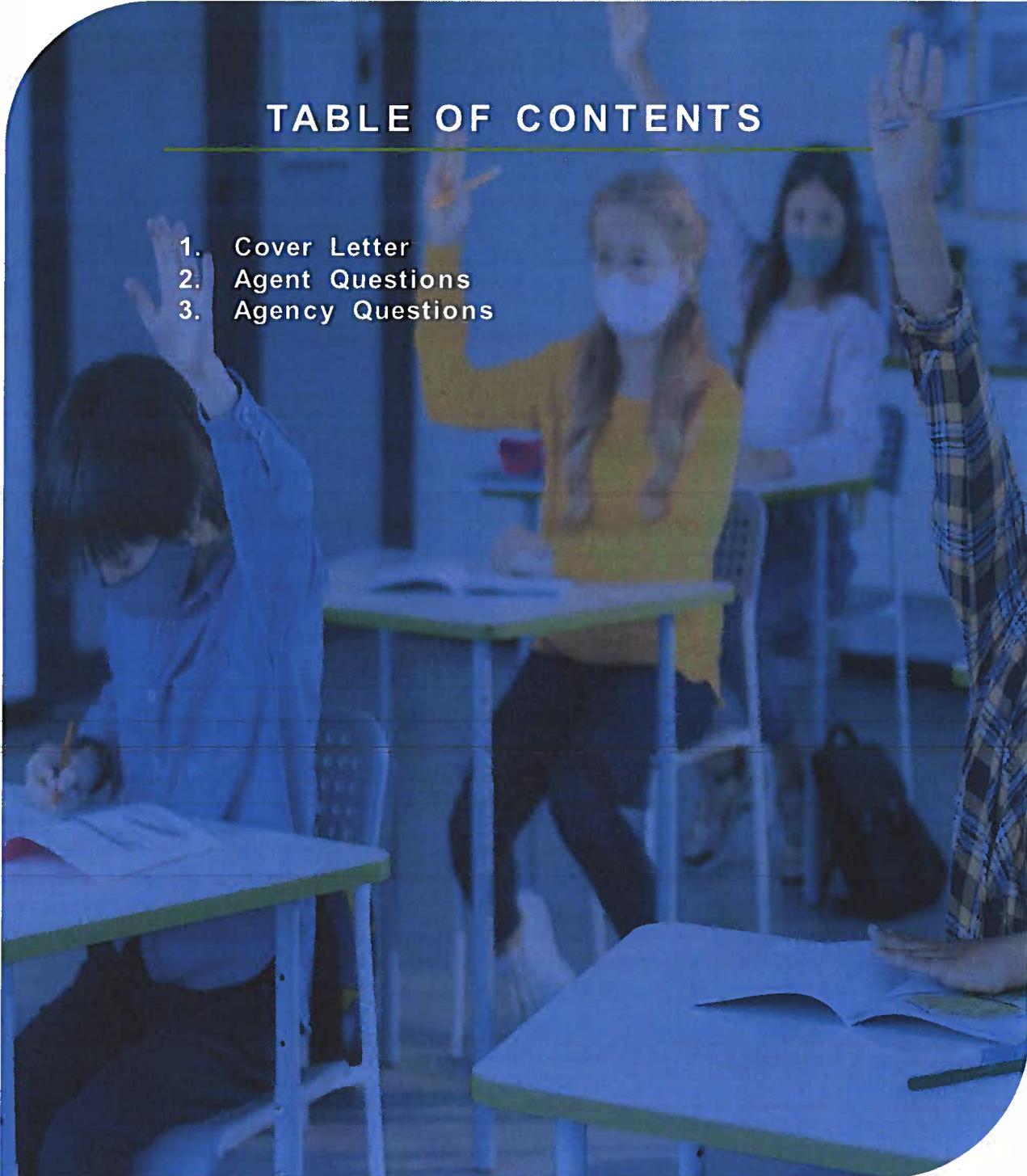


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All information submitted by Brown & Brown in response to Corvallis School District Request for Proposal (RFP) is non-binding and for evaluation purposes only. The data provided herein provides a general overview of Brown & Brown products and services. Analytics, pricing, and program structure are preliminary based on information included in Corvallis School District's RFP and is subject to adjustment or modification by Brown & Brown upon further review, consideration, and negotiation of the terms and conditions of a definitive final agreement.

The data and information contained in this RFP, including attachments, is privileged and confidential and may not be reproduced, published, or distributed to, or for, any third parties without the express prior written consent of Brown & Brown. It is intended only for the exclusive use of Corvallis School District.

COVER LETTER

Ms. Olivia Meyers Buch
Director of Finance and Operations
Corvallis School District
1555 SW 35th Street
Corvallis, OR 97333

Dear Ms. Meyers Buch,

Enclosed is our response to your agent of record RFP. Brown & Brown of Oregon LLC (Brown & Brown) is delighted to have the opportunity to propose agent of record services to Corvallis School District 509J. We have a thorough understanding of the scope of the project, as we currently serve in that role for nearly 80 school districts in Oregon.

Some key points I would ask you to consider as you review our response – it is not hyperbole to say we believe Brown & Brown is head and shoulders above our competition in each area:

1. Length of experience as a licensed insurance agent/broker in Oregon:

Ron Cutter, who would lead the Corvallis SD service team has been a licensed agent for 22 years. Moreover, he has been specializing in Oregon's public sector—and schools specifically—for that entire tenure. Additionally, each person on the service team who would be assigned to Corvallis SD has been serving Oregon's public sector for 10 to more than 25 years.

2. Familiarity with the insurance needs of school districts specifically, and governmental entities generally:

Brown & Brown's Public Sector team services more Oregon school districts than any other agency by a considerable margin. Our team is intimately familiar with the insurance needs of school districts. Over four years ago, we were already the most experienced public sector broker and added Geoff Sinclair to our team to make us even more so. Prior to joining Brown & Brown, Geoff was second in command in running the PACE pool. Geoff's understanding of the innerworkings of PACE and the needs of school districts has only enhanced our already-experienced team.

3. Accessibility of the agent to the district:

Corvallis SD will have unlimited, 24/7 access to our entire team. We service the insurance needs of both the City of Corvallis and LBLESD, as well as Oregon State University, which we share as proof that our team spends a tremendous amount of time in Corvallis servicing our customers' needs, despite our office being located in Portland. Our promise to Corvallis SD is to be present for meetings, inspections, reviews, claims or any other matter, without limitation and at the frequency of your choosing.

4. Access to and ability to obtain insurance policies from reputable insurance carriers, providing good coverage to the district at the lowest possible premium:

Nationally, Brown & Brown has over \$3.9 billion in public sector related premium. More locally, our firm is the largest PACE agent in Oregon. These statistics are evidence of Brown & Brown's access to the insurance marketplace. With our market access, Corvallis SD can be confident we will provide you the best available coverage at the lowest premium. Additionally, we have access to exclusive property markets designed specifically for public entities that other agents in Oregon do not have. More specifics on this topic are shared in the pages ahead.



COVER LETTER

5. Ability to continuously analyze the district's insurance needs and requirements, including the feasibility of self-insuring any or all risks that are currently under an insured plan:

With the deep public school district experience on our team, we are able to continuously analyze and monitor the insurance needs of Corvallis SD. We are also able to offer a self-insured feasibility study conducted by an actuary. This study would analyze the possibility of taking a particular line of coverage from insured to self-insured as part of our service package (at no additional cost to the district).

6. Ability to leverage construction specialization without our team:

Brown & Brown offers deep experience in not only the public sector, but also construction related risks. Our firm would be a significant asset to Corvallis SD in completing the upcoming construction work for the capital bond projects passed in 2018.

As you review the pages ahead, we hope you gain a full understanding of our deep experience, breadth of services, commitment to school safety and most of all, integrity and honesty in all we do. We truly believe the Brown & Brown team can assist the district in meeting the board's adopted goals through safety and management of resources. Our entire team looks forward to an opportunity to serve Corvallis SD again and we look forward to speaking with you about it more.

Sincerely,



Ron Cutter, AIC, ARM
Senior Vice President & Public Sector Practice Leader
Brown & Brown

2. AGENT QUESTIONS

A. HOW MANY YEARS HAVE YOU BEEN A LICENSED AGENT?

Ron Cutter has been a licensed agent for 22 years, the entirety of which has been spent serving the public sector. Geoff Sinclair has been a licensed agent for five years however he has worked with the public sector for over 25 years, including his prior role with SDAO/PACE.

B. HOW MANY PUBLIC ENTITIES DO YOU CURRENTLY WORK WITH? PLEASE LIST THE NAME OF EACH ENTITY.

Ron and Geoff work with over 180 public entities. Over the years, we have gravitated to the larger, more complex entities such as Corvallis School District. As such, when measured by premium volume, Brown & Brown is the largest in Oregon, hands down.

Rather than list all our public entity customers, we will list a sampling of our public education customers. ***Brown & Brown considers this information private and exempt from the public records rules.***

C. HOW MANY YEARS OF EXPERIENCE DO YOU HAVE INSURING PUBLIC ENTITIES?

Ron and Geoff and both have over 20 years of experience insuring public entities in Oregon.

3. AGENCY QUESTIONS

A. HOW MANY YEARS HAS YOUR FIRM BEEN IN BUSINESS?

Brown & Brown Insurance was founded in 1939 as a two-partner firm and has risen to become one of the largest insurance brokerages in the world. JBL&K, the firm acquired by Brown & Brown in 2013 was founded in 1868.

B. HOW MANY PUBLIC ENTITIES IN OREGON DOES YOUR FIRM CURRENTLY WORK WITH?

Brown & Brown works with over 180 of Oregon's public entities.

C. HOW MANY PUBLIC SCHOOL DISTRICTS IN OREGON DOES YOUR FIRM CURRENTLY WORK WITH?

Our firm is the insurance agent of record for 77 PACE members in Oregon. Additionally, Brown & Brown is the insurance agent of record for Portland Public Schools and Salem Keizer School District, who are not in the PACE program. We are also the agent of record for the Public University Risk Management and Insurance Trust, whose members include Oregon State University, Portland State University, Eastern Oregon State University, Southern Oregon State University, Western Oregon State University and Oregon Institute of Technology.

D. HOW MANY YEARS OF EXPERIENCE DOES YOUR FIRM CURRENTLY HAVE INSURING PUBLIC ENTITIES?

Brown & Brown has been working with Oregon public entities since the 1950s.

E. INDICATE YOUR FIRM'S APPROXIMATE ANNUAL PUBLIC ENTITY INSURANCE PREMIUM VOLUME.

Nationally, Brown & Brown has over \$3.9 billion in public sector related premium. This is a conservative estimate and does not include any employee benefits related premiums.

F. WHAT IS THE TOTAL NUMBER OF AGENCY PERSONNEL AT THE LOCATION WHERE OUR ACCOUNT WILL BE MANAGED? HOW MANY LICENSED AGENTS AND/OR CONSULTANTS ARE CURRENTLY EMPLOYED IN YOUR FIRM?

Should we be fortunate enough to be selected as the Agent of Record for Corvallis School District, your account would be serviced from our Portland, Oregon office. In Portland, we have 117 teammates, of those, 90 are licensed agents. All 10 individuals on the Public Sector team are licensed agents and in good standing with the State of Oregon.



3. AGENCY QUESTIONS

G. PLEASE LIST THE PERSONNEL THAT WILL BE DIRECTLY HANDLING OUR ACCOUNT AND INDICATE IF THEY ARE A LICENSED AGENT.

The following personnel would be directly handling the Corvallis School District account. This chart shows our team at a high level, with bios for each person on the subsequent pages.

Core Service

Ron Cutter
*Senior Vice President &
Public Sector Practice Leader
30 years industry experience
ron.cutter@bbrown.com
O (503) 219-3270 | C (503) 704-4059*

Geoff Sinclair
*Vice President, Public Sector Practice
25 years industry experience
geoffrey.sinclair@bbrown.com
O (503) 219-3267 | C (503) 239-2391*

Molly Morris
*Senior Account Manager
19 years industry experience
molly.morris@bbrown.com
O (503) 219-3229 | C (503) 409-9868*

Claims & Risk Management

Tim Clarke
*Senior Vice President,
Claims & Risk Management
34 years industry experience
tim.clarke@bbrown.com
O (503) 219-3223 | C (503) 442-2000*

Betsy Shenk
*Lead Claims Consultant
27 years industry experience
betsy.shenk@bbrown.com
O (503) 219-3289*

Additional Service

Jessica Getman
*President
16 years industry experience
jessica.getman@bbrown.com
O (503) 790-9332 | C (503) 628-9760*

Sam Jones
*Producer, Commercial Lines
2 years industry experience
sam.jones@bbrown.com
O (503) 219-3222 | C (503) 858-9002*

Workers' Compensation

Sid Friedman
*Senior Account Manager &
Workers' Compensation Specialist
13 years industry experience
sidney.friedman@bbrown.com
O (503) 790-9338 | C (805) 617-9880*

3. AGENCY QUESTIONS

CORE SERVICE



Ron Cutter, AIC, ARM
Senior Vice President & Public Sector Practice Leader

Ron began his insurance career in 1990 in the claims department with Grocers Insurance Group, acting as claims adjuster, claims supervisor and claims manager. In 1996, Ron moved to the Portland office of AON, a Chicago based national brokerage company, to assist in claims settlement and advocacy on national accounts including Nike, Willamette Industries and several public and private sector large accounts. Ron joined Brown & Brown (then JBL&K Risk Services) in 1999 as Claims Manager and quickly gravitated to the public sector. Ron is now the Public Sector Practice Leader and directly handles the needs of over 90 public sector clients, including our largest and most complex accounts. His role is to work on strategic customer service issues, coverage issues, claims issues and market supply creation issues.

Ron graduated from Oregon State University with a Bachelor of Science in Business and Behavioral Science. He is a licensed agent in Oregon, Washington, Arizona, Colorado and Nevada, and has his Associate in Claims (AIC) and Associate in Risk Management (ARM) designations. Ron is a past president of the Oregon School Safety Association, current member of the Clackamas Community College Foundation Board and has been a speaker at AGRIP, PRIMA and OASBO. He was recognized as a Power Broker by Risk & Insurance magazine in 2019, an award honoring brokers with deep industry knowledge and delivering superior customer service.

“Ron Cutter has always been professional and very responsive in my 11+ years of working with him and the staff at Brown & Brown. I always know that they have the best interest of the district in mind as they consult with us in our insurance and risk management needs.”

- Denise Lapp, Director of Finance, Canby School District



Molly Morris, CIC, CISR
Senior Account Manager

Molly started working in the insurance industry in 2002.

Her areas of specialization includes public entities, property, casualty and management liability with an emphasis on cyber liability. She is very detail oriented and believes that our customers come first. Molly enjoys tackling challenges and finding creative solutions for difficult markets.

Molly is licensed as a general agent in Oregon. She received her CISR designation in 2005 and her Certified Insurance Counselor designation in 2010.

3. AGENCY QUESTIONS

CORE SERVICE



Geoff Sinclair, ARM
Vice President, Public Sector

Geoff began his insurance career in 1996 with Self-Insured Management Services. He was a claims adjuster and claims supervisor, handling accounts for Special Districts Association of Oregon (SDAO) which included the Ports of Oregon. Geoff also handled accounts for CIS, Fred Meyer/Kroeger, Portland General Electric, Thrifty/Payless and the Archdiocese of Portland. In 2002, Geoff transitioned “in-house” to SDAO where he was later named the Director of Claims/Litigation and Property Casualty Coverage for Education Risk Pool (PACE) Services. In this role, he managed the claims office for SDAO and all contracted services for PACE.

In 2017, Geoff joined Brown & Brown to work alongside Ron Cutter and Tim Clarke. Geoff’s deep experience in the public entity sector meshed perfectly with Ron and Tim’s “Be Ethical and Trustworthy, Always” mantra. Geoff’s passion lies in helping those in the public sector to be successful as they navigate the narrow and difficult path of efficiency, regulation and transparency.

Geoff is an accomplished public speaker and trainer, mixing humor and education on subjects such as board member responsibilities, litigation management, Oregon torts and law, sexual abuse, safety & security, risk management, customer service in the public world, cyber risks, social media and drones. He has been a frequent speaker at conferences for SDAO, OASBO, OSSOA, PRIMA, OFSMA, PACE, OFCA, OWRC and the Colorado Special Districts Association.

Geoff graduated from Willamette University with a Bachelor of Science in Business Economics. He is a licensed agent in Oregon, Washington, Alaska & Wyoming and has his Associate in Risk Management (ARM) designation. Geoff is a current non-voting board member of the Oregon Association of School Business Officials (OASBO) and an associate board member of the Oregon School Safety Officers Association (OSSOA). He is also on the Make-A-Wish Foundation of Oregon Ambassador Board, having served seven years on their board of directors as a member and then board chair.

“Over time, I have turned to Geoff as a trusted ally and resource. While his knowledge on insurance related issues is impressive, perhaps his strongest asset is his commitment to customer service. Geoff understands the role of an agent and constantly goes above and beyond our District’s expectations.”

- *Brett Yancey, Chief Operations Officer, Springfield School District*

3. AGENCY QUESTIONS

CLAIMS & RISK MANAGEMENT



Tim Clarke, MLS, CPCU, AIC
Senior Vice President, Claims & Risk Services

Tim has over 32 years of insurance, claims and risk management experience, including insurance company claims management, insurance agency claims and risk management, and law enforcement. Tim joined Brown & Brown in 2002 and oversees risk management services. His team provides training and consulting services to a broad spectrum of customers and helps them to position themselves to successfully manage their risks. Workers' compensation and risk mitigation to reduce losses is a large focus for the team.

Tim graduated from Portland State University School of Business, and he obtained his Master of Legal Studies from the Sandra Day O'Connor's School of Law at Arizona State University. He is a licensed agent and consultant in OR and a licensed agent in WA, CA and NV. Tim is also a Chartered Property and Casualty Underwriter and has an Associate degree in Insurance Claims from American Institute of AIC/CPCU/AI.



Betsy Shenk, AIC
Lead Claims Consultant

Betsy has 26 years of broad commercial claims experience, working with some of the largest US insurance carriers on behalf of public entities as well as with self-insured clients and third-party administrators.

Betsy obtained her Bachelor of Science degree from Lewis and Clark College and has pursued graduate education in both insurance and business administration throughout her career. She is a licensed Commercial agent in the state of Oregon and a licensed General Lines Adjuster in multiple states. She has her Associate in Claims designation from the American Insurance Institute and is currently a CPCU candidate and member of the CPCU Society.

3. AGENCY QUESTIONS

WORKERS' COMPENSATION



Sid Friedman, AU, AINS
Senior Account Manager & Workers' Compensation Specialist

Sid has been with Brown & Brown since 2010, working in commercial lines and governmental entities. Previously, Sid worked for a national underwriting company with experience in commercial property and casualty, as well as workers' compensation underwriting and claims management. He is extremely detailed and has very good working relationships with both underwriters and customers.

Sid is a graduate of Whitworth University where he earned his Bachelor of Science.

"I really appreciate the timely service and experienced counsel that I get from working with Geoff and Ron and the Public Entity team at Brown & Brown. They are head and shoulders above the rest."

- *Mike Jacobs, Tualatin Valley Water District / SDIS Trust Chair*

ADDITIONAL SERVICE



Jessica Getman
President

Jessica is President of Brown & Brown Northwest Insurance, a division of Brown & Brown Insurance. Jessica manages offices in Portland, Bend and Medford, OR and Vancouver, WA. She is also a trusted partner and advisor to her colleagues in Seattle.

Jessica joined Brown & Brown's Denver, CO office in 2006. She served in various sales and leadership positions and was named Executive Vice President of Colorado Operations in 2018, overseeing four offices. Jessica moved to Portland, OR in 2012 with her family to lead the northwest region.

Jessica earned her B.S. in Finance from Bowling Green State University. She was honored as one of Portland Business Journal's 2015 Forty Under 40 honorees, one of Business Insurance's Women to Watch in 2018 and one of Portland Business Journal's Women of Influence in 2020. Jessica joined Portland Children's Museum's Board of Directors in 2016 and served two terms as Chair. She continued to serve as a member until the museum shuttered its operation in 2021. Jessica is currently a member of Portland Business Alliance's Board of Directors, where she serves as Treasurer. She has served on PBA's A Place With No Ceiling Committee as the 2018 and 2019 chair and 2020 and 2021 member. Jessica joined Summit Bank's inaugural Portland Board of Advisors last year.

3. AGENCY QUESTIONS

ADDITIONAL SERVICE



Sam Jones
Producer, Commercial Lines

An Oregon native, Sam joined Brown & Brown in 2020. Prior to joining the team, he spent four years serving in the United States Marine Corps as a Non-Commissioned Officer. After his time in the service, Sam spent nearly seven years working for a large commercial construction company in both project management and sales. His experience in both the military and commercial construction have drilled into him a passion for organization, planning and risk management, which fuel the level of service he brings to his clients.

Sam is a licensed Property and Casualty insurance agent, and has a Management Liability Insurance Specialist designation. He obtained a B.S. in Communications from Portland State University.

3. AGENCY QUESTIONS

H. PLEASE LIST TWO PUBLIC ENTITY (PREFERABLY K-12) REFERENCES.



Gresham Barlow School District

Jordan Ely – CFO
(503) 261-4566
ely@gresham.k12.or.us



Hillsboro School District

Leah McCarthy – Risk Manager
(503) 844-1765
mccarhl@hsd.k12.or.us



North Clackamas School District

Kerensa Mauk – Director of Business Operations
(503) 353-6031
mauckk@nclack.k12.or.us

I. PLEASE INDICATE THE INSURANCE COMPANY NAME AND THE AMOUNT OF INSURANCE CURRENTLY CARRIED FOR ERRORS & OMISSIONS INSURANCE.

Brown & Brown is insured with XL Specialty Insurance Company with Errors and Omissions limits of \$20,000,000.

J. WHAT MARKETING PLAN WOULD YOU USE TO ASSURE COMPETITIVE PREMIUM QUOTES?

Successful marketing for a customer like Corvallis SD is hinged on relationships, leverage, aggressive negotiations and most of all, integrity and full transparency to our carriers and customers. We would look at three basic elements to determine which insurers will be the best fit.

- **Service** – What good is your insurance contract if your insurer provides poor claims service? We thoroughly analyze a carrier's ability to serve their insured in all aspects of the insuring relationship and determine who is best equipped to excel in this area. As the manager of the PACE/SDAO Claims and Litigation department for many years, Geoff knows what levers to pull and what buttons to push.
- **Price** – As all governmental entities are subject to scrutiny over expenses, we would ensure you are not paying any more than absolutely needed for the coverage required. We are better equipped to negotiate the lowest premiums than any of our competitors due to our relationships and market size.
- **Coverage** – This is where the old adage, "you get what you pay for" applies. We don't want cheap coverage for the sake of saving a few dollars on the front end, then losing much more in the event of a bad claim due to inferior coverage. We are proud to have a thorough analysis tool which covers over 600 different coverage criteria, allowing us to "pressure test" your current coverage versus your actual needs. We also meet with carriers, such as PACE and SAIF, often and explain to them what is needed to cover your specific risks.

3. AGENCY QUESTIONS

In all likelihood, PACE will continue to be the best choice for Corvallis SD's liability lines of coverage for the foreseeable future. Because your district was allowed to separate your liability and general liability many years ago with PACE, you are able to procure your property coverage outside of the PACE program. Currently, Travelers provides an excellent market for this line of coverage, however Brown & Brown has an exclusive market for this risk.

We have access to APIP, which is a proprietary property insurance program, formed in 1993 to meet the unique property insurance needs faced by public entities. APIP has grown to more than 9,000 members in 45 states and more than \$650 billion in total insured values. APIP is the largest single property insurance placement in the world. The program's tremendous growth is a result of highly competitive terms and comprehensive coverage. Some of our customers who are taking advantage of this program are Linn Benton Community College, Portland Public Schools, Portland Community College, City of Salem and City of Eugene. Its' robust coverage and significant capacity are beyond what other insurers can offer. Specifically of interest may be that their earthquake and flood limits are "dedicated" to the policyholder. Additionally, they offer dedicated cyber limits within the program.

Our marketing plan would be very simple – determine with Corvallis SD which lines of coverage need to be marketed. From there, we approach the markets to negotiate the most favorable terms available with our strength, exclusive programs and leverage in the marketplace. If we are placing coverage outside of PACE, we like to incorporate meetings between potential insurers and the district. We find we get better results when the underwriter knows who is receiving the quote on the other end.

Regarding Workers' Compensation, although supply is limited, competition can still be created through the marketing process. Both SAIF and SDIS provide Workers' Compensation coverage for Oregon's school districts. While we believe you are well placed with SAIF, we would regularly look at SDIS as an alternative.

K. DESCRIBE THE ASSISTANCE YOUR FIRM WILL PROVIDE US IN DEVELOPING DETAILED AND SUMMARY CLAIMS DATA AND APPROACH TO ASSISTING IN CLAIMS REVIEW AND MANAGEMENT.

Regarding claims, we take a very active role when you have a loss, acting as your advocate in the claims process. Every member of our claims team has extensive experience with claims and risk management, including the abundance of claims that fall under the Oregon Tort Cap. We have witnessed an evolution of the tort cap over the years:

- In 2007, the Oregon Supreme Court ruled in the Clarke v OHSU case that if the tort cap was not a reasonably sufficient remedy, it would not apply.
- In 2009, the Oregon legislature increased tort caps, however it was unclear how the courts would apply them in a case with significant damages.
- In 2016, the Oregon Supreme Court upheld the tort cap in the Horton v OHSU case.

This issue will continue to evolve but currently, Oregon's public sector enjoys a strong tort cap. Brown & Brown was also specifically engaged in the Johnson v City of Portland case that temporarily did away with recreational immunity. This was a topic of many discussions with our customers and newsletter articles.

