



Corvallis

SCHOOL DISTRICT

NOTICE

NOTICE IS HEREBY GIVEN of a meeting of the Corvallis School District Board of Directors.

Date & Time	Meeting Type	Location	Agenda
Monday, November 9, 2015 6:30 PM	Regular	District Office Board Room, 1555 SW 35th Street, Corvallis, OR 97333	See attached.

Accessibility: *To request accommodations for board meetings, please contact Kim Nelson at 541-757-5841 or kim.nelson@corvallis.k12.or.us at least 48 hours before the meeting.*

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/UC9Jtpte5dmilZl9kySBjVQ?>
A recording of the meeting will also be posted to that channel.

POSTED: Corvallis School District Administration Building
Hans Boyle, Education Editor, Gazette Times (Via Email)

For more information, please contact Kim Nelson at 541-757-5841 or at kimberly.nelson@corvallis.k12.or.us



Corvallis

SCHOOL DISTRICT

Monday, November 9, 2015
6:30 PM

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

Meeting Details: Monday, November 9, 2015, 6:30 PM in the District Office Board Room, 1555 SW 35th Street, Corvallis, OR 97333.

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
- II. PLEDGE OF ALLEGIANCE
- III. COMMITTEE/BOARD MEMBER ITEMS
- IV. INTRODUCE 2015-16 STUDENT REPRESENTATIVES
- V. SUPERINTENDENT'S REPORT
- VI. STAFF AND PUBLIC TESTIMONY - (20 minutes)
NOTE: To indicate your desire to testify, complete a request card at the meeting and turn it in to the Board Secretary before the meeting begins. See attached guidelines for providing input to the School Board.

Corvallis School District 509J

How to Provide Input to the School Board

Effective 09-15-15

The Corvallis School Board values the opinions and input of community patrons. As such, the purpose of this document is to provide general guidelines about how to make the most of your time when communicating with the School Board. The public may offer public testimony during certain School Board meetings or correspond in writing via email or U.S. mail, as outlined below.

I. Public Testimony

Members of the public have the opportunity to share their ideas and opinions with the Board during the agenda item labeled *Public Testimony*. These opportunities are offered only at certain School Board meetings.

To request the opportunity to offer public testimony

- A. Complete a *Request to Address the Board* card, which can be found on a table at or outside the entrance of the meeting room.
- B. Complete all requested information. The Board Secretary will notify you if any information has been omitted or is unclear.
- C. Be specific regarding the topic about which you wish to speak. The Board Secretary will contact you if the topic is unclear or too general.
- D. Give the completed Request to Address the Board card to the Board Secretary at the head table **before** the meeting begins.
- E. Failing to fully and clearly complete the card and/or to submit it to the Board Secretary before the meeting begins may affect your opportunity to testify at the meeting.

Rules for Public Testimony

1. If you're called to testify:
 - Proceed to the podium in front of the Board.
 - Only one person at a time will be allowed at the podium, with exceptions at the board chair's discretion.
 - State your name and the topic you will address before you begin.
 - This is a matter of public record and will not count against your time.
2. Direct your comments to the Board. The Board Chair will refer any questions or requests for action to the proper person for a response at a later date.
3. Keep your comments to the specified time allotted.
 - You will be signaled when you have 30 seconds remaining.
 - You will be signaled when your time is up.
4. If others have testified before you about the same issue, please state that fact and either decline to testify or limit your comments to points not already stated.

Corvallis School District

How to Provide Input to the School Board

Page 2

5. If a group wishes to speak:
 - Please designate one spokesperson for the group; that person will stand at the podium.
 - In order to maintain the meeting schedule, repetitious comments will not be permitted.
6. Speakers may offer objective criticism of district operations and programs but the Board will not hear complaints concerning individual district personnel.
 - Any such complaints must be handled following the steps outlined in policy KL and administrative regulation KL-AR, copies of which are available during meetings at which public testimony is allowed, or online at <http://policy.osba.org/corvall/KL/index.asp>.
 - Complaints regarding budget, programs, or other district issues also should be handled by first following the steps outlined in policy KL.
7. Undue interruption or other interference with the orderly conduct of Board business cannot be allowed.
 - Defamatory or abusive remarks are always out of order.
 - The board chair may terminate the speaker's privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

Important information

- A. The board secretary will sort the *Request to Address the Board* cards, which are complete and were received before the meeting begins, into sets by topic, then will shuffle each set and place them face down at her place.
- B. When it is time for public testimony, the board secretary will draw one card from each set, in turn, and announce the name of the person who will be called up to testify.
- C. If you are called upon to testify, you will be allowed only a small amount of time to do so; usually three minutes are granted, but it could be less at the discretion of the board chair.
- D. If more testimony requests are submitted than can be accommodated during the allotted time on the board's agenda, you might not be called upon to provide your testimony. In that case, please refer to section II – Written Correspondence, should you wish to provide your comments in written form.
- E. When you testify, your name, address and testimony are matters of public record, except for student addresses.
- F. Although it is not required, you may wish to prepare a written outline for your comments or to write out your testimony in its entirety.

Corvallis School District

How to Provide Input to the School Board

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- G. Although providing a written copy of your testimony is not required, should you wish to provide it:
- Please include your name, address and telephone number on the document.
 - You may either provide the board secretary with one copy of your written testimony to distribute at a later date, or you may bring 13 copies to the meeting for the board secretary to distribute to those at the head table.
 - One copy will be filed as part of the official board record.
 - The same holds true for any handouts you wish the board to receive.
- H. If you wish to submit a letter or any form of written comments:
- Copies will be provided to all board members and key staff members.
 - The document will be kept in the district office as part of the official board record.
 - Letters, emails and other written materials are considered public record.

II. Written Correspondence

Letters, emails and other written materials submitted to the Board are considered public record. In lieu of public testimony, you may send a letter via U.S. mail to: Corvallis School Board, Attn: Julie Catala, P.O. Box 3509J, Corvallis, OR 97339. Also, you may send an email to: schoolboard@corvallis.k12.or.us. This will send your e-mail to all board members at one time. Others who will receive emails sent to this address: superintendent, assistant superintendent, student services director, human resources director, finance and operations director, and executive assistant to the superintendent and board of directors.

III. Telephone Communication

Citizens also may contact board members by telephone:

Vincent Adams	541-738-4324 or 541-240-4055
Judy Ball	541-758-1671 or 240-997-1222
Bill Kemper	541-754-0943 or 541-740-0728
Alexis McQuillan	541-230-1342
Scott Newsham	703-855-1637
Chris Rochester	541-224-1880
Tom Sauret	541-758-2244



Corvallis
SCHOOL DISTRICT

VII. APPOINT BUDGET COMMITTEE CITIZEN MEMBERS

BOARD MEETING DATE: November 9, 2015

SUBJECT: Appointment of Budget Committee Members

The District's Budget Committee consists of 14 members – the seven elected school board members and seven citizens appointed to three-year terms by the board. The citizen members are appointed by open vote of the School Board, as openings occur.

On June 30, 2015 the terms of two members, Rich Arnold and Max Ahmad, expired. As a result, the District solicited applications for two full-term vacancies (three years each) through an advertisement in the Gazette Times and a press release on the District's website and social media sites. Applicants are required to be registered voters who live within the District's boundaries.

The District received a total of two applications, and the recommendation is to offer appointments to both applicants, Sami Al-AbdRabbuh and Max Ahmad, for three-year terms ending June 30, 2018.

Presenter: **Olivia Meyers Buch, Director of Finance and Operations**

Motion Requested: **I move that the Budget Committee members be appointed as recommended.**



Corvallis

SCHOOL DISTRICT

VIII. SPECIAL REPORTS

VIII.A. Standard Response Protocol Update



Corvallis School District Planning Ahead—Parent Guide for a School Emergency

The Corvallis School District is committed to providing a safe environment that fosters learning for all students. In the case of emergencies, our staff are trained and prepared to respond. A crisis may occur before, during, or after regular school hours. The Corvallis School District crisis plan follows a model recommended by the U.S. Department of Education and the U.S. Department of Homeland Security to respond to a variety of situations including a weather related emergency, school or building disaster, or another threatening situation.

PREVENT

Our goal is to reduce and/or avoid accidents, injuries, and violence at school. The following prevention mechanisms help keep students safe.

Safe and Secure Buildings – Our buildings are maintained and inspected for safety. Visitors are required to check-in at schools and students are released to authorized adults. Building safety walks and fire inspections are regularly conducted and buddy sites and evacuation points are reviewed annually.

- ✓ **What parents can do:** Review your family’s **safety plan** at home. Make sure your child knows the **trusted adults** who can pick them up from school and those who can’t.

PREPARE

The school district works closely with building leaders, local law enforcement, emergency management, and public health officials.

Drills – All schools participate in emergency drills throughout the year. Our standard response protocol includes the following four actions: **lockout, lockdown, evacuate, and shelter.**

Education – The school district utilizes Positive Behavior Interventions and Supports (PBIS), a program designed to teach respect, responsibility, and safety at school. Lessons are reinforced throughout the school year with detailed descriptions of expected behaviors in various settings.

- ✓ **What parents can do:** Register now for **FlashAlert**, the school district emergency notification system at www.flashalert.net for e-mail or text alerts or you may download the android or iOS app on your smartphone.

RESPOND

Our goal is to respond quickly in order to minimize the impact of an emergency situation and to provide accurate information to emergency personnel and parents. The school district’s response will be determined by what will keep students and staff most safe. Once this is

determined, response begins. The following actions are used depending on the situation.



Lockout – “Secure the Perimeter,” students are brought inside, windows and doors are locked, no outside activities, business as usual inside the building, and increased situational awareness until all clear.



Lockdown – “Locks, Lights, Out of Sight” when a threat or hazard is inside the school building, maintain silence, and wait for First Responders to open locked door.



Evacuate – “To the Announced Location,” move students to another location within the school or outside the school to evacuation location.



Shelter – “For a Hazard using a Safety Strategy,” conditions outside are unsafe due to weather or other hazards and personal protection is necessary.

The school district will relay information as soon as possible. **In a crisis, it is best to keep school district telephone lines available for emergency communications.** When a school emergency occurs, parents can get critical information and instructions in the following ways:

- Check for voice, text, or email messages from the emergency notification system
- Visit the district website: **www.csd509j.net**
- Tune in to local television and radio stations:
Television: KEZI 9, KOIN 6, KGW 8 Radio: KFLY 101.5 FM, KRKT 99.9 FM, KWIP 880 AM

- ✓ **What parents can do:** Stay calm in an emergency and keep your phone nearby. **Wait for a communication** about when and where to pick up your child. *It is critical that parents receive important information and directions from school officials **before** going to the school or scene of an emergency. A controlled Parent Reunification process may be necessary and parent I.D. will be required.*

RECOVER

Our goal is to quickly recover from a crisis and to continually improve prevention practices.

Depending on the situation, the Corvallis School District will provide **additional on-site counseling** for affected students and staff through the School District Crisis Team. District administrators will **review security measures** at sensitive locations and pursue alternative prevention mechanisms. Parents will be kept informed of developments.

Debriefing meetings with staff and responders will be held to evaluate the crisis response and information will be used to improve future prevention practices.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



LOCKOUT! SECURE THE PERIMETER.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance



OK

HELP

OK

HELP



STANDARD™
RESPONSE PROTOCOL
FOR STUDENTS AND TEACHERS

4 ACTIONS

Lockout Lockdown Evacuate

Shelter



LOCKOUT!

Secure the Perimeter



LOCKDOWN!

Locks, Lights, Out of Sight.



EVACUATE!

To a Location



SHELTER!

For a Hazard Using a Safety Strategy



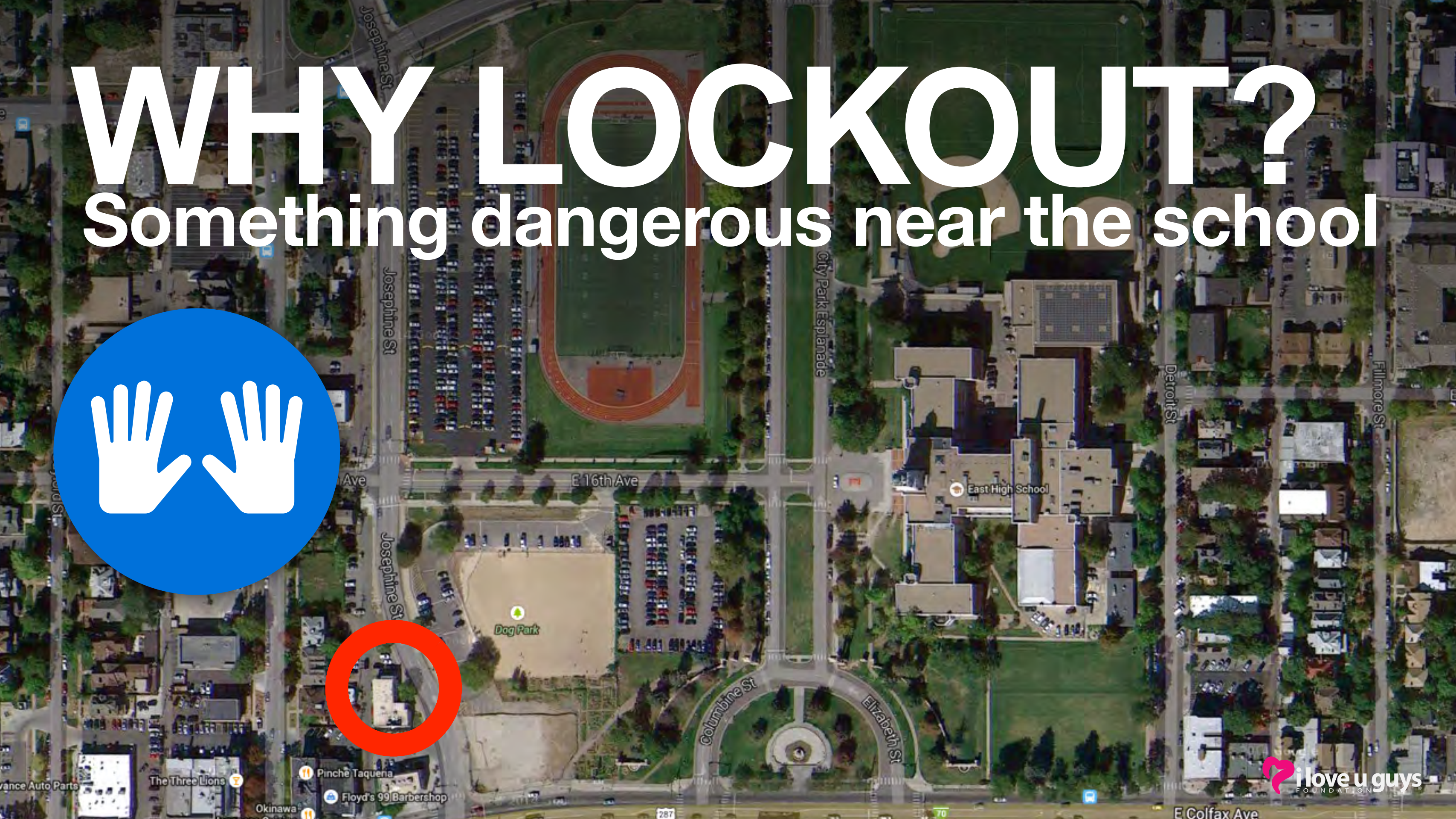
EVERY ACTION

Has specific instructions



WHY LOCKOUT?

Something dangerous near the school



WHAT HAPPENS?

No one in or out



STUDENTS

Get in the building



LOCKDOWN!

Locks, Lights, Out of Sight.



WHY LOCKDOWN?

Something dangerous inside the building



STUDENTS

Stay out of sight of the corridor window



STUDENTS

Be silent



STUDENTS

Do not open the door for anyone



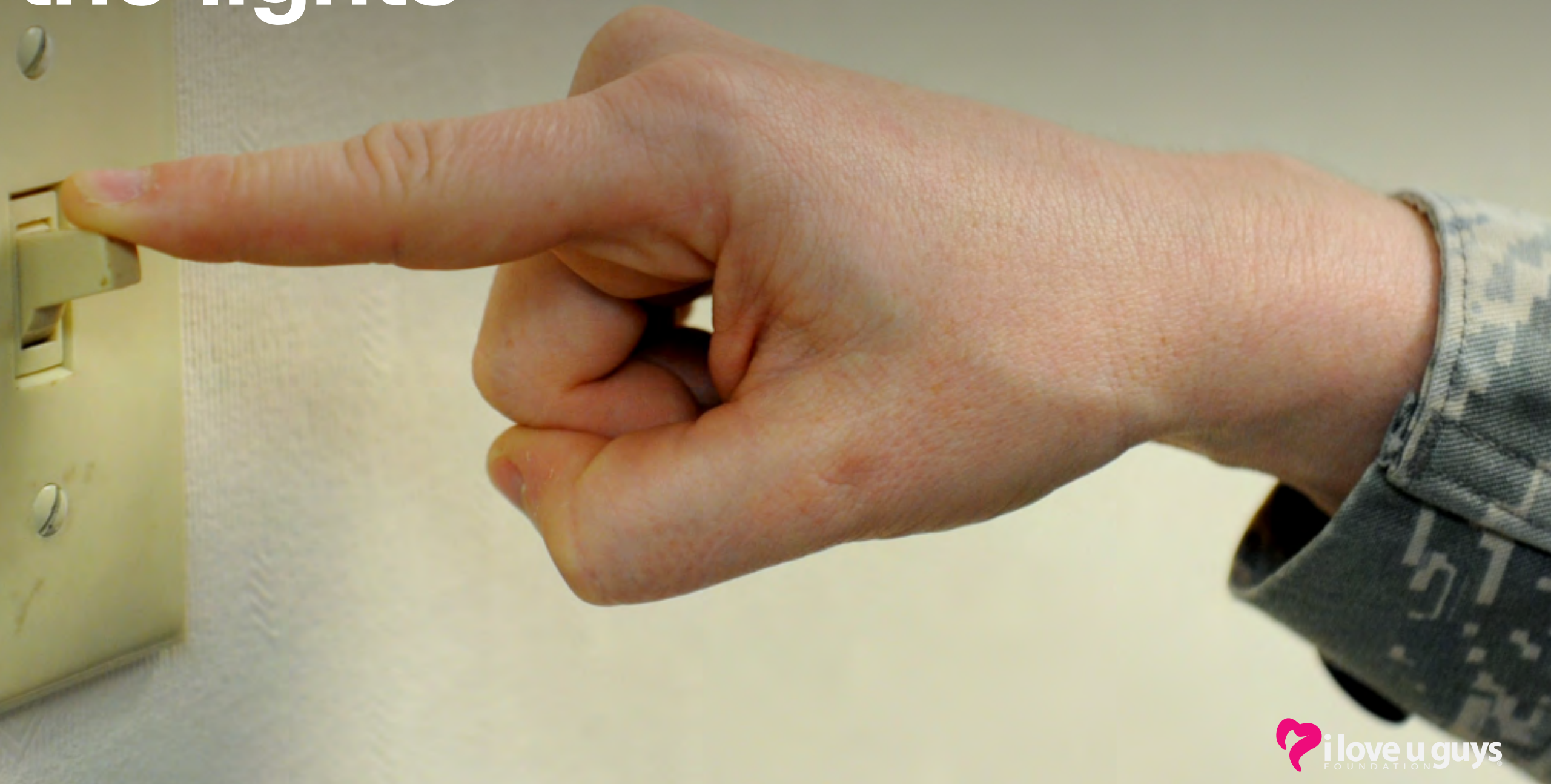
TEACHERS

Lock and close the classroom door



TEACHERS

Turn out the lights



EVACUATE

To a location



STUDENTS

Leave your stuff behind



POLICE

Evacuation is a little different



STUDENTS

Keep your hands visible



STUDENTS

Leave your stuff behind



STUDENTS

Bring your phone



STUDENTS

Don't be surprised if they are loud



SHARED LEXICON

Between students, staff, first responders



STANDARD™
RESPONSE PROTOCOL

OUR SCHOOL

Has one more action and directive



HOLD!

