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a. Letter to the Board from David Gorman		
b.		
23. ADJOURNMENT		

Minutes of Budget Committee Meeting

Budget Committee and Board Approved _____

Corbett School District

A Budget Committee Meeting of the Board of Trustees of Corbett School District was held Wednesday, May 12, 2021, beginning at 7:00 PM in the Virtual via ZOOM. Board Members present were Bob Buttke; David Gorman; Michelle Vo, and Rebecca Bratton. Board Member Katey Kinnear was absent. Board Members Todd Mickalson and Todd Redfern had excused absences. Budget Committee members present were Stuart Childs (in at 7:05 p.m.), Hope Beraka, Presiding Officer; Stephanie Nystrom; Brad Garrett, Vice Presiding Officer; and Dirk Iwata-Reuyl. Budget Member Kynan Church was absent and member Rebecca Stewart had an excused absence. Also present were Dan Wold, Interim Superintendent; Cindy Duley, Business Manager; Holly Elvins-Dearixon, Curriculum Coordinator/TOSA/ZOOM Moderator and Robin Lindeen-Blakeley, Deputy Clerk/HR Lead. NOTE: The minutes are prepared to coincide with time scheduled matters and the numbering system of the agenda and is not necessarily the actual order of happenings at the meeting.

1. CALL TO ORDER

Requested By: Robin Lindeen-Blakeley

Presenter: Hope Beraka, Presiding Officer

Description: Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84567694066>

Or One tap mobile :

US: +16699006833,,84567694066# or +12532158782,,84567694066#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 845 6769 4066

International numbers available: <https://us02web.zoom.us/j/84567694066>

Time: 7:01 P.M. Vice Presiding Officer, Brad Garrett, called the meeting to order. Hope Beraka was brought over to the side of the meeting to be with the panelists.

2. REVIEW AND ACCEPT AGENDA

Requested by: Robin Lindeen-Blakeley

Presenter: Hope Beraka, Presiding Officer

For the record and discussion again: Todd Mickalson was excused for his absence at the May 5, 2021 Budget Committee meeting.

Consensus for review and acceptance of the agenda.

3. APPROVAL OF MINUTES

Requested by: Robin Lindeen-Blakeley

Presenter: Hope Beraka, Presiding Officer

Description: Budget Committee Meeting May 5, 2021

Attachments: (1)

7:05 p.m.

Brad Garrett moved to approve the minutes as written. Bob Buttke seconded.

The minutes were approved with a vote of 11-0.

4. BUDGET REVIEW

Requested by: Robin Lindeen-Blakeley

Presenter: Dan Wold, Interim Superintendent and Cindy Duley, Business Manager

Description: <https://corbett.k12.or.us/files/CSD39-2020-21-Adopted-Budget.pdf>
Review/discussion on any changes identified through budget committee questions on May 5 or those arising from our internal review of the proposed document

Attachments: (2)

Hope Beraka asked Ms. Duley to walk them through follow up items. Proposed 2021-2022 Budget and Proposed Budget Changes Tracker beginning on pages 7-81 of the BoardBook Premier packet.

Ms. Duley presented Capital Sources Report. There is sufficient budget under 2310 for additional training for 2021-22. \$10,000 in object 0319.

Instructional/Professional/Tech. and is where Board development is spent. \$1950 spent this year, with about \$8,000 capacity. \$3,417 spent in 2019-20. Ms. Duley shared her screen, regarding Fund 09 formerly Capital Improvement and explained Fund 08 General Fund to Full Faith & Credit transactions. \$3,424,357 in two funds, doesn't include the four million matching grant. Bond proceeds were used to pay off FF& C loan.

Board and Budget Committee discussion.

Ms. Duley noted there is a Bond Oversight Committee meeting scheduled for May 18. Costs so far for septic (Boeger & Associates) and architects (Soderstrom Architects).

Mr. Wold concurred discussion could be on agenda for Bond Oversight Committee.