3. AGENCY QUESTIONS

Additional claim services our team offers are as follows:

- Report claims to the carrier
- Provide 24-hour access to Brown & Brown claims staff
- Develop claims procedural manuals based on needs of the organization
- Visit your locations that routinely experience claims
 - Discuss claims reporting procedures with your staff
 - Help train your staff in the basic claims principles in accordance with your philosophy
- Establish individual claim files on each claim reported
- Monitor ongoing claims handling and reserves
- Report claims to excess carriers when there is potential liability affecting a self-insured retention
- Assist clients in tracking incidents and occurrences that do not result in an insurance claim – our experience has proven that incidents can be a strong predictor of future claims when monitored effectively
- Assist with the selection of outside legal counsel, and if desired, assist in negotiations with insurance carriers regarding pre-approved legal counsel
- Advocate coverage issues to assure the most advantageous interpretation of coverage and equitable claims settlement
- Communicate status of claims handled under reservation of rights by your insurer and perform the critical role of being your advocate
- Assist in the selection and coordination of independent or public adjusters
- Provide customized loss data in the format and frequency you've defined
- Track and analyze claim data and provide individual claims narratives upon request

Brown & Brown has heavily invested in claims advocacy for our Oregon customers. We have an in-house claims team of seven teammates that are available 24/7 to assist when claims occur. As a general rule, we conduct claims reviews at least twice a year, or sooner at the request of the customer.

Even with this effective and positive investment, none of our competitors can match what Geoff Sinclair is able to provide on top of that. Geoff's 25+ years of Oregon public sector claims and litigation experience, including hiring, managing and working with nearly every single employee at SDAO/PACE, allows him to understand how best to navigate our customers' complex, political and sometimes heart wrenching problems. He often speaks to school boards and executive cabinets directly to help bridge the gap and solve the issue, whether it's a tough conversation regarding a complex employment lawsuit and the resolution options, or a coverage question on required onsite testing for tackle football vs vaccinations done by your nurses. Geoff's advice may be at odds with PACE or SAIF, but he is uniquely able to help you form the questions, challenges and arguments needed to help them say "yes".

3. AGENCY QUESTIONS

L. HOW WOULD YOU APPROACH DEVELOPING AND IMPLEMENTING A RISK MANAGEMENT PROGRAM THAT INCLUDED PROPOSALS FOR OPTIONAL AND ALTERNATIVE IDEAS THAT WILL REDUCE DISTRICT RISK AND/OR REDUCE PREMIUM COSTS?

Brown & Brown uses an internal service plan to ensure proper service offerings and execution to our customers. It outlines what service offerings are to be provided, and when, and is a fluid document that changes as the needs of the district change.

Our proposed Internal Service Plan for Corvallis School District is as follows. *This is just an example* – the plan would be modified as needed on an ongoing basis.

Corvallis School District: Sample Internal Service Plan 2022-23

Activity	Date	Responsibility & Status
Insurance Program, Renewal & Marketing		
• Package Policies	April-June	Ron & Geoff
• Workers' Compensation	April-June	
• Deductible Evaluation	March	
Safety Committee Program		
• Evaluation of Program	Ongoing,	Tim & SAIF
• Safety Committees	as needed	
• Site Inspections		
• Ergonomic Evaluations		
Service Plan & Relevant Issues/Areas to Emphasize		
• Risk Dept Planning & Goals	Ongoing	Ron, Geoff & Tim
• Review of Inspections Process		
• Safety Inspections		
• Contract & Policy Review		
• Spot On Resources/Succeed Training		
Claims Review		
• Liability Claims Review	Quarterly	Ron, Geoff & Tim
• Workers' Compensation Review		
Training		
• Safety Committee Training	As needed	Tim, SAIF & PACE
• Risk Training for Risk Team (Risk U)	As needed	
• Driver Training	As needed	
Monthly Meeting		
• Current RM Service Plan & Issues	1 st Wednesday of Month	Ron, Geoff & Tim
Advanced Analytics		
• Earthquake Modeling	Spring 2022	Ron & Geoff
• Actuarial – Self-Insured Feasibility	Fall 2022	Ron & Geoff

3. AGENCY QUESTIONS

Risk control/loss control services are provided and incorporated into our internal service plan. Regular meetings with your staff will provide the guidance and support the district is seeking – we recommend monthly meetings. Some of the risk management services available to you are as follows (at no additional cost):

Executive Risk Management

- Establish and train an Executive Risk Management Team
- Risk Management for Executives Training
- Entity Enterprise Risk Management

Risk Management Program Analysis

- Analysis of risk management and safety efforts

Legislative Actions

- Advise on legislative actions

Contractual Risk Management

- Boilerplate insurance wording
- Tailored construction wording
- Indemnity clause consulting
- Certificate checklists

Volunteer Risk Management

- Policy statement design
- Volunteer coordinator training
- Volunteer risk identification program
- Creative insurance options

Self-Insurance Services

- Strategic Planning
- Reserve & budget analysis
- Timeline and Task Preparation
- Actuarial Reports 101
- Feasibility Analysis
- SIR Analysis

Self-Insurance vs. Insurance Cost Analysis

- Report on how much money self-insurance saves
- Internal rate of return analysis

Benchmarking

- Liability Claims
- Workers' Compensation Claims
- Total Cost of Risk

- Property Premium Rates
- Deductibles and Self-Insured Retentions

Loss Prevention Services

- Client inspection checklists
- Emergency evacuation plans
- Fleet safety programs
- Premises liability safety surveys
- Advanced property protection
- Negotiating optimum loss control services with PACE

Claims Cost Containment

- On-staff client claims advocates
- Claim reviews
- Employer at Injury Program requirements
- Early Return to Work programs
- Preferred provider relationships
- Catastrophic claims management

Program Design

- Analyze current program, recommend appropriate changes to meet goals & objectives
- Evaluate funding and payment alternatives
- Present varied options and concepts for consideration
- Work with selected carrier to implement loss control and claims service plans
- Ensure that communication expectations are established

Program Services

- Coordinate claims reviews with insurance carrier
- Maintain and monitor cost effective program
- Project experience rating modifications
- Analyze \$2,300 Non-Disabling Reimbursement program
- Project loss sensitive evaluations
- Conduct unit statistical claims reviews throughout the year
- Evaluate premium audits for accuracy
- Negotiate competitive renewals
- Present claims reports

3. AGENCY QUESTIONS

Emergency Management

- Review emergency management programs
- Prepare & oversee drills
- Assist with Business Continuity Plans

Special Events

- Risk Management review of events
- Review insurance
- Review contracts

Consumer Protection and Red Flag

- Review security policies and procedures

Construction and Project Management

- Review bids and proposals
- Recommend insurance requirements
- Review contracts

Risk Management Policy Manuals

- Assist in writing and advising on risk management manuals
- Advise on risk management intranet sites

Safety Programs

- Review and train on safety programs

Annual Report

- Assist in preparing annual risk management report

Cost Allocation

- Premium and loss allocation by department

Training Seminars and Topics

- Actuarial Science 101
- Accident Investigations
- Bomb Threat Response
- Emergency Planning
- Chemical Hazards
- Contract Management
- Distracted Driving
- Hazard Communication
- Indoor Air Quality
- Intro to OSHA
- Lockout – Tag out
- Machine Guarding
- Material Safety Data Sheets (MSDS)
- Managing Your Claims Process
- Motivating Safe Behavior for Managers
- Spot On Resources/Elements Training
- Office Safety
- Appropriate Physical Contact for Bus Drivers or Teachers
- Project Management Skills
- Respect in the Workplace
- Risk Management 101
- Risk Management for Coaches
- Safety & Health Programs
- Safety Committees and more
- Spill Cleanup
- Safety Orientation
- Slip & Falls
- Stress and Stretching
- Supervisors Role
- Taking customer accident reports
- Walking & Working Surfaces
- Workers' Compensation 101

3. AGENCY QUESTIONS



Risk University

One of Brown & Brown's advantages is our ability to design complete programs to help customers, like our Risk University (Risk U). Risk U is a 14-module risk management training program designed to get supervisors, managers and directors on board with good risk management practices. Your representatives are welcome to join the next session, which will start in the coming months, or we can host one specifically for your team. We strongly recommend that you take advantage of this great training.

Risk U topics include:

- What is Risk Management
- Executive Risk Management Team
- Risk Management Expectations
- The Law
- Loss Exposures
- OSHA
- Safety Committees
- Contracting
- Claims Administration
- Employment Liability
- Insurance Policy Analysis
- Best Practices
- Work Plan
- Risk Finance



Benchmarking

Every three to four years, Brown & Brown benchmarks all of our school district customers against one another. This analysis assists Tim Clarke and his team in identifying hot spots in risk programs.



Spot On Resources

Brown & Brown provides access to Spot On Resources (Zywave), an online risk management tool, for as many employees as you would like at no additional cost. The library of materials available include thousands of documents that can be rebranded to the district and used in any capacity you would like.

M. WHAT EVENTS AND/OR CIRCUMSTANCES DO YOU SEE IN THE HORIZON THAT WOULD BE OF CONCERN TO PUBLIC ENTITIES AND HOW WOULD YOU PROPOSE TO ADDRESS THEM?

Cyber – The cyber insurance market is characterized as “hard,” meaning increasing premiums and reduced carrier capacity. We will continue to see difficulties in this space for the foreseeable future. The district can address this problem by making your cyber security as robust as possible. We recommend implementing the following:

- Multi-factor authentication
- End point monitoring
- Physical offsite backups

The above would be the minimum standards in order to maintain some level of cyber coverage outside of the PACE program.

It is important to note that this line of coverage will continue to evolve, perhaps abruptly as geopolitical circumstances continue to change.

3. AGENCY QUESTIONS

Wildfire – Wildfire is an emerging risk in the northwest that insurers are very concerned about. Whether the district continues to procure coverage outside of PACE or within the PACE program, this topic will be an issue. We are recommending the following to address this concern:

- Ensure proper values and accuracy of the property schedule. Has there been an audit of your schedule recently? We would immediately conduct this should we be selected as your Agent of Record.
- Minimize flammable vegetation around buildings.
- Keep flammables at least 30 feet away from structures.
- To the extent possible, use fire resistive construction.
- Use fire resistive roofing and vents.
- Make efforts to keep an inventory of contents located in and around your buildings.

Abuse – Insurers are becoming less and less inclined to offer substantial limits for allegations of abuse. For now, the reinsurer for PACE (Genesis) has not reduced the abuse related coverage, however that could change. To mitigate this loss, we recommend the district remain fully compliant with the PACE Sexual Abuse & Molestation (SAM) toolkit and make sure that all SB155 requirements are followed, especially the requirement that the designated licensed administrator and their alternate perform their duties to properly notify the correct agency of any mandatory reported abuse allegations. Failure to do so could lead to all abuse coverage to be excluded by PACE.

Tort Cap – The tort cap for Corvallis SD is \$782,600 for a single claimant and \$1,565,100 for multiple claimants, as of 7/1/21. The cap will increase again on 7/1/22. There have been multiple attempts to eliminate the tort cap by the plaintiffs' bar, but having the cap keeps insurance rates low for all governmental entities. Should those caps be eliminated (as they are in Washington and California), premiums would certainly go up significantly and coverage would likely shrink. Brown & Brown fastidiously monitors litigation related to the caps and reports the implications of each court decision to our customers.

Other topics of significance would be active shooter, concussion issues, drones, student travel and student transportation. Our team is well versed in each of these.

N. WHAT BASIS OF COMPENSATION WOULD YOU PROPOSE AND WHY?

Our normal method of remuneration is to charge a flat fee for property & casualty and commission on workers' compensation lines of coverage. The purpose for commission on the workers' compensation line of coverage is because SAIF will not issue policies net of (or without) commission. Also, flood coverage and surety bonds cannot be issued net of commission.

Our flat fee would contemplate the PACE lines of coverage, property, cyber, storage tank, active shooter as well as the primary and excess coverage for mental health services. Our proposed fee is \$49,500. We would also seek a 3% escalation to our annual fee going forward.

Regarding the coverage for mental health services, we would want to drill down on the necessity of this. Is the District contracting the services through the County, Trillium or other service provider? Is there a contract? It may be possible that the coverage is redundant to coverage provided currently by PACE.

We look forward to speaking with you and answering any questions that you may have. We value face to face communication in everything that we do, so please don't hesitate to ask for a meeting or call anytime. Thank you very much for the opportunity.

C. Approve Lease for Educational Technology Products



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Olivia Meyers Buch, Finance and Operations Director
Meeting Date: April 14, 2022

Approve Purchase and Lease of Educational Technology Products

ACTION REQUESTED

Background

In order to get back on track with student device refresh cycles amid disruptions caused by the COVID-19 pandemic, the district intends to leverage the Emergency Connectivity Fund (ECF) to fund the replacement of all student and teacher devices that are at least three years old. The ECF is a \$7.17 billion program funded by the American Rescue Plan Act of 2021 to help schools and libraries support remote learning. The ECF has committed \$2.7 million to the district to fund the costs of equipment to be provided to students and teachers who would otherwise lack connected devices sufficient to engage in remote learning (due to the age of our current devices). Planned replacements include the following:

- All elementary student devices that were deployed in 2018-19 and are now four years old will be replaced with new iPads.
- All middle school student devices that were deployed in 2019-20 and are now three years old will be replaced with new Chromebooks.
- All high school student devices that were deployed in 2018-19 and are now four years old will be replaced with new Chromebooks.

Quotes were solicited for student devices and related accessories (cases and pens), and Insight Financial Services offers low rate, multi-year lease options through the Oregon Educational Technology Purchasing Consortium (OETC). Taking advantage of leasing options helps to create more predictable budgets that support our instructional technology needs, ensuring that we are effectively utilizing existing resources while also planning for the future.

Proposal for Elementary Student Devices (iPads)

Equipment	Qty	Unit Cost	Amount Financed	Term	Annual Payment	Total Cost	Funding Source
Apple iPads	2,483	\$400.00	--	--	--	\$993,200.00	ECF
Apple iPads	2,483	\$42.95	\$106,644.85	5 Yrs	\$23,557.85	\$117,789.25	CSD

Apple iPads	117	\$442.95	\$51,825.15	5 Yrs	\$11,448.18	\$57,240.90	CSD
Apple Pencils	2,600	\$89.00	\$231,400.00	5 Yrs	\$62,223.46	\$311,117.30	CSD
Apple Project Mgmt	12	\$900.00	\$10,800.00	5 Yrs	\$2,904.12	\$14,520.60	CSD
TOTAL			\$400,670.00		\$100,133.60	\$1,493,868.00	

Proposal for Middle School Student Devices (Chromebooks)

Equipment	Qty	Unit Cost	Amount Financed	Term	Annual Payment	Total Cost	Funding Source
CTL Chromebooks	1,583	\$398.00	--	--	--	\$630,034.00	ECF
Chromebook Accessories	1,583	\$131.00	\$207,373.00	3 Yrs	\$73,969.95	\$221,909.85	CSD
TOTAL			\$207,373.00		\$73,969.95	\$851,943.85	

Proposal for High School Student Devices (Chromebooks)

Equipment	Qty	Unit Cost	Amount Financed	Term	Annual Payment	Total Cost	Funding Source
CTL Chromebooks	2,240	\$398.00	--	--	--	\$891,520.00	ECF
Chromebook Accessories	2,240	\$131.00	\$293,440.00	4 Yrs	\$80,373.22	\$321,492.88	CSD
TOTAL			\$293,440.00		\$80,373.22	\$1,213,012.88	

Total Amount Purchased (ECF): \$2,514,754.00

Total Amount Financed (Leased): \$901,483.00

Total Annual Lease Payment: \$254,476.78

Total Cost of Lease Payments (over 3, 4 or 5 years): \$1,044,070.78

ACTION REQUESTED:

Approve purchasing and leasing the desired equipment from Insight Financial Services per the attached proposals.

ATTACHED:

Insight Financial Services Lease Proposal (Apple Quote #2210948909)

Insight Financial Services Lease Proposal (CTL Quote #0260119 & #0260122)

MOTION REQUESTED:

“I move to approve the purchase of educational technology utilizing the district’s ECF commitments in the amount of \$2,514,754.00 through Insight Financial Services. Furthermore, I move to approve the execution of lease purchase agreements with Insight Financial Services for educational technology in amounts totaling \$100,133.60, of \$221,909.85, and \$321,492.88.”



April 7, 2022

Corvallis School District 509J
1555 SW 35th Street
Corvallis, OR 97333

On behalf of Insight Investments, LLC, I am pleased to present this proposal for the financing of the equipment described below according to the terms and conditions indicated herein.

Equipment Description: Apple Quote #2210948909

Base Term: 5 Years

Project Amount: \$1,393,870.00

Payment Structure:

Grades K-5 - 5 Year Term		
August 1, 2022	\$100,133.60	\$993,200 paid via ECF Funding
August 1, 2023	\$100,133.60	
August 1, 2024	\$100,133.60	
August 1, 2025	\$100,133.60	
August 1, 2026	\$100,133.60	

Estimated Commencement: August, 1, 2022

OETC Contract: OETC-15R-Leasing

Terms and Conditions:

Lease Rates: The lease payment quoted in this proposal has been calculated using an interest rate tied to the current yield of a comparable term Interest Rate Swaps as reported at www.barchart.com for April 7, 2022. The lease rate quoted is subject to change in the event such Interest Rate Swap yields increase.

End of Term Options: Fair Market Value Options:

- Purchase the equipment for the then Fair Market Value
- Return the equipment with no further obligation
- Continue leasing the equipment

Purchase Order Authorization: With respect to any executed lease proposal outlining the cost, rent, term and equipment to be leased under a Schedule, Lessee agrees that: (a) Lessor may order such equipment from a manufacturer or vendor thereof in Lessor's own name, and (b) in such case, Lessee will indemnify and hold Lessor harmless from and against all claims, actions and/or demands of said manufacturer or vendor resulting from any cancellation or termination of said purchase order in the event that the lease financing of said Equipment contemplated in lease proposal is not consummated.

Conditions Precedent: This transaction is contingent upon (i) successful execution of mutually agreed upon documentation with Insight and (ii) the review and approval by Insight's Finance Committee.

Market Disruption: Notwithstanding anything contained herein to the contrary, in the event any material change shall occur in the financial markets, including but not limited to governmental action or any event which cause material adverse change in the extension of credit by lenders generally, Lessor shall have the ability to amend its pricing contained herein. In such a case, Lessor shall provide an updated proposal and Lessee will have the option to execute as revised.

Proposal Expiration: This proposal may be withdrawn at any time at Insight's sole discretion and expires 30 days from the date of this letter unless extended by Insight.

Sincerely,

Agreed to and Accepted by:
Corvallis School District 509J

Andy Hashimoto
Vice President
916-812-9994
ahashimoto@ifsleasing.com

By: _____
Name: _____
Title: _____
Date: _____

Apple Inc. Education Price Quote

Customer: ACCOUNTS PAYABLE
CORVALLIS SD 509J ACCOUNTS
PAYABLE
Phone: (541) 757-5921
email:
ashley.knudsen@corvallis.k12.or.us

Apple Inc: Steve Nelson
One Apple Park Way
Cupertino, CA 95014
Phone: +1-503-3335838
email: stevenelson@apple.com

Apple Quote: 2210948909

Quote Date: Wednesday, April 06, 2022

Quote Valid Until: Friday, April 29, 2022

Quote Comments:

Please reference Apple Quote number on your Purchase Order.

Row #	Details & Comments	Qty	Unit List Price	Extended List Price
1	APS PROJECT MGMT SVCS REMOTE - 4HR-USA Part Number: D8534LL/A	12	\$900.00	\$10,800.00
2	10.2-inch iPad Wi-Fi 64GB-Space Gray (Packaged in a 10-pack), Logitech Rugged Combo 3 case, w/ 3YR AppleCare+ for Schools (no service fees) Part Number: BSPD2LL/A	260	\$4,429.50	\$1,151,670.00
	10.2-inch iPad Wi-Fi 64GB - Space Gray (Packaged in a 10-pack) Part Number: MK2Y3LL/A Quantity: 2,600			
	3-Year AppleCare+ for Schools - iPad 9th Gen. no service fees Part Number: S7831LL/A Quantity: 2,600			
	Logitech Rugged Combo 3 Case with Integrated Smart Connector Keyboard for 10.2-inch iPad (7th, 8th & 9th generation) - Blue Part Number: HNMA2ZM/A Quantity: 2,600			
3	APS CUSTOM IPAD DEPLOY OFFSITE SVCS-USA Part Number: D6160LL/A	2,600	\$1.00	\$2,600.00
4	Apple Pencil (1st Generation) Part Number: MK0C2AM/A	2,600	\$89.00	\$231,400.00

Edu List Price Total \$1,396,470.00

- Additional Tax \$0.00

- Estimated Tax \$0.00

Extended Total Price* \$1,396,470.00

*In most cases Extended Total Price does not include Sales Tax

*If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary

Complete your order by one of the following:

- This document has been created for you as Apple Quote ID 2210948909. Please contact your institution's Authorized Purchaser to submit the above quote online. For account access or new account registration, go to <https://ecommerce.apple.com>. Simply go to the Quote area of your Apple Education Online Store, click on it and convert to an order.
 - For registration assistance, call 1.800.800.2775
- If you are unable to submit your order online, please send a copy of this Quote with your Purchase Order via email to institutionorders@apple.com. **Be sure to reference the Apple Quote number on the PO to ensure expedited processing of your order.**
 - For more information, go to provision C below, for details.

THIS IS A QUOTE FOR THE SALE OF PRODUCTS OR SERVICES. YOUR USE OF THIS QUOTE IS SUBJECT TO THE FOLLOWING PROVISIONS WHICH CAN CHANGE ON SUBSEQUENT QUOTES:

- ANY ORDER THAT YOU PLACE IN RESPONSE TO THIS QUOTE WILL BE GOVERNED BY (1) ANY CONTRACT IN EFFECT BETWEEN APPLE INC. ("APPLE") AND YOU AT THE TIME YOU PLACE THE ORDER OR (2), IF YOU DO NOT HAVE A CONTRACT IN EFFECT WITH APPLE, CONTACT contracts@apple.com.
- ALL SALES ARE FINAL. PLEASE REVIEW RETURN POLICY BELOW IF YOU HAVE ANY QUESTIONS. IF YOU USE YOUR INSTITUTION'S PURCHASE ORDER FORM TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.
- YOUR ORDER MUST REFER SPECIFICALLY TO THIS QUOTE AND IS SUBJECT TO APPLE'S ACCEPTANCE. ALL FORMAL PURCHASE ORDERS SUBMITTED BY EMAIL MUST SHOW THE INFORMATION BELOW:
 - APPLE INC. AS THE VENDOR
 - BILL-TO NAME AND ADDRESS FOR YOUR APPLE ACCOUNT
 - PHYSICAL SHIP-TO NAME AND ADDRESS (NO PO BOXES)
 - PURCHASE ORDER NUMBER
 - VALID SIGNATURE OF AN AUTHORIZED PURCHASER
 - APPLE PART NUMBER AND/OR DESCRIPTION OF PRODUCT AND QUANTITY
 - TOTAL DOLLAR AMOUNT AUTHORIZED OR UNIT PRICE AND EXTENDED PRICE ON ALL LINE ITEMS
 - CONTACT INFORMATION: NAME, PHONE NUMBER AND EMAIL
- UNLESS THIS QUOTE SPECIFIES OTHERWISE, IT REMAINS IN EFFECT UNTIL Friday, April 29, 2022 UNLESS APPLE WITHDRAWS IT BEFORE YOU PLACE AN ORDER, BY SENDING NOTICE OF ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE.
 - APPLE MAY MODIFY OR CANCEL ANY PROVISION OF THIS QUOTE, OR CANCEL ANY ORDER YOU PLACE PURSUANT TO THIS QUOTE, IF IT CONTAINS A TYPOGRAPHIC OR OTHER ERROR.
- THE AMOUNT OF THE VOLUME PURCHASE PROGRAM (VPP) CREDIT SHOWN ON THIS QUOTE WILL ALWAYS BE AT UNIT LIST PRICE VALUE DURING REDEMPTION ON THE VPP STORE.
- UNLESS SPECIFIED ABOVE, APPLE'S STANDARD SHIPPING IS INCLUDED IN THE TOTAL PRICE.

Opportunity ID: 1800005743929

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April 8, 2022

Corvallis School District 509J
1555 SW 35th Street
Corvallis, OR 97333

On behalf of Insight Investments, LLC, I am pleased to present this proposal for the financing of the equipment described below according to the terms and conditions indicated herein.

Equipment Description: CTL Quote #0260119 & #0260122

Project Amount: \$2,022,367.00

Payment Structure:

Grades 6-8 - 3 Year Term		
August 1, 2022	\$73,969.95	\$630,034.00 paid via ECF Funding
August 1, 2023	\$73,969.95	
August 1, 2024	\$73,969.95	

Grades 9-12 - 4 Year Term		
August 1, 2022	\$80,373.22	\$891,520.00 paid via ECF Funding
August 1, 2023	\$80,373.22	
August 1, 2024	\$80,373.22	
August 1, 2025	\$80,373.22	

Estimated Commencement: August, 1, 2022

OETC Contract: OETC-15R-Leasing

Terms and Conditions:

Lease Rates: The lease payment quoted in this proposal has been calculated using an interest rate tied to the current yield of a comparable term Interest Rate Swaps as reported at www.barchart.com for April 7, 2022. The lease rate quoted is subject to change in the event such Interest Rate Swap yields increase.

End of Term Options: Fair Market Value Options:

- Purchase the equipment for the then Fair Market Value
- Return the equipment with no further obligation
- Continue leasing the equipment

Purchase Order Authorization: With respect to any executed lease proposal outlining the cost, rent, term and equipment to be leased under a Schedule, Lessee agrees that: (a) Lessor may order such equipment from a manufacturer or vendor thereof in Lessor's own name, and (b) in such case, Lessee will indemnify and hold Lessor harmless from and against all claims, actions and/or demands of said manufacturer or vendor resulting from any cancellation or termination of said purchase order in the event that the lease financing of said Equipment contemplated in lease proposal is not consummated.