In your classroom



WHY?

The halls need to be kept clear.



STUDENTS

Remain in the classroom until all clear.



TEACHERS

Remain in the classroom until all clear.



TEACHERS

Close and lock the classroom door.



TEACHERS

Business as usual.



4 ACTIONS

Lockout Lockdown Evacuate

Shelter





Corvallis

SCHOOL DISTRICT

VIII.B. School Resource Officer Introduction and Update

VIII.C. Boys & Girls Club of Corvallis Center For Youth Excellence Update

Boys & Girls Club of Corvallis



Project Address: 1112 NW Circle Blvd., Corvallis, OR 97330
Census Tract: 41003001002; Qualified, Distressed Secondary
Project Cost: \$10Million
Purpose: Expansion of existing facility;
additional new construction

Developer:

Boys & Girls Club of Corvallis (BGCC) began offering K-12 youth programming in Corvallis in 1971 to serve the whole child through academic enrichment, leadership development, art, music, athletics, and technology programs. BGCC serves over 2,300 members ages 5-18, extends outreach services to over 11,000 additional youth across Benton County, and provides after-school care for an average of 400 children daily at their Clubhouse. Over 70% of Clubhouse families qualify for free or reduced lunch as part of the federal foods program. Approximately 28% of the youth served come from single parent households. BGCC provides over 600 free meals daily and offers oral health care to all low-income children in Benton County at their on-site Johnson Dental Clinic. They assist in meeting basic needs of children and their families and strive to provide a comprehensive continuum of services and active learning opportunities for K-12 youth. BGCC is the only organization in Corvallis and Benton County to offer teens and pre-teens their own designated after-school space.

Through the creation of the Center for Youth Excellence, BGCC will provide permanent space for their rapidly growing high school academic, enrichment, and job readiness programs. As a county wide provider of teen services, BGCC will create much needed programming space to meet the current needs of their 150 high school members while creating additional programming space to serve more Benton County teens in Corvallis and our surrounding rural communities of Philomath, Adair Village and Monroe. BGCC's purpose of this programming space is to ensure that at risk teen's graduate from high school and are work and college ready with the skills that enable them to be self-sufficient.

Project:

The Center for Youth Excellence (CYE) will be a newly constructed, two-story building attached to BGCC's current facility with divided use types. Groundbreaking is expected to occur in the summer/fall of 2016, and construction is expected to be complete in the late fall of 2017.

The 20,900sf Center for Youth Excellence will consist of:

- **Academic Classrooms:** Homework help and tutoring, leadership training, job training certification, financial education, and college application assistance
- **Fitness Gym:** Access to daily fitness classes, recreational sports and wellness education
- **Club Room:** Promotes healthy social interaction and creates opportunities for informal mentoring
- **The Coffee House:** Teens gain real-life job skills in their student run café. The Coffee House is a key element of BGCC's Training Teens for Tomorrow (T3) program
- **Student Health Center:** Vision, medical, and counseling services for school-age youth and their families that is accessible by all youth in Benton County

The first floor is 15,600sf and dedicated to high school teen members. Of this, 9,900sf is dedicated to classrooms and programming space. The first floor's remaining 5,700 sf are dedicated to a multi-

GREAT FUTURES START HERE.



Boys & Girls Club of Corvallis

purpose recreational space for personal and intramural activities. The 5,300sf second floor is dedicated to the medical, vision and behavioral health services available Monday through Friday with both appointments and walk-up support available to all Benton County youth and their families.

Financing:

The Center for Youth Excellence is a \$10 million project.

\$6M – Construction

\$3M – Program Endowment (for sustainability)

\$1M – Facility Endowment (long-term maintenance and upkeep)

As of September 2015, the Capital Campaign has commitments in the amount of \$3M. In addition to the project's costs, the capital campaign also supports a facilities maintenance reserve and a program endowment, ensuring long-term viability for the project and BGCC's services.

Community Impact:

Services

With services available nearly 300 days a year, BGCC provides quality programs to over 2,300 members age 5-18. These children rely on BGCC staff for mentoring, homework help and tutoring, leadership development, continuing education planning, job skills training, and access to dental health services in the onsite Johnson Dental Clinic. The Club is the one-stop service for Corvallis and Benton County youth to receive safe, enriching, and life enhancing services. These services include:

- Nearly 1,000 youth are served by BGCC daily in afterschool programs
- Approximately 400 use the Clubhouse on a daily basis
- 200 elementary youth participate at BGCC's 21st Century learning sites, located at the two high poverty schools in the district
- 260+ attend the elementary after school program called STARS located at 5 area elementary schools
- 1200 youth participate in structured athletic programs throughout the year
- Over 600 Club members are served dinner on a daily basis



VIEW OF SOUTH-WEST CORNER



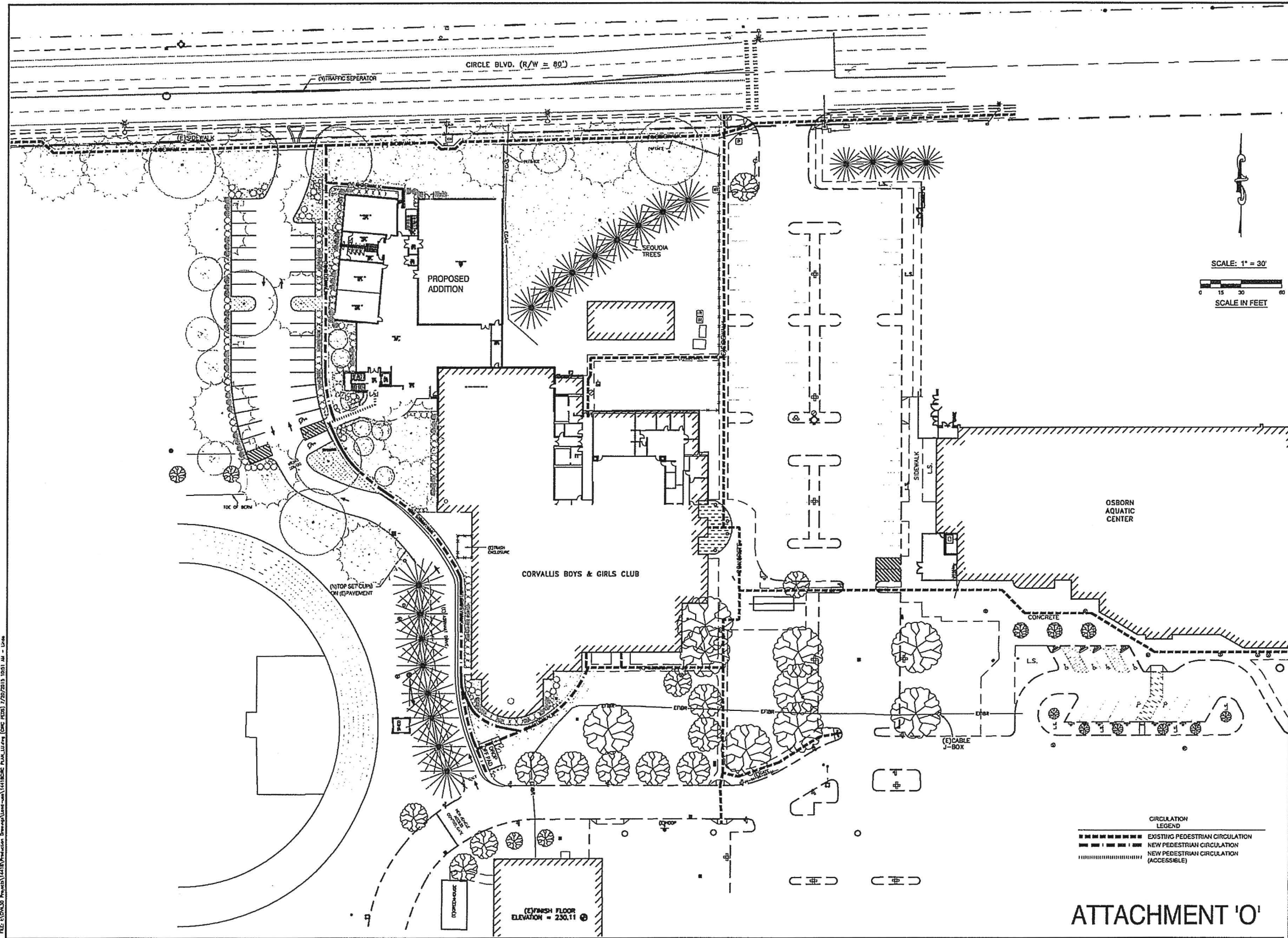
VIEW OF NORTH-WEST CORNER



VIEW OF MAIN ENTRY

BOYS & GIRLS CLUB - CORVALLIS
CONCEPTUAL RENDERINGS

04.06.2015



CIRCULATION LEGEND
 - - - - - EXISTING PEDESTRIAN CIRCULATION
 - - - - - NEW PEDESTRIAN CIRCULATION
 - - - - - NEW PEDESTRIAN CIRCULATION (ACCESSIBLE)

ATTACHMENT 'O'

DATE:	
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DRAWING STATUS:	DATE:	NO.	REVISION:
<input type="checkbox"/> PRELIMINARY	07/17/15	1	
<input checked="" type="checkbox"/> SUBMITTED		2	
<input type="checkbox"/> BID SET		3	
<input type="checkbox"/> PERMIT SET		4	
<input type="checkbox"/> CONST. SET		5	

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 engineering inc.
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 CORVALLIS, OR 97331
 WWW.DEVCOENGINEERING.COM
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PROJECT: CORVALLIS BOYS AND GIRLS CLUB BUILDING ADDITION
PROJECT LOCATION: XXXX CIRCLE BLVD. CORVALLIS, OREGON
CLIENT: CORVALLIS BOYS AND GIRLS CLUB

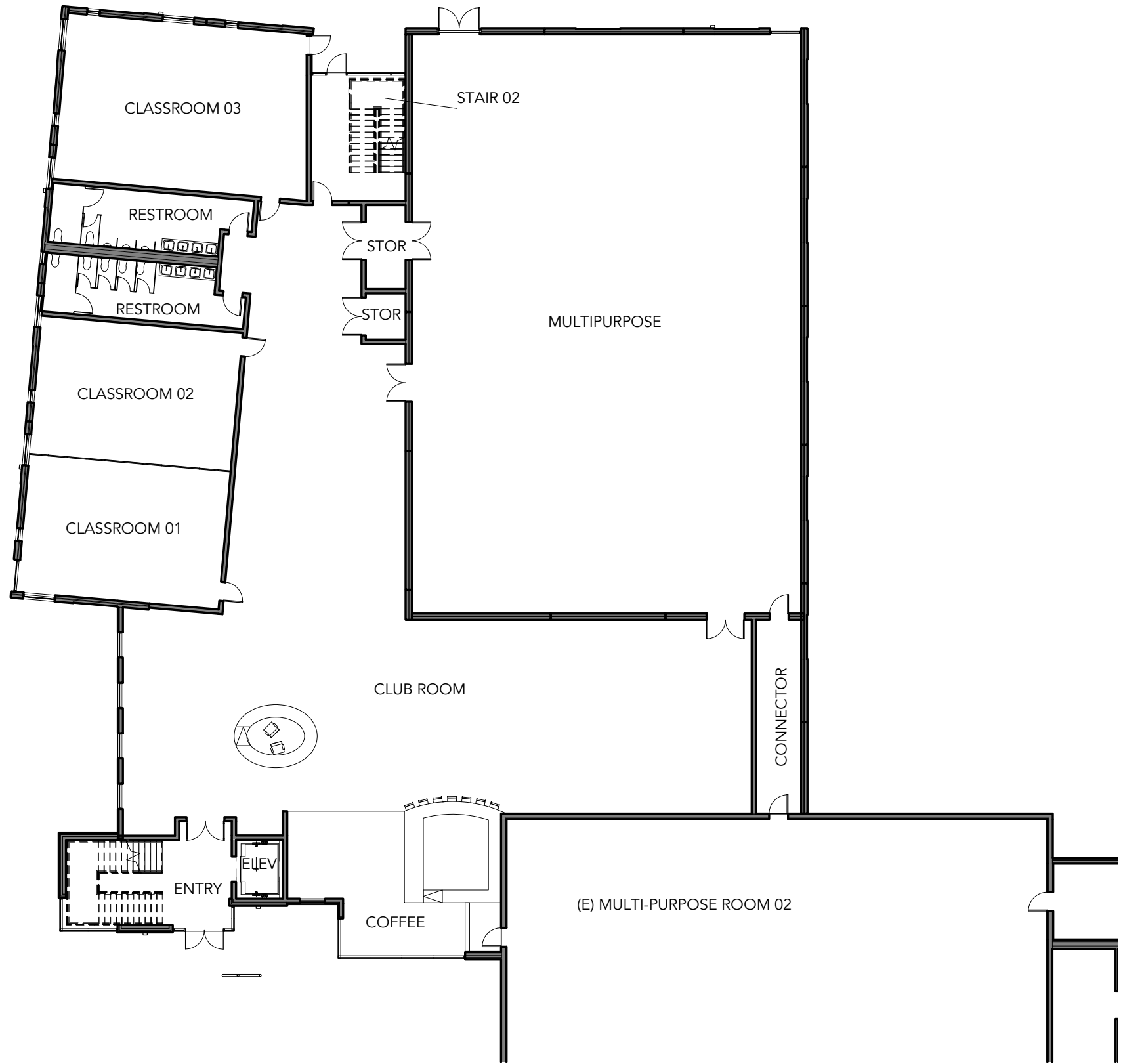
SHEET TITLE:
 CIRCULATION PLAN
 PEDESTRIANS

JOB NO. 14418
DRAWN BY: DEVO
DRAWING:

FILE: \CORVALLIS\Projects\14418\Drawings\Drawings\14418\14418-001.dwg (DATE: 07/20/2015 10:51 AM) - User

BUILDING AREA	
Level	Area

LEVEL 01	15597 SF
LEVEL 02	5320 SF
	20918 SF



BOYS & GIRLS CLUB

1112 NW CIRCLE BLVD
CORVALLIS, OR 97330

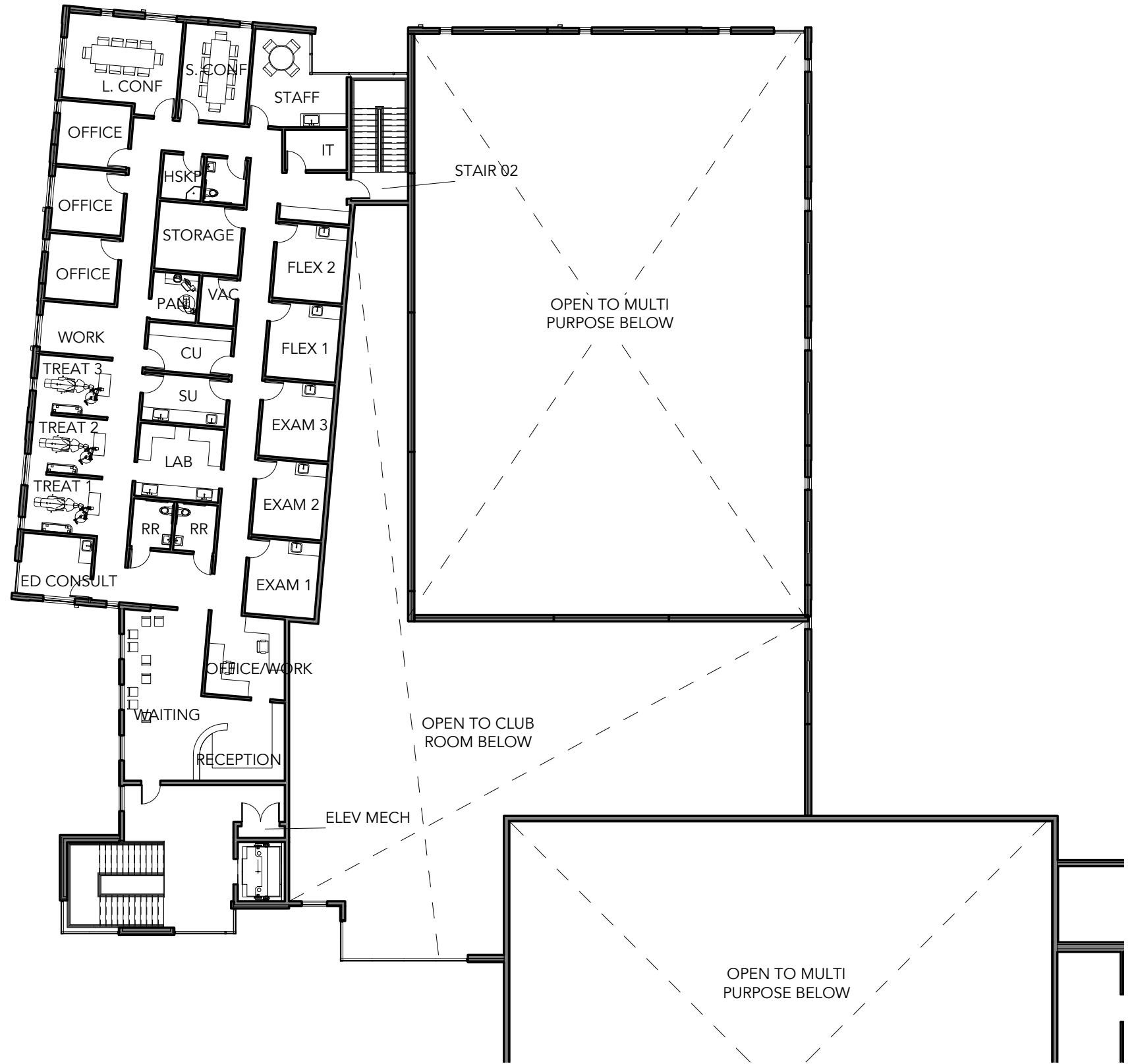
FIRST FLOOR PLAN

1" = 20'-0"



BUILDING AREA	
Level	Area

LEVEL 01	15597 SF
LEVEL 02	5320 SF
20918 SF	



BOYS & GIRLS CLUB

1112 NW CIRCLE BLVD
CORVALLIS, OR 97330

SECOND FLOOR PLAN

1" = 20'-0"



Corvallis

SCHOOL DISTRICT

IX. EQUITY GUIDING PRINCIPLES

X. CURRICULUM UPDATE - ELEMENTARY



Elementary Curriculum

Board Update
October 2015

Common Vocabulary

- Standards - The **Standards** are statements of what students are expected to learn. Standards are the *ends*.
- Curriculum/Materials - The term **Curriculum** refers to the program used to help students meet the standards, including instructional materials, activities, tasks, units, lessons and assessments. The curriculum is the *means*.

Expectations – Teach the Standards

- Teaching Standards (Elementary)
 - ELA: Common Core Standards, (2010 OR adopted, implemented 2013)
 - Math: Common Core Standards, (OR adopted in 2010, implement 2013)
 - Science: Shifting from OR Science Standards → Next Generation Standards, 2014
 - Health: OR Health Standards (Grades K-3, 4-5)
 - Social Sciences: OR Social Sciences Standards by grade

- Remember...it's about teaching the standards, the curriculum is the tool and there is rarely one tool that can do the job!

