

6:30 PM

Thursday, July 7, 2022

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

Meeting Details: Thursday, July 7, 2022, 6:30 PM in the Gymnasium at Lincoln Elementary School, 110 SE Alexander Avenue, 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. **PUBLIC COMMENT**

*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](mailto: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.*

III. **ELECTION OF BOARD OFFICERS**

IV. **DIANE EFSEAFF MEMORIAL SCHOLARSHIP APPROVAL**



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board  
Prepared by: Ryan Noss, Superintendent  
Meeting Date: July 7, 2022

### **Oregon School Boards Association Diane Efseaff Memorial Scholarship Program**

### **ACTION REQUESTED**

#### Background

The Dianne Efseaff Memorial Scholarship Application has been completed and will be sent to OSBA for consideration upon approval by the Board.

#### **ACTION REQUESTED:**

Approve participation in the half Diane Efseaff Memorial Scholarship Program.

#### **MOTION REQUESTED:**

“I move to approve participation in the half Oregon School Boards Association’s Diane Efseaff Memorial Scholarship Program.”



# APPLICATION 2022

OSBA believes that school boards have an integral role to play in the continual improvement of student learning. We believe that role is a collaborative governance one with the superintendent/college president and a District Leadership Team (DLT), a cross section of staff including administrators, teachers and classified staff from each level/building within the entity that helps provide guidance and support for improving student achievement. Participation in the Diane Efseaff Memorial Scholarship Program (DEMSP) includes meetings with the school board, superintendent/president and the DLT. If your system does not yet have a DLT, OSBA will help you in establishing one, and if your system has a DLT, we will help you learn how to integrate its work with the role of the school board.

District/ESD/Community College  
**Corvallis**

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Name of person submitting application  
**Ryan Noss**

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Title  
**Superintendent**

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Email address  
**ryan.noss@corvallis.k12.or.us**

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Phone  
**541-757-5841**

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This application also functions as your board's intent to participate. It is due to OSBA by **JUNE 1, 2022**. OSBA will announce selected applicants by July 1, 2022.

Boards selected through the Diane Efseaff Memorial Scholarship Program application process make a significant commitment of time to training and/or project work, which could result in a significant change in how the school board has done its work in the past. Selected boards that complete all aspects of the program (as described below) will receive either \$2,500 or \$5,000 of scholarship money to distribute to one or more students, depending on the program they select.

Boards may choose to participate in the full DEMSP or the half program. Each program is described on page 2 and 3.

*\*Program is dependent on approved funding by the OSBA board.*

# FULL DEMSP:

This program is ideal for boards that have not completed OSBA's Roles and Responsibilities trainings in the last 12 months, or that have had significant turnover on the board since last completing the training. It may also be ideal for boards that wish to develop/revise a board operating agreement, a board self-evaluation, or the superintendent/president evaluation process, and/or that desire to invest deeply in their own professional development.

Boards applying for this program must be willing to commit to a minimum of 18 hours of professional development/project work. DEMSP sessions must be scheduled as stand-alone special meetings and are not to be combined with other board business. Full board participation is expected at the DEMSP sessions (a quorum must be present).

Boards that complete the program will earn a \$5,000 scholarship to distribute to one or more students.

**All participants must also complete a superintendent/president evaluation and the OSBA online board self-evaluation during the eligibility period.**

A sample program outline is below:

SESSION	TOPIC	TIME COMMITMENT
Session 1	Facilitated planning session. Assessment of board training needs, setting expectations, designing project goals and outcomes, scheduling future sessions	Approx. 3 hours
Session 2	Customized board training	Approx. 3 hours
Session 3	Customized board training	Approx. 3 hours
Session 4	Project session 1 <i>(with District Leadership Team)</i>	Approx. 3 hours
Session 5	Project session 2 <i>(with District Leadership Team)</i>	Approx. 3 hours
Session 6	Final project session <i>(with District Leadership Team)</i>	Approx. 3 hours

# HALF DEMSP:

This program may be ideal for boards that have recently completed OSBA’s Basic Roles and Responsibilities trainings and have had no significant turnover on the board since last completing the training. It may also be ideal for boards that wish to expand on a previous scholarship project or complete a different project, or that have less time to commit to the board’s professional development.