Conditions Precedent: This transaction is contingent upon (i) successful execution of mutually agreed upon documentation with Insight and (ii) the review and approval by Insight's Finance Committee.

Market Disruption: Notwithstanding anything contained herein to the contrary, in the event any material change shall occur in the financial markets, including but not limited to governmental action or any event which cause material adverse change in the extension of credit by lenders generally, Lessor shall have the ability to amend its pricing contained herein. In such a case, Lessor shall provide an updated proposal and Lessee will have the option to execute as revised.

Proposal Expiration: This proposal may be withdrawn at any time at Insight's sole discretion and expires 30 days from the date of this letter unless extended by Insight.

Sincerely,

Agreed to and Accepted by:
Corvallis School District 509J

Andy Hashimoto
Vice President
916-812-9994
ahashimoto@ifsleasing.com

By: _____
Name: _____
Title: _____
Date: _____



CTLQuote

CTL Corporation
9700 SW Harvest Ct.
Bldg. #100
Beaverton, OR 97005
www.ctl.net
(503) 646-3733

Order Number: 0260119

Order Date: 4/7/2022

Ship Date: 6/6/2022

Salesperson: FRG

Customer Number: 0001059
fgloekler@ctl.net

Sold To:
Corvallis School District #509
1555 SW 35TH St
Corvallis, OR 97333-1130

Ship To:
Corvallis School District #509
1555 SW 35TH St
Attn. Drew Hinds
Corvallis, OR 97333-1130

Confirm To: Joanne Geissler 541 766-4715

Customer P.O.	Ship VIA	F.O.B.	Terms	Ship From Warehouse:
3823 NL72TW w/management	TRUCKING	DEST-COMM	Net 30	001

ORDERED	SHIPPED	BACKORD	ITEM #	DESCRIPTION	PRICE	AMOUNT
3,823	0	0	CBUS1100011	CTL Chromebook NL72TW/8/64 CBU	398.00	1,521,554.00
3,823	0	0	WRCB3000	3 Yr P&L + 1Yr 2 Way Shipping	0.00	0.00
Max Infocase Clear, Chrome Management License, Provisioning ZTE Standard						

Net Order:	1,521,554.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	1,521,554.00



CTLQuote

CTL Corporation
9700 SW Harvest Ct.
Bldg. #100
Beaverton, OR 97005
www.ctl.net
(503) 646-3733

Order Number: 0260122

Order Date: 4/7/2022

Ship Date: 6/6/2022

Salesperson: FRG

Customer Number: 0001059
fgloekler@ctl.net

Sold To:
Insight Investment
611 Anton Blvd Ste 700
Costa Mesa, CA 92626-7050

Ship To:
Corvallis School District #509
1555 SW 35TH St
Attn. Drew Hinds
Corvallis, OR 97333-1130

Confirm To: Joanne Geissler 541-766-4715

Customer P.O. **Ship VIA** **F.O.B.** **Terms** **Ship From Warehouse:**
 TRUCKING DEST-COMM Net 30 001

ORDERED	SHIPPED	BACKORD	ITEM #	DESCRIPTION	PRICE	AMOUNT
3,823	0	0	NB00800	NL72T/72TW USI Pen	51.00	194,973.00
3,823	0	0	CV00041	CTL NL72T/TW Case-Cover	42.00	160,566.00
3,823	0	0	SF00006	Chrome EDU: Perpetual license	38.00	145,274.00

Net Order:	500,813.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	500,813.00

D. Non-Represented Employee Benefits and Compensation



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Jennifer Duvall, Human Resources Director
Meeting Date: April 14, 2022

Non-Represented Employee Benefits and Compensation

ACTION REQUESTED

Background

The non-represented employee group's agreement expires June 30, 2022. The following changes are recommended to the Non-Represented Staff Agreement:

- A one-year agreement, effective July 1, 2022 through June 30, 2023;
- Provide steps each year of the agreement for those eligible for step movement;
- Add a 2.00% cost of living adjustment (COLA) to the salary schedule for all non-represented positions;
- Increase the monthly district insurance contribution to \$1,525 per month;
- Provide a tuition reimbursement/professional development pool of \$10,000 for non-represented staff who are not licensed administrators. There is currently tuition reimbursement available for administrators due to licensure requirements. This change would create a similar process for other non-represented staff and support continued professional development and retention.
- Provide a bilingual stipend of 2.50% of salary to non-represented staff who meet the criteria. Agreement language will be similar to the classified agreement. This aligns all employee groups in honoring the bilingual skills our district values and helps support retention.

ACTION REQUESTED:

Approve the changes to the Non-Represented Employee Salary and Benefits Agreement effective July 1, 2022.

MOTION REQUESTED:

"I move to approve the Non-Represented Employee Salary and Benefits Agreement for the 2022-23 school year."

E. Addition of Positions to the Non-Represented Employee Salary Schedule: Health and Wellness Coordinator and Food and Nutrition Services Culinary Supervisor



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Jennifer Duvall, Human Resources Director
Olivia Meyers Buch, Finance and Operations Director
Meeting Date: April 14, 2022

Addition of Positions to the Non-Represented Employee Salary Schedule: Health and Wellness Coordinator and Food and Nutrition Services Culinary Supervisor

ACTION REQUESTED

Background

The district intends to hire a Health and Wellness Coordinator who will provide district-level oversight for a comprehensive wellness program for both staff and students. In addition, the district intends to hire a Food and Nutrition Services Culinary Supervisor who will provide district-level oversight for the culinary aspects of the district's school nutrition programs.

The board approves salary schedules for employee groups; however, the Non-Represented Employee Salary and Benefit Agreement does not currently have a salary range for these positions. Therefore, we are asking the board to approve these additions.

Position Descriptions and Salary Range

The Health and Wellness Coordinator will be responsible for planning, designing, implementing, and evaluating programs that promote healthy lifestyles. Key duties are to facilitate the district's Wellness Committee, assess health and wellness needs throughout the district, provide education on health initiatives and programs, and collaborate with various departments to promote preventative health benefits. The recommended salary range for the Health and Wellness Coordinator position for the 2022-23 school year is:

Position	Days	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Health and Wellness Coordinator	210	\$49,192	\$50,422	\$51,683	\$52,974	\$54,299	\$55,656

The Food and Nutrition Services Culinary Supervisor position is being created due to planned changes in operations of the department. This position will oversee recipe development and testing, menu assessment and planning, food production, quality and quantity controls, and culinary training and supervision of staff. The recommended salary range for the Food and Nutrition Services Culinary Supervisor aligns with our Custodial Supervisor and for the 2022-23 school year is:

Position	Days	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Food and Nutrition Services Culinary Supervisor	260	\$70,725	\$72,492	\$74,305	\$76,162	\$78,067	\$80,018

Costs

The Health and Wellness Coordinator position will be funded by the Teaching and Learning Department budget. A salary review for this position was conducted with comparator districts and the proposed salary range is in line with the comparators.

The Food and Nutrition Services Culinary Supervisor position will be funded by the Food and Nutrition Services department budget. A salary review for this position was conducted with comparator districts and Oregon State University and is in line with the comparators.

ACTION REQUESTED:

Approve the addition of the Health and Wellness Coordinator and the Food and Nutrition Services Culinary Supervisor positions and salary ranges to the Non-Represented Employee Salary and Benefit Agreement.

MOTION REQUESTED:

“I move to add the Health and Wellness Coordinator and the Food and Nutrition Services Culinary Supervisor positions and salary ranges to the Non-Represented Employee Salary and Benefit Agreement.”

F. Licensed Personnel Action



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
 Prepared by: Jennifer Duvall, Human Resources Director
 Meeting Date: March 14, 2022

Licensed Personnel Action

ACTION REQUESTED

1. Issue:

a. Additional Information/Leaves/Reduction

Name	Position	FTE	Building	Effective	Notes
Abbes, Sharyn	SPED Teacher	1.00	District Office/CO/Muddy Creek	06/30/2022	Resignation
Amiton, Lauren	Mental Health Therapist	1.00	Adams/Letitia Carson Elementary School	*10/06/2021	Resignation
Arning, Bonnie	Language Arts-HS & ELL Teacher	1.00	Corvallis High School	06/30/2022	Resignation
Bellah, Ruth "Kina"	Math Teacher	0.50	District Office	06/30/2022	Resignation
Cameron, Elliott	AVID, Chemistry, & Environmental Science Teacher	1.00	Corvallis High School	06/30/2022	Resignation
Colon, Gayle	Third Grade - Bilingual Teacher	1.00	Garfield	06/30/2022	Resignation
Conley, Alisabeth "Betsy"	SPED Teacher	1.00	Linus Pauling Middle School	06/30/2022	Resignation
Gray, Shannon	Third Grade Teacher	1.00	Adams Elementary School	06/30/2022	Resignation
Hansen, Cody	SPED Teacher	1.00	Mt. View Elementary School	06/30/2022	Resignation
Laney De Battro, Savannah	Third Grade - Bilingual	1.00	Garfield Elementary School	*10/31/2021	Resignation



Corvallis

SCHOOL DISTRICT

Peterson, Karen	Special Ed Teacher - Life Skills	1.00	Corvallis High School	06/30/2022	Retirement
Stone, Jane	First Grade Teacher	1.00	Wildcat Elementary School	06/30/2022	Retirement
Zachary, Dana	District Library & Media Specialist	1.00	District Office	06/30/2022	Resignation
Zinkhan, Morgan	Corvallis Online Teacher	1.00	Corvallis Online	06/30/2022	Resignation

*Accidentally included in board contract renewal on March 3, 2022, resigned on the effective dates shown above.

MOTION REQUESTED:

“I move to approve the Licensed Personnel action as submitted.”

G. Minutes

1. December 9,2021

MINUTES
Special Meeting of the
BOARD OF DIRECTORS
Corvallis School District 509J

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at approximately 6:33 p.m. in the Board Room of the Central Administration Building, 1555 SW 35th Street, Corvallis, OR 97333. The secretary recorded those present as listed below.

<p><u>BOARD MEMBERS PRESENT</u> Vincent Adams Sami Al-Abdrabbuh, Chair Tina Baker Terese Jones Shauna Tominey Luhui Whitebear, Co-Vice Chair Sarah Finger McDonald, Co-Vice Chair</p> <p><u>BOARD MEMBERS EXCUSED</u></p>	<p><u>EXECUTIVE STAFF PRESENT</u> Ryan Noss, Superintendent Melissa Harder, Assistant Superintendent</p>
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A quorum was present, and due notice had been published.

II. PLEDGE OF ALLEGIANCE

Chair Al-Abdrabbuh led the Pledge of Allegiance. He noted that some Board members were attending in person, and some were attending via video or audio. He pointed out that board members might not be on the video all of the time due to connectivity issues, but they would be participating over audio. He noted how the public could access the agenda and supporting materials for the meeting.

Chair Al-Abdrabbuh stated that he is grateful that technology makes it possible for more community members to view and participate in school board meetings, given the flexibility provided by Oregon law.

III. SCHOOL IMPROVEMENT PLANS

Principals for each of the following schools, along with District Staff, presented their 2021-22 school improvement plans and engaged with the Board. (The slides are posted online with the informational packet for this meeting and will be filed with the official 2021-22 Board records.)

A. Middle School Presentation

- Franklin K-8
- Cheldelin Middle School
- Linus Pauling Middle School

B. High School Presentation

- Corvallis High School
- Crescent Valley High School
- College Hill

The Board took a short break and then resumed the meeting.

IV. MATH CURRICULUM UPDATE

Assistant Superintendent Harder, Nikki McFarland, Secondary Coordinator, and Amy Lesan, Elementary Coordinator, referred to a written report provided to the Board prior to the meeting. (The report and slides are posted online with the informational packet of this meeting and will be filed with the official 2021-22 Board records.)

District staff provided the following responses to questions from the Board:

- There are significant gaps in math learning, with 20% of students failing Algebra 1.
- There will be professional development to support teachers and heterogeneous learning in the classrooms.
- Math is our most tracked class and has the most interventions.
- There will be more communication regarding plans moving forward.
- Professional development had been scaled back with the pandemic, but teachers have been attending training on their own; the District will provide additional training and support moving forward.
- There will be additional training for teachers; there is Title 2 funding available for professional development.
- Middle school teachers are further along in professional development over the past few years; they have collaborated and incorporated supplemental materials.
- San Francisco is a large school district that has successfully de-tracked. Data shows it has worked well for both the bottom and top learners.

V. BOARD POLICY ACB - ALL STUDENTS BELONG - REVISED -- FIRST READING

Board members and District staff discussed Board Policy ACB. Some of the comments included:

- We started the year with a bias training for all staff; next year, the training will be more interactive.
- Administrators have completed three pieces of training on bias; they take it back and share it with staff through professional development that includes real-life examples.
- District administration provides tools including templates for how to write up an incident, check-off sheets for who to contact, and other forms and processes for school administrators to use when responding to bias incidents.
- District administration follows up by walking through incident responses with school staff; we feel a lot of confidence in our school administrators.
- We should strengthen the language in the policy reflecting professional training and practices.
- There will be additional teacher training on intervention in bias situations, with a refresher when the staff returns in January.

- There is new bias training for athletic coaches, recognizing they are not necessarily educators and that it is a different environment.
- Add training for coaches on how to navigate bias incidents while traveling.
- In response to a bias incident, steps for discipline are clearly stated in the processes used by school administrators.
- Bias incidents are tracked in our student information system and by the Assistant Superintendent's office; we need to determine how the information will be reported to the Board.
- In addition to the three symbols stated in the policy, we should return the two clarifying criteria and a clarification that there may be more than the three symbols that qualify as bias.

VI. BOARD MEMBER COMMENTS

Co-Vice Chair Finger McDonald shared the following:

- Appreciation for the administrators that presented tonight and all of the hard work of the staff working in our schools.
- Several news outlets have reported that when looking at countywide data, evidence shows that counties with high vaccination rates have substantially lower death rates. As vaccines are now available for five-11-year-olds, please get them vaccinated; vaccination keeps students in school and healthy.

Superintendent Noss shared that as of December 2, 2021, Benton County is reporting that 38% of five – 11-year-olds in our county have been vaccinated, compared to 22% in the state. Next Wednesday, December 15, and Thursday, December 16, vaccine boosters will be available to the community at the CH2M Hill Alumni Center from 11:00 a.m. to 7:00 p.m.

Comments offered by Co-Vice Chair Finger McDonald included:

- Oregon recently passed a law that requires firearms to be secured in a gun safe unless in possession of the owner.
- Many school shootings are a result of guns being too accessible.
- If a weapon is unsecured and used to harm others, the gun owner may be held liable under the new law.

Director Jones shared the following:

- Appreciation for all the volunteers who supported Lincoln and Garfield's vaccine clinics.
- She toured the new Lincoln Elementary School, excited to see connections in the learning spaces at the elementary schools for a shared learning experience across the district.

Co-Vice Chair Whitebear shared the following comments:

- Gratitude to the staff that led tours at Lincoln Elementary School and for opening the space for the community and parents to see.
- A virtual tour of Lincoln Elementary School is posted on the District website for those who could not attend.

- Thanks to the community for investing in the bond project to support schools.
- I am grateful to be part of a community that shows this much care for our students.

VII. ADJOURNMENT

There being no further business before the Board, Chair Al-Abdrabbuh adjourned the meeting at approximately 10:14 p.m.

Sarah Finger McDonald, Board Chair*

Ryan Noss, Superintendent

*Chair at the time the minutes were submitted for approval.

Prepared By: Kim Nelson

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UNADOPTED MINUTES

2. December 16, 2021

Minutes
 Business Meeting of the
BOARD OF DIRECTORS
 Corvallis School District 509J

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at approximately 6:31 p.m. in the Board Room of the Central Administration Building, 1555 SW 35th Street, Corvallis, OR 97333. The secretary recorded those present as listed below.

<p><u>BOARD MEMBERS PRESENT</u> Vincent Adams Sami Al-Abdrabbuh, Chair Terese Jones Shauna Tominey Luhui Whitebear, Co-Vice Chair Sarah Finger McDonald, Co-Vice Chair</p> <p><u>BOARD MEMBERS EXCUSED</u> Tina Baker</p>	<p><u>EXECUTIVE STAFF PRESENT</u> Melissa Harder, Assistant Superintendent</p> <p><u>STUDENT REPRESENTATIVES PRESENT</u> Isaiah Toma, College Hill Marylu Perez, College Hill Taylor Young, CHS Calvin Carleski, CVHS Charlotte Patel, CVHS</p>
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A quorum was present, and due notice had been published.

II. PLEDGE OF ALLEGIANCE

Chair Al-Abdrabbuh led the Pledge of Allegiance. He noted that some Board members were attending in person, and some were attending via video or audio. He pointed out that board members might not be on the video all of the time due to connectivity issues, but they would be participating over audio. He noted how the public could access the agenda and supporting materials for the meeting.

Chair Al-Abdrabbuh stated that he is grateful technology makes it possible for community members to view and participate in school board meetings, given the flexibility provided by Oregon law.

III. BOARD MEMBER REPORTS

Director Jones attended the Garfield Elementary Parent Teacher Association meeting and shared they are raising funds for pianos and guitars.

Co-Vice Chair Whitebear shared the following:

- She attended the tour of Lincoln Elementary School; the young student tour guide was impressive, and it was exciting to see the engagement.
- She is thankful for the community support that made the new building possible.
- Visited Kathryn Jones Harrison Elementary School and was excited to see the life skills students given a special tour.

Director Tominey shared that she attended the Cheldelin Parent Teacher Organization (PTO) meeting as a parent and Board member and was excited to see the engagement. The Cheldelin PTO asked that Board members share examples of the innovative things they hear happening in other schools to support students and staff.

Chair Al-Abdrabbuh shared the following:

- He met with Representative Shelly Boshart Davis from House District 15, which includes the area around Crescent Valley High School and Mt. View Elementary, to discuss concerns from her constituents.
- Acknowledged the advocacy of State Representative Dan Rayfield and Senator Sara Gelser Blouin.
- Highlighted Co-Vice Chair Sarah Finger McDonald's work on the Legislative Policy Council representing Linn, Benton, and Lincoln counties.
- Co-Vice Chair Sarah Finger McDonald has agreed to liaison with Corvallis Public Schools Foundation moving forward.

IV. SUPERINTENDENT'S REPORT

Assistant Superintendent Harder provided the Superintendent's report. (The report is posted online with the informational packet for this meeting and will be filed with the official 2021-22 Board records.)

V. STUDENT REPRESENTATIVE REPORTS

Student representatives provided highlights of events and activities over the past month involving their schools.

VI. PUBLIC COMMENT

Shawn Jacobsen, 7301 NW Grandview Drive, Corvallis, shared concerns regarding changes to the math curriculum and requested a meeting with District staff, the Board, and a group of concerned parents. Ms. Jacobsen shared questions regarding how the district supports teachers in the classroom, how students below or above grade level will be supported, and the data that supports the changes.

VII. MUDDY CREEK CHARTER SCHOOL ANNUAL REPORT

Josh Stauber, Executive Director, presented the annual report and engaged with the Board. (The report is posted online with the informational packet for this meeting and will be filed with the official 2021-22 Board records.)

VIII. BOND UPDATE

A. Bond Program Update

Kim Patten, Facilities and Transportation Director, and Dale Kuykendall, Wenaha Group Senior Project Manager, referred to a written report provided to the Board prior to the meeting. (The report is posted online with the informational packet of this meeting and will be filed with the official 2021-22 Board records.)

The presenters responded to Board questions with the following information:

- Labor availability has been a challenge but seems to be improving; there is still a general labor shortage.
- There are a large number of subcontractors bidding on new projects.
- The Franklin K-8 building could see an additional 30 years of use with the Bond improvements; it meets our needs and is financially viable moving forward.
- Some of the improvements at Franklin K-8 include converting old locker rooms to science areas, one bathroom bank upgraded to the new district bathroom design, new finishes throughout, new windows, front office, security vestibule, collaboration space, and roll-up door in the cafeteria that opens to a new patio outdoor learning space.
- Franklin K-8 will not get a new cafeteria; there was no space on the campus.
- Received positive feedback from the Lincoln Elementary tours, including excitement about the science room door that opens to an outdoor learning space, benches under stairways create spaces for students to settle during the day, and booth seating. Students are proud to show off their classrooms.
- Video tour of Lincoln is available on the district website.
- The buildings are designed for flexibility and adaptability.
- There will be a lot of work happening in buildings over winter break.
- Metals will be open in February; there is some corrective action to take to make sure new equipment will work in the space; some work will happen in winter and into summer.
- More building tours will be available in January and February.

B. Franklin K-8 Guaranteed Maximum Price and Bond Reserve Allocation - Action Requested

MOTION:

It was moved by Director Adams and seconded by Co-Vice Chair Finger McDonald to authorize staff to execute a Guaranteed Maximum Price amendment with Fortis Construction for the Franklin K-8 Renovation in the amount of \$9,297,677, and approve the allocation of bond reserves in the amount of \$2,520,420 to the Franklin K-8 project to fully fund the project. The motion was voted on and unanimously approved.

IX. OREGON SCHOOL BOARD ASSOCIATION'S ELECTION

A. Oregon School Boards Association Board of Directors Election - Position #10

MOTION:

It was moved by Director Adams and seconded by Co-Vice Chair Finger McDonald to vote no for Jeff Davis for position #10 on the OSBA board of directors.

Director Adams opined that there was questionable content on the candidate's social media, including

symbols associated with white supremacy. Additionally, Director Adams expressed concern that he would not effectively represent the Corvallis community.

The motion was voted on and unanimously approved.

Board Secretary Kim Nelson will submit the official vote on behalf of the Board.

B. Oregon School Boards Association Legislative Policy Committee Election - Position #10

MOTION:

It was moved by Director Adams and seconded by Director Jones to vote yes for Sarah Finger McDonald for position #10 on the OSBA Legislative Policy Committee. The motion was voted on and unanimously approved.

Board Secretary Kim Nelson will submit the official vote on behalf of the Board.

X. CONSOLIDATED ACTION

The Board offered comments on item C.

Chair Al-Abdrabbuh opined that this is a strategic position for the district to support staff and students with additional collaborative problem-solving support.

Chair Al-Abdrabbuh confirmed that the position would be funded by the Teaching and Learning department general fund.

MOTION:

It was moved by Director Adams and seconded by Co-Vice Chair Finger McDonald to approve the Consolidated Action items. The motion was voted on and unanimously approved.

The Board approved the following items:

- A. Minutes** – (This document is posted online with the informational packet of this meeting and will be filed with the official 2021-22 Board records.)
 1. July 1, 2021
- B. Licensed Personnel Action** – (This document is posted online with the informational packet of this meeting and will be filed with the official 2021-22 Board records.)
- C. Addition of Position to the Non-Represented Employee Salary Schedule: District Behavior Coach** – (This document is posted online with the informational packet of this meeting and will be filed with the official 2021-22 Board records.)
- D. Board Policies** – (This document is posted online with the informational packet of this meeting and will be filed with the official 2021-22 Board records.)

1. Policy ACB - Every Student Belongs - Revised - Second Read

XI. CONSOLIDATED INFORMATION

The Board received the following information:

- A. Non-Licensed Personnel Information** – (This document is posted online with the informational packet of this meeting and will be filed with the official 2021-22 Board records.)
- B. October 2021 Unaudited Financial Statements** – October 2021 – (This document is posted online with the informational packet of this meeting and will be filed with the official 2021-22 Board records.)

XII. BOARD MEMBER COMMENTS

Co-Vice Chair Finger McDonald offered the following comments:

- Thank you to the Board for the supporting vote on the Oregon School Boards Association Legislative Policy Committee Election.
- I am excited to serve as liaison to the Corvallis Public Schools Foundation.
- As a future agenda topic, I would like to hear what the district is doing to support reading district-wide.

Co-Vice Chair Whitebear congratulated the district and county on successful community engagement; and shared it is exciting to see community vaccination numbers going up so quickly. Additionally, she shared that she is excited to see the community getting boosters, especially with the variants.

Director Adams shared the following:

- Appreciation for how our community supports education other states are pulling funding for education.
- Looking forward to engaging with Parent Teacher Associations and Organizations in our schools.
- Gratitude for district staff and their hard work getting to winter break.

Director Jones shared the following:

- Appreciation to the Franklin Parent-Teacher Association for the meeting invitation; Board members are eager to participate and hear from parent groups.
- Expressed sadness at bell hook's passing and shared a quote from her book, Teaching Critical Thinking: Practical Wisdom, reflecting our District's work and the Board's responsibility concerning the vision we are tasked with holding the district to. *"When everyone in the classroom, teachers, and students, recognizes that they are responsible for creating a learning community together, learning is as its most meaningful and useful."*

Director Tominey offered the following comments:

- Thank you to the student representatives to the Board; it is inspiring to hear student voices and updates from the schools.
- Thank you to the community for reaching out and sharing celebrations and concerns by

speaking at meetings, through emails, and phone conversations to help shape the discussions at Board meetings to support all students. We want to strengthen the partnership between the Board, the District, and families.

Comments from Chair Al-Abdrabbuh included:

- Gratitude that the Board passed the Every Student Belongs policy. Students and the BIPOC community members across Oregon should not experience bullying and racial bias.
- With this policy, our schools, will be a safer place where our educational process continues without disruption, and more importantly, our students of color will feel safe and protected.
- I encourage other school boards to pass this policy and fight for the students that have been hurt.

XIII. ADJOURNMENT

There being no further business before the Board, Chair Al-Abdrabbuh adjourned the meeting at 8:30 p.m.

Sarah Finger McDonald, Board Chair*

Ryan Noss, Superintendent

*Chair at the time the minutes were submitted for approval.