Expectations – Utilize “Core” Materials

- ELA: Common Core Standards
 - Current Houghton Mifflin, **Adopted 2007**
- Math: Common Core Standards
 - Current: Investigations, **Adopted 2010, added Common Core Inserts 2012**

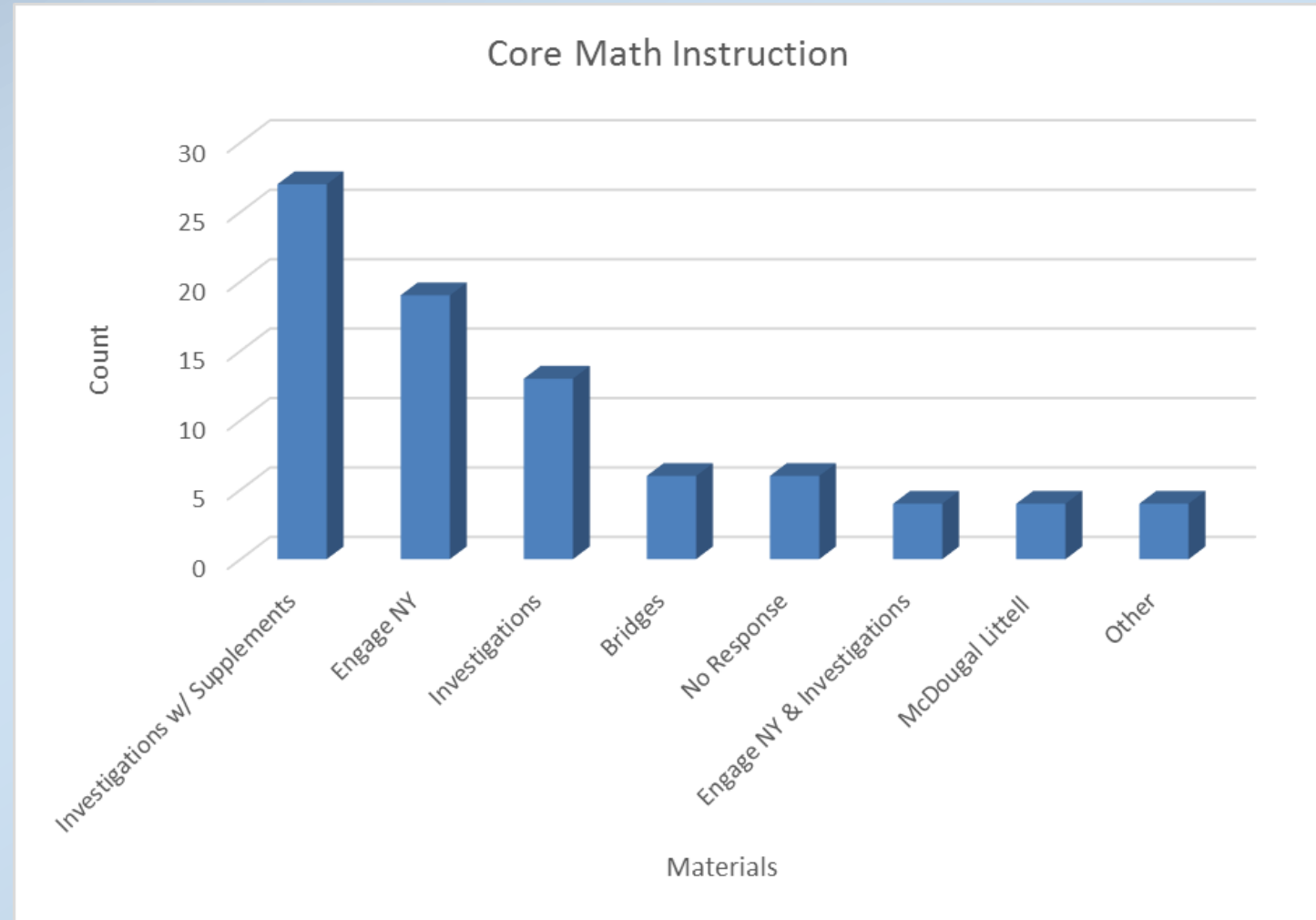
***purchase of EdCaliber help understanding of CCSS**
(<https://curriculum.edcaliber.com/standards/CCSS/Math/2.OA.B.2?group=2nd>)

- Science: Shifting from OR Science Standards → Next Generation Standards
 - Current: Foss Kits and some Engineering Updates **(2012)**
- Health: OR Health Standards (Grades K-3, 4-5)
 - Current: Health Kits available through CIMC **(2005—8)**
 - Healthy Sexuality, **Adopted 2012**
- Social Sciences: OR Social Sciences Standards K-5
 - Current: CIMC Checkout **(2005)**
 - Social Studies Kits K-2
 - Social Studies Alive – 3rd, 4th
 - History Alive– 5th

Teacher Survey

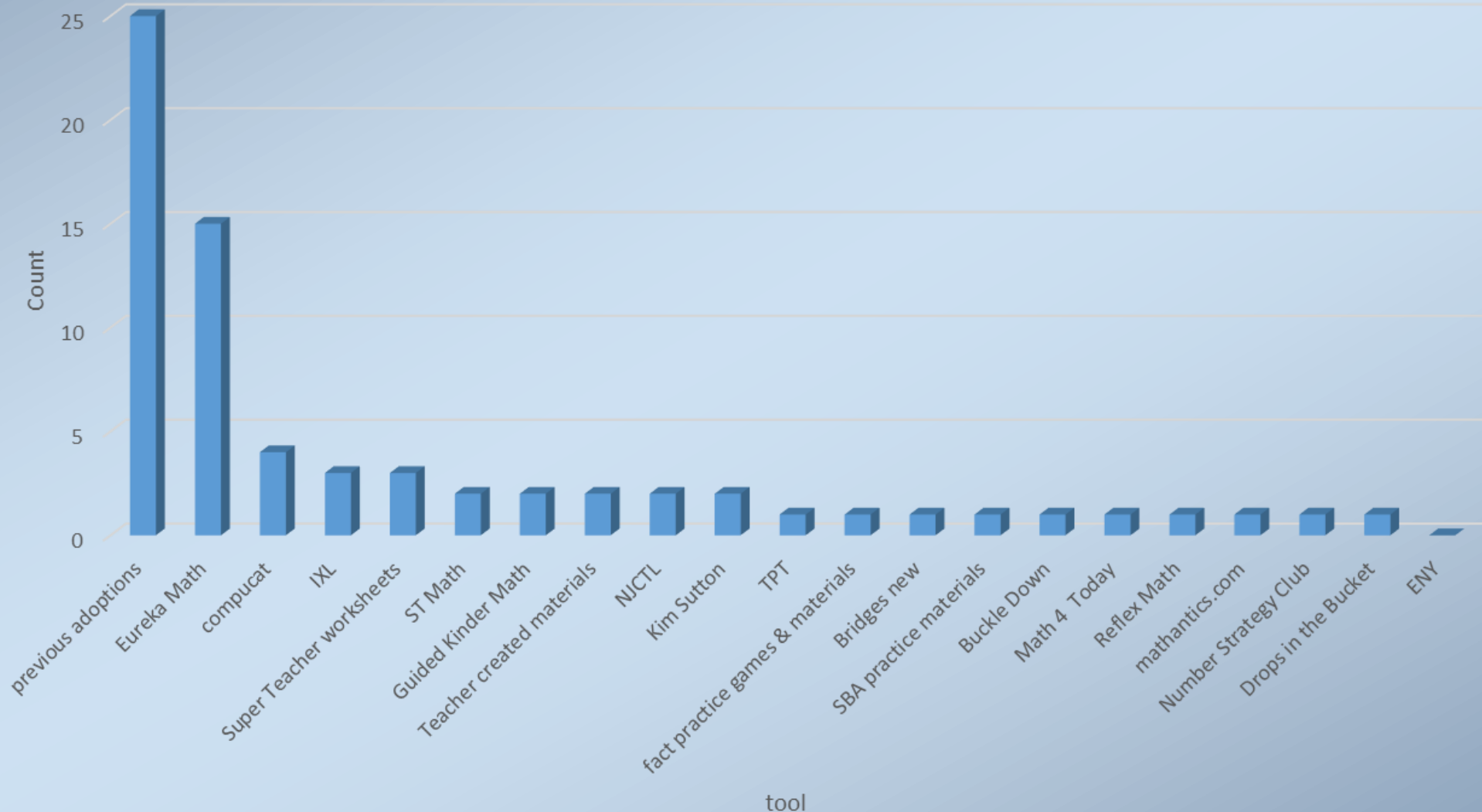
- Spring 2015
- 75 Teachers participate
- All 8 schools
- Evenly represented K-5 teachers

What are teachers using for core math instruction?



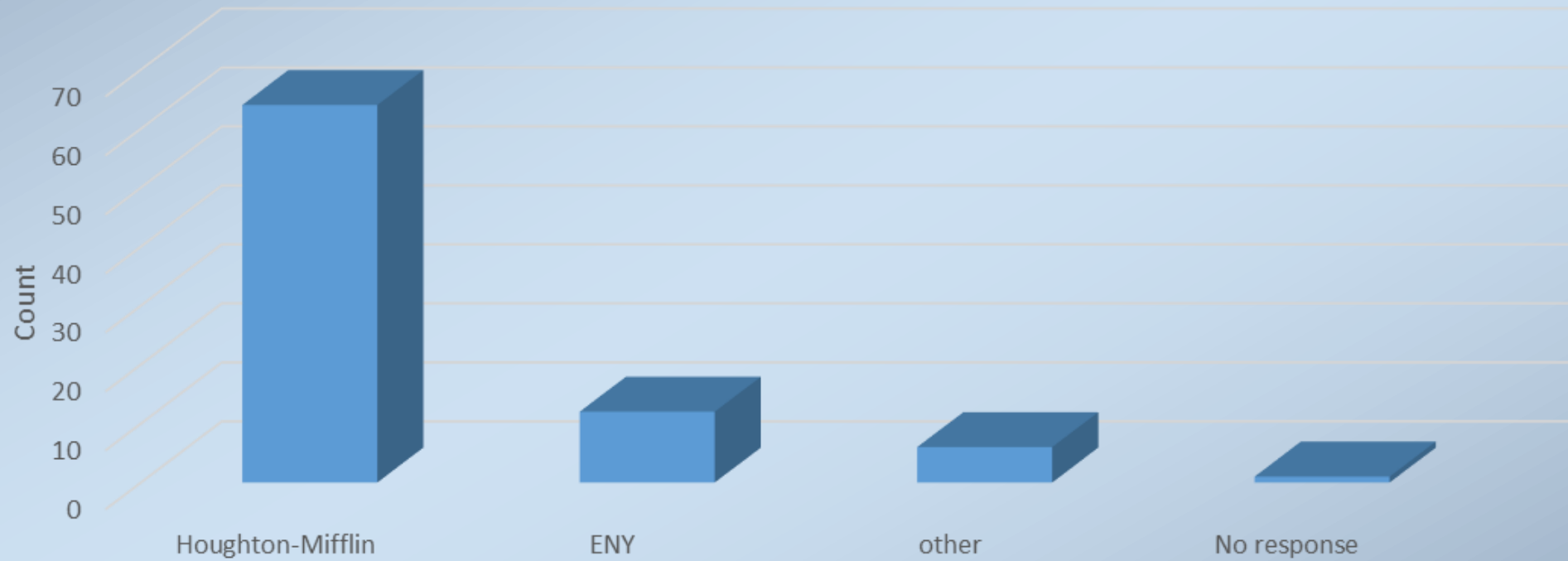
Supplemental Math Materials

Math Supplement Use

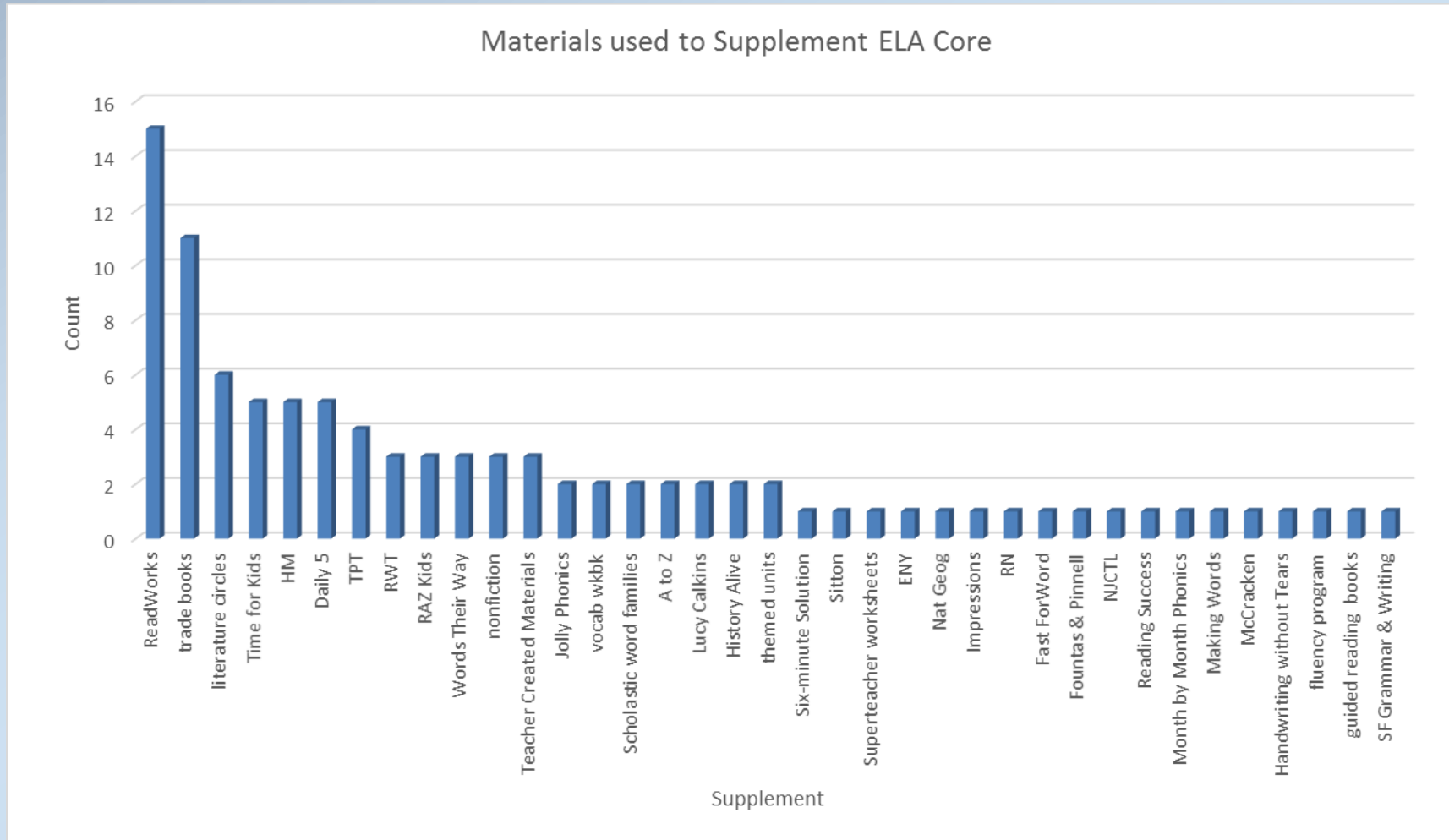


What are teachers using as core reading?

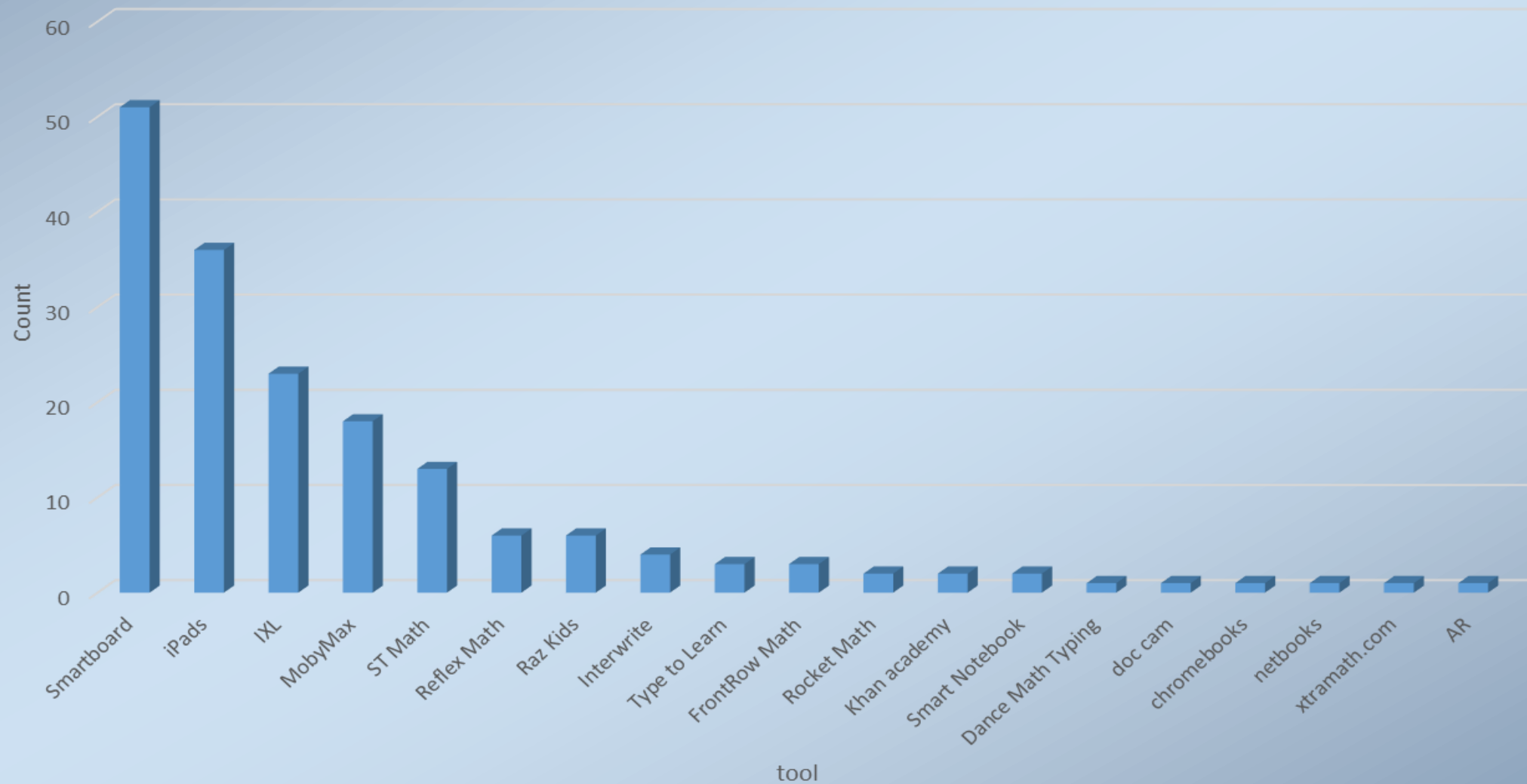
Core Reading Programs



Supplemental ELA Materials



What digital tools are you using to enhance instruction?