Ms. Duley shared five reports on screen regarding Fund 08 and Fund 09 from 2018-2019 to 2020-2021.

Further Board and Budget Committee discussion.

Ms. Duley expressed that going forward it should be clearer with Fund 08 pay off and Fund 09 GO Bond, and Fund 10 matching grant funds with future journal entries and auditor input.

5. BUDGET COMMITTEE DISCUSSION

Requested by: Robin Lindeen-Blakeley

Presenter: Hope Beraka, Presiding Officer

Stephanie Nystrom asked about page 31 of the document/page 39 of the packet, regarding FTE Positions by Fund. Are we planning for two counselors?

Ms. Duley noted that Fund 04 Student Investment will show new FTE for counselor.

Mr. Wold expressed that there will be a total of 3.0 FTE.

Ms. Duley said one counselor is coming through MESD, so wouldn't reflect in our budget.

6. AUDIENCE COMMENTS

Requested by: Robin Lindeen-Blakeley

Presenter: Hope Beraka, Presiding Officer

Description: Public comment will be taken by email and live via Zoom. Written comments received by 4:00 pm May 7, 2021, will be read during the public comment section of the meeting on May 12. Schedule Zoom comment up through 4:00 pm May 7, 2021, by providing your name, phone number, and address to CSD via phone message at 503-261-4211 or email to rlindeen@corbett.k12.or.us. All comments are subject to a three-minute limit per community member.

Discussion: a. No information for this meeting was received. There were 23 participants in the meeting.

7. Approval/Recommendations Action Item

Requested By: Robin Lindeen-Blakeley

Presenter: Budget Committee

Description: Motions for Resolution 7.1 and 7.2

Approval of the Proposed 2021-2022 Budget and approval of the Ad Valorem Property Tax Rate and G.O. Bond levy as attached in the BoardBook packet.

Attachments: (1)

Brad Garrett read aloud by Fund the Resolution 7.1 on page 82 of the BoardBook packet and Bob Buttke seconded.

The vote of the Budget Committee and Board was 11-0.

Michelle Vo moved and Bob Buttke seconded the Resolution 7.2 on page 82 of the BoardBook packet.

The vote of the Budget Committee and Board was 11-0.

8. ADJOURNMENT

Presenter: Hope Beraka, Presiding Officer

The meeting was adjourned at 8:06 p.m.

Minutes budget 51221

FORM ED-1

NOTICE OF BUDGET HEARING

A public meeting of the Corbett School District No. 39 will be held on June 16, 2021 at 7:00 pm. In response to the current health emergency, school facilities are closed and the meeting will be held virtually via Zoom. Visit the CSD website for details on how to attend: www.corbett.k12.or.us. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2021 as approved by the Corbett SD Budget Committee. A summary of the budget is presented below. An electronic copy of the budget may be requested by reaching the contact below or by going online at www.corbett.k12.or.us. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year. This notice was corrected to include the general obligation bond levy.
 Contact: Cindy Duley Telephone: 503-261-4290 Email: cduley@corbett.k12.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount Last Year 2019-20	Adopted Budget This Year 2020-21	Approved Budget Next Year 2021-22
Beginning Fund Balance	\$2,241,021	\$4,301,970	\$6,014,668
Current Year Property Taxes, other than Local Option Taxes	1,843,931	1,880,900	2,249,300
Other Revenue from Local Sources	619,410	860,500	862,500
Revenue from Intermediate Sources	200,657	201,200	201,200
Revenue from State Sources	11,480,230	11,187,900	15,707,465
Revenue from Federal Sources	442,613	434,332	1,077,056
Interfund Transfers	313,526	255,000	205,000
All Other Budget Resources	3,211,695	115,000	115,000
Total Resources	\$20,353,083	\$19,236,802	\$26,432,189