Prepared By: Kim Nelson

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3. January 6, 2022

Minutes
 Business Meeting of the
BOARD OF DIRECTORS
 Corvallis School District 509J

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:33 p.m. in the Board Room of the Central Administration Building, 1555 SW 35th Street, Corvallis, OR 97333. The secretary recorded those present as listed below.

<p><u>BOARD MEMBERS PRESENT</u> Vincent Adams Sami Al-Abdrabbuh, Chair Tina Baker Sarah Finger McDonald, Co-Vice Chair Terese Jones Shauna Tominey Luhui Whitebear, Co-Vice Chair</p>	<p><u>EXECUTIVE STAFF PRESENT</u> Ryan Noss, Superintendent Melissa Harder, Assistant Superintendent</p> <p><u>STUDENT REPRESENTATIVES PRESENT</u> Taylor Young, CHS Calvin Carleski, CVHS</p>
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A quorum was present, and due notice had been published.

II. EXECUTIVE SESSION (5:15 p.m. - 6:15 p.m.)*

The Board met in Executive Session at 5:15 p.m. under ORS 192.660(2)(f) – Consider records exempt by law from public disclosure and ORS 192.660(2)(h) – Consult with counsel concerning the legal rights of a public body with regard to current litigation or litigation likely to be filed.

III. PLEDGE OF ALLEGIANCE

Chair Al-Abdrabbuh led the Pledge of Allegiance. He noted that some Board members were attending in person, and some were attending via video or audio. He pointed out that board members might not be on the video at all times due to connectivity issues, but they will be participating over audio. He noted how the public could access the agenda and supporting materials for the meeting.

IV. ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION

Motion:

It was moved by Director Adams and seconded by Co-Vice Chair Finger McDonald to have the Superintendent enter into the previously negotiated agreement to resolve DP 21-108. The motion was voted on and unanimously approved.

V. BOARD MEMBER REPORTS

Co-Vice Chair Finger McDonald and Chair Al-Abdrabbuh shared their reflections on the anniversary of the Capitol attack.

Co-Vice Chair Whitebear shared that she was interviewed by a student about being a school board member and that it was a great experience. Additionally, she encouraged students to reach out to Board members for assignments related to local government.

VI. SUPERINTENDENT'S REPORT

Superintendent Noss provided a slide presentation and read from a written report, which included COVID-19 response updates, information regarding the 2022 Local Option Levy, and the opening of Bessie Coleman Elementary School. (The report and slides are posted online with the informational packet of this meeting and will be filed with the official 2021-22 Board records.

VII. STUDENT REPRESENTATIVE REPORTS

Taylor Young shared that Corvallis High School seniors are busy wrapping up college applications and placing cap and gown orders for graduation. The leadership class is pursuing the possibility of converting two single bathrooms to gender-neutral options.

Calvin Carleski shared that students at Crescent Valley High School would like direct updates on COVID cases when a student has been exposed to Covid-19 at school. The new Omicron variant has proven to be more contagious than previous variants; students are worried that the current protocols might not be enough to protect everyone in classroom environments and keep students safe and in school.

Superintendent Noss and Assistant Superintendent Harder shared the following responses to student concerns:

- It is essential that we keep our schools open; advocating ongoing vaccination clinics, masks, and social distancing are critical to our efforts.
- There are new measures for athletics; we will review them every week.
- Omicron is very contagious; reminders of layered protection strategies went out to families and staff this week.
- There will be additional communication going out to families regarding weekly screening.

VIII. PUBLIC COMMENT

Annie Arrington, 3227 Harvard Avenue SE, Albany, shared concerns regarding special education funding and the challenges parents face in accessing information and support and that students may lose months of education while parents navigate the processes.

Troy Brandt, 124 NW 29th Street, Corvallis, read from a prepared statement regarding bond allocations at Franklin K-8. (Mr. Brandt's letter and report are posted online with the informational packet and will be filed with the 2021-22 Board records).

The Board took a short break and then resumed the meeting.

IX. OREGON SCHOOL BOARDS ASSOCIATION WORK SESSION

Chair Al-Abdrabbuh welcomed Kristen Miles from the Oregon School Boards Association (OSBA) and shared that this is the third year OSBA has provided professional development focused on transformational change in exchange for scholarship resources for Corvallis students. Ms. Miles facilitated the work session focusing on community engagement and a review of Board goal categories. A follow-up session is scheduled for the March 3, 2022 Board meeting.

X. BOARD MEMBER COMMENTS

There were no Board member comments.

XI. ADJOURNMENT

There being no further business before the Board, Chair Al-Abdrabbuh adjourned the meeting at approximately 9:17 p.m.

Sarah Finger McDonald, Board Chair*

Ryan Noss, Superintendent

*Chair at the time the minutes were submitted for approval.

Prepared by: Kim Nelson

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4. January 13, 2022

MINUTES
Special Meeting of the
BOARD OF DIRECTORS
Corvallis School District 509J

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:32 p.m. in the Board Room of the Central Administration Building, 1555 SW 35th Street, Corvallis, OR 97333. The secretary recorded those present as listed below.

<p><u>BOARD MEMBERS PRESENT</u> Vincent Adams Sami Al-Abdrabbuh, Chair Tina Baker Sarah Finger McDonald, Co-Vice Chair Shauna Tominey Luhui Whitebear, Co-Vice Chair</p> <p><u>BOARD MEMBERS EXCUSED</u> Terese Jones</p>	<p><u>EXECUTIVE STAFF PRESENT</u> Ryan Noss, Superintendent Melissa Harder, Assistant Superintendent Olivia Meyers Buch, Finance and Operations Director</p>
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A quorum was present, and due notice had been published.

II. PLEDGE OF ALLEGIANCE

Chair Al-Abdrabbuh led the Pledge of Allegiance. He noted that some Board members were attending in person, and some were attending via video or audio. He pointed out that board members might not be on the video at all times due to connectivity issues, but they will be participating over audio. He noted how the public could access the agenda and supporting materials for the meeting.

III. BOARD RECOGNITION MONTH

Superintendent Noss shared his appreciation for the highly effective, productive, forward-thinking, and collaborative members of this Board. Board members were honored for their service with a framed print of art created by a Linus Pauling Middle School student.

IV. BOND UPDATE

A. Bond Program Update

Kim Patten, Facilities and Transportation Director, and Dale Kuykendall, Wenaha Group Senior Project Manager, referred to a written report provided to the Board prior to the meeting. (The report

and slide presentation are posted online with the informational packet for this meeting and will be filed with the official 2021-22 Board records.)

The presenters responded to Board questions with the following information:

- The revision to the Unallocated Program Reserves total does not impact our ability to meet Bond promises.
- Seismic upgrades to the two-story structure at College Hill were a stretch goal that will not be completed with reduced reserve funds available due to challenges brought on by COVID, but bond promises will be met.
- The next cycle for long-range facility plans starts after this Bond is finished.
- There are statutory requirements for ongoing facility projects, primarily from the Facilities budget and a construction excise tax that the district has access to for smaller projects.

B. Mt. View Elementary Guaranteed Maximum Price and Bond Reserve Allocation

A written report was provided to the Board prior to the meeting. (The report is posted online with the informational packet and will be filed with the official 2021-22 Board records.)

MOTION:

It was moved by Director Adams and seconded by Co-Vice Chair Finger McDonald to authorize staff to execute a Guaranteed Maximum Price amendment with Fortis Construction for the Mt. View Elementary Addition and Renovation project in the amount of \$14,742,546 and approve the allocation of bond reserves in the amount of \$8,468,569 to the Mt. View Elementary Addition and Renovation to fully fund the project.” The motion was voted on and unanimously approved.

V. HOMELESS EDUCATION PROGRAM UPDATE

Sabrina Wood, Assistant Coordinator of Special Education Compliance, and Sarah Devine, Family Outreach, referred to a written report provided to the Board prior to the meeting. (The report is posted online with the informational packet and will be filed with the official 2021-22 Board records.)

Superintendent Noss shared that there will be an additional presentation in the spring with a more holistic, comprehensive picture of services that the District offers for students navigating poverty and how they connect to support the whole child.

The presenters responded to questions with the following information:

- Currently, there are 157 students doubled up or sharing housing with another family, 15 students in hotels, 14 in shelters, four students that are unsheltered, meaning living in cars, tents, or housing so substandard it may have no windows or utilities, and 37 students unaccompanied and homeless.
- The number of students in hotels is higher this year; the number in shelters is down, but that may be due to capacity as there is no emergency shelter this winter.
- The data only captures the first homeless situation that a family reports and does not necessarily include families that may move to a hotel from another homeless situation.

- Numbers are higher this year with more robust reporting with students back in school buildings after returning from distance learning.
- There will be more information and context in the more extensive report in spring, which will show more scope of services.
- We offer students and families safety education, tools, and additional resources around their living circumstances when we meet with them.
- There has been more collaboration with other agencies and service providers in the community to coordinate and provide additional resources during COVID.
- There are both chronic and new families experiencing homelessness during COVID; concern that with eviction moratoriums going away and the loss of other protections, numbers will go up.
- There are one-time interventions for a family that does not qualify for McKinney Vento but may need help with a bill because of interrupted income.
- Reporting is rigid, with very specific language that may not address the complexities we are seeing.
- All of this work falls under a Board goal with ongoing conversations and reviews of how we continue to fund supports we have in place.
- The most effective way to address the stigma of unsheltered students is through the work of our mental health program, being a trusted resource where students feel connected, and information we receive from connections in the community.
- Increased staff capacity has meant increased training more awareness of subtext.
- We provide multiple avenues for referrals, sometimes through other agencies or self-referral to a family advocate.
- There is training provided at every school every year to share available services and how to access support.
- Some challenges are shelter capacity, temporary need for immediate issues, complexities around reporting.
- Sustaining the work priorities – permanent affordable housing is difficult with a vacancy rate of 1%, building awareness in the community through trauma-informed conversation, political policy work, and discussion that preserves humanity and dignity.
- Students that are doubled up or sharing housing are not counted as homeless in the HUD point in time count that determines funding, which illustrates how homeless families and students can remain invisible in discussions about homelessness.
- Community agencies value the District perspective.

VI. EDUCATION UPDATE

Superintendent Noss and Assistant Superintendent Harder presented the education update to the Board. Topics included Oregon Department of Education updates to COVID-19 protocols and information regarding the 2022 Local Option Levy survey. (The report and slides are posted online with the informational packet for the meeting and will be filed with the official 2021-22 Board records.)

Superintendent Noss and Assistant Superintendent Harder offered the following responses to Board questions:

- Administrators and Athletic Directors meet weekly to review COVID protocols for athletics; we have not seen transmission between athletes; there are no changes to protocols this week.
- Last week, there were changes for spectators; no food in gymnasiums, spectators are to remain

masked and socially distanced.

- Violations of safety protocols should be reported to athletic directors and administration at athletic events or to school office personnel in buildings.
- Staff have a clear pathway to report protocol violations.
- The Local Option Survey went out to staff and the community.
- There are surgical and KN95 masks available for students and staff in buildings.
- The District strongly encourages staff and students to double mask or upgrade to KN95 masks, but it is not required.

The Board took a short break and then resumed the meeting.

VII. ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) 2020-21

Olivia Meyers Buch referred to a report provided to the Board prior to the meeting. (The report is posted online with the informational packet for the meeting and will be filed with the official 2021-22 board records.)

Director Adams congratulated the Finance team on a clean audit report. He opined that the report provides a learning opportunity for the Board and community regarding how education is funded.

Ms. Meyers Buch shared that the first section of the audit report, which includes the transmittal letter from the District and the Management's Discussion and Analysis, sums up the technical information contained in the financial statements.

VIII. REVIEW BUDGET PARAMETERS

A. Parameters for Readoption

Olivia Meyers Buch referred to a report provided to the Board prior to the meeting. (The report is posted online with the informational packet for the meeting and will be filed with the official 2021-22 board records.)

Ms. Meyers Buch clarified that staff is not proposing any changes to the budget parameters adopted last year.

Chair Al-Abdrabbuh stated that the approval of budget parameters starts the process of the budget development cycle.

Director Adams shared that former budget committee members have expressed they would like more public input earlier in the budget process.

Chair Al-Abdrabbuh suggested that the document could be elevated in Board updates and Budget Committee communications if readopted, allowing community members to share budget suggestions that fall within the budget parameters with the Board to communicate with staff working on the budget.

MOTION:

It was moved by Director Adams and seconded by Co-Vice Chair Finger McDonald to readopt the 2021 Corvallis School District budget Parameters. The motion was voted on and unanimously approved.

IX. CONSOLIDATED ACTION

MOTION:

It was moved by Co-Vice Chair Finger McDonald, seconded by Director Adams, to approve the Consolidated Action items. The motion was voted on and unanimously approved.

The Board approved the following items:

- A. Minutes** – August 12, 2021; August 19, 2021 – (These documents are posted online with the informational packet for the meeting and will be filed with the official 2021-22 Board records.)

X. CONSOLIDATED INFORMATION

The Board received the following information.

- A. Non-Licensed Personnel Information** – (This document is posted online with the informational packet for the meeting and will be filed with the official 2021-22 Board records.)
- B. Unaudited Financial Statement - November 2021** – (This document is posted online with the informational packet for the meeting and will be filed with the official 2021-22 Board records.)
- C. Board Policies**– (These documents are posted online with the informational packet for the meeting and will be filed with the official 2021-22 Board records.)

There was discussion about the language around gender expression, race, and the importance of respecting cultural significance. The Board requested revision to several of the policies, which will be submitted for approval at a future meeting.

- 1. Board Policy KGBB - Firearms Prohibited - NEW - First Reading**
- 2. Board Policy CM - Compliance and Reporting on Standards - Revision - First Reading**
- 3. Board Policy AC - Nondiscrimination - Revision - First Reading**
- 4. Board Policy GBA - Equal Employment Opportunity - Revision - First Reading**
- 5. Board Policy GBEA - Workplace Harassment - Revision - First Read**
- 6. Board Policy IB - Freedom of Expression - Revision - First Reading**
- 7. Board Policy GBNA-AR - Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying Complaint Procedures - Revision - First Reading**
- 8. Board Policy IGBHA - Alternative Education Programs - Revision - First Reading**
- 9. Board Policy GBNAB/JHFE - Suspected Abuse of a Child Reporting Requirements**

- **Revision - First Reading**
- 10. Board Policy IGBHA-AR - Evaluation of Alternative Education Programs - Revision - First Reading**
- 11. Board Policy IGBI - Bilingual Education - Revision - First Reading**
- 12. Board Policy IGDJ - Interscholastic Athletics - Revision - First Reading**
- 13. Board Policy II/IIA - Instructional Resources/Instructional Materials - Revision - First Reading**
- 14. Board Policy IKFB - Graduation Exercises - Revision - First Reading**
- 15. Board Policy IKF - High School Graduation Requirements - Revision - First Reading**
- 16. Board Policy IL - Assessment Program - Revision - First Reading**

XI. BOARD MEMBER COMMENTS

Chair Al-Abdrabbuh announced that after consulting with Co-Vice Chairs Finger McDonald and Whitebear, he would be calling for the Board to choose its next Chair at the beginning of the February 3, 2022 Board meeting. Additionally, he shared the following:

- It has been an honor to serve as a Board member and as Chair of the Board for three consecutive years.
- We have done phenomenal work on economic prosperity for students who might have dropped out but instead graduated.
- Students are safer because of our work on health and wellness and our commitment to universal justice for our schools, staff, and community.
- This Board meeting was an example of the good work we do on policy, health care, education, and infrastructure; it is an example of how education should be.
- It is time to pass the gavel as I pursue a higher office.
- I will continue to assess whether I will continue service on the Board while running for higher office, as it is important to have leadership that is not distracted.
- Confident that the current co-vice chairs will continue to provide excellent leadership.

Superintendent Noss shared his appreciation for Chair Al-Abdrabbuh's support and friendship.

Comments offered by Director Adams included:

- Deep appreciation for Chair Al-Abdrabbuh's leadership and his acceleration of work we started together.
- This is a delicate time for all districts across the state and country; continuity is essential.
- We have Board members prepared to take on leadership roles; I am hopeful that Chair Al-Abdrabbuh will continue to serve on the Board; we can make accommodations as necessary.

Director Tominey offered the following comments:

- I wish Chair Al-Abdrabbuh the best in his next endeavors and echo Chair Adams's thoughts on continuity.
- Attended Franklin Parent Teacher Association (PTA) meeting this week and want to encourage other District parent organizations to invite Board members to attend meetings; it was an excellent opportunity to connect with families and staff.
- Multiple parent organizations have expressed interest in what other parent groups in the

community are doing to raise funds and work with their schools and staff; can the District provide a forum to connect the parent groups in the District?

- There have been snapshots of the Youth Truth data at Board meetings; will additional data around student school experience be shared more broadly with school communities?

Co-Vice Chair Whitebear encouraged the community not to lose hope with higher COVID numbers this week and possibly next week. Stick with it and do not drop precautions; think about your mask and vaccination choices.

Co-Vice Chair Finger McDonald shared the following comments:

- Appreciation for Chair Al-Abdrabbuh’s leadership and the hope to continue to work together.
- As a member of the Garfield parent organization, I participated in the Corvallis Public Schools Foundation leadership group; it was an excellent opportunity to learn what other parent organizations in the District were doing.
- Met with the head of the Special Education Advisory Committee (SEAC) for families with children with disabilities in our schools. When looking at equity, it is important to recognize who we are talking about when disaggregating data about graduation rates and students with disabilities and look at how intersections of identity impact some students differently than others.

XII. ADJOURNMENT

There being no further business before the Board, Chair Al-Abdrabbuh adjourned the meeting at approximately 9:15 p.m.

Sarah Finger McDonald, Board Chair*

Ryan Noss, Superintendent

*Chair at the time the minutes were submitted for approval.

Prepared By: Kim Nelson

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5. February 3, 2022

MINUTES
 Business Meeting of the
BOARD OF DIRECTORS
 Corvallis School District 509J

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:32 p.m. in the Board Room of the Central Administration Building, 1555 SW 35th Street, Corvallis, OR 97333. The secretary recorded those present as listed below.

<p><u>BOARD MEMBERS PRESENT</u> Vincent Adams Sami Al-Abdrabbuh Sarah Finger McDonald Terese Jones Shauna Tominey Luhui Whitebear</p> <p><u>BOARD MEMBERS ABSENT</u> Tina Baker</p>	<p><u>EXECUTIVE STAFF PRESENT</u> Ryan Noss, Superintendent Olivia Meyers Buch, Finance and Operations Director</p> <p><u>STUDENT REPRESENTATIVES PRESENT</u> Calvin Carleski, CVHS Kylie Sullivan, CHS</p>
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A quorum was present, and due notice had been published.

II. The Board met in Executive Session at 5:15 p.m. under ORS 192.660(2)(i) – Superintendent's evaluation.

III. PLEDGE OF ALLEGIANCE

Chair Al-Abdrabbuh led the Pledge of Allegiance. He noted that some Board members were attending in person, and some were attending via video or audio. He pointed out that board members might not be on the video at all times due to connectivity issues, but they will be participating over audio. He noted how the public could access the agenda and supporting materials for the meeting.

IV. ELECTION OF BOARD OFFICERS

Chair Al-Abdrabbuh noted that the new Chair and Co-Vice Chair positions immediately became effective following the vote.

A. Chair

Director Jones nominated Director Finger-McDonald for the position of Board Chair. No other nominations were received. **The Board voted on the nomination,, and it was unanimously approved.**

B. Co-Vice Chair

Director Al-Abdrabbuh nominated Director Tominey for the open position of Board Co-Vice Chair. No other nominations were received. **The Board voted on the nomination, and it was unanimously approved.**

V. BOARD MEMBER REPORTS

Director Whitebear offered the following comments:

- Happy Black History month; I want to encourage the community to take the opportunity to learn about black history, not just this month but every month.
- Happy Lunar New Year.
- I attended an LGBTQ+ affinity group meeting; they are excited about plans for pride month.
- I attended the vaccine group outreach meeting; it is exciting to see a positive impact on providing vaccinations access.
- I attended the Corvallis Public Schools Foundation (CPSF) Hands Across Corvallis virtual event; it was beautiful; the community is encouraged to view the video and see the fantastic work happening in schools and hear from students and staff.

Comments offered by Director Adams included:

- I attended the CPSF Hands Across Corvallis event and have immense gratitude for the work CPSF does and the close coordination between the foundation, District staff, and students. It was very exciting to see inside buildings with students learning and teachers teaching.
- Attended the Home Opportunity Planning and Equity (HOPE) advisory board meeting; their focus is on homelessness. They heard a data report regarding homelessness in Benton County; while additional housing, both emergency shelters and transitional, has been added, it is at capacity. Coordination between agencies is at an all-time high.

Director Jones shared the following:

- Gratitude to Director Al-Abdrabbuh for his leadership over the last three years and for his work in the community.
- Congratulations to new Board Chair Finger McDonald.

Director Al-Abdrabbuh shared that he spoke to the women's group at the Congregational Unitarian Church in Corvallis about advancing racial equity and social justice in education and government and how community members can engage in the work.

VI. SUPERINTENDENT'S REPORT

Superintendent Noss offered highlights from the past month including information regarding Black History Month, Corvallis School District students featured as part of Promise of Oregon, and announced the new permanent principal at Garfield Elementary. (The Superintendent's report and slides are posted online with the informational packet of the meeting and will be filed with the official 2021-22 Board records.)

Superintendent Noss introduced Tonja Everest, Superintendent of the Linn Benton Lincoln

Education Service District (LBL ESD). Ms. Everest responded to the Board's questions regarding the LBL ESD Service Plan. (The document is posted online with the informational packet of this meeting and will be filed with the official 2021-22 Board records.)

VII. STUDENT REPRESENTATIVE REPORTS

Student representatives provided highlights of events and activities involving their schools over the past month.

VIII. PUBLIC COMMENT

Massimo Bionaz, 2870 SW Fairmont Drive, Corvallis, read from a prepared statement regarding math tracking and adopting a controversial book in the elementary curriculum. (Mr. Bionaz's letter is posted online with the informational packet and will be filed with the 2021-22 Board records).

Troy Brandt, 124 NW 29th Street, Corvallis, read from a prepared statement regarding an update from a meeting with members of the Franklin Parent Teacher Organization and District representatives regarding the Corvallis School District Bond Program funding for Franklin School projects. (Mr. Brandt's letter is posted online with the informational packet and will be filed with the 2021-22 Board records).

IX. REAFFIRM YEAR TWO OF 2021-2023 LINN BENTON LINCOLN EDUCATION SERVICE DISTRICT LOCAL SERVICE PLAN

The Board received information regarding the Linn Benton Lincoln Education Service District (LBL ESD) Local Service Plan. There was no action at this meeting; there will be action to approve the resolution at the February 24, 2022 meeting. (The report is posted online with the informational packet of the meeting and will be filed with the official 2021-22 Board records.)

X. BOND UPDATE

A. Bond Program Update

Kim Patten, Facilities and Transportation Director, and Dale Kuykendall, Senior Project Manager with Wenaha Group, provided a Board update on the bond program. (A copy of the report is posted online with the informational packet of the meeting and will be filed with the official 2021-22 Board records.)

B. Contract Award for Solar Installations at Linus Pauling Middle School and Cheldelin Middle School

The Board received a written report prior to the meeting. (The report is posted online with the informational packet of this meeting and will be filed with the official 2021-22 Board records.)

MOTION

It was moved by Director Al-Abdrabbuh and seconded by Director Jones to authorize staff to execute a contract with Energy-Wise Services for the Linus Pauling and

Cheldelin Middle School solar projects in the amount of \$241,012. The motion was voted on and unanimously approved.

XI. EDUCATION UPDATE

Superintendent Noss offered updates on Covid-19 protocols, vaccine clinics, school renaming updates, and graduation rates. (The slides are posted online with the informational packet of the meeting and will be filed with the official 2021-22 Board records.)

The Board took a short break and then resumed the meeting.

XII. LOCAL OPTION LEVY RENEWAL

Olivia Meyers Buch, Director of Finance and Operations, and Kelly Locey, Communications Coordinator, provided an update on the Local Option Levy Renewal. (The report is posted online with the informational packet of the meeting and will be filed with the official 2021-22 Board records.)

XIII. CONSOLIDATED ACTION

MOTION:

It was moved by Director Adams, seconded by Director Al-Abdrabbuh, to approve the Consolidated Action items. The motion was voted on and unanimously approved.

The Board approved the following items:

- A. Minutes** – July 30, 2020; August 13, 2020; September 9, 2021; September 23, 2021
- B. Licensed Personnel Action** – (This document is posted online with the informational packet of this meeting and will be filed with the official 2021-22 Board records.)
- C. Resolution No. 22-0201 - Supplemental Budget** – (This document is posted online with the informational packet of this meeting and will be filed with the official 2021-22 Board records.)
- D. Board Policies** – (These documents are posted online with the informational packet of this meeting and will be filed with the official 2021-22 Board records.)
 - 1. Board Policy AC—Nondiscrimination—Revised—Second Reading**
 - 2. Board Policy CM—Compliance and Reporting on Standards—Revised—Second Reading**
 - 3. Board Policy GBA—Equal Employment Opportunity—Revised—Second Reading**
 - 4. Board Policy GBEA—Workplace Harassment—Revised—Second Reading**
 - 5. Board Policy IB—Freedom of Expression—Revised—Second Reading**
 - 6. Board Policy IGBHA—Alternative Education Programs—Revised—Second Reading**
 - 7. Board Policy IGBI—Bilingual Education—Revised—Second Reading**

8. **Board Policy IGDJ—Interscholastic Athletics—Revised—Second Reading**
9. **Board Policy II/IA—Instructional Resources/Instructional Materials—Revised—Second Reading**
10. **Board Policy IKF—High School Graduation Requirements—Revised—Second Reading**
11. **Board Policy IKFB—Graduation Exercises—Revised—Second Reading**
12. **Board Policy KGBB—Firearms Prohibited—NEW POLICY—Second Reading**

XIV. CONSOLIDATED INFORMATION

The Board received the following information prior to the meeting:

- A. **Non-Licensed Personnel Information** – (This document is posted online with the informational packet of this meeting and will be filed with the official 2021-22 Board records.)
- B. **Board Policies** – (These documents are posted online with the informational packet of this meeting and will be filed with the official 2021-22 Board records.)
 1. **Board Policy JBB—Racial Educational Equity—Revised—First Reading**
 2. **Board Policy JB—Equal Educational Opportunity—Revised—First Reading**
 3. **Board Policy JECB—Admission of Nonresident Students—Revised—First Reading**
- C. **Unaudited Financial Statement - December 2021** – (This document is posted online with the informational packet of this meeting and will be filed with the official 2021-22 Board records.)