Priority for Upcoming Adoptions

Spring Survey Results:

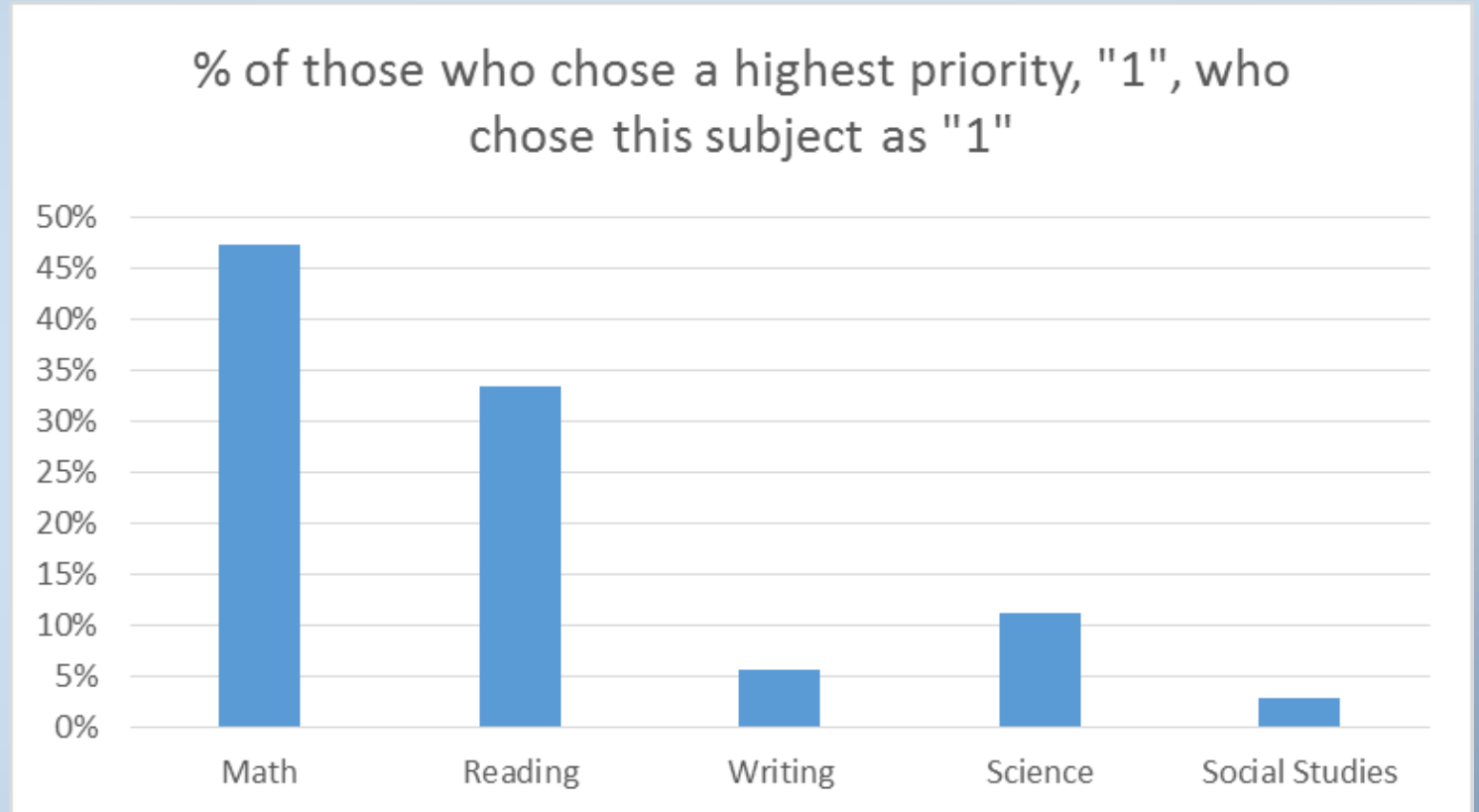
Highest Priority Curriculum Needs

Math 48%

Reading 32%

Science 11%

Writing 5%



State Recommendation Curriculum Adoption Cycle

Revised Oregon State Review Cycle	For use in classrooms by fall:
2013: English Language Arts	2014
2014: English Language Proficiency	2015
2015: Mathematics	2016
2016: Science	2017
2017: TBD	TBD

**Interim Adoption “Bridge Year” for CCSS English/Language Arts and Mathematics
2012**

Timeline Math Adoption

- Spring 2015: Teacher Survey
- Summer 2015: Research Math Programs, Best Practice
- Fall 2015: Teacher Feedback
- Winter 2015: Public Viewing (November – early December)
- December 2015: Recommendation to School Board for approval
- December 2015-January 2016: Order materials
- Winter-Spring 2015-16: Process materials and distribute (as early as teachers choose, no later than June)
- June 2016: Professional Development
- Fall 2016: Use in classrooms

Timeline and Recommendation – Dual Language Instruction Reading Adoption

- Principals and teachers reviewed options for language arts (Spring 2015)
- Principals presented to the board recommendation to move forward with Engage New York, English and Spanish as pilot for meeting the needs, with adoption request in Fall
- Materials on display at district office (English and Spanish) November 2015
- Formal Recommendation to the board for adoption December 2015

Recommendations - Summary

- 2015-16
 - Math adoption K-5 all schools
 - Reading adoption at LI/GA this year
- 2016-17
 - Reading Adoption K-5, remaining 6 schools
- 2017-18
 - Science

Questions



Corvallis

SCHOOL DISTRICT

XI. CONSOLIDATED ACTION

XI.A. Minutes

XI.A.1. October 5, 2015

MINUTES
Regular 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.

<u>BOARD MEMBERS PRESENT</u>	<u>EXECUTIVE STAFF PRESENT</u>
Vincent Adams	Dr. Erin Prince, Superintendent
Judy Ball	Kevin Bogatin, Assistant Superintendent
Bill Kemper	Jennifer Duvall, Human Resources Director
Alexis McQuillan	Olivia Meyers Buch, Finance and Operations Director
Scott Newsham	Ryan Noss, Student Services Director
Chris Rochester, Chair	
Tom Sauret, Vice Chair	

A quorum was present and due notice had been published.

II. PLEDGE OF ALLEGIANCE

Chair Rochester led the Pledge of Allegiance.

III. COMMITTEE/BOARD MEMBER ITEMS

Board members shared highlights of their recent activities.

IV. SUPERINTENDENT'S REPORT

Dr. Prince offered highlights and reflections from the past month.

V. STAFF AND PUBLIC TESTIMONY

Denise Cardinali, 6017 SW Grand Oaks, Corvallis, referred to the Board's recent equity-focused retreat and said that students needing special education services make up more than 11% of our district and have a wide range of disabilities that impact their ability to access their education,

yet haven't received the same level of district resources as English Language Learners and students from low socioeconomic status. She opined that all teachers need additional training and resources to serve students in special education; many general education teachers lack an understanding of disabilities, and special education teachers need additional training and resources to support the wide range of disabilities they deal with. Ms. Cardinali said that additionally, there are system issues that impact equity for all students, including communication only by list serve and the lack of consistently, readily accessible computers for online registration; she cited additional examples, including transportation and mobility issues for students taking courses at both high schools. Ms. Cardinali provided hard copies of her preceding testimony and copies of testimony that she wasn't able to provide orally at the meeting due to time constraints. (Both documents will be filed with the minutes of this meeting.)

Curtis Lending, 3606 NW Jameson Drive, Corvallis, expressed displeasure regarding the way that math is being taught at one of the elementary schools, as well as about leadership changes at other schools in the District. As his comments repeatedly strayed into complaints against staff members, Chair Rochester terminated Mr. Lending's privilege of address.

Lisa Pierson, 2397 NW Kings Boulevard, Corvallis, referenced the recent shooting at Umpqua Community College and opined that the District's high schools could easily end up like that if something isn't done to address the over-large counselor/student ratios. She provided copies of a chart she'd prepared, which included data about the ratios at both high schools. (The document will be filed with the minutes of this meeting.) She gave examples of the counselors' varied duties, adding that students who have issues remaining at the end of a school year aren't being served because counselors leave after the last day of school. Ms. Pierson also expressed displeasure with the Board's three-minute limit for public testimony. She said that parents don't feel heard, and the time limit comes across as very unfriendly.

VI. SPECIAL REPORTS

A. Recognition of Love INC for Teacher Supply Giveaway

Cori Lattimer, Executive Director of Love, INC, received thanks on behalf of her organization and the 50 churches from around the community that worked together this year to raise \$145,000 for the 14th annual event. Ms. Lattimer said the amount raised is a record and that it's a privilege to be able to surround the teachers with support.

Dr. Prince said that teachers go above and beyond the call of duty and spend hundreds of dollars out of their own pockets every year to provide students with school supplies. She said the Teacher Supply Giveaway makes for incredibly happy teachers but students are ultimately the ones that benefit from the additional supplies – anything from colored pencils to more advanced technology items and even tissues. She said all students benefit from this generosity, and the teachers are very appreciative; teachers who've come to Corvallis from other districts comment that they have never seen such an outpouring of support.

B. Summer Educational Programs

Liv Gifford, Executive Director of the Corvallis Public Schools Foundation, provided a PowerPoint presentation and a handout regarding 2015 summer graduation rate intervention programs that were funded by the Foundation. (Both documents will be filed with the minutes of this meeting.) Programs Ms. Gifford talked about included:

- Summer Credit Recovery
- Kinder Launch
- AVID (Advancement Via Individual Determination) Boot Camp
- Corvallis High School Graduation Rate Interventions
- Crescent Valley High School Graduation Rate Interventions

Ms. Gifford explained that in total the Corvallis Public Schools Foundation allocated \$35,000 for graduation rate interventions this summer. She added that because not all funds were spent, there is carryover for use during the school year, which aligns well with the Foundation's interest in supporting homework clubs, tutoring and other individual help throughout the school year. She said that the Foundation provided a \$5,000 gift for middle and high school AVID programs, and that the Foundation looks forward to providing ongoing funding for middle school tutoring with a new \$50,000 math endowment.

In response to a Board member question, Ms. Gifford explained that the Foundation ensures that the donor's wishes are observed by continually monitoring spending of the funds donated to the District; if there's a lot of money left unspent from a donation, a spending plan may be requested.

Board member comments included:

- When I see these programs, I see kids' lives being saved. A lot of these kids would be in danger of not graduating otherwise.
- It's so significant that the Foundation is providing this kind of critical support.
- I'm really pleased that Ms. Gifford was hired by the Foundation and I'm really glad to see these programs being effective.
- I am really pleased to see the Foundation increasingly identify and fund these very precisely targeted programs; it's not a lot of money but it accomplishes very good work and it launches, recovers and/or rescues a significant number of kids.

C. Muddy Creek Charter School Annual Report

Muddy Creek Charter School (MCCS) Executive Director Dan Hays provided highlights from the 2014-15 annual report, which was provided to the board prior to the meeting. (The report will be filed with the minutes of this meeting.) Mr. Hays, Head Teacher Barb Holt, and Assistant Superintendent Kevin Bogatin responded to questions from Board members on topics including math curriculum and instruction; MCCS assessments in relation to Smarter Balanced

assessments; parent satisfaction and participation; special education; enrollment; kindergarten; and, immunization.

Mr. Bogatin offered comments on behalf of the District, including:

- We have a good relationship with M CCS and Mr. Hays.
- The school has a history of success, even though there have been some blips.
- Academic performance is important to the school because their existence depends on testing outcomes. The school is expected to perform minimally at the same level as the rest of our District schools.
- Third grade math was one area that stood out this year in the Smarter Balanced Assessment; however, M CCS will address it in their School Improvement Plan.
- M CCS is on a year-to-year lease; the District doesn't collect rent and the school takes care of all maintenance.
- M CCS has taken very good care of the school building and has made upgrades to make it more habitable for staff and students.
- The current building doesn't allow for enrollment expansion.
- From a district perspective, there are no concerns regarding the school's financials.
- Mr. Hays has found some very professional people in the community to serve on his board.

Chair Rochester thanked Mr. Hays for his presentation and leadership of M CCS, and offered the following additional comments:

- Mr. Hays returned to the school at a time when it faced numerous difficulties, and has brought stability, professionalism, and higher standards to the school.
- We hold M CCS to the same standards as all of our other schools.
- M CCS' results have steadily improved.
- Where there have been problems, Mr. Hays and his staff have moved quickly to address them.
- Overall, M CCS is in good shape and on a sustainable financial and educational path.

D. Enrollment Report

Finance and Operations Director Olivia Meyers Buch provided a PowerPoint presentation. (The presentation will be filed with the minutes of this meeting.) Topics covered included ten year enrollment history; cohort survival ratios; actual vs. projected enrollment; student to teacher ratios. She responded to Board member questions.

E. Preparation for School Improvement Plan Presentations

Mr. Bogatin led review of his KeyNote presentation to prepare the Board for two upcoming meetings, in which the Board will have conversations with principals regarding their School Improvement Plans (SIPs). (The presentation will be filed with the minutes of this meeting.) Topics covered included principals as instructional leaders; what instructional leadership is;

habits of thinking for instructional leadership; critical action areas for supporting principals; components of a SIP; and, cycle of inquiry.

VII. EQUITY GUIDING PRINCIPLES

The Board had a lengthy discussion regarding draft Equity Guiding Principles and the process moving forward toward anticipated finalization at the November 9, 2015 Board meeting.

VIII. CONSOLIDATED ACTION

MOTION:

It was moved by Director McQuillan and seconded by Director Kemper to approve the Consolidated Action items. The motion was voted on and unanimously approved.

The following items were approved.

A. Minutes – September 14, 2015

B. Licensed Personnel Recommendations

Recommendation to Hire

- Isela Arevalo: Second Grade Teacher-Bilingual, 0.50 FTE, Lincoln Elementary School, effective September 16, 2015 (Temporary)
- Claudia Costagliola: Spanish Teacher, 1.0 FTE, Crescent Valley High School, effective September 22, 2015 (Temporary)
- Shikira Lockette: Counselor, 0.50 FTE, Franklin School and Hoover Elementary School, effective September 21, 2015 (Temporary)
- Nancy Morales Mendes: Second Grade Teacher-Bilingual, 0.50 FTE, Lincoln Elementary School, effective September 29, 2015 (Temporary)
- Carie Roberts: Art Teacher, 0.40 FTE, Hoover Elementary School, effective September 28, 2015 (Temporary)
- Sadie Tempel: Art Teacher, 0.20 FTE, Jefferson Elementary School, effective September 28, 2015 (Temporary)
- Breeanne Wyatt: Fourth Grade Teacher, 0.50 FTE, Hoover Elementary School, effective September 16, 2015 (Temporary)

IX. CONSOLIDATED INFORMATION

The board received the following information.

A. Non-Licensed Personnel Information

Recommendation to Hire

- Lauren Adkisson: Educational Assistant 2/ELL, 3.45 hrs, Garfield Elementary School, effective September 9, 2015 (Probationary)
- Amber Anderson: Educational Assistant 2, 0.80 hrs, Cheldelin Middle School, effective September 9, 2015 (Probationary)
- Brian Correll: Food Service Assistant, 5 hrs, Corvallis High School, effective September 24, 2015 (Probationary)
- Jesse Foster: Maintenance 1, 8 hrs, Corvallis High School, effective September 11, 2015 (Probationary)
- David Harner: Maintenance 1, 8 hrs, Hoover and Lincoln Elementary Schools, effective September 11, 2015 (Probationary)
- Rebecca Hillstrom: Educational Assistant 2/ELL, 2.3 hrs, Garfield Elementary School, effective September 21, 2015 (Probationary)
- Vernon Jennings: Maintenance 1, 8 hrs, Mt. View Elementary School and Linus Pauling Middle School, effective October 1, 2015 (Probationary)
- Vladimir Lexa: Maintenance 2, 8 hrs, District Office/Facilities and Maintenance Department, effective September 1, 2015 (Probationary)
- Christy Toliver: Assessment Technician, 6.5 hrs, Garfield Elementary School, effective September 1, 2015 (Probationary)
- Natalie Werst: Educational Assistant 2, 0.80 hrs, Cheldelin Middle School, effective September 25, 2015 (Probationary)
- Erika Zendejas: Food Service Assistant, 3 hrs, Central Kitchen, effective September 24, 2015 (Probationary)

Termination/Resignation/Layoff/Retirement

- Stefanie Breder-Albright: Educational Assistant 2, 2 hrs, Corvallis High School, effective September 21, 2015 (Resignation)
- Mike Dempsey: Campus Steward 1, 8 hrs, Garfield Elementary School, effective September 25, 2015 (Resignation)
- Sisavath Virasak: Technology Computer Lab Assistant 2, 6 hrs, Crescent Valley High School, effective September 11, 2015 (Resignation)

B. Unaudited Financial Statements – August 31, 2015 (The statements will be filed with the minutes of this meeting.)

X. ADJOURNMENT

There being no further business before the Board, Chair Rochester adjourned the meeting at 9:40 p.m.

Chris Rochester, Board Chair

Dr. Erin Prince, Superintendent

Prepared By: Julie Catala

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Corvallis

SCHOOL DISTRICT

XI.A.2. October 20, 2015

MINUTES
Work Session of the
BOARD OF DIRECTORS
Corvallis School District 509J

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 4:58 p.m. in the Western View Center, 1435 SW 35th Street, Corvallis, OR 97333. The secretary recorded those present as listed below.

<u>BOARD MEMBERS PRESENT</u>	<u>EXECUTIVE STAFF PRESENT</u>
Vincent Adams Judy Ball Bill Kemper Alexis McQuillan Scott Newsham Chris Rochester, Chair Tom Sauret, Vice Chair	Dr. Erin Prince, Superintendent Kevin Bogatin, Assistant Superintendent Olivia Myers Buch, Finance and Operations Director Jennifer Duvall, Human Resources Director Ryan Noss, Student Services Director

A quorum was present and due notice had been published.

- I. WELCOME AND INTRODUCTIONS** – Assistant Superintendent Bogatin and Chair Rochester reviewed the process for the evening.

II. SCHOOL IMPROVEMENT PLANS

Board members rotated through stations and engaged in dialogue with principals from the following schools regarding their School Improvement Plans (SIPs) for 2015-16:

- Corvallis High School
- Linus Pauling Middle School
- Franklin K-8 School
- Adams Elementary School
- Garfield Elementary School
- Jefferson Elementary School
- Lincoln Elementary School

XI. DEBRIEF – BOARD AND PRINCIPALS

Following the rotations, Board members and staff shared their reflections on the evening. School administrator comments included:

- I felt listened to and I really appreciated it.
- I loved the Board members' questions; it felt like I could really talk to what was on their minds.
- We were able to share more details about our plans – the things behind those plans.

- I appreciated that Board members wanted to know the picture of the whole school.
- It felt like a conversation and not us just talking at Board members.
- I felt like we had seven distinct conversations – one unique to each Board member, and that added an additional layer of insight.
- Board members had a lot of similar thoughts and questions; it shows their appreciation and desire to support us.
- I appreciate the time Board members took to dig down into our plans and data and ask questions.

Board member comments included:

- I was pleased by how good the quality of the data schools provided in advance was.
- Most of the schools provided background data on their current demographics so we could put the data in context.
- It was the most effective collection of data that I've had to work with.
- I liked the conversation part; it put more pressure on us to figure out what we wanted to ask each school but we were able to tailor our questions.
- Principals' willingness to answer our questions to the best of their abilities was very meaningful.
- The SIP presentation evenings are two of the best nights we have in terms of understanding what's going on in the schools and talking with the people who are most aware of the challenges.
- I appreciated hearing everything that's going on.
- Being a principal is one of the hardest jobs but also one of the best.
- I appreciated the creativity and all of the things principals are doing to make things better for students. It's so challenging.
- It was great to be able to ask all of my questions.
- I feel that the value of our equity work is understood in the schools.
- I appreciated having my question regarding transition answered, and I believe principals are thinking about it and really recognizing the challenges that are involved; however, the one piece that's really missing is the follow up: did the preparation for transition work?
- These SIP conversations are indispensable.
- We don't often get to obtain the subtle data that principals come in contact with every day.
- I really appreciated how candid each principal's responses were; none of them tried to gloss over or create a rosy picture; they gave very authentic responses.
- We don't get other opportunities to see the inner workings of schools and principals' plans at this level of detail at any other time or place than these SIP conversations.
- I am so grateful for the opportunity to read the SIPs, think about them, formulate questions about them and be able to have a conversation with principals about what they're doing, why they're doing it, and what they're hoping to achieve.
- I am also grateful that principals are looking back at what they'd hoped to achieve last year and how that worked; and in some cases, didn't.
- Being able to look at how individual schools fit into that array of 13 schools is really important to us as well.

- It was obvious that a lot of work went into the SIPs; I appreciate it.
- I love the format for the SIP conversations – not having to waste time waiting for principals to get through presentations to get on to the main event, which is the interactions, questions and answers.
- I was extremely impressed by how candid principals all were and by the ideas they put forward; some of them are very useful. I would encourage principals to let some of the ideas we only touched on float up as well.
- Don't take my lack of grilling you as a lack of interest in what's going on in your school; I liked to meet you personally and get a sense of what's going on in your schools.
- This is really valuable to the Board and it's much more than a public relations exercise; it's substantive.
- All of us are impressed with the very high levels of intellectualism the principals bring.
- The principals are thinking ahead and aren't bound by any pockets of complacency.
- I sensed every time that there is district-wide thinking going on all the time and that's all to the good.
- Thank you for what you've given us this evening; it's a lot of food for thought for us, and for the work we're doing alongside Dr. Prince.
- What impressed me the most was the degree to which principals all evidently care about the kids; that came through loud and clear. Without that we're not going to get very far on any front.