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Salaries	\$6,637,703	\$7,034,195	\$7,676,518
Other Associated Payroll Costs	4,068,657	4,247,406	4,781,568
Purchased Services	1,189,178	1,256,725	4,826,285
Supplies & Materials	958,322	1,454,208	1,604,874
Capital Outlay	1,565,592	2,441,000	4,146,750
Other Objects (except debt service & interfund transfers)	274,830	295,400	295,400
Debt Service*	432,200	671,329	667,142
Interfund Transfers*	313,526	255,000	205,000
Operating Contingency	57,485	163,274	775,982
Unappropriated Ending Fund Balance & Reserves	4,855,590	1,418,265	1,452,670
Total Requirements	\$20,353,083	\$19,236,802	\$26,432,189

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY FUNCTION			
1000 Instruction	\$8,670,498	\$9,155,263	\$9,852,486
FTE	72.22	70.13	74.99
2000 Support Services	4,365,965	4,771,400	5,988,021
FTE	23.36	32.67	31.025
3000 Enterprise & Community Service	299,996	426,000	437,180
FTE	2.22	1	1
4000 Facility Acquisition & Construction	1,415,308	2,376,271	7,053,708
5000 Other Uses			
5100 Debt Service*	432,200	671,329	667,142
5200 Interfund Transfers*	313,526	255,000	205,000
6000 Contingency	0	163,274	775,982
7000 Unappropriated Ending Fund Balance	4,855,590	1,418,265	1,452,670
Total Requirements	\$20,353,083	\$19,236,802	\$26,432,189
Total FTE	97.8	103.8	107.02

* not included in total 5000 Other Uses. To be appropriated separately from other 5000 expenditures.

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING **
State revenue reflects the State School Fund distribution to School Districts at \$4.4598 in the Approved Budget. Student Investment Account has been budgeted at 100% of expected revenue as of May 12, 2021.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (Rate Limit \$4.5941 per \$1,000)	\$4.5941	\$4.5941	\$4.5941
Local Option Levy	0	0	0
Levy For General Obligation Bonds	\$0	\$0	\$370,400

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$4,000,000	\$0
Other Bonds	\$1,450,556	\$0
Other Borrowings	\$480,482	\$0
Total	\$5,931,037	

** If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.



Robin Faye Lindeen Blakeley <rlindeen@corbett.k12.or.us>

Help us shape Convention

1 message

OSBA Info <info@osba.org>

Thu, May 27, 2021 at 12:07 PM

Reply-To: OSBA Info <info@osba.org>

To: Robin Lindeen-Blakeley <rlindeen@corbett.k12.or.us>

[OSBA Annual Convention](#)

[View this email in your browser](#)



OSBA's Annual Convention, "Building Partnerships: 75 years of supporting Oregon school leaders," will be a hybrid virtual and in-person event this year. Join us for our premier event, scheduled for Nov. 11-13, at the Salem Convention Center. More information and details to come. Watch for a registration notice in early August.



We are seeking informative and interesting workshops primarily targeting school board members and superintendents to present at Convention. In

particular, submit workshop proposals in the following areas:

- Board/superintendent relationships and their impacts on student achievement
- Community partnerships that impact equitable student outcomes
- Engaging youth in board governance
- Board culture (How boards work together as a team)
- Diversity, equity and inclusion
- Charter schools: Current issues and best practices
- Innovation in education

Submit workshop proposal

Proposal deadline: June 15

Questions? Contact Janet Avila-Medina at javilamedina@osba.org.

OSBA ANNUAL CONVENTION

STUDENT PERFORMANCE APPLICATION

A highlight each year of the OSBA Annual Convention is showcasing student performances.

Once again, we are seeking 3 or 4 student groups (band, orchestra, choir, ensemble, dance or theater) to perform at Convention.

[Learn more](#)

[Submit application](#)

Proposal deadline: June 21

Questions? Contact Sarah Herb at sherb@osba.org.