XV. BOARD MEMBER COMMENTS

Director Al-Abdrabbuh expressed congratulations to Chair Finger McDonald and Co-Vice Chair Tominey on their new roles on the Board. Additionally, he expressed gratitude for the work of the Board.

Co-Vice Chair Tominey expressed gratitude to Director Al-Abdrabbuh for his work as Chair and echoed his congratulations to Chair Finger McDonald on her new role. Additionally, she thanked the Board for their vote of confidence in electing her as Co-Vice Chair.

Co-Vice Chair Whitebear thanked Director Al-Abdrabbuh for his leadership through tough times over the past couple of years. Additionally, she thanked Chair Finger McDonald and Co-Vice Chair Tominey for stepping up in leadership roles.

Co-Vice Chair Whitebear expressed gratitude for the work reflected in the Superintendent's Board reports, the Bond update, and the Local Option Levy survey results; she hopes that the community will continue to engage.

XVI. ADJOURNMENT

There being no further business before the Board, Chair Finger McDonald adjourned the meeting

at 8:36 p.m.

Sarah Finger McDonald, Board Chair

Ryan Noss, Superintendent

Prepared By: Kim Nelson

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UNADOPTED

6. February 24, 2022

MINUTES
 Special Meeting of the
BOARD OF DIRECTORS
 Corvallis School District 509J

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:46 p.m. in the Board Room of the Central Administration Building, 1555 SW 35th Street, Corvallis, OR 97333. The secretary recorded those present as listed below.

<p><u>BOARD MEMBERS PRESENT</u> Vincent Adams Sami Al-Abdrabbuh Tina Baker Sarah Finger McDonald Terese Jones Shauna Tominey Luhui Whitebear</p> <p><u>BOARD MEMBERS ABSENT</u></p>	<p><u>EXECUTIVE STAFF PRESENT</u> Ryan Noss, Superintendent Melissa Harder, Assistant Superintendent Olivia Meyers Buch, Finance and Operations Director</p>
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A quorum was present, and due notice had been published.

II. The Board met in Executive Session at 5:00 p.m. under ORS 192.660(2)(i) – Superintendent's evaluation.

III. PLEDGE OF ALLEGIANCE

Chair Finger McDonald led the Pledge of Allegiance. She noted that some Board members were attending in person, and some were attending via video or audio. She pointed out that board members might not be on the video at all times due to connectivity issues, but they will be participating over audio. She noted how the public could access the agenda and supporting materials for the meeting.

IV. RESOLUTION NO. 22-0203 — LOCAL OPTION LEVY

MOTION:

It was moved by Director Adams and seconded by Director Al-Abdrabbuh that Resolution No. 22-0203 be adopted to call a measure election on May 17, 2022, to submit to the electors of the District the question of authorizing a five-year local option levy renewal.

Director Al-Abdrabbuh requested that due to the importance of the Local Option Levy Renewal, a copy of the Local Option Levy Board report from the February 3, 2022 Board meeting be attached with the Board documents for Local Option Levy Resolution No. 22-0203 for ease of access for the community and media.

Director Jones echoed the importance of the Local Option Levy to the work of the District. Additionally, she thanked the community for support of the levy and opined that we are fortunate that our community can supplement our budget; other communities are not so fortunate, and it continues to be an equity issue across our state and country.

The motion was voted on and unanimously approved.

V. MCKINNEY VENTO/FAMILY ADVOCACY/MENTAL HEALTH SYSTEMS OF CARE REPORT

Coordinator of Special Education Compliance Sabrina Wood, Mental Health Therapist Manager Joe Leykam, and Family Outreach Coordinator Sarah Devine referred to a report provided to the Board before the meeting and responded to questions from Board members. (The report is posted online with the informational packet of this meeting and will be filed with the official 2021-22 Board records.)

VI. PIVOT ARCHITECTURE ADDITIONAL SERVICES REQUEST FOR COLLEGE HILL AND HARDING CENTER RENOVATION

MOTION:

It was moved by Director Adams and seconded by Director Terese Jones to authorize staff to execute an Amendment to the Professional Services Agreement with Pivot Architecture for the College Hill / Harding Center Renovation in the amount of \$605,614. The motion was voted on and unanimously approved.

VII. DATA PRESENTATION

Research Assessment and Growth Coordinator Leigh Santy and Assessment Data Specialist Laurie Corliss referred to a report provided before the meeting and gave a slide presentation. (The report and slide presentation are posted online with the information packet for this meeting and will be filed with the official 2021-22 Board records.)

The Board took a short break and then resumed the meeting.

VIII. RESOLUTION NO. 22-0204 — WOMEN'S HISTORY MONTH

MOTION:

It was moved by Director Adams and seconded by Co-Vice Chair Tominey to adopt Resolution No. 22-0204 – Acknowledgement of Women’s History Month as submitted.

Co-Vice Chair Whitebear shared the following comments:

- It is important to pause and recognize that these resolutions and months are not just for show; they are important to help recognize the experiences of people represented in them and encourage the education that is called out in the resolutions to happen.
- As a woman of color, as an indigenous woman who has been underrepresented in many aspects of society throughout my life, these resolutions impact not just me, but all women, and not just cisgender women.
- The resolutions are developed and written to inspire and encourage folks to uplift all members of our community.

Director Jones expressed gratitude to the Board members that worked on this resolution and shared that she is excited to support it.

Director Adams echoed appreciation for the authors of this resolution and opined that while it is wonderful that the resolutions are adopted this year, it is essential that they are stated in terms of recognizing and celebrating these events every year in perpetuity.

Co-Vice Chair Tominey opined that this resolution offered an excellent opportunity with three schools renamed after women in history with several from Oregon, including Letitia Carson. According to the United States Federal Census, she was the first black woman recognized as living in Oregon because she was the only black woman to make a land claim successfully under the homestead act of 1862. There are so many learning opportunities along with the school names.

The motion was voted on and unanimously approved.

Co-Vice Chair Whitebear, Director Baker, Chair Finger McDonald, and Co-Vice Tominey read the resolution into the record.

IX. RESOLUTION NO. 22-0205 — DEVELOPMENTAL DISABILITY AWARENESS MONTH

MOTION:

It was moved by Director Adams and seconded by Director Jones to adopt Resolution No. 22-0205 – Acknowledgement of Developmental Disability Awareness Month as submitted.

Comments offered by Co-Vice Chair Whitebear included:

- There are a couple of other disability awareness months; this one is specific to developmental disabilities.
- We included language in the resolution about recognizing and celebrating folks with other disabilities as well, understanding that exclusions have existed for people with disabilities, especially in school settings.

- There may be language in the resolution that triggers some people, but it was necessary to explain the significance of this month.

Director Al-Abdrabbuh offered the following comments:

- Thank you to the co-sponsors; it is important to recognize the significance of the resolution.
- In Oregon, over 2,000 people underwent forced sterilization before Governor Kitzhaber stopped the practice in 1983.
- We need to acknowledge the injustices that happened and recognize and celebrate the value and potential of every human being.
- There is great value in learning from this resolution, building awareness, and celebrating our community members with developmental disabilities.

Comments from Director Adams included:

- Appreciation that the resolution draws attention to this group that has been historically marginalized.
- Despite the work the District and this Board have done to meet the needs of these students, we are still struggling within a system that was not set up to meet their needs.
- With the adoption of this resolution, we must work towards system transformation to meet the needs of all students without exception.

The motion was voted on and unanimously approved.

Co-Vice Chair Tominey, Co-Vice Chair Whitebear, Chair Finger McDonald, and Director Baker read the resolution into the record.

X. CONSOLIDATED ACTION

MOTION:

It was moved by Director Adams, seconded by Director Al-Abdrabbuh, to approve the Consolidated Action items. The motion was voted on and unanimously approved.

The Board approved the following items:

- A. Minutes** – October 14, 2021; October 21, 2021; November 8, 2021 (These documents are posted online with the informational packet of this meeting and will be filed with the official 2021-22 Board records.)
- B. Addition of Position to the Non-Represented Salary Schedule** – (This document is posted online with the informational packet of this meeting and will be filed with the official 2021-22 Board records.)

- C. Resolution No. 22-0202 — LBL ESD Local Service Plan Resolution** – (This document is posted online with the informational packet of this meeting and will be filed with the official 2021-22 Board records.)

XI. BOARD MEMBER COMMENTS

Director Adams expressed appreciation to Chair Finger McDonald for conducting a smooth meeting in her new position.

Chair Finger McDonald shared the following comments:

- Today, the Oregon Health Authority announced changes to mask requirements that bring anxiety and nervousness to our community.
- I hope that this Board and our community will show each other grace; let's treat each other gently.

XII. ADJOURNMENT

There being no further business before the Board, Chair Finger McDonald adjourned the meeting at 9:22 p.m.

Sarah Finger McDonald, Board Chair

Ryan Noss, Superintendent

Prepared By: Kim Nelson

XIII. CONSOLIDATED INFORMATION

A. 2022-23 School Board Meeting Schedule



J	July 7, 2022 – Business Meeting
A	August 11, 2022 – Business Meeting
	August 25, 2022 – Retreat
S	September 8, 2022 – Business Meeting
	September 30, 2022 – Special Meeting
O	October 13, 2022 – Business Meeting
	October 20, 2022 – Special Meeting
N	November 3, 2022 – Business Meeting
	November 17, 2022 – Special Meeting
D	December 1, 2022 – Business Meeting
	December 15, 2022 – Special Meeting
J	January 19, 2023 – Business Meeting
	January 26, 2023 – Special Meeting
F	February 9, 2023 – Business Meeting
	February 23, 2023 – Special Meeting
M	March 9, 2023 – Business Meeting
	March 23, 2023 – Special Meeting
A	April 13, 2023 – Business Meeting
	April 27, 2023 – Budget Committee Meeting
M	May 4, 2023 – Business Meeting
	May 18, 2023 – Budget Committee Meeting
	May 25, 2023 – Budget Committee Meeting
J	June 8, 2023 – Business Meeting

Meetings generally begin at 6:30 p.m. at the School District Office, 1555 SW 35th Street, Corvallis. Meeting times, locations, dates, and types are subject to change. Public comment is generally accepted only at business meetings. Current meeting agendas, supporting materials, and information about how to provide input to the School Board are available on the [School Board webpage](#). For more information, contact Kim Nelson at 541-757-5841 or at kim.nelson@corvallis.k12.or.us.

B. Unaudited Financial Statements - February 2022



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Olivia Meyers Buch, Finance and Operations Director
Meeting Date: April 14, 2022

February Financial Statements (Unaudited)

NO ACTION REQUIRED

Background

The Statement of Resources and Requirements for the General Fund for the period ending February 28, 2021 and February 28, 2022 follow this report. Year-to-date operating revenues through the end of February 2022 total \$69.70 million or 84.7% of total budgeted operating revenues as compared to \$69.6 million or 86.4% through the end of February 2021.

Total resources are projected to be \$3.1 million more than budgeted, primarily due to a higher than projected beginning fund balance. The beginning fund balance reflects an increase of \$1.6 million over the adopted budget of \$12.9 million. Overall, total operating revenues in 2020-21 were 100.1% of budget while total operating expenditures were 91.4% of budget.

Year-to-date operating expenditures through the end of February 2022 total \$44.9 million or 51.8% of total budgeted operating expenditures as compared to \$42.0 million or 48.8% through the end of February 2021. Projected underspending in 2021-22 is expected to be approximately 2.6% of the adopted budget.

Projected resources and requirements through June 30, 2022 result in an ending fund balance of \$13.9 million, or 16.6% of projected operating revenues. The projected ending fund balance reflects a decrease in fund balance, or operating deficit, of \$0.6 million. All General Fund reserves are projected to be at the designations outlined in board policy on June 30, 2022.

Please contact me with questions or if you would like any additional information.

Supplementary Materials

1. Statements of Resources and Requirements as of February 28, 2021 and 2022
2. Schedule of Investments as of February 28, 2022
3. Schedule of Cash Disbursements greater than or equal to \$1,000 for the period of February 1 – February 28, 2022

Corvallis School District 509J
Statement of Resources and Requirements
Fiscal Year to Date as of February 28, 2021 and 2022 Respectively (Unaudited)

General Fund

	FY 2020-21					FY 2021-22				
	Amended	Actuals Thru	% of	Projected Thru	% of	Amended	Actuals Thru	% of	Projected Thru	% of
	Budget	2/28/2021	Budget	6/30/2021	Budget	Budget	2/28/2022	Budget	6/30/2022	Budget
RESOURCES										
State School Fund Formula Revenue										
State School Fund - General Support	\$ 38,680,046	\$ 30,295,257	78.3%	\$ 38,513,035	99.6%	\$ 37,769,442	\$ 28,851,507	76.4%	\$ 38,809,443	102.8%
Property Taxes Levied by District	30,973,627	29,517,799	95.3%	31,096,320	100.4%	31,981,778	30,906,961	96.6%	32,341,461	101.1%
Other Local Revenues	904,846	582,668	64.4%	1,119,373	123.7%	952,538	636,273	66.8%	1,312,907	137.8%
Local Option Taxes Levied by District	8,080,492	7,709,914	95.4%	8,121,524	100.5%	8,351,253	8,203,994	98.2%	8,581,471	102.8%
State School Fund - Prior Year Adjustment	(737,225)	215,605	-29.2%	(774,224)	105.0%	-	-	-	(693,751)	-
Other Revenues	2,641,500	1,292,153	48.9%	2,520,724	95.4%	3,239,596	1,106,773	34.2%	3,486,970	107.6%
Total Operating Revenues	\$ 80,543,286	\$ 69,613,396	86.4%	\$ 80,596,752	100.1%	\$ 82,294,607	\$ 69,705,507	84.7%	\$ 83,838,501	101.9%
Beginning Fund Balance	\$ 12,679,136	\$ 12,679,136	100.0%	\$ 12,679,136	100.0%	\$ 12,941,586	\$ 14,494,452	112.0%	\$ 14,494,452	112.0%
TOTAL RESOURCES	\$ 93,222,422	\$ 82,292,532	88.3%	\$ 93,275,888	100.1%	\$ 95,236,193	\$ 84,199,959	90.3%	\$ 98,332,953	103.3%
REQUIREMENTS										
Salaries	\$ 41,671,984	\$ 21,478,763	51.5%	\$ 40,414,104	97.0%	\$ 42,738,878	\$ 23,117,390	54.1%	\$ 42,738,878	100.0%
Associated Payroll Costs	25,470,225	12,743,957	50.0%	24,080,561	94.5%	25,624,787	12,783,148	49.9%	25,368,539	99.0%
Purchased Services	12,425,872	4,099,560	33.0%	8,887,170	71.5%	13,088,355	5,750,849	43.9%	11,779,520	90.0%
Supplies and Materials	4,514,057	2,026,319	44.9%	3,371,090	74.7%	4,063,216	2,286,787	56.3%	3,453,734	85.0%
Capital Outlay	125,000	6,700	5.4%	218,660	174.9%	100,000	30,256	30.3%	100,000	100.0%
Other Objects	1,948,662	1,652,184	84.8%	1,809,852	92.9%	1,063,382	901,417	84.8%	1,010,213	95.0%
Total Operating Expenditures	\$ 86,155,800	\$ 42,007,482	48.8%	\$ 78,781,437	91.4%	\$ 86,678,618	\$ 44,869,848	51.8%	\$ 84,450,883	97.4%
Contingency	2,013,582	-	-	-	-	2,057,365	-	-	-	-
Rainy Day Reserves	1,987,321	-	-	-	-	4,114,730	-	-	-	-
Unappropriated Reserves	3,065,719	-	-	-	-	2,385,480	-	-	-	-
TOTAL REQUIREMENTS	\$ 93,222,422	\$ 42,007,482	45.1%	\$ 78,781,437	84.5%	\$ 95,236,193	\$ 44,869,848	47.1%	\$ 84,450,883	88.7%
ENDING FUND BALANCE		\$ 40,285,050		\$ 14,494,452		\$ 39,330,111		\$ 13,882,070		
Contingency				2,014,919	2.5% *				2,095,963	2.5% *
Rainy Day Reserves				4,029,838	5.0% *				4,191,925	5.0% *
Unappropriated Reserves				8,449,695	10.5% *				7,594,182	9.1% *
* Percent of Operating Revenue				14,494,452	18.0%				13,882,070	16.6%

Corvallis School District 509J
Schedule of Investments
February 28, 2022

Type of Investment	Investment Date	Maturity/ Call Date	No. of Days	Bond Equivalent Yield	Purchase Price	Par (Maturity) Value
U.S. Treasury Obligations:						
	01/06/21	04/15/22	464	0.043%	\$102.81	2,900,000
	04/13/21	04/15/22	367	0.041%	\$102.22	4,850,000
	01/06/21	05/15/22	494	0.046%	\$102.31	2,900,000
	12/14/21	06/09/22	177	0.060%	\$100.06	6,530,000
	01/06/21	06/15/22	525	0.050%	\$102.45	2,900,000
	11/23/21	06/16/22	205	0.041%	\$100.04	10,000,000
	01/06/21	08/15/22	586	0.052%	\$102.33	2,900,000
	11/23/21	09/08/22	289	0.071%	\$100.07	5,000,000
	01/06/21	09/15/22	617	0.058%	\$102.43	2,900,000
	01/06/21	10/15/22	647	0.064%	\$102.32	2,900,000
	01/06/21	11/15/22	678	0.063%	\$102.90	2,900,000
	01/06/21	12/15/22	708	0.063%	\$103.03	2,900,000
	01/21/22	02/28/23	403	0.498%	\$99.59	3,000,000
	10/15/21	02/28/23	501	0.129%	\$100.00	2,900,000
	01/21/22	03/31/23	434	0.527%	\$99.52	3,000,000
	12/16/21	03/31/23	470	0.289%	\$99.79	2,900,000
	12/02/21	05/15/23	529	0.290%	\$99.76	5,000,000
US Government-Sponsored Enterprises (Total):						
	01/06/21	03/11/22	429	0.050%	\$102.60	2,900,000
	11/16/21	04/08/22	143	0.030%	\$100.14	5,000,000
	11/16/21	05/06/22	171	0.042%	\$100.10	5,000,000
	01/06/21	07/13/22	553	0.055%	\$100.22	3,000,000
	09/15/21	10/13/22	393	0.041%	\$100.13	5,000,000
	12/02/21	12/09/22	372	0.137%	\$101.77	5,000,000
	09/15/21	01/23/23	495	0.065%	\$100.08	2,900,000
	01/24/22	01/24/23	365	0.500%	\$100.00	4,000,000
Total Investments outside of Local Government Investment Pool:						\$ 99,180,000
<u>Local Government Investment Pool:</u>				<u>Annualized</u>		
General Account				0.45%		\$ 18,510,147
Debt Service Account - GO 2018 Bond Series				0.45%		16,130,193
<u>Debt Service Account - GO 2020 Bond Series</u>				0.45%		<u>11,140,128</u>
Subtotal ¹						\$ 45,780,467
<u>Total Investments</u>						<u>\$ 144,960,467</u>

1. The maximum amount (in any combination of accounts) that the Local Government Investment Pool (LGIP) allows in an account is \$52,713,000

Compliance with Investment Policy

<u>Type of Investment</u>	<u>Portfolio per Policy</u>	<u>Current Percent</u>
U.S. Treasury Obligations	100.0%	45.8%
U.S. Government Agency Securities and Instrumentalities of Government-	90.0%	22.6%
State of Oregon Local Investment Pool	100.0%	31.6%
Bankers Acceptances	25.0%	0.0%
Repurchase Agreements	25.0%	0.0%
Certificates of Deposits	50.0%	0.0%
Commercial Paper	10.0%	0.0%
State of Oregon and Oregon Local Government Securities	25.0%	0.0%
TOTAL		100.00%

Benchmarks as of 2/28/22:

3 Month U.S. Treasury Yield Curve Rate	0.35%
3 Month Jumbo Certificate of Deposit Rate	0.45%

Corvallis School District 509J
Schedule of Cash Disbursements greater than or equal to \$1,000
For the period of February 1 to February 28, 2022

Vendor by Fund and Object	Check Total
100 - General Fund	
Charter School Payments	
INAVALE COMMUNITY PARTNERS, INC	67,938.00
Computer Software	
CVE TECHNOLOGIES	1,762.00
EDGENUITY INC	15,600.00
FRONTLINE TECHNOLOGIES GROUP LLC	12,584.92
OETC	1,240.00
RENAISSANCE LEARNING, INC	1,837.50
Consumable Supplies and Materials	
AMAZON CAPITAL SERVICES	17,481.13
BARK PLACE	1,998.00
BMO HARRIS	5,157.94
CLEANWAY	2,427.07
FRED MEYER CUSTOMER CHARGES	1,524.01
GRAINGER	3,171.42
GRAPHIC PRODUCTS	2,206.71
HOME DEPOT CREDIT SERVICES	4,565.06
INDUSTRIAL PIPE & SUPPLY CO INC	1,660.36
KING OFFICE EQUIPMENT INC	1,445.51
LIVE SOUND AND LIGHT LLC	1,050.00
OFFICE DEPOT, INC	11,260.91
PLATT ELECTRIC SUPPLY CO	6,355.77
SCHOOL SPECIALTY LLC	3,209.66
TWGW, INC	1,085.97
WAXIE SANITARY SUPPLY	4,081.06
Copier Charges	
CTX - XEROX	7,020.77
Dues and Fees	
BMO HARRIS	1,629.00
OREGON SCHOOL PERSONNEL ASSOCIATION	1,800.00
Electricity	
CONSUMERS POWER INC	15,604.30
Equipment \$5,000 and greater	
INDUSTRIAL PIPE & SUPPLY CO INC	6,870.28
WOODCRAFT	7,269.99
Equipment-like items \$1,000 - \$4,999	
GRAPHIC PRODUCTS	2,995.00
Fuel	
BENTON COUNTY PUBLIC WORKS	2,221.77
NW NATURAL	23,033.53
Garbage	

Corvallis School District 509J
 Schedule of Cash Disbursements greater than or equal to \$1,000
 For the period of February 1 to February 28, 2022

Vendor by Fund and Object	Check Total
REPUBLIC SERVICES	15,396.45
Instructional, Professional and Technical Service	
INAVALE COMMUNITY PARTNERS, INC	1,624.51
LINN BENTON COMMUNITY COLLEGE	17,223.71
Intergovernmental Accounts Receivable	
DHS OHA RECEIPTING UNIT	17,015.62
Legal Services	
GARRETT HEMANN ROBERTSON, P.C.	3,127.00
HUNGERFORD LAW FIRM LLP	4,079.85
Other Communication Services	
T-MOBILE	6,660.00
Other Employee Benefits	
Bittner, Annalissa J	1,500.00
Bowman, Robert E	1,500.00
Other Non-instructional Professional and Technical	
BMO HARRIS	9,509.70
CORVALLIS CLINIC - OCCUPATIONAL MEDICINE	2,112.00
CPR WORKS, LLC	2,415.00
EDNETICS INC	3,675.00
HARRIS, ANGEL	1,250.00
MAXIM STAFFING SOLUTIONS	6,502.50
Other Professional Services - Certified Subs	
EDUSTAFF	116,164.90
Other Professional Services - Classified Subs	
EDUSTAFF	46,705.97
ROBERT HALF	1,244.57
Printing and Binding	
JOSTENS INC.	1,072.85
Redemption of Principal	
US BANK EQUIPMENT FINANCE	4,109.92
Reimbursable Student Transportation	
DIAL-A-BUS OF BENTON COUNTY	86,243.63
STA WEST REGION	267,458.55
Rentals	
BMO HARRIS	1,284.99
PHILOMATH RENTAL	1,296.36
Repairs and Maintenance Services	
BENTON COUNTY PUBLIC WORKS	6,415.56
CAMPBELL CONSTRUCTION NW	1,547.50
CHOWN HARDWARE	5,456.07
COOLSYS COMMERCIAL & INDUSTRIAL SOLUTION	3,338.47
CTL CORPORATION	1,904.43

Corvallis School District 509J
 Schedule of Cash Disbursements greater than or equal to \$1,000
 For the period of February 1 to February 28, 2022

Vendor by Fund and Object	Check Total
K-12 TECH MIDWEST	1,911.80
REXIUS	7,921.24
SYNERGY SECURITY SOLUTIONS	8,740.00
TECHNICAL SAFETY SERVICES LLC	2,160.00
Technology Taggable Equip <\$5,000	
MONOPRICE INC	1,672.99
Telephone	
AMPLIFIED IT LLC	2,555.68
AT&T MOBILITY-ACCT#837370420 (TECH)	2,569.85
CENTURYLINK	4,353.07
Textbooks	
INGRAM LIBRARY SERVICE	1,109.94
MATH LEARNING CENTER	2,086.50
PACIFIC LEARNING	2,041.50
Travel, Out of District	
APBS	1,055.00
BMO HARRIS	2,743.38
COSA	2,025.00
Water and Sewage	
CITY OF CORVALLIS	40,174.95
100 - General Fund Total	959,043.65
204 - District Donation Fund	
Consumable Supplies and Materials	
AMAZON CAPITAL SERVICES	3,303.39
BMO HARRIS	5,027.57
BOYS & GIRLS CLUB OF CORVALLIS	1,310.00
DEMCO INC	4,865.24
FRED MEYER CUSTOMER CHARGES	3,855.11
GOPHER SPORT	3,764.03
GROCERY OUTLET - CORVALLIS	1,148.48
HARDWOOD INDUSTRIES INC	1,008.50
PACIFIC POWER	1,028.15
204 - District Donation Fund Total	25,310.47
208 - Designated Facilities Fund	
Buildings Acquisition	
LINDSTROM CONSTRUCTION LLC	40,760.00
MODERN BUILDING SYSTEMS	3,972.52
208 - Designated Facilities Fund Total	44,732.52
296 - Grants Fund	
Cleaning Services	
CINTAS	5,342.46
Consumable Supplies and Materials	