Dr. Prince said it is very evident that the principals take leadership very seriously and that it's second only to teaching in the classroom to impact student achievement; we would not otherwise get results. She said the District has outstanding leaders; the passion and dedication is extraordinary and it's rewarding to watch them dialogue with Board members. She complimented Board members for having thoughtful and reflective questions, saying that it's evident they care about kids.

XII. ADJOURNMENT

There being no further business before the Board, Chair Rochester adjourned the meeting at 7:39 p.m.

Chris Rochester, Board Chair

Dr. Erin Prince, Superintendent

Prepared By: Julie Catala

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Corvallis

SCHOOL DISTRICT

XI.B. Licensed Personnel Recommendations

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: November 9, 2015

FOR-ACTION

SUBJECT: Licensed Personnel Action

1. Issue: Information on licensed personnel recommendations

a. Recommendation to Hire:

Kathryn Blakley: Speech Language Pathologist, 0.20 FTE, Harding Center, effective October 12, 2015 (Temporary)

Margaret Huang: Math Teacher, 0.17 FTE, Franklin School, effective October 19, 2015 (Temporary)

b. Termination/Resignation/Layoff/Retirement:

Anna Court: ELL Teacher, 1.0 FTE, Lincoln Elementary School, effective December 31, 2015 (Resignation)

ACTION REQUESTED: Approve recommendations.

CONTACT PERSON: Jennifer Duvall



Corvallis

SCHOOL DISTRICT

XI.C. Oregon School Boards Association (OSBA) Elections

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: **December 9, 2013**

FOR ACTION

SUBJECT: Oregon School Boards Association (OSBA) Elections

ISSUE: School boards are required to elect members of OSBA's Board of Directors and Legislative Policy Committee; action in a public meeting is required. Following Board action, Board Secretary Julie Catala will submit the official votes to OSBA on behalf of the Board.

The Corvallis School Board shall vote on the following items:

OSBA Board Position 10

Candidate:

- Donald Cruise, Philomath School District

Information about this candidate can be found at:

http://www.osba.org/About%20OSBA/Article/OSBA_Elections-Board.aspx

OSBA Legislative Policy Committee Position 10

Candidate:

- David Dowrie, Linn Benton Lincoln ESD

Information about this candidate can be found at:

http://www.osba.org/About%20OSBA/Article/OSBA_Elections-LPC.aspx

ACTION REQUESTED: Approve Donald Cruise for the OSBA Board of Directors Position 10, and approve David Dowrie for the OSBA Legislative Policy Committee Position 10.

CONTACT PERSON: Chris Rochester, Board Chair



Corvallis

SCHOOL DISTRICT

XII. CONSOLIDATED INFORMATION

XII.A. Non-Licensed Personnel Information

Corvallis School District 509J

Board of Directors

BOARD MEETING DATE: November 9, 2015

FOR INFORMATION ONLY

SUBJECT: Non-licensed Personnel Information

1. Issue: Information on non-licensed-personnel

a. Recommendation to Hire:

Silvio Franceschi: Food Service Assistant, 4 hrs, Central Kitchen, effective October 13, 2015 (Probationary)

Abigail Miller: Fiscal Clerk 2, 8 hrs, District Office, effective October 26, 2015 (Probationary)

Stacy Moore: Food Service Assistant, 4 hrs, Central Kitchen, effective September 25, 2015 (Probationary)

Pamela Muir: Speech Language Pathology Assistant, 8 hrs, District Office, effective November 1, 2015 (Limited Term)

Rachel Murray: Family Outreach Advocate, 0.75 FTE, District Office, effective October 12, 2015 (Temporary)

Tressa Remington: Food Service Assistant, 4.75 hrs, Central Kitchen and Crescent Valley High School, effective November 10, 2015 (Probationary)

Alexis Rodriguez-Hefty: Educational Assistant 2/Bilingual, 3.5 hrs, Garfield Elementary School, effective September 30, 2015 (Probationary) Educational Assistant 2/Bilingual, 2 hrs, Garfield Elementary School, effective September 30, 2015 (Limited Term)

Morgan Stone: Educational Assistant 2, 2 hrs, Corvallis High School, effective October 26, 2015 (Probationary)

Richard Thackeray: Technology Computer Lab Assistant 2, 6 hrs, Crescent Valley High School, effective October 19, 2015 (Probationary)

Elena Valdes-Chavarria: Translator, 8 hrs, District Office, effective October 1, 2015 (Probationary)

Karin Vandehey: Educational Assistant 2, 6.5 hrs, Linus Pauling Middle School, effective October 6, 2015 (Limited Term)

Cherita Wilson: Food Service Assistant, 2 hrs, Cheldelin Middle School, effective October 2, 2015 (Probationary)

b. Termination/Resignation/Layoff/Retirement:

Julia Horton: Food Service Specialist, 8 hrs, Lincoln Elementary School, effective October 21, 2015 (Resignation)

Pam Muir: Speech Language Pathology Assistant, 8 hrs, District Office, effective October 31, 2015 (Retirement)

Erika Zendejas: Food Service Assistant, 3 hrs, Central Kitchen, effective October 21, 2015 (Resignation)

CONTACT PERSON: Jennifer Duvall



Corvallis

SCHOOL DISTRICT

XII.B. Unaudited Financial Statements - September 30, 2015

BOARD MEETING DATE: November 9, 2015

SUBJECT: September 30, 2015 Financial Statements (Unaudited)

The General Fund is reported on a monthly basis and other funds on a quarterly or semi-annual basis. As September is the end of the first quarter of the fiscal year, you will find reports on the following funds in addition to the General Fund: Food Service, District Donation, Designated Facilities, Student Body, Designated Revenue, Early Retirement, Grants, Insurance, and Capital Improvement. General Fund highlights are included below while other fund highlights are reported on the individual fund statement.

General Fund

The Statement of Revenues and Expenditures for the period ending September 30, 2014 and 2015 follow this report. 2015-16 year-to-date revenues total \$10.2 million or 16.9 percent of total budgeted revenue as compared to \$9.4 million or 16.6 percent for 2014-15. The increase is due to the District's updated 2015-16 allocation of State School Funds.

General Fund expenditures through September 2015 increased \$225,142 as compared to the prior year. Payroll costs are down compared to last year as a result of going from a ten pay period calendar to a twelve pay period calendar as per updated bargaining agreements. Summer maintenance projects, computer equipment replacements, and increased insurance property and liability premiums account for the bulk of the expenditure increase. Year-to-date totals for 2015-16 are 14.8 percent of budget and for 2014-15 they were 14.7 percent of budget.

The Schedule of Investments and Cash Disbursements for September 2015 are included as part of this report. If you have any questions or would like additional information please contact me.

Presenter: **Olivia Meyers Buch, Director of Finance and Operations**

Supplementary Materials: **1. Statement of Revenue and Expenditures, Fiscal year to date as of September 30, 2014 and 2015**
2. Schedule of Investments as of September 30, 2015
3. Schedule of Cash Disbursements greater than or equal to \$1,000 for the period of September 1 - 30, 2015

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of September 30, 2014 and 2015 Respectively (Unaudited)

General Fund

	FY 2014-15			FY 2015-16		
	Budget	Actual		Budget	Actual	
Revenues:						
Local Sources						
Property Taxes	\$ 23,137,983	\$ 66,456	0.3%	\$ 24,546,950	\$ 63,322	0.3%
Local Option Taxes	3,756,650	11,913	0.3%	3,841,800	10,985	0.3%
Earnings on Investments	100,000	13,208	13.2%	100,000	22,072	22.1%
Other	445,000	27,742	6.2%	520,000	23,526	4.5%
Intermediate Sources	260,000	-	0.0%	260,000	-	0.0%
State Sources						
General Support	28,185,108	9,261,042	32.9%	30,315,280	10,082,720	33.3%
Common School Fund	561,055	-	0.0%	612,120	-	0.0%
Other	33,000	-	0.0%	33,000	-	0.0%
Federal Sources	9,000	-	0.0%	9,000	-	0.0%
Total Revenue	\$ 56,487,796	\$ 9,380,361	16.6%	\$ 60,238,150	\$ 10,202,625	16.9%
Expenditures:						
Instruction	\$ 35,135,365	\$ 3,760,641	10.7%	\$ 36,152,573	\$ 3,579,278	9.9%
Supporting Services	22,783,047	4,724,310	20.7%	22,745,746	5,088,232	22.4%
Community Services	127,184	22,417	17.6%	76,088	65,000	85.4%
Facilities Improvements	1	-	0.0%	1	-	0.0%
Transfers to Other Funds	2	-	0.0%	2	-	0.0%
Total Expenditures	\$ 58,045,599	\$ 8,507,368	14.7%	\$ 58,974,410	\$ 8,732,510	14.8%
Excess of Revenues over Expenditures	\$ (1,557,803)	\$ 872,993		\$ 1,263,740	\$ 1,470,115	
Beginning Fund Balance	7,001,833	7,001,834	100.0%	5,444,030	8,388,192	154.1%
Budgeted Contingencies	2,619,640	-		3,314,890	-	
Unappropriated Ending Fund Balance	<u>2,824,390</u>	<u>-</u>		<u>3,392,880</u>	<u>-</u>	
Fund Balance, September 30	\$ -	\$ 7,874,827		\$ -	\$ 9,858,307	

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of September 30, 2014 and 2015 Respectively (Unaudited)

Food Service Fund

	FY 2014-15			FY 2015-16		
	Budget	Actual		Budget	Actual	
Revenues:						
Local Sources	\$ 1,190,596	\$ 143,209	12.0%	\$ 1,222,331	\$ 114,644	9.4%
State Sources	25,000	618	2.5%	25,000	660	2.6%
Federal Sources (incl. commodities)	1,579,187	75,922	4.8%	1,810,240	78,146	4.3%
Interest on Investments	4,999	256	5.1%	2,000	441	22.1%
Interfund Transfer	1	-	0.0%	1	-	0.0%
Total Revenue	\$ 2,799,783	\$ 220,005	7.9%	\$ 3,059,572	\$ 193,891	6.3%
Expenditures:						
Salaries & Benefits	\$ 1,821,327	\$ 278,764	15.3%	\$ 1,763,808	\$ 243,258	13.8%
Food	955,828	58,957	6.2%	1,121,939	49,307	4.4%
Supplies & Services	191,955	20,965	10.9%	188,580	26,469	14.0%
Capital Outlay	30,673	-	0.0%	30,673	-	0.0%
Total Expenditures	\$ 2,999,783	\$ 358,686	12.0%	\$ 3,105,000	\$ 319,034	10.3%
Excess of Revenues over Expenditures	\$ (200,000)	\$ (138,681)		\$ (45,428)	\$ (125,143)	
Beginning Fund Balance	545,000	487,082	89.4%	490,428	342,358	69.8%
Budgeted Contingency	345,000	-		445,000	-	
Fund Balance, September 30	\$ -	\$ 348,401		\$ -	\$ 217,215	

Notes:

The Food Service Fund is a self-supporting fund.

Revenues to support the program are generated from student participation in food programs, federal and state programs, and a catering operation.

Operations are evaluated to see where costs can be reduced to align with revenues. Staff actively promote the federally subsidized free and reduced breakfast and lunch programs to increase participation and revenues received from the programs.

The District also provides food service programs to other agencies and districts such as Philomath School District, Alsea School District, and several day cares.

The school day calendar is the cause of local revenue being down \$28,565. Through September 30, 2014 there were twenty school days. This year there have only been sixteen.

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of September 30, 2014 and 2015 Respectively (Unaudited)

District Donation Fund

	FY 2014-15			FY 2015-16		
	Budget	Actual		Budget	Actual	
Revenues:						
Contributions from Foundation	\$ 600,000	\$ 125,000	20.8%	\$ 600,000	\$ 115,000	19.2%
Total Revenue	<u>\$ 600,000</u>	<u>\$ 125,000</u>	20.8%	<u>\$ 600,000</u>	<u>\$ 115,000</u>	19.2%
Expenditures:						
Instruction	\$ 371,313	\$ 42,271	11.4%	\$ 428,490	\$ 31,107	7.3%
Support Services	89,890	27,813	30.9%	57,890	5,868	10.1%
Community Services	138,796	23,457	16.9%	113,619	6,268	5.5%
Facility Playground Improvements	<u>1</u>	<u>-</u>	0.0%	<u>1</u>	<u>-</u>	0.0%
Total Expenditures	<u>\$ 600,000</u>	<u>\$ 93,541</u>	15.6%	<u>\$ 600,000</u>	<u>\$ 43,243</u>	7.2%
Excess of Revenues over Expenditures	\$ -	\$ 31,459		\$ -	\$ 71,757	
Beginning Fund Balance	<u>-</u>	<u>-</u>		<u>-</u>	<u>-</u>	
Fund Balance, September 30	<u>\$ -</u>	<u>\$ 31,459</u>		<u>\$ -</u>	<u>\$ 71,757</u>	

Notes:

This District fund is used to account for donations received from the Corvallis Public Schools Foundation, a separate public 501(c)3 organization.

A monthly transfer is made from the Corvallis Public Schools Foundation to the District Donation Fund to cover expenditures.

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of September 30, 2014 and 2015 Respectively (Unaudited)

Designated Facilities Fund

	FY 2014-15			FY 2015-16		
	Budget	Actual		Budget	Actual	
Revenues:						
Construction Excise Tax	\$ 175,000	\$ -	0.0%	\$ 555,000	\$ -	0.0%
SB 1149	125,000	18,773	15.0%	124,000	19,806	16.0%
Interest on Investments	4,000	702	17.6%	11,000	1,986	18.1%
Total Revenue	\$ 304,000	\$ 19,475	6.4%	\$ 690,000	\$ 21,792	3.2%
Expenditures:						
Support Services	\$ 642,000	\$ 16,428	2.6%	\$ 1,160,000	\$ 42,580	3.7%
Facility Acquisition & Construction:	1,136,000	-	4.0%	1,455,000	-	58.9%
Cheldelin Roof	-	-	-	-	484,958	-
CHS Roof	-	-	-	-	371,358	-
Wilson Playground	-	45,708	-	-	-	-
Total Expenditures	\$ 1,778,000	\$ 62,136	3.5%	\$ 2,615,000	\$ 898,896	34.4%
Excess of Revenues over Expenditures	\$ (1,474,000)	\$ (42,661)		\$ (1,925,000)	\$ (877,104)	
Beginning Fund Balance	1,474,000	1,586,086	107.6%	2,025,000	2,200,035	108.6%
Budgeted Contingency	-	-		100,000	-	
Fund Balance, September 30	\$ -	\$ 1,543,425		\$ -	\$ 1,322,931	

Notes:

This fund accounts for the revenues and expenditures related to the construction excise tax, land sales and purchases, and SB 1149 energy fees for projects undertaken with funds that are restricted or committed for facilities related purposes.

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of September 30, 2014 and 2015 Respectively (Unaudited)

Student Body Fund

	FY 2014-15			FY 2015-16		
	Budget	Actual		Budget	Actual	
Revenues:						
Local Revenues	\$ 1,050,000	\$ 298,382	28.4%	\$ 1,070,000	\$ 324,573	30.3%
Total Revenue	\$ 1,050,000	\$ 298,382	28.4%	\$ 1,070,000	\$ 324,573	30.3%
Expenditures:						
Instructional Services	\$ 1,200,000	\$ 102,008	8.5%	\$ 1,220,000	\$ 158,779	13.0%
Support Services	100,000	74	0.1%	100,000	289	0.3%
Total Expenditures	\$ 1,300,000	\$ 102,082	7.9%	\$ 1,320,000	\$ 159,068	12.1%
Excess of Revenues over Expenditures	\$ (250,000)	\$ 196,300		\$ (250,000)	\$ 165,505	
Beginning Fund Balance	250,000	575,834	230.3%	250,000	662,506	265.0%
Fund Balance, September 30	\$ -	\$ 772,134		\$ -	\$ 828,011	

Notes:

The District acts as an agent on behalf of student groups who have raised money for activities and participation fees. These funds are for athletics and activities at Corvallis High School, Crescent Valley High School, Cheldelin Middle School, and Linus Pauling Middle School. For management purposes, these funds are in a central account where the District provides banking services and purchasing oversight.

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of September 30, 2014 and 2015 Respectively (Unaudited)

Designated Revenue Fund

	FY 2014-15			FY 2015-16		
	Budget	Actual		Budget	Actual	
Revenues:						
Local Sources	\$ 1,000,000	\$ 155,966	15.6%	\$ 1,000,000	\$ 106,993	10.7%
Total Revenue	<u>\$ 1,000,000</u>	<u>\$ 155,966</u>	15.6%	<u>\$ 1,000,000</u>	<u>\$ 106,993</u>	10.7%
Expenditures:						
Instruction	\$ 990,939	\$ 40,285	4.1%	\$ 973,739	\$ 64,010	6.6%
Support Services	390,695	29,444	7.5%	406,295	27,098	6.7%
Community Services	93,365	15,983	17.1%	94,965	17,153	18.1%
Facility Acquisition & Construction	<u>1</u>	<u>-</u>	0.0%	<u>1</u>	<u>-</u>	0.0%
Total Expenditures	<u>\$ 1,475,000</u>	<u>\$ 85,712</u>	5.8%	<u>\$ 1,475,000</u>	<u>\$ 108,261</u>	7.3%
Excess of Revenues over Expenditures	\$ (475,000)	\$ 70,254		\$ (475,000)	\$ (1,268)	
Beginning Fund Balance	<u>\$ 475,000</u>	<u>\$ 719,057</u>	151.4%	<u>475,000</u>	<u>679,760</u>	143.1%
Fund Balance, September 30	<u>\$ -</u>	<u>\$ 789,311</u>		<u>\$ -</u>	<u>\$ 678,492</u>	

Notes:

Revenue and expenditures in this fund are related to programs that are supported by special agreements, contracts, and reimbursements by outside groups or agencies.

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of September 30, 2014 and 2015 Respectively (Unaudited)

Early Retirement Incentive Fund

	FY 2014-15			FY 2015-16		
	Budget	Actual		Budget	Actual	
Revenues:						
Interest on Investments	-	402	-	1,250	726	58.1%
Total Revenue	\$ -	\$ 402	-	\$ 1,250	\$ 726	58.1%
Expenditures:						
Retiree Stipends	784,744	82,757	10.5%	683,250	31,316	4.6%
Total Expenditures	\$ 784,744	\$ 82,757	10.5%	\$ 683,250	\$ 31,316	4.6%
Excess of Revenues over Expenditures	\$ (784,744)	\$ (82,355)		\$ (682,000)	\$ (30,590)	
Beginning Fund Balance	960,320	957,216	99.7%	752,000	741,085	98.5%
Budgeted Contingency	175,576	-	-	70,000	-	-
Fund Balance, September 30	\$ -	\$ 874,861		\$ -	\$ 710,495	

Notes:

This fund pays for supplemental retirement benefits provided to eligible retired teachers as per the Early Retirement Incentive Agreement (ERI).

The last payment for non-represented and classified staff was made June 30, 2008.

In February 2005, certified employees agreed to end the early retirement program effective June 30, 2017. Only employees hired before Sept 1, 1988 will have ERI benefits. A lump sum payout was made on April 30, 2005 to end the ERI rights of employees hired between Sept 1, 1988 and June 30, 1998. An additional lump sum payment was made to those hired before Sept 1, 1988 in recognition of reduced ERI benefits available after their retirement.

Teacher retirees after April 1, 2005 will not receive any medical insurance coverage. Benefits decreased from 7 years to 5 years and effective July 1, 2008 any new retirees will receive only 4 years of stipends. No teachers hired after August 31, 1988 are eligible for any post retirement benefits if they retired after April 1, 2005. As of July 1, 2015 there were 16 eligible retired teachers receiving benefits.

Retiree expenditures account for monthly retirement stipends and lump sum retirement payouts as per the agreement. Comparison of expenditures between years will vary due to the variances in the time of retirement and eligibility for lump sum payouts.

The Early Retirement Incentive Program is now fully funded thereby ending annual contributions from the General Fund effective with the 2013-14 Adopted Budget.