OSBA ANNUAL CONVENTION STUDENT ART EXHIBITION

Each year, the OSBA Annual Convention showcases a student art display for attendees. Want to see your students' art on display? Apply now, or forward this information to your school art teachers.

Submit your proposal online

Proposal deadline: Sept. 1

If selected, you would need to bring 75-100 pieces that can be purchased by Convention attendees. School programs keep all the proceeds.

Questions? Contact Kristen Miles at kmiles@osba.org.



Twitter



Facebook



Website

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Oregon School Boards Association · 1201 Court Street NE · Suite 400 · Salem, OR 97301 · USA



School Board Self-Evaluation

School District and Evaluation Year

Corbett 39

2020

Prepared by:

*Your OSBA Board Development Team
Oregon School Boards Association
1201 Court Street NE, Suite 400
Salem, OR 97301
(503) 588-2800
(503) 485-4837 Direct Line
www.osba.org*



School Board Self-Evaluation Framework for Governance

Reviewing Your Detailed Report

The disaggregate data of each question's responses are displayed in horizontal bar charts color coded to show the percentage of time your board is engaged in each of the areas questioned and includes how many individuals responded in each time choice.

OSBA believes your school board will find it beneficial to drill down to the individual questions within each of the benchmarks for the five best-practice board roles/standards, and requests you read through this report thoroughly prior to your facilitator's arrival.

With the help of your OSBA facilitator the board will go through discussion in the following areas:

1) What do you see?

Be prepared to describe what you see in the data and identify where it is located to the group. This is not about interpretation at this stage, only what you see.

2) What does the data suggest?

The board will discuss what the data suggest and try to generate different interpretations. Please come prepared to ask clarifying questions of one another to increase clarity and understanding of one another's perspectives.

3) Identify growth area(s) from the observations and interpretations.

Identify growth area(s) from the observations and interpretations. The board will discuss which standard(s) to focus on for improvement and any benchmarks in particular that the board wishes to see increased.

- Standard 1 Conduct and Ethics
- Standard 2 Vision
- Standard 3 Structure
- Standard 4 Accountability
- Standard 5 Advocacy and Communication

4) Build a professional development plan for the board.

The board will discuss how it wishes to go about implementing its professional development by determining the level of commitment from the individual board members, how much time it is willing to devote to learning and who the board wishes to help guide the learning.

- Identify available time for board-superintendent team learning
- Determine use of a learning facilitator (OSBA, in-district, consultant, other)
- Establish commitment from individual board members to participate in the professional development.

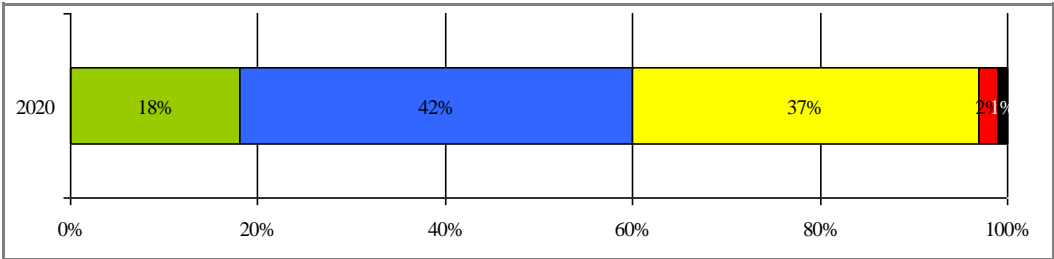
OSBA looks forward to serving your board and being the association dedicated to improving student success and education equity through advocacy, leadership and service to Oregon school boards.