Corvallis School District 509J
 Schedule of Cash Disbursements greater than or equal to \$1,000
 For the period of February 1 to February 28, 2022

Vendor by Fund and Object	Check Total
AMAZON CAPITAL SERVICES	4,550.59
BMO HARRIS	1,727.00
BSN SPORTS LLC	6,192.67
COLLEGE BOARD - SAT	3,294.00
FORESTRY SUPPLIERS INC	1,362.80
OFFICE DEPOT, INC	1,754.70
REALITY WORKS	2,275.00
WAXIE SANITARY SUPPLY	1,658.91
Equipment-like items \$1,000 - \$4,999	
SPECIAL OCCASIONS	10,614.88
Other Non-instructional Professional and Technical	
BOYS & GIRLS CLUB OF CORVALLIS	48,869.38
Textbooks	
MPS	4,349.51
Travel, Out of District	
BENCHMARK EDUCATION CO.	2,400.00
CENTER FOR THE COLLABORATIVE CLASSROOM	3,200.00
296 - Grants Fund Total	97,591.90
297 - Student Body Funds	
Consumable Supplies and Materials	
BMO HARRIS	1,051.61
BSN SPORTS LLC	4,832.65
EASTBAY	1,817.00
ELEMENT GRAPHICS, INC	1,683.00
LES & BOBS SPORTS AND APPAREL	1,197.00
LIVE SOUND AND LIGHT LLC	3,785.00
SHIRT CIRCUIT	2,569.30
Other Curricular Activities	
SHIRT CIRCUIT	2,639.50
Printing and Binding	
HERFF JONES - YEARBOOKS	26,055.00
Travel, Student Out of District	
CASH CUSTODIAN - CVHS	1,660.00
297 - Student Body Funds Total	47,290.06
298 - Designated Revenue Fund	
Buildings Acquisition	
GLUMAC	1,000.00
Consumable Supplies and Materials	
AMAZON CAPITAL SERVICES	3,483.71
LIVE SOUND AND LIGHT LLC	1,270.00
S&S ACTIVEWEAR	1,326.42
Technology Taggable Equip <\$5,000	

Corvallis School District 509J
Schedule of Cash Disbursements greater than or equal to \$1,000
For the period of February 1 to February 28, 2022

Vendor by Fund and Object	Check Total
APPLE INC	2,839.00
298 - Designated Revenue Fund	Total
	9,919.13
299 - Food Service Fund	
Consumable Supplies and Materials	
ACCURATE CHEMICAL & SERVICES	3,456.33
Dues and Fees	
BENTON COUNTY HEALTH DEPARTMENT	4,531.00
Food - Food Service Only	
FRANZ FAMILY BAKERIES	6,531.79
LOCHMEAD DAIRY	24,579.34
UNITED SALAD CO	28,165.75
Inventories	
GOLD STAR FOODS-NW DISTRIBUTION SERVICES	30,684.59
US FOODS INC	46,728.73
Other Professional Services - Classified Subs	
EDUSTAFF	1,391.87
Repairs and Maintenance Services	
BENTON COUNTY PUBLIC WORKS	4,105.25
299 - Food Service Fund	Total
	150,174.65
400 - Capital Projects Fund	
Architect/Engineer Services	
BRENDLE GROUP INC	1,260.00
DLR GROUP	83,845.22
FOUNDATION ENGINEERING	4,279.50
PBS ENGINEERING & ENVIRONMENTAL INC	18,352.82
PIVOT ARCHITECTURE	14,886.45
Buildings Acquisition	
ACC COST CONSULTANTS LLC	14,716.00
BENTON COUNTY HEALTH DEPARTMENT	1,036.00
CITY OF CORVALLIS - DEVELOPMENT SERVICES	146,715.31
CITY OF CORVALLIS - PARKS & RECREATION	3,528.00
CLAIR COMPANY INC	5,442.20
CONSUMERS POWER INC	3,134.86
CONVERGINT TECHNOLOGIES	28,654.00
DOWNUM CONSULTING	4,000.00
ELEVATE BUILDING COMMISSIONING LLC	2,625.00
FORTIS CONSTRUCTION	2,576,543.23
GEORGIE'S CERAMIC & CLAY CO - PORTLAND	3,258.38
GERDING BUILDERS, LLC	139,505.28
GLUMAC	8,770.00
KCDA PURCHASING COOPERATIVE	909,911.00
LLAMA MOVERS LLC	21,221.00

Corvallis School District 509J
 Schedule of Cash Disbursements greater than or equal to \$1,000
 For the period of February 1 to February 28, 2022

Vendor by Fund and Object	Check Total
MIDDLETON HEATING & SHEET METAL INC	2,671.00
OREGON VALLEY GREENHOUSES INC	3,821.50
REPUBLIC SERVICES	4,505.91
SCHOOL SPECIALTY LLC	3,149.67
WAXIE SANITARY SUPPLY	1,826.42
WILLAMETTE VALLEY PLANNING, LLC	4,194.15
Rentals	
BRIAN LIND & DANIEL & ANDREA LIND TRUST	4,165.91
400 - Capital Projects Fund Total	4,016,018.81
601 - Insurance Fund	
Group Insurance	
WILLAMETTE DENTAL GROUP (GROUP Z1329)	30,207.95
Other Insurance and Judgments	
UMB Bank	3,000.00
601 - Insurance Fund	Total
	33,207.95
Grand Total	5,383,289.14

C. Non-Licensed Personnel Information



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
 Prepared by: Jennifer Duvall, Human Resources Director
 Meeting Date: April 14, 2022

Non-licensed Personnel Information

NO ACTION REQUIRED

Recommendation to Hire

Name	Preferred Name	Position	Hours	Location	Effective Date	Contract Status
Raya Torres, Yecenia		Educational Assistant 2 - Bilingual	6.50	Garfield Elementary	3/14/2022	Limited Term
Lacy, Reed		Educational Assistant 2	6.50	Franklin School	3/28/2022	Limited Term
Madrigal, Maria		Food Service Assistant	4.00	Linus Pauling Middle School	3/28/2022	Regular/Probationary
Michelson, Rebecca		Educational Assistant - Lifeskills	7.00	Kathryn Jones Harrison Elementary	3/28/2022	Limited Term
Wall, Donna		Educational Assistant 2	6.50	Letitia Carson Elementary	3/28/2022	Limited Term
Wiles, Lynn		Educational Assistant 2	6.50	Letitia Carson Elementary	3/28/2022	Limited Term
Blaser, Colton		Educational Assistant 2	7.00	Corvallis High School	4/4/2022	Limited Term
Aften, Madison		Food Service Assistant - Baker	4.00	Central Kitchen	4/5/2022	Regular/Probationary
Alvarez Lopez Chavez, Itzel		Educational Assistant 2 - Bilingual	7.00	Garfield & Lincoln Elementary Schools	4/11/2022	Limited Term
Bowman, Scotty		Maintenance 1 - Custodial	8.00	Linus Pauling Middle School	4/11/2022	Regular/Probationary
Ongio, TSevlee		Food Service Specialist	5.50	Adams Elementary School	4/11/2022	Regular/Probationary
Rockwood, Kimberley		Human Resources & Payroll Technician	8.00	Business Service/District Office	4/11/2022	Regular/Probationary
He, Guiying	Amanda Wahl		4.00	Food Service Assistant	4/18/2022	Regular/Probationary



Corvallis

SCHOOL DISTRICT

Termination/Resignation/Retirement

Name	Preferred Name	Position	Hours	Building	Effective Date	Status
Obledo, Sasha		Maintenance 1	8.00	Linus Pauling Middle School	3/7/2022	Rescinded Offer
Rakes, Matthew		Information Services Technical Support 3	8.00	District Office	3/11/2022	Resignation
Lindsay, Alex		Educational Assistant 2/LRC	6.50	Kathryn Jones Harrison Elementary	3/15/2022	Resignation
Knudsen, Ashley		Administrative Assistant 2/ Office Manager	8.00	Technology Department	3/18/2022	Resignation
Johnson, LaNette		Educational Assistant - Lifeskills	7.50	Linus Pauling Middle School	3/25/2022	Resignation
Shirley, Jason		Information Services Technical Support 1	8.00	Corvallis High School	4/1/2022	Resignation
Paul, Jesse		Food Service Assistant	4.00	Central Kitchen	4/7/2022	Resignation
Van Epps, Jeffrey		Educational Assistant - Lifeskills	7.00	Crescent Valley High School	4/15/2022	Resignation
Reaves, Kathleen		Educational Assistant - Lifeskills	7.00	Crescent Valley High School	4/15/2022	Resignation
Callahan, Kendra		Educational Assistant 2/LRC	4.00	Mountain View Elementary	6/30/2022	Resignation
Casey, Joseph		Educational Assistant 2	5.00	Mountain View Elementary	6/30/2022	Resignation
Prososki, Lacey		Educational Assistant 2	5.50	Mountain View Elementary	6/30/2022	Resignation
Vandevelder, Gabrielle	Elle	Educational Assistant 2	5.00	Mountain View Elementary	6/30/2022	Resignation

D. Board Policies -- **FOR INFORMATION**

1. Board Policy BDDH—Public Comment at Board Meetings—Delete Old Version/Adoption of New Version—First Reading



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Melissa Harder & Kristin Mahoney
Meeting Date: April 14, 2022

NO ACTION REQUIRED

[Board Policy BDDH](#)—Public Comment at Board Meetings—Delete Old Version/Adoption of New Version—First Reading

Background

HB 2560 (2021) goes into effect on January 1, 2022, and requires that districts provide the same opportunity for public comment to those attending virtually as is provided to those attending in person. We recommend that districts review current public comment practices and adopt policy language that meets the law and the desired district practice.

It was recommended that the previous version of BDDH be deleted and replaced with a new version which accounts for the emergence of virtual participation. While this policy appears different from the previous form, much of its verbiage is already in place with our Board, such as equal opportunity for comment.

Involvement

Staff members: Melissa Harder & Kristin Mahoney

Cost Impact

None.

Function

Review of revisions.



Code: BDDH
Adopted: 7/90
Revised/Readopted: 8/96, 1/11/99, 12/10/01, 12/8/03

Public Comment at Board Meetings

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites the district's community members to attend Board meetings to become acquainted with the program and operation of the district. The public has a right to attend public meetings held in open session, and may be invited to share comments, ideas and opinions with the Board during designated times on the agenda. The Board may conduct a meeting without public comment.

Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings and submit written comments to the Board. Individuals requesting assistance, aids or accommodations are encouraged to notify the district at least 48 hours prior to the Board meeting with the request, consistent with Board policy BD/BDA – Board Meetings.

Procedures for Oral Public Comment

The Board establishes the following procedures for public comment at Board meetings held in open session. The information will be accessible and available to all patrons accessing or attending such a Board meeting.

1. Public comment is limited to its designated place on the agenda and while time allows.
2. A person wishing to provide public comment, if an opportunity is provided by the Board during a meeting open to the public, will sign in on the public comment sheet provided or will complete and submit their name electronically to the Board secretary by noon prior to the Board meeting¹. A request to give public comment in-person or electronically does not guarantee time will be available.
3. A person speaking during the public comment portion of the meeting may comment on a topic not on the published agenda.
4. A person speaking during the public comment portion of the meeting should state their name, whether they are a resident of the district, and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.

¹ When in-person attendees are allowed to provide oral comment, virtual attendees will be afforded the same opportunity.

5. A person giving public comment is limited to an established time limit of three minutes. Statements should be brief and concise. If a person has more comments than time allows or is unable to comment due to time constraints, the person is encouraged to submit additional written comments to the Board through the district office as directed.
6. Inquiries from the public during the designated portion of the agenda will not generally be responded to immediately by the Board chair, and may be referred to the superintendent for reply at a later date. The Board will not respond to inquiries that are expected to be addressed during another designated portion of the agenda.

The Board will not hear public comment at Board work sessions.

Topics raised during the public comment portion may be considered for inclusion as agenda items at future Board meetings.

Procedures for Written Comment

Members of the public may submit written comments or materials to the Board at any time at the district office, by mail or by email to the Board Secretary. Materials or comments submitted at least 72 hours in advance of a Board meeting will be provided to the Board before the Board meeting. Written materials or comments submitted may not warrant action by the Board.

Comments Regarding Staff Members

A person speaking during the designated portion of the agenda for public comment may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the published complaint procedures for consideration of a legitimate complaint involving a staff member. A commendation involving a staff member should be sent to the superintendent.

END OF POLICY

Legal Reference(s):

[ORS 165.535](#)

[ORS 165.540](#)

[ORS 192.610](#) - 192.690

[ORS 332.057](#)

[ORS 332.107](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

Baca v. Moreno Valley Unified Sch. Dist., 936 F. Supp. 719 (C.D. Cal. 1996).

Leventhal v. Vista Unified Sch. Dist., 973 F. Supp. 951 (S.D. Cal. 1997).

Oregon House Bill 2560 (2021).

PUBLIC PARTICIPATION

Attendance of the public at Board meetings will be encouraged. The Board will solicit the advice and counsel of district patrons in planning and operating the schools. The proposed agenda for all regular meetings will be mailed on request to the heads of community organizations, the press, and the radio at least 24 hours prior to the time of the meeting.

I. Lay Advisory Committees

Lay advisory committees will be appointed by the Board from time-to-time to consider specific matters of district-wide importance. Such committees will, insofar as possible, be representative of the district and varying points of view. Recommendations of such committees will be given careful consideration by the Board, which will regard them solely as recommendations which cannot and do not relieve the Board of its legal responsibility. Lay advisory committees will be dissolved when the purpose for which they were established will cease to exist.

All meetings of such advisory committees shall be considered open meetings. The press may attend and report proceedings.

II. Public Communications

Communications from members of the public to the Board will be addressed to the Board in care of the superintendent, who will acknowledge and forward such communications. Persons who wish to present any matter relating to the schools for inclusion on the agenda will make their request to the superintendent no later than 10 working days prior to the regular Board meeting.

At each Board meeting, the chairman will permit any member of the public to be heard. However, the chairman may limit the amount of time for individual presentations and discussions. Undue interruptions, other interference's, and defamatory or abusive remarks are always out of order. At a public meeting of the Board, no person will orally initiate charges or complaints against personnel. All such charges will be presented to the superintendent or the Board in writing and signed by the complainant.

A. Procedure for Placing an Item on the Agenda

1. Written Request

a. A resident or nonresident of the district, any member of the staff, or an organization operating in the district may request the

placement of a matter on the agenda provided the applicant files a written request with the superintendent.

- b. To be acceptable, a written request should include:
 - (1) Name, address, and telephone number of the person or persons making the request and the name of the organization or group represented, if any.
 - (2) Statement of action to be requested of the Board and pertinent background information leading to the request.

2. Time of Placement on the Agenda

- a. The superintendent, upon receipt of a properly executed request, will set a date for inclusion of the requested item on the Board agenda as soon as practical, bearing in mind such considerations as allowing sufficient time to gather pertinent information, to assemble members of the staff who have sufficient knowledge of the subject, and to place the matter on the printed agenda of a regular Board meeting.
- b. The superintendent will notify the individual or group of the time and place of the meeting at which the item will be considered.

3. Exceptions

Exceptions to these procedures are those covered below under B.8.

B. Procedures for Addressing the Board

1. Who may address the Board?

- a. Residents of the district;
- b. Parents of students enrolled in district schools;
- c. Members of the staff;
- d. Individuals who have been requested by the superintendent or Board to present a given subject;
- e. Nonresidents of the district who have previously requested and received the permission of the superintendent in the manner described in II.A.

2. Items of Discussion

Only items on the written Board agenda will be discussed at any meeting of the Board unless the Board by majority action agrees to place additional items on the agenda at the request of the superintendent or a Board member.

3. To Speak to an Item on the Agenda

PUBLIC PARTICIPATION—BDDH

(continued)

- a. Persons wishing to address the Board are requested to fill out a card requesting permission to address the Board, which includes date, agenda item, subject (if not on the agenda), name, address, and telephone number. Cards are made available before the meeting begins.
 - b. Stand during the discussion of an item and be recognized by the presiding officer.
 - c. State your name and the topic upon which you wish to speak.
 - d. The chairman may invite you to step to the microphone to speak to the Board or may ask that your presentation be deferred to a more appropriate spot on the agenda.
4. To Speak to an Item NOT on the Agenda
- a. Persons wishing to address the Board are requested to fill out a card requesting permission to address the Board. Cards are made available before the meeting begins.
 - b. Stand during the “public participation” period and be recognized by the presiding officer.
 - c. State your name and address and make your presentation.
 - d. No Action will be taken by the Board on items brought up during the “public participation” period. If action is desirable, the subject will be placed on the agenda of a future meeting.
5. Time Limit for Speakers
- a. No person should speak for more than five minutes, unless the time limit is waived by a majority of the Board members present.
 - b. When there are a large number of speakers to be heard, the Board may shorten the time.
6. Questions and Comments by Board and Superintendent
- Members of the Board and the superintendent may ask questions of a speaker or make comments in response to the speaker’s remarks.
7. Conduct and Remarks Out of Order
- a. Undue interruption or other interference with the orderly conduct of Board business cannot be allowed.
 - b. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker’s privilege of address if, after being called to order the speaker persists in improper conduct or remarks.
 - c. Any personal approval or disapproval of action taken by the Board during the meeting may be indicated during the public participation portion of the agenda.

8. Charges, Complaints, or Challenges (See also Board policies II/IIA- Instructional Resources/Instructional Materials and LGA— Compliance with Standards)

a. At a public meeting of the Board no person will orally initiate charges or complaints against individual employees of the district. The speaker shall be advised the complaints or charges against district employees shall be heard in the next scheduled executive session of the Board, unless that employee requests an open hearing, pursuant to ORS 192.660(1)(b).

b. All such charges, complaints, or challenges will be presented to the superintendent or Board in writing, signed by the complainant.

c. All such charges, if presented to the Board directly, will be referred to the superintendent for investigation and report.

d. Challenges of instructional materials used in the district are subject to the rules and regulations of Board policy II/IIA- Instructional Resources/Instructional Materials.

C. Circulation of Materials

1. Any written or printed material to be circulated at a Board meeting must be submitted to the superintendent by Wednesday two weeks preceding the meeting.

2. Material will be transmitted to the members of the Board for their disposition.

D. Executive Session

Closed executive sessions are reserved specifically for the following purposes:

1. To consider the employment of a public officer, employee, staff member, or individual agent. The exception contained in this paragraph does not apply to:

a. The filling of a vacancy in an elective office;

b. The filling of a vacancy on any public committee, commission or other advisory group;

c. The consideration of general employment policies;

d. The employment of the chief executive officer, other public officers, employees, and staff members of any public body unless the vacancy in that office has been advertised, regularized procedures for hiring have been adopted by the public body, and there has been opportunity for public input standards, criteria, and policy directives to be used in hiring chief executive officers shall be adopted by the governing body in meetings open

to the public in which there has been opportunity for public comment.

2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member, or individual agent, unless such public officer, employee, staff member, or individual agent requests an open hearing;

3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations;

4. To conduct deliberations with persons designated by the governing body to negotiate about real property transactions;

inspection;
5. To consider records that are exempt by law from public

6. To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations;

7. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed;

8. To review and evaluate, pursuant to standards, criteria and policy directives adopted by the governing body, (the Board) the employment-related performance of the chief executive officer (the superintendent), an administrator, employee, or staff member, unless the person whose performance is being reviewed requests an open hearing.

The standards, criteria, and policy directives used in evaluating chief executive officers shall be adopted by the Board in meetings open to the public in which there has been opportunity for public comment.

An executive session for the purposes of evaluating a chief executive officer or other officer, employee, or staff member shall not include a general evaluation of agency goals, objectives, operations, or programs.

9. To carry on negotiations under ORS Chapter 293 with private persons or businesses regarding proposed acquisition, exchange, or liquidation of public investments;

10. Pursuant to ORS 192.660 (2), labor negotiations shall be conducted in executive sessions unless either side of the negotiators

requests open meetings. Labor negotiations conducted in executive session are not subject to the notification requirements of ORS 192.640.

END OF POLICY

Legal References:

ORS 165.535
ORS 165.540
ORS 192.610–192.690
ORS 332.057

Americans with Disabilities Act of 1990, 42 U.S.C. Section 12101 et seq. 29 CFR Part 1630

DELETED

2. Board Policy DJC—Bidding Requirements—Revised—First Reading



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Melissa Harder & Kristin Mahoney
Meeting Date: April 14, 2022

NO ACTION REQUIRED

Board Policy DJC—Bidding Requirements—Revised—First Reading

Background

This policy outlines the Board’s ability and right to make purchases and seek public contracts for goods or services.

Minor changes include changing “contracting agency” to “district”, updated language regarding Board approval for public improvement, as well as grammatical and structural changes.

Involvement

Staff members: Melissa Harder & Kristin Mahoney

Cost Impact

None.

Function

Review of revisions.



Code: DJC
Adopted: 8/19/02
Revised/Readopted: 4/4/05; 4/11/16; 8/15/19

Bidding Requirements

The Board declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. All public contracts for goods or services shall be based upon applicable competitive procurement provisions of Oregon Revised Statutes and adopted public contracting rules except:

1. Contracts between contracting agencies or between contracting agencies and the federal government;
2. Insurance and services contracts¹ as provided for under state law;
3. Contracts for the procurement or distribution of textbooks or textbook equivalents;
4. Energy savings performance contracts;
5. Contracts made with qualified nonprofit agencies providing employment opportunities for disabled individuals;
6. Public improvement contracts exempted by the Local Contract Review Board (LCRB) upon findings that the award would not encourage favoritism or substantially diminish competition and would result in substantial cost savings and other substantial benefits to the ~~contracting agency~~ district;
7. Special procurements exempted by the LCRB upon findings that the award would not encourage favoritism or substantially diminish competition and would result in substantial cost savings to the ~~contracting agency~~ district;
8. Emergency contracts;
9. Any other public contract specifically exempted from the code by another provision or law.

The Board will serve as the LCRB for the district. All district purchasing shall be conducted in accordance with the Board's adopted rules².

¹ Attorney General rules may apply.

²The Board may contract with another public agency to serve as its LCRB.



The Board acting as its own LCRB adopts³ the *Oregon Attorney General's Model Public Contract Rules* OAR Chapter 137, Divisions 046 through 049, in effect at the time this policy is adopted. These rules govern purchasing procedures, and other matters subject to public contracting provisions of law.

The district shall procure the construction manager/general contractor services in accordance with model rules the Attorney General adopts under ORS 279A.065(3).

Additionally, the Board may include as part of its rules portions of the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125, Divisions 246-249 in effect at the time this policy is adopted.

The Board, acting as the LCRB, may enact a resolution that authorizes the district to designate a public improvement as a community benefit contract per the requirements included in ORS 279C.300 to 279C.470.

~~Where necessary, the~~ The Board shall **will** make the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the district and made available on request.

The district shall review its rules each time the Attorney General adopts a modification of the model rules, as required by ORS 279.049 (5)(b), to determine whether any modifications need to be made to district rules to ensure compliance with statutory changes. Modifications will be made only following review by the district's legal counsel. New rules, as necessary, shall be adopted by the Board. In the event it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required. ~~The Board recognizes that a public contracting agency that has not established its own rules of procedure as required by ORS 279.049 (5) is subject to the model rules adopted by the Attorney General, including all modifications to the model rules that the Attorney General may adopt.~~

Procurements **for services** estimated to be in excess of \$250,000 shall go through the cost analysis and feasibility process described in ORS 279B.

Records of bids, proposals, and specifications will be kept in the district administration office and will conform with Oregon Revised Statutes and applicable records retention provisions of the *Oregon Attorney General's Model Public Contract Rules*.

³Purchases shall be governed by ORS Chapter 279, 279A, 279B, and 279C. Additionally, the Board may, as provided by ORS 279, 279A. 065, adopt the Oregon Attorney General's Model Public Contract Rules, OAR Chapter 137 governing purchasing/ bid procedures. The Board may also adopt the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125. The Board may adopt portions of those rules or adopt its own rules. A Board that creates its own LCRB but has not established its own rules of procedure for public contracts is subject to the model rules (OAR 137) adopted by the Attorney General.



Contract Amendments

The superintendent or designee is authorized to execute amendments to public contracts that were previously subject to Board approval if all of the following apply:

1. The original public contract was approved by the Board.
2. The change order is within the general scope of the public contract.
3. The change order is implemented in accordance with the change order provisions of the public contract.
4. Any increase in payments under the change order does not exceed \$150,000.

If, in the opinion of the Superintendent or designee, not approving a change order would result in unreasonable delay or substantial cost to the district, the superintendent or designee may authorize a change order up to 25% of the total amount of payments scheduled to be made under the last approved contract, or \$500,000, whichever is less. Such authorizations pertain only to capital improvement funds. The following must also apply:

1. The original public contract was approved by the Board,
2. The change order is within the general scope of the public contract,
3. The change order is implemented in accordance with the change order provisions of the public contract, and
4. The Board is presented with information regarding the change order at their next regularly scheduled meeting.