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# BOARD PROJECT

Each participating board must complete a board project (to be approved by OSBA's Director of Board Development). The board project must be:

- Designed to impact student achievement for all students
- Relate to a potential, proposed or newly adopted district initiative

(Examples of this might include a districtwide implementation of AVID or Restorative Justice, creating/operationalizing a board equity lens, setting and implementing board professional development and district goals, and building a long-term monitoring plan for a newly adopted strategic plan.)

The first session of the DEMSP will be planning the project and learning how the principles of collaborative governance apply. The superintendent/president may be asked to build a District Leadership Team (DLT), a cross section of staff that can help provide guidance and support for improving student achievement, to meet with the board for project sessions.

The project sessions will be co-created with the OSBA facilitator and will address applicable research about how boards impact student achievement through policy and accountability by setting clear expectations (vision and goals), aligning and sustaining resources to meet goals, holding the system accountable by using and monitoring data, learning as a team, engaging with stakeholders and building public will.

# OTHER REQUIREMENTS

The board must submit evidence that the board has formally agreed to apply for and, if selected, participate in the Diane Efseaff Memorial Scholarship Program as described in this application.

During the eligibility period (7/1/22 - 6/30/23), you must submit documentation of the following:

1. **Completed superintendent/president evaluation.** *Please note that the OSBA Targeted Feedback Survey is not included in the cost of the DEMSP.* If the participating board elects to conduct a Targeted Feedback Survey through OSBA as part of their superintendent/president evaluation, the costs for that service will be executed and invoiced under a separate service agreement.
2. **Completed board self-evaluation using the OSBA online balanced governance self-evaluation tool<sup>\*</sup>.** The full Board Self-Assessment Survey report and facilitation are included in the DEMSP.

<sup>\*</sup>Copyright ©2021 OSBA; Copyright ©2021 Thomas L. Alsbury.

# PRICING

PROGRAM	COST
<b>Full DEMSP</b> (minimum 6 sessions; 18 hours)	\$2,925 plus travel expenses <i>(mileage, travel time, meals and hotel, if applicable)</i>
<b>Half DEMSP</b> (minimum 4 sessions; 12 hours)	\$1,925 plus travel expenses <i>(mileage, travel time, meals and hotel, if applicable)</i>
<b>Additional DEMSP-related session</b> (if needed at the discretion of the facilitator)	No workshop cost; expenses only <i>(mileage, travel time, meals and hotel, if applicable)</i>

# APPLICATION AND ACKNOWLEDGEMENTS

Please use the space below to respond to the following questions:

1. Identify whether the board is applying for the full DEMSP or the half DEMSP.

Select one:

Full program

Half program

2. Describe why the board wants to participate in the DEMSP and what the board hopes to learn by participating in this program. (For example, what are your greatest hopes for the system and board if selected to participate?)

**The Corvallis School Board has identified community engagement as an area of focus for the upcoming school year. The board self evaluation identified this as an area for growth. The board will engage the community in the revision of the school board goals.**

3. Is there a specific aspect of student achievement you plan to impact through participation in this program?

**The School Board Goals drive the focus of the district. Aligned goals, supported by the Corvallis Community, support improvements in student achievement. In addition, a board that follows a governance structure has a positive impact on student achievement.**

4. List the board's professional development activities/trainings/conferences attended through OSBA, etc. within the last 24 months.

**The Corvallis School Board has participated in the Diane Efseaff Memorial Scholarship Program for the past four years. In addition, CSD board members are members of the OSBA legislative policy committee and color caucus. One of our board members attended the NSBA conference this school year.**

5. Please explain your current board governance practices and what you're hoping to change (if any) by implementing a collaborative governance model.