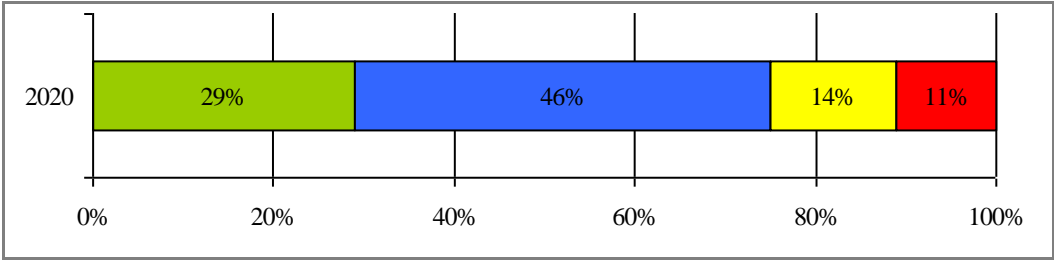
Framework for Governance: Aggregate Data



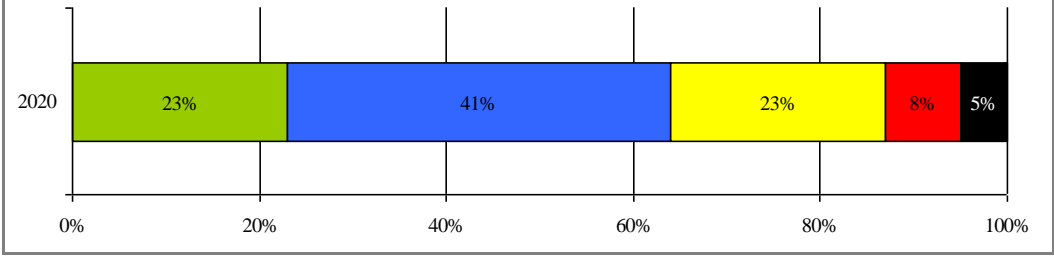
Standard 1
Conduct and Ethics:
 Provide responsible school district governance



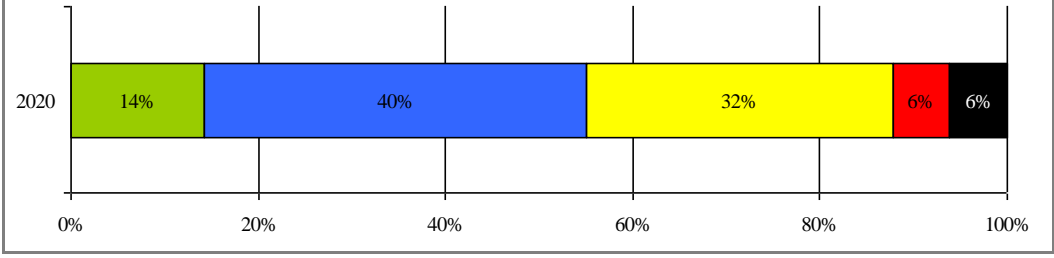
Standard 2
Vision:
 Set and communicate high expectations for student learning with clear goals and plans for meeting those expectations



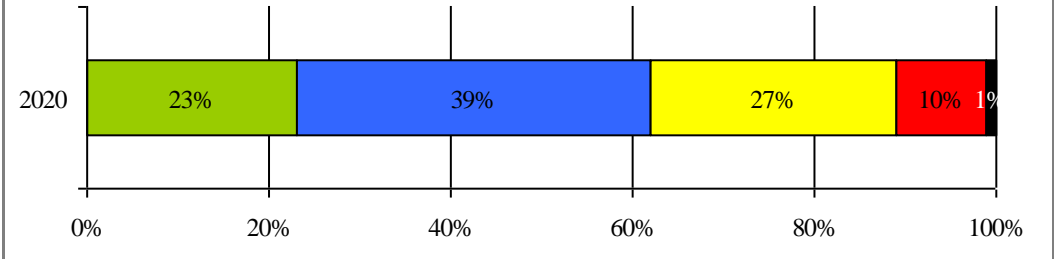
Standard 3
Structure:
 Create conditions district-wide for student and staff success



Standard 4
Accountability:
 Hold school district accountable for meeting student learning expectations