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of September 30, 2014 and 2015 Respectively (Unaudited)

Grant Funds

	FY 2014-15			FY 2015-16		
	Budget	Actual		Budget	Actual	
Revenues:						
Local Revenues	\$ 50,000	\$ -	0.00%	\$ 50,000	\$ 49,844	99.69%
Intermediate revenues	100,000	5,204	5.20%	100,000	-	0.00%
State Revenues	400,000	299,094	74.77%	400,000	77,243	19.31%
Federal Revenues	4,010,000	257,966	6.43%	4,010,000	232,179	5.79%
Total Revenue	\$ 4,560,000	\$ 562,264	12.33%	\$ 4,560,000	\$ 359,266	7.88%
Expenditures:						
Instruction	\$ 3,161,913	\$ 363,404	11.49%	\$ 3,349,463	\$ 620,162	18.52%
Support Services	2,010,086	371,428	18.48%	1,800,488	165,428	9.19%
Community Services	248,000	29,588	11.93%	210,048	21,610	10.29%
Facility Acquisition & Construction	1	-	0.00%	1	-	0.00%
Total Expenditures	\$ 5,420,000	\$ 764,420	14.10%	\$ 5,360,000	\$ 807,200	15.06%
Excess of Revenues over Expenditures	\$ (860,000)	\$ (202,156)		\$ (800,000)	\$ (447,934)	
Beginning Fund Balance	860,000	951,301	0.00%	800,000	557,238	0.00%
Budgeted Contingency	-	-		-	-	
Fund Balance, September 30	\$ -	\$ 749,145		\$ -	\$ 109,304	

Notes:

The District has approximately 35 grant awards from federal, state, and private sources estimated at \$6.2 million. The larger awards typically span a several year time period.

Indirect costs are administrative costs such as audit, legal, business, human resources, and technology that are paid for by the General Fund but also utilized by the grant funds. Board policy calls for the District to recover indirect costs related to grants. This amount shows as a revenue in the General Fund and is used to offset General Fund operations. The District indirect cost rate is the maximum allowed by the State and varies from year to year. The State approves this rate each year. The rate for FY 2015-16 decreased to 4.43% from 4.10% in the prior year.

State grant revenue is down substantially as a result of the end of the Mentoring Grant in FY 2014-15. This was a special two year grant in the amount of \$511,000.

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of September 30, 2014 and 2015 Respectively (Unaudited)

Insurance Fund

	FY 2014-15			FY 2015-16		
	Budget	Actual		Budget	Actual	
Revenues:						
Charges to Other Funds	\$ 11,873,350	\$ 1,998,916	16.8%	\$ 11,908,500	\$ 2,082,880	17.5%
Other Revenues	<u>7,000</u>	<u>240</u>	3.4%	<u>2,000</u>	<u>262</u>	13.1%
Total Revenue	<u>\$ 11,880,350</u>	<u>\$ 1,999,156</u>	16.8%	<u>\$ 11,910,500</u>	<u>\$ 2,083,142</u>	17.5%
Expenditures:						
Insurance Activities	\$ 355,769	\$ 86,529	24.3%	\$ 356,923	\$ 81,886	22.9%
Transfer to Capital Projects Fund	1,100,000	-	0.0%	-	-	-
Insurance Premiums	<u>14,409,581</u>	<u>2,033,805</u>	14.1%	<u>14,253,576</u>	<u>1,672,798</u>	11.7%
Total Expenditures	<u>\$ 15,865,350</u>	<u>\$ 2,120,334</u>	13.4%	<u>\$ 14,610,500</u>	<u>\$ 1,754,684</u>	12.0%
 Excess of Revenues over Expenditures	 \$ (3,985,000)	 \$ (121,178)		 \$ (2,700,000)	 \$ 328,458	
 Beginning Fund Balance	 <u>3,985,000</u>	 <u>4,818,082</u>	120.9%	 <u>2,700,000</u>	 <u>4,426,119</u>	163.9%
 Fund Balance, September 30	 <u>\$ -</u>	 <u>\$ 4,696,904</u>		 <u>\$ -</u>	 <u>\$ 4,754,577</u>	

Notes:

The Insurance Fund is used to account for health benefits, worker's compensation and property/liability activity. The fund also includes reserves for the dental/vision and property liability self-insured programs.

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of September 30, 2014 and 2015 Respectively (Unaudited)

Capital Improvement Fund

	FY 2014-15			FY 2015-16		
	Budget	Actual		Budget	Actual	
Revenues:						
Interfund Transfer	\$ 1,100,000	\$ -	0.0%	\$ 1	\$ -	0.0%
Miscellaneous	\$ 44,000	\$ -	0.0%	\$ 44,000	\$ -	0.0%
Interest on Investments	6,000	-	0.0%	5,999	1,073	17.9%
Total Revenue	\$ 1,150,000	\$ -	0.0%	\$ 50,000	\$ 1,073	2.1%
Expenditures:						
Property Services	\$ 300,000	\$ -	0.0%	\$ 300,000	\$ -	0.0%
Support Services	65,000	-	0.0%	65,000	-	0.0%
Building Acquisition	785,000	-	0.0%	765,000	149,222	19.5%
Total Expenditures	\$ 1,150,000	\$ -	0.0%	\$ 1,130,000	\$ 149,222	13.2%
 Excess of Revenues over Expenditures	 \$ -	 \$ -		 \$ (1,080,000)	 \$ (148,149)	
 Beginning Fund Balance	 -	 -		 1,080,000	 1,070,535	 99.1%
 Budgeted Contingency	 -	 -		 -	 -	
 Fund Balance, September 30	 \$ -	 \$ -		 -	 \$ 922,386	

Notes:

This fund was established in FY 2014-15 to account for capital improvements and repairs. It was initially funded by a transfer of \$1.1 million from the Insurance Fund to support facility risk reduction projects.

Expenditures in FY 2015-16 reflect partial funding for work on the replacement of Cheldelin Middle School's roof.

Corvallis School District 509J
 Schedule of Investments
 September 30, 2015

Type of Investment	Investment Date	Maturity/ Call Date	No. of Days	Bond Equivalent Yield	Purchase Price	Par (Maturity) Value
Total Investments outside of Local Government Investment Pool:					\$ -	\$ -
				Average Annualized Rate		
<u>Local Government Investment Pool:</u>						
General Account				0.54%		\$ 23,381,437
Debt Service Account				0.54%		1,282
<u>Subtotal LGIP ¹</u>						<u>\$ 23,382,720</u>
<u>Local Government Investment Pool - Pension Bond Debt Service:</u>						
Pension Bond Debt Service Account: ⁴				0.54%		\$ 724,191
<u>Total Investments</u>						<u>\$ 24,106,911</u>

1. The maximum amount (in any combination of accounts) that the Local Government Investment Pool (LGIP) allows in an account is \$46,801,588.
2. The PERS Bond Debt Service Account is outside of the LGIP limit, and collects the PERS intercept payments from the Basic School Fund for payment twice a year to the bond holders of the PERS bond debt.

Compliance with Investment Policy

Type of Investment	Maximum Percent of Portfolio per Policy	Current Percent
US Government-Sponsored Enterprises (Total):	90.0%	0.0%
US Treasury Obligations	100.0%	0.0%
Local Government Investment Pool	100.0%	100.0%
Bankers Acceptances	25.0%	0.0%
Repurchase Agreements	25.0%	0.0%
State and Local Government Securities	25.0%	0.0%
Time Certificates of Deposit & Collateralized Money Market	50.0%	0.0%
Commercial Paper (bonds and promissory notes issued by corporations)	10.0%	0.0%
TOTAL		100.00%

Benchmarks as of 9/30/15:

3-Month U. S. T-Bill bond equivalent yield:	-0.02%
3-Mo. Jumbo CDs	0.03%

Corvallis School District 509J
 Schedule of Cash Disbursements Greater Than or Equal to \$1,000
 For the Period September 1, 2015 - September 30, 2015

<u>Fund Object Vendor</u>	<u>Fund Object Vendor</u>
100 - General Fund	100 - General Fund - Con
Advertising	CAMPBELL CONSTRUCTION NW 3,762.00
MID VALLEY NEWSPAPERS 2,357.50	CHOWN HARDWARE 45,332.04
Charter School Payments	CORVALLIS FLOOR COVERING INC 1,719.00
INAVALE COMMUNITY PARTNERS, INC 59,416.40	DAIKIN APPLIED 4,626.00
Computer Software	ECO HOME COMFORT, LLC 7,095.00
ALEKS CORPORATION 2,625.00	KONE INC 1,239.83
Consumable Supplies and Materials	LAKERIDGE CONSTRUCTION 18,700.00
CASCADE CASEWORK CORP 1,080.00	LANDGREEN HARDWOOD FLOORS 7,717.80
COASTWIDE LABORATORIES 11,528.51	MICK'S GLASS SERVICE INC 2,156.00
COMMITTEE FOR CHILDREN 2,551.00	PACIFIC SPORTS TURF, INC 5,369.00
COSTCO - ALBANY 2,209.97	REED'S PAINTING, INC 16,050.00
HOME DEPOT CREDIT SERVICES 1,085.44	REYNOLDS ELECTRIC, INC. 5,180.45
INDUSTRIAL PIPE & SUPPLY CO INC 2,483.21	ROBERT LLOYD SHEET METAL, INC 14,550.00
MATH LEARNING CENTER 2,530.00	SHEET METAL SOLUTIONS 1,450.00
MILLER PAINT COMPANY 1,130.00	SYNERGY SECURITY SOLUTIONS 9,524.00
MOUNTAIN HOME BIOLOGICAL 2,375.95	Taxes and Licenses
OETC 1,949.00	DEPARTMENT OF CONSUMER & BUSINESS SVI 1,379.84
OFFICE MAX 7,909.42	Technology Equip \$1,000 - \$4,999
OREGON AIR REPS 1,588.00	GOVCONNECTION INC 212,980.40
SCHOOL DATEBOOKS 1,988.48	Travel, Out of District
SCHOOL SPECIALTY 3,392.49	AVID CENTER 14,679.00
SHIRT CIRCUIT 1,356.40	Water and Sewage
TOTAL FILTRATION SERVICE INC 3,013.26	CITY OF CORVALLIS 40,593.90
VAN DYKE'S SIGNMAKERS 2,713.40	203 - Food Service Fund
Copier Charges	Equipment-like items \$1,000 - \$4,999
US Bank Equipment Finance 4,010.99	ROSES EQUIPMENT & SUPPLY 6,504.00
Dues and Fees	Food - Food Service Only
AVID CENTER 13,170.00	CHARLIES PRODUCE 2,614.69
Electricity	FRANZ FAMILY BAKERIES 1,691.73
PACIFIC POWER AND LIGHT 35,640.54	LOCHMEAD DAIRY 7,836.94
Fuel	RIVERWOOD ORCHARD AND FARM 1,674.45
BENTON COUNTY PUBLIC WORKS 1,744.41	SYSCO FOOD SERVICE 2,230.80
NW NATURAL 2,924.67	Inventories
Garbage	COSTCO - ALBANY 1,216.38
REPUBLIC SERVICES 4,955.86	CURTIS RESTAURANT EQUIPMENT 2,924.15
Instructional, Professional and Technical Service	LEISURE LINE TABLEWARE 1,702.50
OREGON CAREER INFORMATION SYSTEM 7,928.10	MCDONALD WHOLESALE CO 38,675.13
Other Communication Services	NORTHWEST DISTRIBUTION SERVICES 4,320.10
CENTURYLINK 1,350.60	204 - District Donation Fund
COMCAST/INSTITUTIONAL NETWORKS 11,636.45	Consumable Supplies and Materials
Other Non-instructional Professional and Technical	CASCADE CASEWORK CORP 2,500.00
ACCONTEMPMS 1,613.51	OFFICE MAX 3,568.48
MCLELLAN TEMPORARIES, INC. 4,273.29	Technology Equip \$1,000 - \$4,999
OPTIMIZON 6,333.00	OETC 1,231.00
PACIFIC EDUCATIONAL GROUP, INC. 11,150.00	Travel, Student Out of District
Periodicals	BOYS & GIRLS CLUB OF CORVALLIS 3,044.00
AVID CENTER 1,018.00	208 - Construction Excise Tax & Land Fund
SCHOLASTIC INC 1,470.03	Buildings Acquisition
Printing and Binding	CITY OF CORVALLIS_ 4,463.30
CORE PRINT DIRECT 1,978.00	DULL OLSON WEEKES ARCHITECTS P.C. 3,062.70
Reimbursable Student Transportation	UMPQUA ROOFING COMPANY INC 303,805.00

FIRST STUDENT INC	76,062.83
GO GET'EM TAXI AND TRANSPORT LLC	10,607.50
Repairs and Maintenance Services	
AMERICAN LANDSCAPE & IRRIGATION INC	2,115.00
BENSON'S INTERIORS, INC	1,240.00
BENTON COUNTY PUBLIC WORKS	1,065.88
BOILER & COMBUSTION SERVICE INC	10,632.55

296 - Grants Fund - Con

KING OFFICE EQUIPMENT INC	1,539.00
TRILLIUM CFH OLD SCHOOL CONFERENCE SVS	1,750.00
Dues and Fees	
AVID CENTER	6,040.00
Food	
TAKENA KIWANIS	3,600.00
Instructional, Professional and Technical Service	
LEBANON COMMUNITY SCHOOL DISTRICT	2,879.98
Technology Equip \$1,000 - \$4,999	
GOVCONNECTION INC	58,388.00
Travel, Out of District	
AVID CENTER	11,184.00
COSA	1,079.00
WEBBER, CHRISTOPHER	1,530.00

297 - Student Body Funds

MID VALLEY NEWSPAPERS	1,359.00
Cash Donations to Other Agencies	
GRACE CENTER	20,000.00
SEEDS FOR THE SOL	20,000.00
Consumable Supplies and Materials	
ATHLETICA	1,319.78
CHEERZONE	1,724.77
COSTCO - ALBANY	2,319.94
DRAMATISTS PLAY SERVICE, INC.	1,300.00
FIVE STAR SPORTS	1,080.00
NO DINX INC	1,530.69
PEPSI-COLA	1,187.70
Sanders, Scott W	9,257.54
SHIRT CIRCUIT	5,358.80
VARSITY FASHIONS	7,274.70
Equipment-like items \$1,000 - \$4,999	
ADVANCED COMMUNICATIONS	4,263.00
Other Non-instructional Professional and Technical	
MID-VALLEY SOCCER REFEREES ASSN	4,850.75
MID-VALLEY VOLLEYBALL OFFICIALS ASSN	3,433.50
MID-WESTERN FOOTBALL OFFICIALS ASSN	3,593.50
Repairs and Maintenance Services	
PACIFIC SPORTS TURF, INC	1,497.00
Travel, Student Out of District	
EAGLE CREST RESORT	1,932.56
MID WILLAMETTE CONFERENCE	3,000.00
MID-VALLEY VOLLEYBALL OFFICIALS ASSN	2,921.50
MID-WESTERN FOOTBALL OFFICIALS ASSN	2,431.00
OREGON SCHOOL ACTIVITIES ASSOCIATION	5,085.00

WEATHERPROOFING TECHNOLOGIES, INC.	151,985.42
296 - Grants Fund	
Computer Software	
SHOWBIE, INC	3,840.00
Consumable Supplies and Materials	
AMAZON.COM CREDIT SERVICES	3,168.30
AVID CENTER	9,040.00

298 - Designated Revenue Fund

Consumable Supplies and Materials	
APPLE, INC	7,646.00
GEORGIE'S CERAMIC & CLAY CO - PORTLAND	1,580.93
HENDERSONS OFFICE SYSTEMS	1,519.24
KEH CAMERA	3,796.41
NORTHWEST TEXTBOOK DEPOSITORY	3,352.75
OFFICE MAX	1,560.21
SCHOOL SPECIALTY	1,887.45
Repairs and Maintenance Services	
CCI SOLUTIONS	3,189.73

601 - Insurance Fund

Consumable Supplies and Materials	
HL Flake	2,761.41
Group Insurance	
LIFEMAP ASSURANCE COMPANY	10,286.41
WILLAMETTE DENTAL GROUP (GROUP Z1329)	13,509.00
Other Non-instructional Professional and Technical	
BARKER-UERLINGS INSURANCE, INC	6,264.48
CITY OF CORVALLIS_	5,751.00
MCCARTIN ANALYTICAL SERVICES	1,800.00

402 - Capital Improvement Fund

Buildings Acquisition	
DULL OLSON WEEKES ARCHITECTS P.C.	1,020.90
UMPQUA ROOFING COMPANY INC	147,400.00
Grand Total	1,711,444.60



Corvallis

SCHOOL DISTRICT

XII.C. Board Policy DIE—Audits—Revised—First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: November 9, 2015

FOR INFORMATION

SUBJECT:

Board Policy DIE—Audits—Revised—First Reading
Board Policy DK—Payment Procedures—Revising—First Reading
Board Policy DLC—Expense Reimbursements—Revised—First Reading
Administrative Regulation DLC-AR—District Travel for Staff and Student Activities—
Revised—For Information

Issue: Fiscal management policies and administrative regulations are under review by the business department for current practice and current district need. These three policies and one administrative regulation have been updated with language as recommended by OSBA.

Options Considered: Not revising the policies.

Involvement: District office staff.

Consequences: Policies remain outdated.

Cost Impact: None.

CONTACT PERSON(S): Olivia Meyers Buch, Kerry Richey

Audits

~~An annual audit of all district and student body accounts shall be made by a firm of certified public accountants to be appointed each year by the Board.~~

An audit of all district accounts shall be made annually by an accountant selected by the Board from a roster of authorized municipal accountants maintained by the Oregon Board of Accountancy. The audit examination will be conducted in accordance with minimum auditing standards established by the Secretary of State.

Every three to five years the Board will review the contract with the audit firm and, if necessary, solicit request for proposals from qualified municipal auditors.

A copy of the audit report will be provided to the Board. The superintendent will submit a copy of the audit report to the Oregon Department of Education and to the Oregon Secretary of State, Audit Division.

END OF POLICY

Legal Reference(s):

ORS 294.155
ORS Chapter 297
ORS 327.137
ORS 328.465
OAR 581-023-0037

Cross Reference:

Policy DIC—Financial Reports and Statements



Corvallis

SCHOOL DISTRICT

XII.D. Board Policy DK—Payment Procedures—Revising—First Reading

Payment Procedures

~~All bills for goods or services shall be submitted to the business services department. They shall be authorized for prompt payment by the appropriate administrator or designee.~~

All claims for payment from district funds will be processed by the business manager in conformance with district procedures. Payment will be authorized against invoices properly supported by approved purchase orders or other approved documents, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the Board.

The superintendent or designee will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget.

END OF POLICY

Legal Reference(s):

ORS 294.305 - 294.565 [Local Budget Law]
ORS 328.460

Cross Reference(s):

Policy DIC—Financial Reports and Statements
Policy DJ—District Purchasing



Corvallis

SCHOOL DISTRICT

XII.E. Board Policy DLC—Expense Reimbursements—Revised—First Reading

CORVALLIS SCHOOL DISTRICT 509J

Code: DLC
Adopted: 7/9/93
Revised/Readopted: 5/12/97, 1/11/99
Original Code: 6800

Expense Reimbursements

~~The Board recognizes that certain expenses are incurred by district employees and officials in carrying out authorized duties. The Board approves the reimbursement of necessary and reasonable expenditures. The Board authorizes the superintendent to establish procedures describing the conditions and requirements that must be followed prior to reimbursement.~~

The district will reimburse employees for authorized expenses incurred for professional growth and/or job requirements in accordance with administrative regulations developed by the superintendent or designee and consistent with Internal Revenue Services requirements.

END OF POLICY

Legal Reference(s):

ORS 294.155
ORS 294.465
ORS 332.107
OAR 581-022-1660



Corvallis

SCHOOL DISTRICT

XII.F. Administrative Regulation DLC-AR—District Travel for Staff and Student Activities—Revised—For Information

District Travel for Staff and Student Activities

District travel administrative rules are applicable regardless of what funding source or agency eventually absorbs the costs.