In the most recent board self assessment our board had the highest rating on the standard of Board Member Conduct, Ethics and Relationship with the Superintendent. The Corvallis School Board and Superintendent understand their roles and function successfully because we maintain these roles.

The self assessment also highlighted the need for greater community engagement. While board members are elected by community members the goal of ongoing community engagement has not been achieved. As community engagement increases board members will be able to bring forward additional community perspective in their decision making.

**Please read and initial each item below:**

- I acknowledge that I have read and understand all parts of the application.
  - The board has formally agreed to apply for and participate in the DEMSP. A copy of the resolution, motion and/or board minutes is included as documentation.
  - The board understands the time commitment involved in the DEMSP and has agreed to schedule DEMSP sessions with the facilitator as stand-alone special meetings (not combined with other agenda items). The board has agreed to devote approximately three hours to each session.
  - The board has agreed to full board participation and to have at minimum a quorum present in each session with OSBA.
  - The board has agreed to complete all project requirements by June 30, 2023.
- The board understands that all requirements of the DEMSP must be met before the district is awarded the \$5,000 or \$2,500 scholarship funds.

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Signature of board chair \_\_\_\_\_ Date \_\_\_\_\_



# APPLICATION 2022

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District/ESD/Community College  
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Name of person submitting application  
**Ryan Noss**

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Title  
**Superintendent**

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Email address  
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- SM I acknowledge that I have read and understand all parts of the application.
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- SM The board understands the time commitment involved in the DEMSP and has agreed to schedule DEMSP sessions with the facilitator as stand-alone special meetings (not combined with other agenda items). The board has agreed to devote approximately three hours to each session.
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- SM The board has agreed to complete all project requirements by June 30, 2023.
- SM The board understands that all requirements of the DEMSP must be met before the district is awarded the \$5,000 or \$2,500 scholarship funds.

SM E McDermott  
Signature of board chair

7/7/2022  
Date

**V. EXTENSION OF SUPERINTENDENT'S CONTRACT**



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board  
Prepared by: Ryan Noss, Superintendent  
Meeting Date: July 7, 2022

### **Extension of Superintendent Contract**

### **ACTION REQUESTED**

#### Background

The Superintendent's Agreement is for a period of three years. This Agreement may be extended each year for one additional year by mutual agreement following July 1<sup>st</sup> of each year creating a rolling three-year contract. This extension is dependent on a satisfactory evaluation of the superintendent and is at the discretion of the Board. The current contract expires on June 30, 2024.

Superintendent Noss is requesting a one-year extension to his employment contract with the District. He received a satisfactory evaluation from the Board this past spring allowing this request to be made at this time. This one-year extension would extend his employment contract to June 30, 2025.

#### ACTION REQUESTED

Extend the Superintendent's contract by a period of one year to June 30, 2025.

#### MOTION REQUESTED

"I move to extend the Superintendent's contract by a period of one year to June 30, 2025."

ADDENDUM  
Employment Contract for Superintendent

The following changes are being made to the Employment Contract with Ryan Noss, Superintendent effective July 7, 2022.

**SECTION 2. LENGTH OF AGREEMENT, SUBSEQUENT CONTRACTS:**

The Superintendent's Agreement is for a period of three years. This Agreement may be extended each year for one additional year by mutual agreement following July 1<sup>st</sup> of each year creating a rolling three-year contract. This extension is dependent on a satisfactory evaluation of the superintendent and is at the discretion of the Board.

Superintendent Noss has been granted a one-year extension to his employment contract with the District. He received a satisfactory evaluation from the Board this past spring allowing this request to be made at this time. This one-year extension extends his employment contract to June 30, 2025.

Approved this 7<sup>th</sup> day of July 2022.