Standard 5
Advocacy and Communication:
 Engage local community and represent the values and expectations they hold for their schools



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Standard 1 Conduct and Ethics

Provide responsible school district governance by:

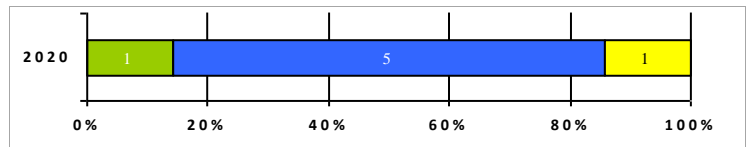
Benchmark of Success A

Conducting board and district business in a fair, respectful and responsible manner.

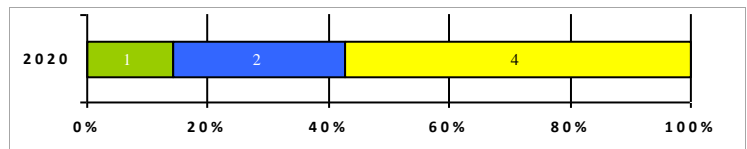


To what extent does our board:

Q 3 Base its decisions on what is best for students' success?



Q 4 Commit to a clear and shared purpose?



Notes:



Standard 1 Conduct and Ethics

Provide responsible school district governance by:

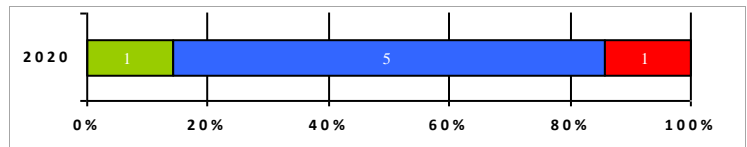
Benchmark of Success B

Ensuring the board is accountable and open to the public including seeking divergent perspectives in its decision making process.

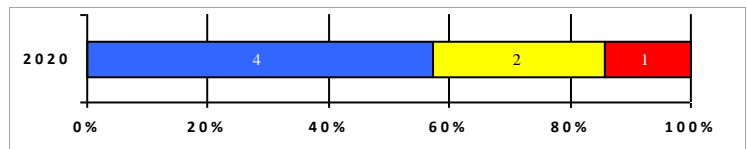


To what extent does our board:

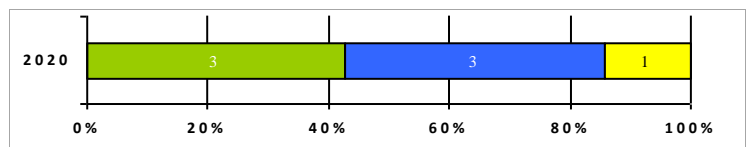
Q 5 Provide information to the public that supports board discussions and decisions?



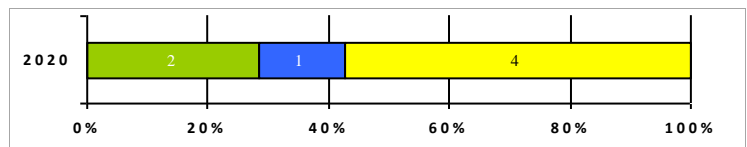
Q 6 Follow a defined process for gathering input prior to making critical decisions?



Q 7 Carry out annual assessments of its performance?



Q 8 Set goals for its improvement?



Notes:



Standard 1 Conduct and Ethics

Provide responsible school district governance by:

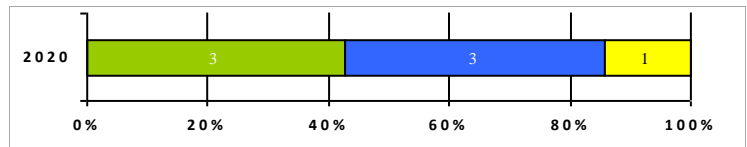
Benchmark of Success C

Respecting and advocating mutual understanding of the roles and responsibilities of board members and the superintendent.