END OF POLICY

Legal References(s):

[ORS Chapters 279A, 279B, and 279C](#)

[OAR Chapter 125](#), Divisions 246-249

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES

3. Board Policy GBNAA/JHFF—Suspected Sexual Conduct with Students and Reporting Requirements**—Revised—First Reading



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Melissa Harder & Kristin Mahoney
Meeting Date: April 14, 2022

NO ACTION REQUIRED

[Board Policy GBNA/JHFF](#)—Suspected Sexual Conduct with Students and Reporting Requirements**—Revised—First Reading

Background

The main change is the addition of “students” if they are acting as an employee/volunteer working in a school. Thus, if a student is in a consensual relationship with another student and are working within that school as a volunteer it doesn’t count as “Sexual Conduct with Students”.

Minor changes to definitions of sexual conduct and when it applies, as well as grammatical and structural changes.

Involvement

Staff members: Melissa Harder & Kristin Mahoney

Cost Impact

None.

Function

Review of revisions.



Code: GBNAA/JHFF
Adopted: 2/6/20
Revised/Readopted:

Reporting Requirements for Suspected Sexual Conduct with Students and Reporting Requirements**

Sexual conduct by district employees, contractors¹, agents², and volunteers³ is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers are subject to this policy. Students are also subject to this policy if they are acting as an employee, contractor, agent or volunteer.

⁴“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating, hostile or offensive educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the

¹ “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

² “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

³ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁴ This definition of “sexual conduct” affects all conduct that occurs before, on or after June 23, 2021, for purposes of reports that are made, investigations that are initiated, or a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement or any similar contract or agreement entered into, on or after June 23, 2021.

person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

Any district employee who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the designated licensed administrator or the alternative designated licensed administrator, in the event the designated administrator is the suspected perpetrator, for their school building. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements.

If the superintendent is the alleged perpetrator the report shall be submitted to the Human Resources Director who shall report the suspected sexual conduct to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When the designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district's administrative regulation JHFF/GBNAA-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) as appropriate, for investigation in accordance with such administrative regulation. The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety.

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will post in each school building the names and contact information of the employees designated for the school building to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district email using mailing lists and/or other internet messaging **approved by the district** to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor or agent of the district is strongly discouraged. Volunteers are prohibited from texting or electronically communicating with a student through contact information gained through volunteer access.

The superintendent shall develop administrative regulations to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

[ORS.332.107](#)

[ORS 339.370](#) to 339.400

[ORS 419B.005](#) to 419B.045

~~Senate Bill 155 (2019)~~

Every Student Succeeds Act, 20 U.S.C. § 7926 (2012).

~~House Bill 2136 (2021).~~

~~Senate Bill 51 (2021).~~

4. Board Policy IGBAF-AR—Special Education (IEP**)—Revised—First Reading



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Melissa Harder & Kristin Mahoney
Meeting Date: April 14, 2022

NO ACTION REQUIRED

Board Policy IGBAF-AR—Special Education (IEP**)—Revised—First Reading

Background

This policy outlines the basics of an Individual Education Plan such as who is eligible, how a family gets one in place, what the meetings entail, etc. It also outlines the responsibilities of each party: the district, the IEP team, the student, and their family.

Major updates include expanded language for deaf, deafblind, or hard of hearing students, transition services for aging out, as well as providing support to encourage independence and self determination.

Minor updates include grammatical, structural, and formatting changes.

Involvement

Staff members: Melissa Harder & Kristin Mahoney

Cost Impact

None.

Function

Review of revisions.



Code: IGBAF-AR
Adopted: 9/10/01
Revised/Readopted: 10/6/03, 3/13/06, 2/11/08

Special Education - Individualized Education Program (IEP)**

1. General IEP Information

- a. The district ensures that an IEP is in effect for each eligible student:
 1. Before special education and related services are provided to a student;
 2. At the beginning of each school year for each student with a disability for whom the district is responsible; and
 3. Before the district implements all the special education and related services, including program modifications, supports and/or supplementary aids and services, as identified on the IEP.
- b. The district uses:
 1. The Oregon standard IEP; or
 2. An IEP form that has been approved by the Oregon Department of Education.
- c. The district develops and implements all provisions of the IEP as soon as possible following the IEP meeting.
- d. The IEP will be accessible to each of the student's regular education teacher(s), the student's special education teacher(s) and the student's related services provider(s) and other service provider(s).
- e. The district informs all teachers and service providers of their specific responsibilities for implementing the IEP accommodations, modifications and/or supports that must be provided for or on behalf of the student to fully implement the IEP, including any amendments the district and parents agreed to make between annual reviews.
- f. The district takes steps to ensure that parents are present at each IEP meeting or have the opportunity to participate through other means.
- g. The district ensures that each teacher and service provider is informed of:
 1. Their specific responsibilities for implementing the IEP specific accommodations, modifications and/or supports that must be provided for, or on behalf of the student; and

2. Their responsibility to fully implement the IEP including any amendments the district and parents agreed to make between annual reviews.
3. The district takes whatever action is necessary to ensure that parents understand the proceedings of the IEP team meeting, including arranging for an interpreter for parents with deafness or whose native language is other than English.
4. The district provides a copy of the IEP to the parents at no cost.

2. IEP Meetings

- a. The district conducts IEP meetings within 30 calendar days of the determination that the student is eligible for special education and related services.
- b. The district convenes IEP meetings for each eligible student periodically, but not less than once per year.
- c. At IEP meetings, the team reviews and revises the IEP to address any lack of expected progress toward annual goals and in the general curriculum, new evaluation data or new information from the parents, the student's anticipated needs, or the need to address other matters.
- d. Between annual IEP meetings, the district and the parent may amend or modify the student's current IEP without convening an IEP team meeting using the procedures in the Agreement to Amend or Modify IEP subsection.
- e. When the parent requests a meeting, the district will either schedule a meeting within a reasonable time or provide timely written prior notice of the district's refusal to hold a meeting.
- f. If an agency other than the district fails to provide agreed upon transition services contained in the IEP, the district convenes an IEP meeting to plan alternative strategies to meet the transition objectives and, if necessary, to revise the IEP.

3. IEP Team Members

- a. The district's IEP team members include the following:
 1. The student's parents;
 2. The student, if the purpose of the IEP meeting is to consider the student's postsecondary goals and transition services (beginning for IEPs in effect at age 16), or for younger students, when appropriate;
 3. At least one of the student's special education teachers or, if appropriate, at least one of the student's special education providers;

4. At least one of the student's regular education teachers if the student is or may be participating in the regular education environment. If the student has more than one regular education teacher, the district will determine which teacher or teachers will participate;
5. A representative of the district (who may also be another member of the team) who is qualified to provide or supervise the provision of special education and is knowledgeable about district resources. The representative of the district will have the authority to commit district resources, and be able to ensure that all services identified in the IEP can be delivered;
6. An individual, who may also be another member of the team, who can interpret the instructional implications of the evaluation results; and
7. At the discretion of the parent or district, other persons who have knowledge or special expertise regarding the student.

b. Student participation:

1. Whenever appropriate, the student with a disability is a member of the team.
2. If the purpose of the IEP meeting includes consideration of postsecondary goals and transition services for the student, the district includes the student in the IEP team meeting.
3. If the purpose of the IEP meeting includes consideration of postsecondary goals and transition services for the student, and the student does not attend the meeting, the district will take other steps to consider the student's preferences and interests in developing the IEP.

c. Participation by other agencies:

1. With parent or adult student written consent, and where appropriate, the district invites a representative of any other agency that is likely to be responsible for providing or paying for transition services if the purpose of the IEP meeting includes the consideration of transition services (beginning at age 16, or younger if appropriate); and
2. If the district refers or places a student in an ESD, state operated program, private school or other educational program, IEP team membership includes a representative from the appropriate agencies. Participation may consist of attending the meeting, conference call or participating through other means.

4. Agreement for Nonattendance and Excusal

- a. The district and the parent may consent to excuse an IEP team member from attending an IEP meeting, in whole or in part, when the meeting involves a discussion or modification of team member's area of curriculum or service. The district designates specific individuals to authorize excusal of IEP team members.
- b. If excusing an IEP team member whose area is to be discussed at an IEP meeting, the district ensures:
 1. The parent and the district consent in writing to the excusal;
 2. The team member submits written input to the parents and other members of the IEP team before the meeting; and
 3. The parent is informed of all information related to the excusal in the parent's native language or other mode of communication according to consent requirements.

5. IEP Content

- a. In developing the IEP, the district considers the student's strengths, the parent's concerns, the results of the initial or most recent evaluation, and the academic, developmental and functional needs of the student.
- b. The district ensures that IEPs for each eligible student includes:
 1. A statement of the student's present levels of academic achievement and functional performance that:
 1. Includes a description of how the disability affects the progress and involvement in the general education curriculum;
 2. Describes the results of any evaluations conducted, including functional and developmental information;
 3. Is written in language that is understood by all IEP team members, including parents;
 4. Is clearly linked to each annual goal statement;
 5. Includes a description of benchmarks or short term objectives for children with disabilities who take alternative assessments aligned to alternate achievement standards.
 2. A statement of measurable annual goals, including academic and functional goals, or for students whose performance is measured by alternate assessments aligned to alternate achievement standard, statements of measurable goals and short term objectives. The goals and, if appropriate, objectives:

1. Meet the student's needs that are present because of the disability, or because of behavior that interferes with the student's ability to learn, or impedes the learning of other students.
 2. Enable the student to be involved in and progress in the general curriculum, as appropriate; and
 3. Clearly describe the anticipated outcomes, including intermediate steps, if appropriate, that serve as a measure of progress toward the goal.
3. A statement of the special education services, related services, supplementary aids and services that the district provides to the student:
 1. The district bases special education and related services, modifications and supports on peer-reviewed research to the extent practicable to assist students in advancing toward goals, progressing in the general curriculum and participating with other students (including those without disabilities), in academic, nonacademic and extracurricular activities.
 2. Each statement of special education services, related or supplementary services, aids, modifications or supports includes a description of the inclusive dates, amount or frequency, location and who is responsible for implementation.
 4. A statement of the extent, if any, to which the student will not participate with nondisabled students in regular academic, nonacademic and extracurricular activities.
 5. A statement of any individual modifications and accommodations in the administration of state or district wide assessments of student achievement.
 1. A student will not be exempt from participation in state or district wide assessment because of a disability unless the parent requests an exemption;
 2. If the IEP team determines that the student will take the alternate assessment instead of the regular statewide or a districtwide assessment, a statement of why the student cannot participate in the regular assessment and why the alternate assessment is appropriate for the student.
 6. A statement describing how the district will measure student's progress toward completion of the annual goals and when periodic reports on the student's progress toward the annual goals will be provided.

6. Agreement to Amend or Modify IEP

- a. Between annual IEP meetings, the district and the parent may agree to make changes in the student's current IEP without holding an IEP meeting. These changes require a signed, written agreement between the district and the parent.
- b. The district and the parent record any amendments, revisions or modifications on the student's current IEP. If additional IEP pages are required these pages must be attached to the existing IEP.
- c. The district files a complete copy of the IEP with the student's education records and informs the student's IEP team and any teachers or service providers of the changes.
- d. The district provides the parent prior written notice of any changes in the IEP and upon request, provides the parent with a reserved copy of the IEP with the changes incorporated.

7. IEP Team Considerations and Special Factors

- a. In developing, reviewing and revising the IEP, the IEP team considers:
 - 1. The strengths of the student and concerns of the parent for enhancing the education of the student;
 - 2. The results of the initial or most recent evaluation of the student;
 - 3. As appropriate, the results of the student's performance on any general state or district-wide assessments;
 - 4. The academic, developmental, and functional needs of the child.
- b. In developing, reviewing and revising the student's IEP, the IEP team considers the following special factors:
 - 1. The communication needs of the student; and
 - 2. The need for assistive technology services and/or devices.
- c. As appropriate, the IEP team also considers the following special factors:
 - 1. For a student whose behavior impedes ~~his or her~~ **their** learning or that of others, strategies, positive behavioral intervention and supports to address that behavior;
 - 2. For a student with limited English proficiency, the language needs of the student as those needs relate to the IEP;
 - 3. For a student who is blind or visually impaired, instruction in Braille and the use of Braille unless the IEP team determines (after an evaluation of reading and writing skills, needs and media, including evaluation of future needs for instruction in Braille or the use of Braille, appropriate reading and writing), that instruction in Braille or the use of Braille is not appropriate;

4. For a student who is deaf or hard of hearing, the student's language and communication needs, including opportunities for direct communication with peers and professional personnel in the student's language and communication mode, academic level and full range of needs, including opportunities for direct instruction in the student's language and communication mode; ~~and~~
 5. If a student is deaf, deafblind, or hard of hearing, the district will provide information about relevant services and placements offered by the school district, the education service district, regional programs, and the Oregon School for the Deaf; and
 6. A statement of any device or service needed for the student to receive a Free Appropriate Public Education (FAPE).
- d. In addition to the above IEP contents, the IEP for each eligible student of transition age includes:
1. Beginning not later than the first IEP in effect when the student turns 16, or as early as 14 or younger, if determined appropriate by the IEP team (including parent(s)), and updated annually thereafter, the IEP must include:
 1. Appropriate measurable postsecondary goals based upon age appropriate transition assessments related to training education, employment, and where appropriate, independent living skills; and
 2. The transition services (including courses of study) needed to assist the student in reaching those goals.
 - a. Regarding employment planning, the parent shall be provided information about and opportunities to experience employment services provided by Oregon Vocational Rehabilitation or the Oregon Office of Developmental Disability Services. These services must be provided in a competitive integrated employment setting, as defined by Oregon Administrative Rule 441-345-0020. Information about these services shall also be provided to the parent by the district at each annual review for IEPs to be in effect when the child turns 16, or as early as 14 or younger, if determined appropriate by the IEP team (including parent(s))
 2. At least one year before a student reaches the age of majority (student reaches the age of 18, or has married or been emancipated, whichever occurs first), a statement that the district has informed the student that all procedural rights will transfer at the age of majority; and
 3. If identified transition service providers, other than the district, fail to provide any of the services identified on the IEP, the district will initiate an IEP meeting as soon as possible to address alternative strategies and revise the IEP if necessary.

- e. To promote self-determination and independence, the district shall provide the student and the student's parents with information and training resources regarding supported decision-making as a less restrictive alternative to guardianship, and with information and resources regarding strategies to remain engaged in the student's secondary education and post-school outcomes. The district shall provide this information at each IEP meeting that includes discussion of post-secondary education goals and transition services.

8. Incarcerated Youth

- a. For students with disabilities who are convicted as adults, incarcerated in adult correctional facilities and otherwise entitled to FAPE, the following IEP requirements do not apply:
 - 1. Participation of students with disabilities in state and districtwide assessment; and
 - 2. Transition planning and transition services, for students whose eligibility will end because of their age before they will be eligible to be released from an adult correctional facility based on consideration of their sentence and eligibility for early release.
- b. The IEP team may modify the student's IEP, if the state has demonstrated a bona fide security or other compelling interest that cannot be otherwise accommodated.

9. Extended School Year Services

- a. The district makes extended school year (ESY) services available to all students for whom the IEP team has determined that such services are necessary to provide a free appropriate public education (FAPE); and
- b. ESY services are:
 - 1. Provided to a student with a disability in addition to the services provided during the typical school year;
 - 2. Identified in the student's IEP; and
 - 3. Provided at no cost to the parent.
- c. The district does not limit consideration of ESY services to particular categories of disability or unilaterally limit the type, amount or duration of service.
- d. The district provides ESY services to maintain the student's skills or behavior, but not to teach new skills or behaviors.

- e. The district's criteria for determining the need for extended school year services include:
 - 1. Regression (a significant loss of skills or behaviors) and recoupment time based on documented evidence; or
 - 2. If no documented evidence, on predictions according to the professional judgment of the team.
- f. "Regression" means significant loss of skills or behaviors in any area specified on the IEP as a result of an interruption in education services.
- g. "Recoupment" means the recovery of skills or behaviors specified on the IEP to a level demonstrated before the interruption of education services.

10. Assistive Technology

- a. The district ensures that assistive technology devices or assistive technology services, or both, are made available if they are identified as part of the student's IEP. These services and/or devices may be part of the student's special education, related services or supplementary aids and services.
- b. On a case-by-case basis, the district permits the use of district-purchased assistive technology devices in the student's home or in other settings if the student's IEP team determines that the student needs access to those devices to receive a free appropriate public education. In these situations, district policy will govern liability and transfer of the device when the student ceases to attend the district.

11. Transfer Students

- a. In state:
 - 1. If a student with a disability (who had an IEP that was in effect in a previous district in Oregon) transfers into the district and enrolls in a district school within the same school year, the district (in consultation with the student's parents) provides a free appropriate public education to the student (including services comparable to those described in the student's IEP from the previous district), until the district either:
 - 1. Adopts the student's IEP from the previous district; or
 - 2. Develops, adopts and implements a new IEP for the student in accordance with all of the IEP provisions.
- b. Out of state:
 - 1. If a student transfers into the district with a current IEP from a district in another state, the district, in consultation with the student's parents, will provide a free appropriate public education to the student, including services comparable to those described in the student's IEP from the previous district, until the new district:

1. Conducts an initial evaluation (if determined necessary by the new district to determine Oregon eligibility) with parent consent and determines whether the student meets eligibility criteria described in Oregon Administrative Rules.
2. If the student is eligible under Oregon criteria, the district develops, adopts and implements a new IEP for the student using the Oregon Standard IEP or an approved alternate IEP.
3. If the student does not meet Oregon eligibility criteria, the district provides prior written notice to the parents explaining that the student does not meet Oregon eligibility criteria and specifying the date when special education services will be terminated.

5. Board Policy IGBAG-AR—Special Education (Procedural Safeguards**)—Revised—First Reading



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Melissa Harder & Kristin Mahoney
Meeting Date: April 14, 2022

NO ACTION REQUIRED

Board Policy IGBAG-AR—Special Education (Procedural Safeguards**)—Revised—First Reading

Background

This policy outlines the process the Special Education Department takes when offering support to a student and/or family in need of an Individualized Education Plan. It also outlines what rights and safeguards parents and guardians have in relation to the support their student is receiving.

Major changes include the support of self-determination and independence of students and providing families with information and training at the end of each IEP meeting.

Minor updates include grammatical, structural, and formatting changes.

Involvement

Staff members: Melissa Harder & Kristin Mahoney

Cost Impact

None.

Function

Review of revisions.



Code: IGBAG-AR
Adopted: 9/11/01
Revised/Readopted: 11/3/03, 3/13/06, 2/11/08, 9/14/09, 11/4/13

Special Education—Procedural Safeguards**

1. Procedural Safeguards

- a. The district provides procedural safeguards to:
 - i. Parents, guardians (unless the guardian is a state agency) or persons in parental relationship to the student;
 - ii. Surrogate parents; and
 - iii. Students who have reached the age of 18, the age of majority, or are considered emancipated under Oregon law and to whom rights have transferred by statute, identified as adult students (called “eligible students”).
- b. The district gives parents a copy of the *Notice of Procedural Safeguards Notice*, published by the Oregon Department of Education (ODE):
 - i. At least once a year;
 - ii. At the first referral or parental request for evaluation to determine eligibility for special education services;
 - iii. When the parent (or adult student) requests a copy; and
 - iv. To the parent and the student one year before the student's 18th birthday or upon learning that the student is considered emancipated.
- c. The *Notice of Procedural Safeguards Notice* is:
 - i. Provided written in the native language or other communication of the parents (unless it is clearly not feasible to do so) and in language clearly understandable to the public.
 - ii. If the native language or other mode of communication of the parent is not a written language, the district shall take steps to ensure that:
 1. ~~That~~ The notice is translated orally or by other means to the parent in his/her native language or other mode of communication;
 2. ~~That~~ The parent understands the content of the notice; and
 3. ~~That~~ There is written evidence that the district has met these requirements.

2. Content of *Procedural Safeguards Notice*

The procedural safeguards notice includes all of the content provided in the *Notice of*

3. Parent or Adult Student Meeting Participation

- a. The district provides parents or adult students an opportunity to participate in meetings with respect to the identification, evaluation, individualized education plan (IEP), and educational placement of the student, and the provision of a free appropriate public education (FAPE) to the student.
- b. The district provides parents or adult students written notice of any meeting sufficiently in advance to ensure an opportunity to attend. The written notice:
 - i. States the purpose, time, and place of the meeting and who is invited to attend;
 - ii. Advises that parents or adult students may invite other individuals who they believe have knowledge or special expertise regarding the student;
 - iii. Advises the parents or adult student that the team may proceed with the meeting even if they are not in attendance;
 - iv. Advises the parents or adult student who to contact before the meeting to provide information if they are unable to attend; and
 - v. Indicates if one of the meeting's purposes is to consider, review, or determine transition service needs. If so:
 1. Indicates that the student will be invited; and
 2. Identifies any agencies invited to send a representative.
- c. The district shall take steps to ensure that one or both of the parents of a student or eligible student with a disability are present at each IEP or placement meeting or are afforded the opportunity to participate, including:
 - i. Notifying parents or eligible student of the meeting early enough to ensure that they will have an opportunity to attend; and
 - ii. Scheduling the meeting at a mutually agreed on time and place.
- d. If neither parent nor eligible student can participate, the district will use other methods to ensure participation, including, but not limited to, individual or conference phone calls or home visits.
- e. The district may conduct an evaluation planning or eligibility meeting without the parent or adult student if the district provided meeting notice to the parent or adult student sufficiently in advance to ensure an opportunity to attend.
- f. The district may conduct an IEP or placement meeting without the parent or adult student if the district is unable to convince the parents or adult students that they should participate. Attempts to convince the parent to participate will be considered sufficient if the district:
 - i. Communicates directly with the parent to arrange a mutually agreeable time and place and written notice was sent to confirm the arrangement; or

- ii. Proposes a time and place in the written notice, stating that a different time and place might be requested and confirms that the notice was received;
- g. If the district proceeds with an IEP meeting without a parent or adult student, the district must have a record of its attempts to arrange a mutually agreed upon time and place such as:
 - i. Detailed records of telephone calls made or attempted and the results of those calls;
 - ii. Copies of correspondence sent to the parents and any responses received; and
 - iii. Detailed records of visits made to the parent's home or place of employment and the results of those visits.
- h. The district takes whatever action is necessary to ensure that the parent or adult student understands the proceedings at a meeting, including arranging for an interpreter for parents or adult students who are deaf or whose native language is other than English.
- i. After the transfer of rights to an adult student at the age of majority, the district provides written notice of meetings to the adult student and parent, if the parent can be reasonably located. After the transfer of rights to an adult student at the age of majority, a parent receiving notice of an IEP meeting is not entitled to attend the meeting unless invited by the adult student or the district.
 - i. An IEP meeting does not include:
 - 1. Informal or unscheduled conversations involving school district personnel;
 - 2. Conversations on issues such as teaching methodology, lesson plans, or coordination of service provision if those issues are not addressed in the student's IEP; or
 - 3. Preparatory activities that district or public personnel engage in to develop a proposal or response to a parent proposal that will be discussed at a later meeting.

4. Surrogate Parents

- a. The district ensures that the rights of a student with a disability, or suspected of having a disability, are protected by appointing a surrogate parent when:
 - i. The parent cannot be identified or located after reasonable efforts;
 - ii. The student is a ward of the state or an unaccompanied homeless student and there is reasonable cause to believe that the student has a disability, and there is no foster parent or other person available who can act as the parent of the student; or

1. The parent or adult student requests the appointment of a surrogate parent.
- b. The district secures nominations of persons to serve as surrogates. The district appoints surrogates within 30 days of a determination that the student needs a surrogate, unless a surrogate has already been appointed by juvenile court.
- c. The district ensures that each person approved to serve as a surrogate **who**:
 - i. Is not an employee of the district or the **ODE** ~~Oregon Department of Education~~;
 - ii. Is not an employee of any other agency involved in the education or care of the student;
 - iii. Is free of any personal or professional interest that would interfere with representing the student's special education interests; and
 - iv. Has knowledge and skills that ensure adequate representation of the student in special education decisions. The district will provide training, as necessary, to ensure that surrogate parents have the requisite knowledge.
- d. The district provides all special education rights and procedural safeguards to appointed surrogate parents.
- e. A surrogate will not be considered an employee of the district solely on the basis that the surrogate is compensated from public funds.
- f. The duties of the surrogate parent are to:
 - i. Protect the special education rights of the student;
 - ii. Be acquainted with the student's disability and the student's special education needs;
 - iii. Represent the student in all matters relating to the identification, evaluation, IEP, and educational placement of the student; and
 - iv. Represent the student in all matters relating to the provision of **FAPE** ~~a free appropriate public education~~ to the student.
- g. A parent may give written consent for a surrogate to be appointed.
 - i. When a parent requests that a surrogate be appointed, the parent shall retain all parental rights to receive notice and all of the information provided to the surrogate. When the district appoints a surrogate at parent request, the district will continue to provide to the parent a copy of all notices and other information provided to the surrogate.
 - ii. The surrogate, alone, shall be responsible for all matters relating to the special education of the student. The district will treat the surrogate as the parent unless and until the parent revokes consent for the surrogate's appointment.
 - iii. If a parent gives written consent for a surrogate to be appointed, the parent may revoke consent at anytime by providing a written request to revoke the surrogate's appointment.

- h. An adult student to whom rights have transferred at age of majority may give written consent for a surrogate to be appointed. When an adult student requests that a surrogate be appointed, the student shall retain all rights to receive notice and all of the information provided to the surrogate. The surrogate, alone, shall be responsible for all matters relating to the special education of the student. The district will treat the surrogate as the adult student unless and until the adult student revokes consent for the surrogate's appointment. If an adult student gives written consent for a surrogate to be appointed, the adult student may revoke consent at any time by providing a written request to revoke the surrogate's appointment.
- i. The district may change or terminate the appointment of a surrogate when:
 - i. The person appointed as surrogate is no longer willing to serve;
 - ii. Rights transfer to the adult student or the student graduates with a regular diploma;
 - iii. The student is no longer eligible for special education services;
 - iv. The legal guardianship of the student is transferred to a person who is able to carry out the role of the parent;
 - v. A foster parent or other person is identified who can carry out the role of parent;
 - vi. The parent, who previously could not be identified or located, is now identified or located;
 - vii. The appointed surrogate is no longer eligible;
 - viii. The student moves to another school district; or
 - ix. The student is no longer a ward of the state or unaccompanied homeless youth.
- j. The district will not appoint a surrogate solely because the parent or student to whom rights have transferred is uncooperative or unresponsive to the special education needs of the student.