Allowable expenses for approved district travel will be governed by the following procedures.

Travel expenses include travel fares, meals and lodging, and expenses incident to travel. Only directly attributable travel expenses ~~that are~~ ordinary and necessary in the conduct of approved district business purposes are eligible. As used in this administrative rule, an “ordinary” expense means one that is reasonably priced and commonly accepted in the profession; a “necessary” expense means one that is essential and appropriate in order to conduct district business. Procedures established by the district will also apply to Board members traveling on district business, as applicable.

Authorization

1. All meeting, training, conference ~~s~~, or travel expenditures must be within appropriated and available funds of the district.
2. All meeting, training, conference ~~s~~, or travel expenditures must be authorized by the appropriate immediate supervisor and/or administrator **prior to departure**. Administrator expenditures are to be approved by the superintendent or designee.
3. Group travel may be requested on one travel request form for a group traveling together as long as travel advances and reimbursements are ~~is~~ payable to one person who has complete responsibility for reporting expenses as outlined in the administrative regulation.

In-District and Out-of-District Travel—Use of Private Vehicles

1. Private vehicles may be used in conducting district business only with prior building principal or administrator approval.
2. Travel in a private vehicle for the purpose of conducting district business may be approved when:
 - a. A district vehicle is not available;
 - b. The destination is not conveniently accessible by commercial carrier;
 - c. Various points must be visited and commercial carrier schedules are such that the use of commercial carrier transportation is not practical;
 - d. Carrying articles by commercial carrier would not be feasible;

- e. Commercial travel is deemed to be less economical; or
 - f. Other circumstances are approved by an administrator.
3. Non-represented employees—refer to the current bargaining contract for language on eligible mileage costs.
 4. Mileage rates are based upon the federal IRS rate.

Out-of-State Travel

Out-of-state travel requires prior superintendent designee, building principal, program administrator, or business manager approval.

Insurance Coverage

1. It is the responsibility of the owner or driver of the vehicle to be certain ~~that~~ the vehicle is adequately covered by insurance.
2. The employee's insurance coverage provides primary coverage when the employee is driving his/her own vehicle on approved district business.
3. All district employees operating private vehicles on approved district business are required to complete the district mileage reimbursement form which documents their vehicle liability insurance that meets or exceeds Oregon statutory minimum limits. This verification is required by the approving administrator or designee prior to formal approval to conduct district business in a private vehicle.

Meals and Meetings

1. Payment will be made for ordinary and necessary meal expenses incurred in the course of approved travel for district business by utilizing the meal per diem allowance basis. Meals include amounts spent for food, beverage, taxes, and related gratuities. Alcoholic beverages will not be reimbursed by the district. See **Expense Reimbursement Request and Accounting Procedures** below.
2. Employees receiving meal per diem allowances are not required to furnish receipts to account for and itemize expenses.
3. Meal per diem allowances are updated periodically as determined by district administration.

Travel Advances

1. All costs feasible such as travel, lodging, and registrations shall be paid directly by the district to the vendor.

2. A travel advance may be requested for the estimated cost of meals, shuttles, and parking, etc. The travel advance may be requested by submitting the appropriate district form and proper documentation.
3. The cost of commercial travel tickets will not be included in a cash advance request and should be paid directly by the district to the vendor.
4. In the event of loss, the employee is personally responsible for cash advances issued and for any third-party use of a district-provided credit or banking card unless misuse is due to fraud.
5. Advance travel checks can be obtained by following the published accounts payable schedule.
6. Only one cash advance may be outstanding to any employee at any time. Unused excess funds will be returned to the district within 15 days of travel completion, with the exception of unused meal per diem allowances.

Reservations, Commercial Carrier, and Lodging

1. Travel must be conducted in the most expeditious and cost-effective manner, considering the total cost of the travel package, as determined by the district. If an employee chooses to use an alternative mode of transportation other than the most cost-effective ~~efficient~~ total travel package, the additional cost will be picked up ~~by~~ the employee as a personal expense. When more than one employee is attending, carpooling is encouraged.
2. Each employee is responsible for obtaining proper authorization prior to making his/her own reservations. Normal district accounting and purchasing methods are to be utilized when making travel arrangements.

Vehicle Rentals

1. Rental vehicles may be used only when ~~their~~ use will effect a savings, ~~or~~ otherwise be more advantageous to the district, or when the use of other transportation is not feasible.
2. Rental vehicles will be used only for official travel or in lieu of taxi for necessary travel. Any additional costs incurred for other usage will be the personal responsibility of the traveler.
3. Fuel purchased for rental vehicles may be reimbursed with the original receipt documenting the purchase and accompanied by the vehicle rental contract.
4. Employees must rent the vehicle in the name of Corvallis School District in order to be covered under the district's rental car insurance endorsement. If the employee rents the vehicle in the employee's name then the employee's insurance prevails. It is important to note that an individual's personal insurance may not provide the same level of insurance as the district's thereby creating a more significant risk loss potential.

Cancelled Trips

1. If an employee cannot leave at the scheduled time, it is his/her responsibility to call the travel agency or carrier and arrange to have the tickets cancelled for a refund or exchanged. The traveler is required to take all steps necessary to secure such refunds. ~~and the~~ The refunds are the property of the district.
2. Commercial carrier reservation cancellations must be made at least 24 hours before departure time, whenever possible.
3. Lodging reservations must be cancelled by the employee as soon as possible to avoid a cancellation charge.
4. If a trip is cancelled after ~~an~~ a travel advance and/or tickets have been issued, the travel advance and tickets must be returned to the Business Services Office immediately.

Personal Travel Combined with District Business Travel

1. If an individual traveling on approved district business engages in both business and personal activities, travel expenses incurred will be funded only for expenses that are ordinary and necessary in the conduct of district business. Expenses incurred as a part of personal business are the sole responsibility of the traveler.
2. When personal travel is combined with approved district business travel and the individual is traveling by less than the most expeditious and cost-effective manner, any additional costs must be paid by the traveler.
3. When a member of his/her family or other guest accompanies an official or employee, the district will make payment at the single room rate with the employee being responsible for the remaining balance. The employee is to provide documentation from the lodging establishment to substantiate the single room rate.
4. Time away from work caused by traveling by less than the most expeditious means available for personal purposes must be charged to vacation or other appropriate leave.
5. Vacation or other personal leave may be taken in conjunction with approved district travel subject to the following:
 - a. Time delays related to approved district business are charged as working time even if no work is performed;
 - b. If the employee travels by less than the most cost-effective manner, as determined by the district, for approved district business or for personal travel combined with travel for district business purposes, he/she must pay the additional cost (e.g., increased fare, meals, lodging expenses, etc.) incurred as a result of the personal travel;

- c. All subsistence and local transportation (taxi, vehicle fare, etc.) while on vacation status or other appropriate leave must be paid by the employee;
- d. The traveler will not be required to pay any of the basic transportation costs incurred as a part of the approved district business, even though he/she spends a substantial part of the total time away from home on vacation or other personal leave, provided the employee was traveling on approved district business; and
- e. A traveler who decides on his/her own to conduct district business without prior approval, while on vacation or other personal leave, cannot then use this as a justification to have the district pay his/her basic transportation cost from the district to the location visited, or submit a request for other expense reimbursement.

Expense Reimbursement Request and Accounting Procedures

1. Reimbursement requests detailing actual expenditures must be submitted on the district's travel expense form and approved by the administrator or designee in writing. Original itemized receipts and supporting documentation must accompany all expense reimbursement requests. This includes, but is not limited to, itemized receipts for transportation, lodging, registration, conference, and workshop fees. Meals are to be on the per diem allowance method. All requests must follow normal accounting procedures and work with the responsible site administration to be submitted to the district office within 15 working days of the conclusion of the trip.
 - a. If the completed travel expense report totals less than the travel advance, the difference must be returned within 15 working days to the business office with the report.
 - b. Reimbursement for expenditures in excess of a travel advance, or where no travel advance has been requested, will be made within 30 working days after the approved travel expense report is received by the business office.
2. Expenses which consist primarily of the cost of furnishing meals for others will be reimbursed upon submission of a travel expense report which includes:
 - a. Names of guests;
 - b. Organizations involved; and
 - c. Full explanation of the district business purpose of the meeting.
3. In the event a vehicle was rented, an itemized invoice must be attached to the travel expense report. The rental charge should be paid from the amount advanced, as applicable. Purchase of gas and oil which have been deducted from the rental charge by the rental agency must be included.
4. All claims for mileage reimbursement must be submitted within the fiscal year in which the expense was incurred ~~in~~. Reimbursement claims for expenses incurred in prior fiscal years may be denied, at the discretion of the administrator or business manager.

5. Mileage for approved district business travel in a private vehicle will be reimbursed at the current rate per mile established by the district, collective bargaining agreement or Internal Revenue Service (IRS), as applicable. Reimbursement that exceeds the IRS rate will be included as income to the employee in accordance with IRS regulations.
6. Meal per diem allowances are provided for approved district business purposes for a trip that is overnight, or long enough that the individual conducting business or attending training is away from the regular workplace and cannot access meals during the through normal channels and still perform his/her duties. Meal per diem allowances approved for district business travel purposes are generally not reportable as income to the employee as long as the per diem does not exceed the federal meal per diem guidelines as in accordance with IRS regulations.
7. In the event the total amount of travel advances, reimbursements, or otherwise charged to, and/or received from the district by the employee of the amount charged to, and/or received from, the district by the employee as advances, reimbursement or otherwise, exceeds the ordinary and necessary business expenses and/or the federal meal per diem guidelines, the excess must be reported as income in accordance with IRS requirements.
8. Group travel may be requested on one travel request form for a group traveling together as long as travel advances and reimbursements are ~~is~~ payable to one person who has complete responsibility for reporting expenses.

Travel Expense Limitations

1. Meal expenses are covered on a per diem allowance basis. No receipts or unused amounts are required to be turned in to the business office.

Per Diem Allowances:

Breakfast	\$10.00	\$7.00
Lunch	\$12.00	\$11.00
Dinner	\$18.00	
Total	\$40.00	36.00

Note: Meal allowances will not be issued for meals included as part of the conference or training event.

2. Gratuities in excess of the per diem limits are the responsibility of the employee and will not be reimbursed by the district.
3. Meal per diem allowances will not exceed the full daily amount if all three meals are taken. If the travel covers only a portion of the day the following timelines apply:

	<u>Start travel is before</u>	<u>Return time is after</u>
Breakfast	6:00 a.m.	9:00 a.m.
Lunch	11:00 a.m.	2:00 p.m.
Dinner	5:00 p.m.	7:00 p.m.

4. To acknowledge that meetings, training, and conferences attended in metropolitan cities may carry a higher associated cost for meals, the superintendent or designee may authorize a higher meal allowance. Receipts will be required to substantiate costs. All other administrative procedure requirements apply.
5. Other expenses such as toll charges, parking fees, valet services, cleaning, pressing, and laundry may be reimbursed if ~~the duration of the trip or other circumstances warrant it.~~
~~length of trip or circumstances demands.~~
6. Mileage reimbursement for actual miles traveled on district business may be approved subject to the following limitations:
 - a. Reimbursement will be made only for those miles actually traveled in the course of completing approved district business;
 - b. Group travel may be requested on one travel request form for a group traveling together as long as ~~travel advances~~ and reimbursements ~~are~~ ~~is~~ payable to one person who has complete responsibility for reporting expenses;
 - c. In the event a private vehicle is approved for use from home, to or from airport or railroad station, mileage for one round trip and economy parking will be reimbursed. Parking receipts are required; ~~and~~
 - d. Individuals requesting reimbursement for use of a private vehicle on approved district business must meet insurance requirements. See **Insurance Coverage** above.
7. Lodging will be reimbursed at reasonable commercial rates. All personal costs charged to the room such as movies, room service, and other charges are to be paid directly to the lodging provider by the employee as a personal expense.
8. Local taxi, shuttle, bus fares, and vehicle rentals may be reimbursed, subject to the district's requirement that travel selected is by the most expeditious, cost-effective manner, as determined by the district.
9. Other reasonable expenses not specifically covered in this administrative rule may be reimbursed if within appropriated and available funds and authorized ~~by~~ the superintendent or designee.

Student Body Activities and Playoffs

1. Expenses for extracurricular, co-curricular, or playoff activities authorized by an administrator are eligible to follow this administrative rule. Outlined below are the specific documentation requirements to qualify for travel expenses unique to these activities:
 - a. Names of staff and students attending;
 - b. Date of ~~the~~ activity;
 - c. School name/group attending;
 - d. Purpose of ~~the~~ activity;
 - e. Destination and duration of trip;

- f. Approval of an administrator or their designee; and
- g. Student signatures ~~Signature of students~~ and amount of cash if distributed directly to ~~the~~ students for meals.

2. Student per diem meal allowances are as follows:

Breakfast	\$8.00	\$4.00
Lunch	\$9.00	\$6.00
Dinner	\$13.00	\$9.00
Total	\$30.00	\$19.00

Standard times as outlined in the Travel Expense Limitations section above determine the eligible timeframes for students to access these per diems during travel.



Corvallis

SCHOOL DISTRICT

XII.G. Board Policy DJFA—Credit Cards—New—First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: November 9, 2015

FOR INFORMATION

SUBJECT: Board Policy DJFA—Credit Cards—New—First Reading

Issue: The Board recognizes the need to have a policy in place that allows the issuance of credit cards. A policy is recommended in order to implement a new procurement card program that will reduce the economic burden on the resources of the district by increasing efficiency and respond to the district's daily operations needs in accordance with procurement processes as established by Oregon Revised Statutes. Board policy DJFA for Credit Cards has been drafted for that purpose.

Options Considered: Not adopting the policy.

Involvement: District office staff.

Consequences: Economic burden on the resources of the district may continue.

Cost Impact: Unknown.

CONTACT PERSON(S): Olivia Meyers Buch, Kerry Richey

Credit Cards

The Board authorizes the superintendent to hold a bank credit card in the name of the district and to issue such cards to designated employees. Approved cardholders will be held responsible for maintaining sole possession and security of issued cards at all times. Credit cards shall have a maximum limit established as authorized by the superintendent or designee. Credit cards issued to employees may only be used to purchase items authorized by the adopted district budget.

Purchase slips and receipts must be turned in to the business office within 10 days following receipt of the employee's monthly statement. The business office shall pay in full the credit card balance no later than the due date so that finance charges will not be incurred.

District-issued credit cards shall be subject to the following:

1. Personal items shall not be charged on district-issued credit cards. If a personal item is inadvertently purchased on a district-issued credit card in violation of this policy, repayment by the employee must be made immediately. Failure to make the required payment may result in an automatic deduction from the individual's next payroll disbursement. Accordingly, the district will require individuals issued credit cards to sign a written authorization for payroll deduction in the event of such personal use;
2. The purchase of alcoholic beverages is strictly prohibited. The purchase of gasoline for a privately-owned vehicle is also prohibited without prior authorization;
3. Leaving a gratuity that exceeds 20 percent is prohibited;
4. Airline tickets may be purchased with a district-issued credit card only with prior superintendent or designee approval. If the issued credit card provides for purchase incentives (i.e., points, discounts or airline mileage credits), such incentives shall only be redeemed for authorized district business.

Violation of the provisions of this policy may result in the revocation of the credit card and/or discipline up to and including dismissal.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 652.610 \(3\)](#)

Oregon Government Standards and Practices Commission, Advisory Opinion 01A-1007 (August 29, 2001).



Corvallis

SCHOOL DISTRICT

XII.H. Board Policy—JHCD—Administering Noninjectable Medicines to Students (nka Nonprescription Medication)—Revised—First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: November 9, 2015

FOR INFORMATION

SUBJECT:

Board Policy—JHCD—Administering Noninjectable Medicines to Students (nka Nonprescription Medication)—Revised—First Reading
Board Policy—JHCDA—Administering Injectable Medicines to Students (nka Prescription Medication)—Revised—First Reading
Administrative Regulation—JHCD-JHCDA-AR—Administering Noninjectable and Injectable Medicines to Students (nka Prescription/Nonprescription Medication)—Revised—For Information

Issue: The State Board of Education adopted revisions to OAR 581-021-0037. The revisions clarified the:

- Instruction or training school district personnel are required to receive;
- Content and need for appropriate permissions from parents/guardians or other qualified individuals that includes instructions for administering medication;
- District personnel who may be designated to administer prescription or nonprescription medication to a student; and
- When the district may allow self-administration of medication by a student.

It further adds that a designated staff member of a district may administer a premeasured dose of epinephrine to a student or other individual on school premises when district staff believe, in good faith, the student or individual is experiencing a severe allergic reaction and is unable to self-medicate, regardless if that student or individual has a prescription for epinephrine.

Options Considered: Not revising the policies and administrative regulation.

Involvement: District office staff and Nurse.

Consequences: Policies and administrative regulation will remain outdated.

Cost Impact: None

CONTACT PERSON(S): Kevin Bogatin, Denise Diller, Patricia Pokrzywa, Kerry Richey

Nonprescription Medication

ADMINISTERING NONINJECTABLE MEDICINES TO STUDENTS**/*

The district recognizes that administering of nonprescription medication to students and/or self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication was not made available during school hours would prevent the student from attending school. Consequently, students may be permitted to take noninjectable prescription or nonprescription medication at school, on a temporary or regular basis.

The district reserves the right to reject a request to administer or allow self-administration of a nonprescription medication when such medication is not necessary for the student to remain in school.

All requests for the district to administer prescription medication to a student shall be made by the parent** in writing. When directed by a physician or other licensed health care professional and building administrator, students in grades K-12 will be allowed to self-administer prescription medication. A medical protocol regarding each student who self-administers prescription medication will be developed, signed by a physician or other licensed health care professional and parent, and kept on file. Permission for self-administered prescription medication may be revoked at any time if the student violates policy or medical protocol. A prescription label will be deemed sufficient to meet the requirements for written physician instructions.

A request to the district to allow a student to self-medicate with a nonprescription medication shall include written permission and instruction from a parent or guardian, and shall include an assurance from the parent or guardian that the student has received appropriate instruction for its use.

A request to the district to administer a nonprescription medication shall include written permission and instruction from a parent or guardian.

Self-medication by students of non-prescription medications will be permitted in accordance with JHCD-AR/JHCDA-AR. A parent permission form must be submitted for self-medication of all nonprescription medications. Permission for self-administered non-prescription medication may be revoked at any time if the student violates policy or medical protocol.

The district shall designate school staff authorized to administer medication to students. Training shall be provided as required by law.

Nonprescription medication will be handled, stored, monitored, disposed of, and records maintained in accordance with established district regulations governing administering noninjectable or injectable or prescription or nonprescription medicines to students, including procedures for the disposal of sharps and glass.

~~The district reserves the right to reject a request to administer prescription or nonprescription medication when such medication is not necessary for the student to remain in school.~~

This policy and administrative regulation shall not prohibit, in any way, the administration of recognized first aid to students by district employees in accordance with established state law, Board policy, and procedures.

The superintendent/designee shall develop administrative regulations as needed to meet the requirements of law, Oregon Administrative Rules, and for the implementation of this policy.
~~Regulations will include provisions for student self medication.~~

END OF POLICY

Legal Reference(s):

[ORS 109.640](#)

[ORS 339.866 to -339.871](#)

~~[ORS 339.867](#)~~

~~[ORS 339.869](#)~~

~~[ORS 339.870](#)~~

[ORS 433.800—433.830](#)

~~[ORS 475.005—475.285](#)~~

[OAR 166-400-0010\(17\)](#)

[OAR 166-400-0060\(29\)](#)

~~[OAR 166-414-0010\(22\)-\(24\)](#)~~

[OAR 581-021-0037](#)

[OAR 581-022-0705](#)

Cross Reference(s):

Policy JHCDA—Prescription Medication



Corvallis

SCHOOL DISTRICT

XII.I. Board Policy—JHCDA—Administering Injectable Medicines to Students
(nka Prescription Medication)—Revised—First Reading

Prescription Medication

~~Administering Injectable Medicines to Students~~**/*

The district recognizes that the administration of prescription medication to students and/or student self-medication may be necessary when the failure to take such medication during school hours would prevent the student from attending school. The district further recognizes a need to ensure the health and well-being of students who require regular doses or injections of medication as a result of experiencing an severe allergic reaction or to have a need to manage conditions such as hypoglycemia, asthma, or diabetes. ~~Therefore, in situations w~~ When a licensed health care professional is not immediately available, a designated trained staff member may administer to a students, ~~by means of injection~~ epinephrine, glucagon, or other medication as prescribed and allowed by Oregon law (~~OAR 851-047-0030~~).