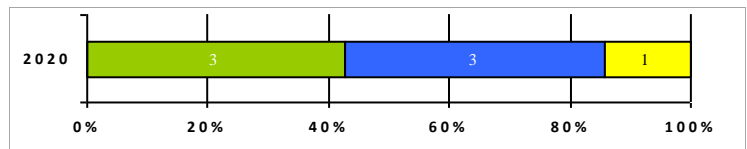


To what extent does our board:

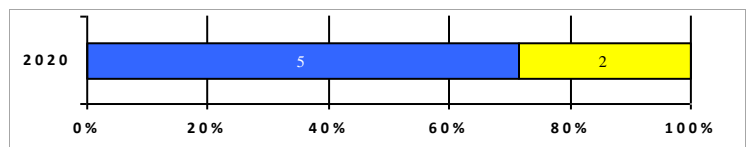
Q 9 Delegate authority to the superintendent to manage district operations and implement policy?



Q10 Honor the roles and responsibilities of the superintendent?



Q11 Use written protocols for its interactions?



Notes:



Standard 1 Conduct and Ethics

Provide responsible school district governance by:

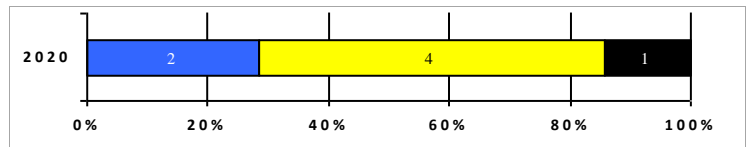
Benchmark of Success D

Adopting policies based on well-researched practices that emphasize a belief that all students can achieve at high levels and that support continuous improvement of student achievement.

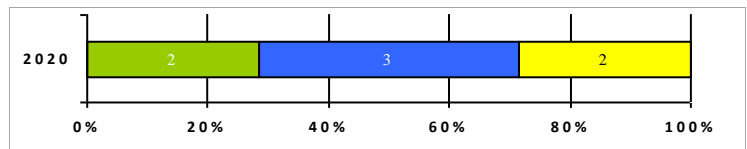


To what extent does our board:

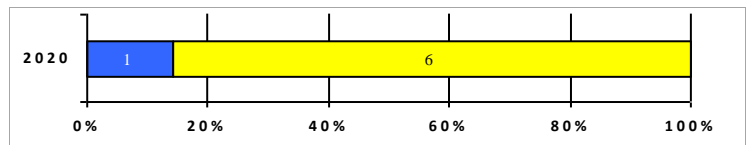
Q12 Govern using policies that align with research-based best practices?



Q13 Focus policy decisions on what is necessary for all students to achieve at high levels?



Q14 Collaborate with colleagues across the region, state, or nation regarding current and emerging trends, issues, and policy solutions?



Notes:



Standard 1 Conduct and Ethics

Provide responsible school district governance by:

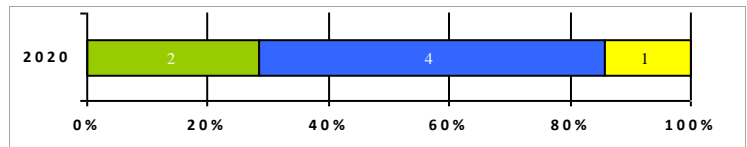
Benchmark of Success E

Promoting healthy relationships by communicating supportively, inspiring, motivating and empowering others, and exercising influence in a positive manner.

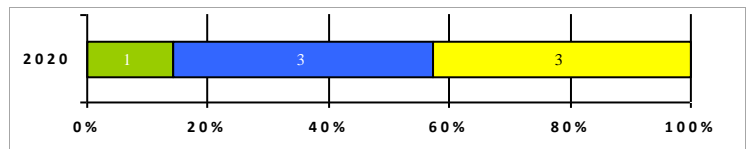


To what extent does our board:

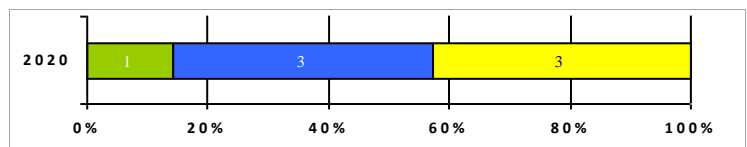
Q15 Provide an opportunity for stakeholders, such as staff, students, parents, and community members, to make presentations to the board?