5. Transfer of Rights at Age of Majority

- a. When a student with a disability reaches the age of majority, marries or is emancipated, rights previously accorded to the student's parents under the special education laws, transfer to the student. A student for whom rights have transferred is considered an "adult student" under OAR 581-015-2000(1).
- b. The district provides notice to the student and the parent that rights (accorded by statute) will transfer at the age of majority. This notice is provided at an IEP meeting and documented on the IEP:
 - i. At least one year before the student's 18th birthday;
 - ii. More than one year before the student's 18th birthday, if the student's IEP team determines that earlier notice will aid transition; or
 - iii. Upon actual knowledge that within a year the student will likely marry or become emancipated before age 18.

- c. The district provides written notice to the student and to the parent at the time of the transfer.
- d. These requirements apply to all students, including students who are incarcerated in a state or local adult or juvenile correctional facility or jail.
- e. After transfer of rights to the student, the district provides any written prior notices and written notices of meetings required by the special education laws to the adult student and to the parent if the parent can be reasonably located.
- f. After rights have transferred to the student, receipt of notice of an IEP meeting does not entitle the parent to attend the meeting unless invited by the student or the district.
- g. To promote self-determination and independence, the district shall provide the student and the student's parents with information and training resources regarding supported decision-making as a less restrictive alternative to guardianship, and with information and resources regarding strategies to remain engaged in the student's secondary education and post-school outcomes. The district shall provide this information at each IEP meeting that includes discussion of post-secondary goals and transition services.

6. Prior Written Notice

- a. The district provides prior written notice to the parent of a student, or student, within a reasonable period of time before the district:
 - i. Proposes to initiate or change the identification, evaluation, or educational placement of the student, or the provision of a ~~free appropriate public education~~ FAPE to the child; or
 - ii. Refuses to initiate or change the identification, evaluation, or placement of the student, or the provision of a FAPE to the child.
- b. The content of the prior written notice will include:
 - i. A description of the action proposed or refused by the district;
 - ii. An explanation of why the district proposed or refused to take the action;
 - iii. A description of each evaluation procedure, test, assessment, record or report used as a basis for the proposal or refusal;
 - iv. A statement that the parents of a student with a disability have procedural safeguards and, if this notice is not an initial referral for evaluation, how a copy of the *Notice of Procedural Safeguards Notice* may be obtained;
 - v. Sources for parents to contact to obtain assistance in understanding their procedural safeguards;
 - vi. A description of any options that the IEP team considered and reasons why those options were rejected; and
 - vii. A description of any other factors that are relevant to the district's proposal or refusal.
- c. The prior written notice is:

- i. Written in language understandable to the general public; and
- ii. Provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so;
- iii. If the native language or other mode of communication of the parent is not a written language, the district shall take steps to ensure that:
 - 1. The notice is translated orally or by other means to the parent in the parent's native language or other mode of communication;
 - 2. The parent understands the content of the notice; and
 - 3. There is written evidence that the requirements of this rule have been met.

7. Consent¹—Initial Evaluation

- a. The district provides notice and obtains informed written consent from the parent or adult student before conducting an initial evaluation to determine whether a student has a disability (as defined by Oregon law) and needs special education. Consent for initial evaluation is not consent for the district to provide special education and related services.
- b. The district makes reasonable efforts to obtain informed consent from a parent for an initial evaluation to determine a child's eligibility for special education services. If a parent does not provide consent for an initial evaluation or does not respond to a request for consent for an initial evaluation, the school district may, but is not required to, pursue the initial evaluation of the child through mediation² (see Section XIII) or due process hearing procedures³ (see Section XV). The district does not violate its child find obligations if it declines to pursue the evaluation using these procedures.

8. Consent—Initial Provision of Special Education Services

- a. The district provides notice and obtains informed written consent from the parent or adult student before the initial provision of special education and related services to the student.
- b. The district makes reasonable efforts to obtain informed consent, but if a parent or adult student does not respond or refuses consent for initial provision of special

¹"Consent" means that the parent or adult student: a) has been fully informed, in his/her **their** native language or other mode of communication, of all information relevant to the activity for which consent is sought; and b) understands and agrees in writing to the carrying out of the activity for which his/her **their** consent is sought. Consent is voluntary on the part of the parent and meeting the requirements of consent provision for OAR 581-015-2090, IDEA, and Family Education Rights and Privacy Act (FERPA).

²"Mediation" means a voluntary process in which an impartial mediator assists and facilitates two or more parties to a controversy in reaching a mutually acceptable resolution of the controversy and includes all contacts between a mediator and any party or agent of a party, until such a time as a resolution is agreed to by the parties or the mediation process is terminated.

³"Due process" means 1) NOTICE, generally written, providing sufficient detail to fully inform the individual of the decision or activity that will have an effect on his/her rights or property or person; 2) right to GRIEVE (that being the right to complain or to disagree with the governmental actor/entity which has decision making authority); and 3) the right to APPEAL if not satisfied with the outcome of the grievance procedure.

education and related services, the district does not convene an IEP meeting, develop an IEP or seek to provide special education and related services through mediation or due process hearing procedures. The district will not be considered to be in violation of the requirement to make **FAPE** ~~free appropriate public education~~ available to the student under these circumstances. The district stands ready to serve the student if the parent or adult student later consents.

9. Consent—Reevaluation

- a. The district obtains informed parental consent before conducting any reevaluation of a child with a disability, except:
 - i. The district does not need written consent for a reevaluation, if, after reasonable efforts to obtain informed consent, the parent does not respond. However, the district does not conduct individual intelligence tests or tests of personality without consent.
 1. If a parent refuses to consent to the reevaluation, the district may, but is not required to, pursue the reevaluation by using mediation or due process hearing procedures.
- b. A parent or adult student may revoke consent at any time before the completion of the activity for which they have given consent. If a parent or adult student revokes consent, that revocation is not retroactive.

10. Consent—Other Requirements

- a. The district documents its reasonable efforts to obtain parent consent, such as phone calls, letters and meeting notes.
- b. If a parent of a student who is home schooled or enrolled by the parents in a private school does not provide consent for the initial evaluation or the reevaluation, or if the parent does not respond to a request for consent, the district:
 - i. Does not use mediation or due process hearing procedures to seek consent; and
 - ii. Does not consider the child as eligible for special education services.
 - iii. If a parent or adult student refuses consent for one service or activity, the district does not use this refusal to deny the parent or child any other service, benefit or activity, except as specified by these rules and procedures.
- c. If, at any time subsequent to the initial provision of special and related services, the parent of a child revokes consent in writing for the continued provision of special education and related services, the district:

- i. May not continue to provide special education and related services to the child, but must provide prior written notice before ceasing the provision of special education and related services;
- ii. May not use mediation or due process procedures to obtain an agreement or ruling that the services may be provided to the child;
 - 1. The district will not be considered to be in violation of the requirement to make FAPE available to the child because of the failure to provide the child with further special education and related services; and
- iii. The district is not required to convene an IEP team meeting or develop an IEP for the child for further provision of special education or related services.

11. Exceptions to Consent

- a. The district does not need written parent or adult student consent before:
 - i. Reviewing existing data as part of an evaluation or reevaluation;
 - ii. Administering a test or other evaluation administered to all students without consent unless, before administration of that test or evaluation, consent is required of parents of all students;
 - iii. Conducting evaluations, tests, procedures or instruments that are identified on the student's individualized education program (IEP) as a measure for determining progress; or
 - iv. Conducting a screening of a student by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation.
- b. The district does not need written parent consent to conduct an initial special education evaluation of a student who is a ward of the state and not living with the parent if:
 - i. Despite reasonable efforts to do so, the district has not been able to find the parent;
 - ii. The parent's rights have been terminated in accordance with state law; or
 - iii. The rights of the parent to make educational decisions have been subrogated by a judge in accordance with state law and consent for an initial evaluation has been given by an individual appointed by the judge to represent the child.
- c. The district does not need written parental consent if an administrative law judge (ALJ) determines that the evaluation or reevaluation is necessary to ensure that the student is provided with a free appropriate public education.

12. Independent Educational Evaluations (IEE)

- a. A parent of a student with a disability has a right to an independent educational evaluation at public expense if the parent disagrees with an evaluation obtained by the school district.
- b. If a parent requests an independent educational evaluation at public expense, the district provides information to parents about where an independent educational evaluation may be obtained, and the district criteria applicable for independent educational evaluations.
- c. If a parent requests an independent educational evaluation at public expense, the district, without unnecessary delay, either:
 - i. Initiates a due process hearing to show that its evaluation is appropriate; or
 - ii. Ensures that an independent educational evaluation is provided at public expense unless the district demonstrates in a hearing that the evaluation obtained by the parent did not meet district criteria.
- d. The district criteria for independent educational evaluations are the same as for district evaluations including, but not limited to, location, examiner qualifications, and cost.
 - i. Criteria established by the district do not preclude the parent's access to an independent educational evaluation.
 - ii. The district provides the parents the opportunity to demonstrate the unique circumstances justifying an independent educational evaluation that does not meet the district's criteria.
 - iii. A parent may be limited to one independent educational evaluation at public expense each time the district conducts an evaluation with which the parent disagrees.
- e. If a parent requests an independent educational evaluation, the district may ask why the parent disagrees with the public evaluation. The parent may, but is not required to, provide an explanation. The district may not:
 - i. Unreasonably delay either providing the independent educational evaluation at public expense or initiating a due process hearing to defend the public evaluation;
 - ii. Except for the criteria in C., impose conditions or timelines related to obtaining an independent educational evaluation at public expense.
 - iii. The district considers an independent educational evaluation submitted by the parent in any decision made with respect to the provision of a free appropriate public education to the student, if the submitted independent evaluation meets district criteria.

13. Dispute Resolution—Mediation

- a. The district or parent may request mediation from the Department of Education (ODE) for any special education matter, including before the filing of a complaint or due process hearing request.
- b. The district acknowledges that:
 - i. Mediation must be voluntary on the part of the parties, must be conducted by a qualified and impartial mediator who is trained in effective mediation techniques and may not be used to deny or delay a parent’s right to a due process hearing or filing a complaint.
 - ii. Each mediation session must be scheduled in a timely manner and must be held in a location that is convenient to the parties to the dispute.
 - iii. An agreement reached by the parties to the dispute in the mediation process must be set forth in a legally binding written mediation agreement that:
 - 1. States the terms of the agreement;
 - 2. States that all discussions that occurred during the mediation process remain confidential and may not be used as evidence in any subsequent due process hearing or civil proceeding; and
 - 3. Is signed by the parent and a representative of the school district who has the authority to bind the district to the mediation agreement.
 - iv. Mediation communication is not confidential if it relates to child or elder abuse and is made to a person who is required to report abuse, or threats of physical harm, or professional conduct affecting licensure.
 - v. The mediation agreement is enforceable in any state court of competent jurisdiction or in a district court of the United States.

14. Dispute Resolution—Complaint Investigation

- a. Any organization or person may file a signed, written complaint with the State Superintendent of Public Instruction alleging that a school district or Education Services District (ESD) is violating or has violated the Individuals with Disabilities Education Act (IDEA) or associated regulations within one year before the date of the complaint. Upon receiving a parent complaint, the Oregon Department of Education (ODE) forwards the complaint to the district or ESD along with a request for a district response to the allegations in the complaint.
- b. Upon receiving a request for response from ODE, the district responds to the allegations and furnishes any requested information or documents within 10 business days.
- c. The district sends a copy of the response to the complainant. If ODE decides to conduct an on-site investigation, district personnel participate in interviews and provide additional documents as needed.
- d. The district and the complainant may attempt to resolve a disagreement that led to a complaint through mediation. If they decide against mediation, or if mediation fails to produce an agreement, ODE will pursue the complaint investigation.

- e. If ODE substantiates some or all of the allegations in a complaint, it will order corrective action. The district satisfies its corrective action obligations in a timely manner.
- f. If the district disagrees with the findings and conclusions in a complaint final order, it may seek reconsideration by ODE or judicial review in county circuit court.

15. Due Process Hearing Requests

- a. The district acknowledges that parents may request a due process hearing if they disagree with a district proposal or refusal relating to the identification, evaluation, educational placement or provision of a free appropriate education to a student who may have a disability and be eligible for special education.
- b. The district may request a due process hearing regarding the identification, evaluation, educational placement or provision of a free appropriate education to a student who may have a disability and be eligible for special education.
- c. When requesting a due process hearing, the district or the attorney representing the district provides notice to the parent and to the Oregon Department of Education.
- d. The party, including the district, that did not file the hearing request must, within 10 days of receiving the request for a hearing, send to the other party a response that specifically addresses the issues raised in the hearing request.
- e. If the parent had not yet received prior written notice of the district's proposal or refusal, the district, within 10 days of receiving the hearing request for a due process hearing, sends to the parent a response that includes:
 - i. An explanation of why the district proposed or refused to take the action raised in the hearing request;
 - ii. A description of other options that the district considered and the reasons why those options were rejected;
 - iii. A description of each evaluation procedure, assessment, record or report the district used as the basis for the proposed or refused action; and
 - iv. A description of the factors relevant to the district's proposal or refusal.

16. Resolution Session

- a. Within 15 days of receiving a due process hearing request, the district will hold a resolution session with the parents and the relevant members of the IEP team who have specific knowledge of the facts identified in the due process hearing request.
- b. This meeting will include a representative of the district who has decision-making authority for the district.
 - i. The district will not include an attorney unless the parent brings an attorney.
 - ii. The district will provide the parent with an opportunity for the parent to discuss the hearing request and related facts so that the district has an opportunity to resolve the dispute.

- iii. The district and parent may agree in writing to waive the resolution meeting. If so, the 45-day hearing timeline will begin the next business day, unless the district and parent agree to try mediation in lieu of the resolution session.

17. Time Limitations and Exception

- a. A parent must request a due process hearing within two years after the date of the district act or omission that gives rise to the parent's hearing request.
- b. This timeline does not apply to a parent if the district withheld relevant information from the parent or incorrectly informed the parent that it had resolved the problem that led the parent's hearing request.

18. Hearing Costs

- a. The district reimburses the Oregon Department of Education (ODE) for costs related to conducting the hearing, including pre-hearing conferences, scheduling arrangement and other related matters.
- b. The district provides the parent with a written or, at the option of the parent, an electronic verbatim recording of the hearing, within a reasonable time of the close of the hearing.
- c. The district does not use Individuals with Disabilities Education Act (IDEA) funds to pay attorney's fees or other hearing costs.

19. Discipline and Placement in Interim Alternative Setting

See Board policy JGDA/JGEA—Discipline of Disabled Students.

6. Board Policy IGBB—Talented and Gifted Program—Revised—First Reading



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Melissa Harder & Kristin Mahoney
Meeting Date: April 14, 2022

NO ACTION REQUIRED

Board Policy IGBB—Talented and Gifted Program—Revised—First Reading

Background

This policy outlines the district's commitment to serve students who are identified as talented and gifted.

Updates include parent involvement, input, and feedback on the programs and services available to their students.

Involvement

Staff members: Melissa Harder & Kristin Mahoney

Cost Impact

None.

Function

Review of revisions.



Code: IGBB
Adopted: 4/12/99
Revised/Readopted: 5/11/99, 1/10/11, 3/5/20

Talented and Gifted Program

The district is committed to an educational program that recognizes, identifies and serves the unique needs of talented and gifted students. Talented and gifted students are those who have been identified as academically talented and/or intellectually gifted.

The Board directs the superintendent to develop a written identification process for identifying academically talented and intellectually gifted students K through 12.

A written plan shall be developed that identifies programs or services needed to address the assessed levels of learning and accelerated rates of learning of identified ~~individuals~~ students and provides an opportunity for the student's parents to discuss with the district the programs and services available to the student and to provide input on the programs and services to be made available to the student.

The plan will be provided at the school or the district office when requested and on the district's website. The website shall also provide the name and contact information of the district's coordinator of special education and programs for talented and gifted.

END OF POLICY

Legal References:

[ORS 343.391](#) to 343.401

[ORS 343.407](#) to 343.413

[OAR 581-022-2325](#)

[OAR 581-022-2330](#)

[OAR 581-022-2500](#)

[SB 486\(2021\)](#)

7. Board Policy JFCF—Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence-Students—Revised—First Reading



Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Melissa Harder & Kristin Mahoney
Meeting Date: April 14, 2022

NO ACTION REQUIRED

[Board Policy JFCF](#)—Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence- Students—Revised—First Reading

Background

Major updates include “Notification to Parents or Guardians” which introduces the procedures to notify families of the victim and the perpetrator. It includes the responsibilities of building administrators to determine whether a notification should occur and whether it’s in the best interest of the students.

Minor updates include grammatical and structural changes, addition of gender identity, and the addition of House Bills.

Involvement

Staff members: Melissa Harder & Kristin Mahoney

Cost Impact

None.

Function

Review of revisions.



Code: JFCF
Adopted: 6/28/99
Revised/Readopted: 12/9/02, 12/10/07, 3/14/11, 11/4/13, 12/5/16, 5/9/19, 2/6/20

Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, or Domestic Violence - Students**

The Board, in its commitment to providing a safe, positive, and productive learning environment for all students, will consult with parents/guardians, employees, volunteers, students, administrators, and community representatives in developing this policy in compliance with applicable Oregon law.

This policy applies to behavior that occurs on or immediately adjacent to school grounds including all district facilities, district premises, and nondistrict property if the student is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events or where students are under the jurisdiction of the district.

The policy also applies to off campus conduct that causes or threatens to cause a substantial and material disruption at school or other district property, or interferes with the rights of students or employees to be free from a hostile educational or employment environment taking into consideration the totality of the circumstances.

Hazing, harassment, intimidation, bullying, menacing, or acts of cyberbullying by students, staff, or third parties toward students is strictly prohibited in the district. Teen dating violence is unacceptable behavior and prohibited. **Each student has the right to a safe learning environment.**

Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of hazing, harassment, intimidation, bullying, menacing, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

Students whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Staff whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Students, staff, or third parties may also be referred to law enforcement officials.

The building administrator, district department director, and superintendent are responsible for ensuring that this policy is implemented.

Definitions

“District” includes district facilities, district premises, and nondistrict property if the student is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events or where students are under the jurisdiction of the district.

“Third Parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment (i.e., personal servitude; sexual stimulation/sexual assault; forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article; or assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation, or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, **and** having the effect of:

1. Physically harming a student or damaging a student’s property; or
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or
3. Creating a hostile educational environment, including interfering with the psychological well-being of the student. “Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation¹, **gender identity**, national origin, marital status, familial status, source of income, or disability.

¹“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression, or behaviors differs from that traditionally associated with the individual’s sex at birth.

“Teen dating violence” means:

1. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Domestic violence” means abuse between family and/or household members, as those terms are described in ORS 107.705.

“Cyberbullying” is the use of any electronic communication device to harass, intimidate, or bully.

“Retaliation” means any acts of, including but not limited to, hazing, harassment, intimidation, bullying, menacing, or cyberbullying toward the victim, a person in response to an actual or apparent reporting of, or participation in the investigation of hazing, harassment, intimidation, bullying, menacing, teen dating violence, acts of cyberbullying, or retaliation.

“Menacing” includes, any act intended to place a district employee, student, or third party in fear of imminent serious physical injury.

Reporting

The building administrator or district department director will take reports and conduct a prompt investigation of any reported acts of hazing, harassment, intimidation, bullying, menacing, cyberbullying, or teen dating violence.

Any employee who has knowledge of conduct in violation of this policy shall immediately report concerns to the building administrator or district department director who has overall responsibility for investigations. Any employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity, or in a vehicle used for district-provided transportation shall immediately report the incident to the building administrator or district department director who has overall responsibility for investigations. Failure of an employee to report any act of hazing, harassment, intimidation, bullying, menacing, cyberbullying, or teen dating violence to the building administrator or district department director may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels they have been subjected to an act of hazing, harassment, intimidation, bullying, menacing, cyberbullying or feel they have been a victim of teen dating violence in violation of this policy, is encouraged to immediately report concerns to the building administrator or district department director who has overall responsibility for investigations. Any volunteer who has knowledge of conduct in

violation of this policy is encouraged to immediately report concerns to the building administrator or district department director who has overall responsibility for investigations.

A report made by a student or volunteer may be made anonymously. A student or volunteer also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

Reports against the building administrator shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair.

The person who makes the report shall be notified when the investigation has been completed and, as appropriate, the findings of the investigation and any remedial action that has been taken. The person who makes the report may request that the superintendent or designee review the actions taken in the initial investigation, in accordance with administrative regulations.

Notification to Parents or Guardians

Building Administrators shall notify the parents or guardians of a student who was subject to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student who may have conducted an act of harassment, intimidation, bullying or cyberbullying.

The notification must occur with involvement and consideration of the needs and concerns of the student who was the subject to an act of harassment, intimidation, bullying or cyberbullying. The notification is not required if the [employee position title] reasonably believes notification could endanger the student who was subjected to an act of harassment, intimidation, bullying or cyberbullying or if all of the following occur:

1. The student who was subjected to an act of harassment, intimidation, bullying, or cyberbullying requests that notification not be provided to the student's parents or guardians.
2. Building Administrators determines that notification is not in the best interest of the student who was subjected to an act of harassment, intimidation, bullying, or cyberbullying; and
3. Building Administrators informs the student that federal law may require the student's parents and guardians to have access to the student's education record, including any requests of nondisclosure (from item 1 above).

If the Building Administrator determines the notification is not in the best interest of the student, they must inform the student of that determination prior to providing notification.

When notification is provided, the notification must occur:

1. Within a reasonable period of time; or
2. Promptly, for acts that caused physical harm to the student.

Training and Education

The district shall incorporate into existing training programs for students, information related to the prevention of, and the appropriate response to, acts of harassment, intimidation, bullying, and cyberbullying and this policy.

The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7 through 12.

The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation, bullying, cyberbullying, teen dating violence, and domestic violence and this policy.

Notice

The superintendent or designee shall be responsible for ensuring annual notice of this policy is provided in a student or staff handbook, school and district’s website, and school and district office, as well as developing administrative regulations, including reporting and investigative procedures.

Domestic violence posters provided by the Oregon Department of Education (ODE) shall be posted in clearly visible locations on school campuses in accordance with rules adopted by the ODE.

END OF POLICY

Legal References:

[ORS 163.190](#)

[ORS 163.197](#)

[ORS 107.705](#)

[ORS 166.065](#)

[ORS 166.155](#) to 166.165

[ORS 174.100](#)(7)

[ORS 332.072](#)

[ORS 332.107](#)

[ORS 339.240](#)

[ORS 339.250](#)

[ORS 339.351](#) to 339.368

[OAR 581-021-0045](#)

[OAR 581-021-0046](#)

[OAR 581-021-0055](#)

[OAR 581-022-2310](#)

[OAR 581-022-2370](#)

House Bill 2631 (2021)

House Bill 3041 (2021)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (~~2012~~ 2018).

XIV. BOARD MEMBER COMMENTS (10:00 p.m.)*

XV. ADJOURNMENT (10:20 p.m.)*

*All times are approximate.

Note: The Chair of the Board may alter the order of business as they deem proper and necessary.

Agendas – Agendas and supporting materials are available online at <https://v3.boardbook.org/Public/PublicHome.aspx?ak=1000829> a few days before each School Board meeting. For more information, please contact Julie Catala at kimberly.nelson@corvallis.k12.or.us.

Communication With The School Board – Communication with the Board can be made by telephone, letter, e-mail and public testimony. Letters may be addressed to individual Board members or the Board as a whole and sent to 1555 SW 35th Street, Corvallis, OR 97333. E-mail may be sent to schoolboard@corvallis.k12.or.us and will be sent to all board members simultaneously as well as to key District Office staff. For more information, please contact Kim Nelson at kimberly.nelson@corvallis.k12.or.us.

Consolidated Action Agenda – The purpose of the consolidated action agenda is to expedite action on routine agenda items. All agenda items that are not held for discussion at the request of a Board member or staff member will be approved/accepted as written as part of the consolidated motion. Items designated or held for discussion will be acted upon individually.

Public Comment – Guidelines are at: <https://www.csd509j.net/about-us/school-board/provide-input-and-be-informed/>

Executive Session – Permissible purposes of Executive Sessions include: ORS 192.660(2)(a) – Employment of Public Officers, Employees and Agents; ORS 192.660(2)(b) – Discipline of Public Officers and Employees; ORS 192.660(2)(d) – Labor Negotiator Consultations; ORS 192.660(2)(e) – Real Property Transactions; ORS 192.660(2)(f) – Exempt Public Records; ORS 192.660(2)(h) – Legal Counsel; ORS 192.660(2)(i) – Performance Evaluations of Public Officers and Employees; ORS 192.660(2)(j) – Public Investments.

SCHOOL BOARD MEMBERS			
Vincent Adams	541-738-4324	Terese Jones	541-230-1673
Sami Al-Abdrabbuh	541-283-6611	Shauna Tominey, Co-Vice Chair	541-829-8411
Tina Baker	541-223-1997	Luhui Whitebear, Co-Vice Chair	541-632-3568
Sarah Finger McDonald, Chair	541-908-3756		

EXECUTIVE STAFF MEMBERS	
Ryan Noss, Superintendent	541-757-5841
Melissa Harder, Assistant Superintendent	541-766-4857
Olivia Meyers Buch, Finance and Operations Director	541-757-5874
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