When directed by a physician¹ or other licensed health care professional, students in grades K-12 will be allowed to self-administer prescription medication, including medication for asthma or severe allergy as defined by state law and subject to age-appropriate guidelines. A written request and permission form signed by a parent or guardian is required and will be kept on file. If the student is deemed to have violated Board policy or medical protocol by the district, the district may revoke the permission given to a student to self-administer medication.

~~A medical protocol regarding each student who self administers injectable medication will be developed and signed by a physician or other licensed health care professional, and parent, and kept on file. Permission for self-administered medication may be revoked if the student violates policy or medical protocol.~~

~~All requests~~ for the district to administer prescription injectable medication to a student shall include the written permission of the parent or guardian and shall be accompanied by written instruction from a physician, physician assistant, or nurse practitioner.

~~be made by the parent in writing. Requests shall be accompanied by the physician's order for administering epinephrine, insulin, glucagon, or other medication as allowed by law.~~

A prescription label prepared by a pharmacist will be deemed sufficient to meet the requirements for a physician's order. ~~for epinephrine, glucagon, or other medication.~~

The district reserves the right to reject a request to administer or allow self-administration of a medication when such medication is not necessary for the student to remain in school.

A premeasured dose of epinephrine may be administered by designated, trained district staff to any student or other individual on school premises who the personnel believe, in good faith, is

¹Added to Oregon Revised Statute 678.010 to -678.410: A registered nurse who is employed by a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days (House Bill 3149 (2015)). (This is to allow time for new students to find an Oregon licensed physician.)

experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

A process shall be established by which, upon parent request, a backup prescribed autoinjectable epinephrine is ~~may be~~ kept at a reasonable, secured location in the student's classroom as provided by state law.

~~The district shall designate staff authorized to administer epinephrine, insulin, glucagon, or other medication as allowed under Oregon law.~~

Training shall be provided to designated staff as required by Oregon law as established by and the Oregon Health Authority.

~~Oregon Department of Human Services, Health Services, and the Oregon State Board of Nursing—Nurse Practice Act.~~ Staff designated to receive training also shall receive bloodborne pathogens training. ~~A e~~ Current first aid and CPR cards will also be required.

Prescription ~~Injectable~~ medication will be handled, stored, monitored, disposed of, and records maintained in accordance with established district regulations governing administering noninjectable or injectable ~~prescription or nonprescription~~ medicines to students including procedures for the disposal of sharps and glass.

The superintendent/designee will ensure student health management plans are developed as necessary and maintained on file, and pertinent health information is provided to district staff as appropriate.

Such plans will include provisions for ~~administering medication and~~ responding to emergency situations while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before- or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities.

~~including those occurring during curricular and extracurricular activities held after regular school hours and on or off district property.~~

~~In accordance with the Oregon Department of Human Services protocols, staff who are currently certified in the treatment of severe allergic reactions may respond to an individual experiencing anaphylaxis and administer injectable epinephrine.~~

This policy and administrative regulation shall not prohibit, in any way, the administration of recognized first aid to students by district employees in accordance with established state law, Board policy, and procedures.

END OF POLICY

Legal Reference(s):

[ORS 109.640](#)

[ORS 339.866](#) to [339.871](#)

[ORS 339.870](#)

[ORS 339.871](#)

[ORS 433.800](#) to 433.830
[ORS 475.005](#) to 475.285
[OAR 166-400-0010](#)(17)
[OAR 166-400-0060](#)(29)
[OAR 333-055-0000](#) to -0035
[OAR 581-021-0037](#)
[OAR 581-022-0705](#)
[OAR 851-047-0030](#)
[OAR 851-047-0040](#)
~~SB 1040 (2007)~~

Cross Reference(s):

Policy JHCD—~~Nonprescription Medication~~ ~~Administering Noninjectable Medicines to Students~~



Corvallis

SCHOOL DISTRICT

XII.J. Administrative Regulation—JHCD-JHCDA-AR—Administering
Noninjectable and Injectable Medicines to Students (nka
Prescription/Nonprescription Medication)—Revised—For Information

Prescription/Nonprescription Medication
~~Administering Noninjectable/Injectable Medicines to Students~~/***

Students may, subject to the provisions of this regulation, have ~~noninjectable and injectable~~ prescription or nonprescription medication administered by designated, trained school staff. Self-medication by students also will be permitted in accordance with this regulation and state law.

I. Definitions

- A. "Prescription medication" means any noninjectable ~~injectable~~ drug, chemical compound, suspension or preparation in suitable form for use as a curative or remedial substance taken either internally or externally by a student under the written direction of a physician. Prescription medication includes any prescription for bronchodilators or autoinjectable epinephrine prescribed by a student's Oregon licensed health care professional for asthma or severe allergies. Prescription medication does not include dietary food supplements. As per Oregon Administrative Rule OAR (851-047-0030 through 851-047-0040, a registered nurse may administer a subcutaneous injectable medication.
- B. "Nonprescription medication" means only commercially prepared, nonalcohol-based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to medication for eyes, nasal spray, cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical antibiotics, anti-inflammatories, and antacids that do not require written or oral instructions from a physician. Nonprescription medication does not include dietary food supplements.
- C. "Physician¹" means a doctor of medicine or osteopathy, a physician assistant licensed to practice by the Board of Medical Examiners for the state of Oregon, a nurse practitioner with prescriptive authority licensed by the Oregon State Board of Nursing, a dentist licensed by the Board of Dentistry for the state of Oregon, an optometrist licensed by the Board of Optometry for the state of Oregon, or a naturopathic physician licensed by the Board of Naturopathy for the state of Oregon.

¹Added to Oregon Revised Statute 678.010 to -678.410: A registered nurse who is employed by a public or private school may accept an order from a physician licensed to practice medicine or osteopathy in another state or territory of the U.S. if the order is related to the care or treatment of a student who has been enrolled at the school for not more than 90 days (House Bill 3149 (2015)). This is to allow time for new students to find an Oregon licensed physician.

- D "Student self-medication" means a student must be able to administer medication to himself or herself without requiring a trained staff member to assist in the administration of the medication.
- E "Age-appropriate guidelines" means the student must be able to demonstrate the ability, developmentally and behaviorally, to self-medicate with permission from parent or guardian, building administrator, and in the case of a prescription medication, a physician.
- F "Training" means yearly instruction, by a qualified trainer, provided to designated staff on the administration of prescription and nonprescription medication, based on requirements set out in guidelines approved by the Oregon Department of Education, including discussion of applicable district policies, procedures, and materials.
- G "Qualified trainer" means a person who is familiar with the delivery of health services in a school setting and who is a registered nurse licensed by the Oregon State Board of Nursing, a physician, or a pharmacist licensed by the State Board of Pharmacy for the state of Oregon.
- H "Severe allergy" means a life-threatening hypersensitivity to a specific substance such as food, pollen, or dust.
- I "Asthma" means a chronic inflammatory disorder of the airways that requires ongoing medical intervention.
- J "Designated staff" means the staff person who is designated by the building administrator to administer prescription or nonprescription medication.

II. Designated Staff/Training

- A. The building administrator will designate trained staff authorized to administer prescription or nonprescription medication to students while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before- or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities. ~~within individual school buildings and while participating at school-sponsored activities on or off district property.~~ The building administrator will supervise and ensure building and activity practices and procedures are consistent with the requirements of law, rules, and this regulation.
- B. The building administrator will ensure the training required by law and Oregon Administrative Rules is provided. Training must be conducted by a qualified trainer.
~~Training may be conducted by any physician licensed by the state of Oregon, a nurse licensed by the Board of Nursing in the state of Oregon, or by others as deemed appropriate by the district in accordance with training program guidelines recognized by the Oregon Department of Education.~~

- C. Training will provide an overview of applicable provisions of Oregon law, administrative rules, district policy, and administrative regulations and include, but not be limited to the following: safe storage, handling, monitoring medication supplies, disposing of medications, record keeping, reporting of medication administration and errors in administration, emergency medical response for life threatening side effects, allergic reactions, and student confidentiality. Materials as recommended and/or approved by the Oregon Department of Education will be used.
- D. Training will be provided yearly to designated staff authorized to administer medication to students.
- E. A copy of the district's policy and administrative regulation will be provided to all staff authorized to administer medication to students and others as appropriate.
- F. A statement that the designated staff member has received the required training, will be signed by the staff member and filed in the district office.

III. Administering Premeasured Doses of Epinephrine to a Student or Other Individual

A premeasured dose of epinephrine may be administered by trained, designated district staff to any student or other individual on school premises who the personnel believes, in good faith, is experiencing a severe allergic reaction, regardless of whether the student or individual has a prescription for epinephrine.

IVH. Administering Medications to Students

- A. ~~R~~ A requests for designated staff to administer medication to a students may be approved by the district subject to the following: as follows:
 - 1A. A written request for the district designated staff to administer prescription medication to a student, if because of the prescribed frequency for the medication, the medication must be given while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in before- or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities, must be submitted to the school office and shall include:
 - a1. The written signed permission of the parent or guardian;
 - b2. The written instruction from the physician, physician assistant, or nurse practitioner for the administration of the prescription medication to the student including:
 - ia. Name of the student;
 - iib. Name of the medication;
 - iiie. Method of administration Route;

- ivd. Dosage;
- ve. Frequency of administration; and
- vif. Other special instruction, if any.

The prescription label will be considered to meet this requirement if it contains the information listed in i.-vi. a.-f. above.

- 2B. A written request for the district to administer nonprescription medication must be submitted to the school office and shall include:
 - a1. The written signed permission of the parent or guardian;
 - b2. The written instruction from the parent or guardian for the administration of the nonprescription medication to the student including:
 - ia. Name of the student;
 - iib. Name of the medication;
 - iiie. Method of administration Route;
 - ivd. Dosage;
 - ve. Frequency of administration;
 - vif. Other special instruction, if any.
- BC. Medication is to be submitted in its original container;
- CD. Medication is to be brought to and returned from the school by the parent;
- DE. It is the parent's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take medication;
- EF. It is the parent's responsibility to ensure that the school is informed in writing of any changes in medication instructions;
- FG. In the event a student refuses medication, the parent will be notified immediately. No attempt will be made to administer medication to a student who refuses district administered medication;
- GH. Any error in administration of medication will be reported to the parent immediately and documentation made on the district's Accident/Incident Report form. Errors include, but are not limited to administering medication to the wrong student, administering the wrong medication, dose, frequency of administration time, and method of administration route;
- HI. Medication shall not be administered or self-medication allowed until the necessary permission form and written instructions have been submitted as required by the district.

IV. Student Self-Medication of a Prescription or Nonprescription Medication

- A. Student self-medication of prescription and nonprescription medication by for K-12 students, including students with asthma or severe allergies, will be allowed subject to the following:
1. Grades K-8: Self medication of prescription and nonprescription medication only is allowed when a student must carry such medication on his/her person for immediate access.
 2. A parent or guardian permission form and other documentation requested by the district must be submitted for self-medication of all prescription and nonprescription medications. ~~In the case of prescription medications, permission from the physician or other licensed health care professional also is required. Such permission may be indicated on the prescription label.~~
 3. A prescription written by an Oregon licensed health care professional that includes a ~~A written treatment plan for from a licensed health care professional for the~~ managing of student's asthma, diabetes, and/or severe allergy, and for use by the student while the student is in school, at a school-sponsored activity, while under the supervision of school personnel, in before- or after-school care programs on school-owned property, and in transit to or from school or school sponsored activities, and acknowledgment the student has been instructed in the correct and responsible use of the medication. ~~diabetes will be required for use of medication by the student during school hours.~~
 4. Building administrator permission is required for all self-medication requests. District registered nurse permission is required for self-medication of all medications in grades K-8. For grades 9-12, the district registered nurse is available for consultation with the building administrator and/or parent or guardian as needed.
- B3. Students who are developmentally and/or behaviorally unable to self-medicate will be provided assistance by designated staff. A permission form and written instructions will be required as provided in Section IV. A. above;
- C4. All prescription and nonprescription medication must be kept in its appropriately labeled, original container, as follows:
- 1a. Prescription labels must specify the name of the student, name of the medication, dosage, method of administration route, and frequency or time of administration, and any other special instruction including physician authorization for student to self-medicate;
 - 2b. Nonprescription medication must have the student's name affixed to the original container.

- D5. The student may have in his/her possession only the amount of medication needed for that school day, except for manufacture's packaging that contains multiple dosages. The student may carry one package, such as but not limited to, autoinjectable epinephrine or bronchodilators/inhalers. ~~insulin pens or pumps.~~
- E6. Sharing and/or borrowing of any medication with another student is strictly prohibited.
- F7. Students needing to self-medicate must carry their medication with them for immediate access; e.g., in a personal bag/purse, backpack, pocket. Medication should not be left on desks, countertops, or other places where others would have access to their medication.
- G8. Students will not dispose of medication, containers, syringes, and/or lancets at school. Disposal will be done at home as appropriate.
- HB. For students who have been prescribed bronchodilators or epinephrine ~~and glucagon~~, staff will request that the parent or guardian provide backup medication for emergency use by that student. Backup medication (when provided by the parent or guardian) will be kept at the student's school in a location to which the student staff has immediate access in the event the student has an asthma and/or severe allergy emergency ~~or hypoglycemic emergency.~~
- IC. Upon written parent request and with a physician's written statement that the lack of immediate access to a backup autoinjectable epinephrine may be life threatening to a student and the location the school stores backup medication is not located in the student's classroom, a process shall be established to allow the backup autoinjectable epinephrine to be kept in a reasonably secure location in the student's classroom.
- JD. Permission to self-medicate may be revoked if the student violates the Board's policies governing ~~Administering Noninjectable and Injectable Medicines to Students~~ policy and/or these regulations. Additionally, students may be subject to discipline, up to and including expulsion, as appropriate.
- KE. The school is not responsible for maintaining a medication log when the student is self-medicating.

VI. Handling, Storing, Monitoring Medication Supplies

- A. Medication administered by designated staff or self-administered by the student must be delivered by the parent to the school, in its original container, accompanied by the permission form and written instructions, as required above.
- B. Medication in capsule or tablet form and categorized as a sedative, stimulant, anti-convulsant, narcotic analgesic, or psychotropic medication will be counted by designated staff in the presence of another district employee upon receipt, documented in the student's medication log, and routinely monitored during

storage and administration. Discrepancies will be reported to the building administrator immediately and documented in the student's medication log. For such medication not in capsule or tablet form, standard measuring and monitoring procedures will apply.

- C. Designated staff will follow the written instructions of the physician and parent and training guidelines as may be recommended by the Oregon Department of Education for administering all forms of ~~noninjectable/injectable~~ **prescription and/or nonprescription** medications.
- D. Medication will be secured as follows:
 - 1. Nonrefrigerated medications will be stored in a locked cabinet, drawer, or box;
 - 2. Medications requiring refrigeration will be stored in a locked box in a refrigerator or in a separate refrigerator used solely for the storage of medication;
 - 3. Access to medication storage keys will be limited to the building administrator and designated staff.
- E. Designated staff will be responsible for monitoring all medication supplies and for ensuring medications are secure at all times, not left unattended after administering, and that the medication container is properly sealed and returned to storage.
- F. In the event medication is running low or an inadequate dosage is on hand to administer the medication, the designated staff will notify the parent immediately.

VII. Emergency Response

- A. Designated staff will notify 911 or other appropriate emergency medical response systems and administer first aid as necessary in the event of life threatening side effects that result from district administered medication or from student self-medication **or allergic reactions**. The parent, **district nurse**, and building administrator will be notified immediately.
- B. Minor adverse reactions that result from district administered medication or from student self-medication will be reported to the parent immediately.

VIII. Disposal of Medications

- A. Medication not picked up by the parent at the end of the school year, or within five school days of the end of the medication period, whichever is earlier, will be disposed of by designated staff in a nonrecoverable fashion as follows:
 - 1. The Department of Public Safety provides secure drop boxes for the disposal of medications, with one being located on the Oregon State

University campus. Schools may use that location to dispose of unused or expired medication in their original containers, as well as inhalers.

2. Other medication will be disposed of in accordance with established training procedures including sharps and glass.

B. All medication will be disposed of by designated staff in the presence of another employee and documented as described in IX. A. below.

IXVIII. Documentation and Record Keeping

A. A medication log will be maintained for each student administered medication by the district. The medication log will include but not be limited to:

1. The name, dose, and **method route** of medication administered and the date, time of administration, and name of the person administering the medication;
2. Student refusals of medication;
3. Errors in administration of medication²;
4. Emergency and minor adverse reaction incidents¹;
5. Discrepancies in medication supply;
6. Disposal of medication including date, quantity, manner in which the medication was destroyed and the signature of the staff involved.

B. All records relating to administration of medicines, including permission slips and written instructions, will be maintained in a separate, medical file apart from the student's education records file unless otherwise related to the student's educational placement and/or individualized education plan. Records will be retained in accordance with applicable provisions of OAR 166-414-0010 **(17)** and **OAR 166-400-0060(29)**. ~~(22), (23) and (24)~~.

C. Student medical files will be kept confidential. Access shall be limited to those designated staff authorized to administer medication to students, the student, and his/her parents. Information may be shared with staff with a legitimate educational and safety interest in the student or others as may be authorized by the parent in writing.

A school administrator, teacher, or other district employee designated by the school administrator is not liable in a criminal action or for civil damages as a result of the administration of prescription and/or nonprescription medication as per **state law**. ~~ORS 339.870~~.

²Designated staff may note incident by symbol in medication log and attach detailed documentation as necessary.

A school administrator, district school nurse, teacher, or other district employee designated by the school administrator, ~~the school district, and members of the district Board~~ is not liable in a criminal action or for civil damages as a result of a student's self-administration use of medication, when that person in good faith assisted the student in self-administration of the medication, as per state law.

A school administrator, district nurse, teacher or other district employee is not liable in a criminal action or for civil damages, when in good faith administers autoinjectable epinephrine to a student or other individual with a severe allergy, who is unable to self administer the medication, as per state law.

A school district and the members of a school district board are not liable in a criminal action or for civil damages when a student or individual is unable to self-administer medication, when any person in good faith administers autoinjectable epinephrine to a student or individual, as per state law.



Corvallis
SCHOOL DISTRICT

XIII. ADJOURNMENT

*All times are approximate.

Note: The Chair of the Board may alter the order of business as they deem proper and necessary.



Corvallis

SCHOOL DISTRICT

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 Kim Nelson 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.

Grievance Process - ORS 192.705

Grievances alleging a violation by a governing body of provisions in Public Meetings Law may be submitted in writing to Kim Nelson at kim.nelson@corvallis.k12.or.us or submitted between 8:00 am – 5:00 pm Monday through Friday at 1555 SW 35th Street, Corvallis, OR 97333. Additional information is available on the district website.

SCHOOL BOARD MEMBERS			
Judah Largent	541-231-8415	Terese Jones, Co-Vice Chair	541-230-1673
Sami Al-Abdrabbuh	541-283-6611	Shauna Tominey, Co-Vice Chair	541-829-8411
Chris Hawkins	541-602-2045	Luhui Whitebear, Chair	541-714.3305
Bernie Wang	541-704-7298		

EXECUTIVE STAFF MEMBERS	
Ryan Noss, Superintendent	541-757-5841
Melissa Harder, Assistant Superintendent / Human Resources Director	541-766-4857
Lauren Wolfe, Finance Director	541-757-5874
Byron Bethards, Student Growth & Experience Director	541-757-5470
Kim Patten, Operations Director	541-757-3849
Kim Nelson, Executive Assistant to the Superintendent; Board Secretary	541-757-5841