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Sarah Finger McDonald  
Board Chair

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Ryan Noss  
Superintendent

**VI. RATIFY 2021-22 ORGANIZATIONAL ACTIONS**



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board

Prepared by: Kim Nelson, Board Secretary

Meeting Date: July 7, 2022

Applicable Policy: [Board Policy BC/BCA](#) – Board Organization/Board Organizational Meeting

### **Ratify 2022-23 Organizational Actions**

### **ACTION REQUESTED**

#### Background

The Board is required to take action on certain organizational items no later than July 1 of each fiscal year. Because the Corvallis School Board's first meeting each fiscal year does not occur until July, the Board takes action in the prior fiscal year and then ratifies those actions at its July meeting as a formality. The annual organizational items are:

1. Resolution No. 22-0602 – Designation of District Officers, Clerks, Agents, and Depositories of Funds (2022-23 Organizational Resolution)
2. Adoption of the 2022-23 board meeting schedule.

#### **ACTION REQUESTED:**

Ratify the 2022-23 actions taken the prior fiscal year.

#### **MOTION REQUESTED:**

“I move to ratify the 2022-23 actions that were taken by the Board in 2021-22.”



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board  
Prepared by: Olivia Meyers Buch, Finance and Operations Director  
Meeting Date: June 16 2022

### **Resolution No. 22-0602: Designation of District Officers, Clerks, Agents and Depositories of Funds (2022-23 Organizational Resolution)**

### **ACTION REQUESTED**

#### **Background**

Oregon Revised Statutes requires schools board to annually hold an organizational meeting to designate appointees and authorize actions. The board is required to approve the designation of district officers, agents, and depositories of funds. Other designations and appointments are made as a matter of practice. This resolution is renewed annually to allow for the continued operation of district business.

The only changes from the 2021-22 resolution is the designation of the insurance agent of record, and the removal of separate student body fund signature authority. The board approved the agent of record change on April 14, 2022 (award contract for insurance agent of record), and student body manual checkbooks are being discontinued after June 30, 2022.

#### **ACTION REQUESTED:**

Adopt the attached resolution authorizing the designation of district officers, agents, depositories of funds, and other designations and appointments for the 2022-23 fiscal year.

#### **ATTACHED:**

Resolution No. 22-0602

#### **MOTION REQUESTED:**

"I move that Resolution No. 22-0602 be adopted to authorize the designation of district officers, agents, depositories of funds, and other designations and appointments for the 2022-23 fiscal year."

Corvallis School District 509J  
**Designation of District Officers, Clerks, Agents, and Depositories of Funds**  
(2022-23 Organizational Resolution)  
**Resolution No. 22-0602**

**Designate Clerk and Deputy Clerk (ORS 332.515, Policy BC/BCA)**

Be It Resolved, that Ryan Noss, Superintendent of Corvallis School District 509J, is hereby designated as Clerk, and Olivia Meyers Buch, Director of Finance and Operations, is hereby designated as Deputy Clerk for the 2022-23 fiscal year.

**Designate Budget Officer (ORS 294.331)**

Be It Resolved, that Olivia Meyers Buch, Director of Finance and Operations, is hereby designated to serve as Budget Officer of the Corvallis School District 509J for the 2022-23 fiscal year.

**Designate Custodian of Funds (ORS 328.441)**

Be It Resolved, that Olivia Meyers Buch, Director of Finance and Operations, is hereby designated to serve as Custodian of Funds of the Corvallis School District 509J for the 2022-23 fiscal year.

**Designate Depositories & Signature Authority (ORS 328.441, 328.445, Policy DG, DGA/DGB)**

Be It Resolved, that the following depositories are hereby approved as official depositories of Corvallis School District 509J funds for the 2022-23 fiscal year: Oregon State Treasury Local Government Investment Pool and all "Qualified Depositories for Public Funds" as approved by the Office of the State Treasurer.

Be It Further Resolved, that the Deputy Clerk, as Custodian of Funds, is hereby authorized to establish accounts and to issue checks against such accounts bearing the facsimile signature of the Deputy Clerk.

**Designate Financial Auditors**

Be It Resolved, that Pauly Rogers and Co, P.C., is hereby designated to serve as the independent financial audit firm for the Corvallis School District 509J for the 2022-23 fiscal year.

**Designate Legal Counsel**

Be It Resolved, that attorney Eric DeFreest and the firm of Luvaas Cobb is hereby designated as the attorney of record for the district.

Be It Further Resolved, that the executive staff of the Corvallis School District 509J is authorized to use the Hungerford Law Firm, based on their special expertise in the area of law being considered, at the discretion of the Superintendent, for the 2022-23 fiscal year.

**Designate Insurance Agent of Record**

Be It Resolved, that Geoff Sinclair of Brown & Brown is hereby designated to serve as agent of record for the Corvallis School District 509J for property, liability, and workers' compensation insurance for the 2022-23 fiscal year.

Be It Further Resolved, that Tim Hennessy of Gene Kiel & Associates is hereby designated to serve as agent of record for the Corvallis School District 509J for employee benefits for the 2022-23 fiscal year.

**Designate Newspaper for Legal Notices**

Be It Resolved, that the Corvallis Gazette-Times is hereby designated as the newspaper in which legal notices will be published.

**Designate Authority to Negotiate and Execute Real Property Transactions**

Be It Resolved, that the Board Chair and Clerk are hereby authorized to negotiate and execute real property transactions on behalf of the Corvallis School District 509J for the 2022-23 fiscal year, after obtaining official Board approval within legal regulations and district guidelines.

**Designate Authority to Sign Documents and Agreements for Funded Programs**

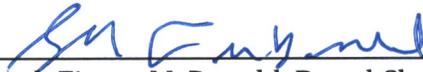
Be It Resolved, that Ryan Noss, Superintendent, and Melissa Harder, Assistant Superintendent, are hereby authorized to file applications and sign documents and agreements related to funded programs on behalf of the Corvallis School District 509J for the 2022-23 fiscal year.

**Disposal of Surplus Property (Board Policy DN)**

Be It Resolved, that the Clerk, Deputy Clerk, or designee of the Clerk or Deputy Clerk, are hereby authorized to dispose of surplus property in accordance with Board Policy DN.

ADOPTED by the Board of Directors of Corvallis School District 509J in Benton and Linn Counties, Oregon, at its regular meeting this 16<sup>th</sup> day of June, 2022.

ATTEST:

  
\_\_\_\_\_  
Sarah Finger McDonald, Board Chair

  
\_\_\_\_\_  
Olivia Meyers Buch, Deputy Clerk



J	July 7, 2022 – Business Meeting
A	August 11, 2022 – Business Meeting
	August 18, 2022 – Retreat
S	September 8, 2022 – Business Meeting
	September 29, 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 15, 2023 - Business Meeting

Meetings generally begin at 6:30 p.m. at the School District Office, 1555 SW 35<sup>th</sup> 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 [kim.nelson@corvallis.k12.or.us](mailto:kim.nelson@corvallis.k12.or.us).

**VII. BOARD MEMBER COMMENTS**

**VIII. ADJOURNMENT (7:30 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](mailto: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 35<sup>th</sup> Street, Corvallis, OR 97333. E-mail may be sent to [schoolboard@corvallis.k12.or.us](mailto: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](mailto: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.

<b>SCHOOL BOARD MEMBERS</b>			
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		

<b>EXECUTIVE STAFF MEMBERS</b>	
Ryan Noss, Superintendent	541-757-5841
Melissa Harder, Assistant Superintendent	541-766-4857
Olivia Meyers Buch, Finance and Operations Director	541-757-5874
Jennifer Duvall, Human Resources Director	541-757-5840
Kim Nelson, Executive Assistant to the Superintendent; Board Secretary	541-757-5841