Q16 Promote continuous improvement throughout the organization?



Q17 Treat all individuals, including fellow board members, staff, students, and community members, with respect?



Notes:

Standard 1 Conduct and Ethics

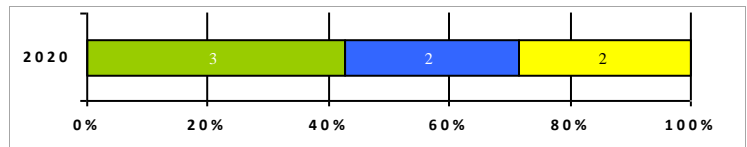
Provide responsible school district governance by:

Benchmark of Success F Working as an effective and collaborative team.

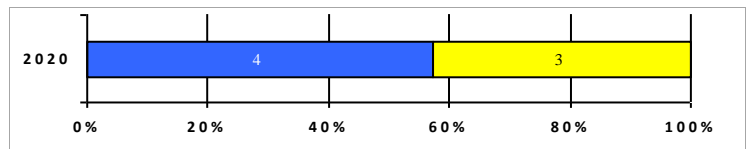


To what extent does our board:

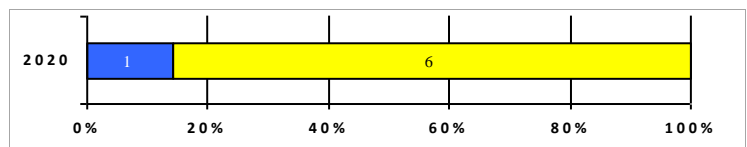
Q18 Work with the superintendent to achieve mutual trust and commitment?



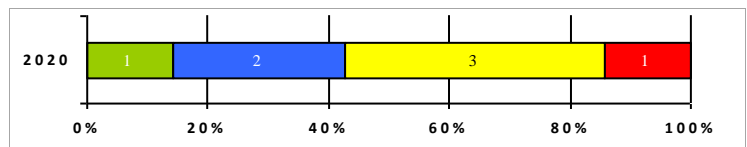
Q19 Pursue professional development to improve board members' knowledge and skills by attending conferences, holding study sessions, etc.?



Q20 Use collaborative processes that result in well-informed problem-solving and decision-making?



Q21 Together with the superintendent, share responsibility for the orientation of new board members and forming a new inclusive team?



Notes:

Standard 2 Vision

Set and communicate high expectations for student learning with clear goals and plans for meeting those expectations by:

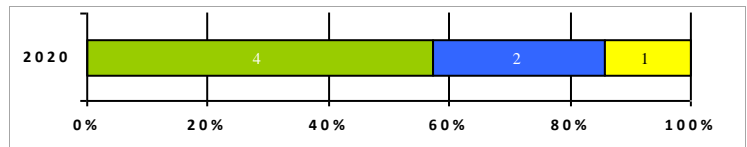
Benchmark of Success A

Articulating the conviction that all students can learn and the belief that student learning can improve regardless of existing circumstances or resources.

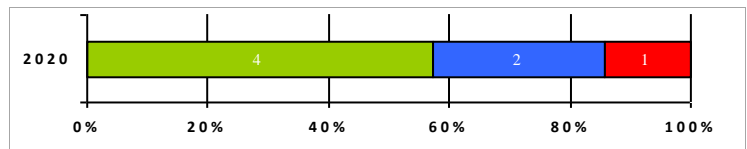


To what extent does our board:

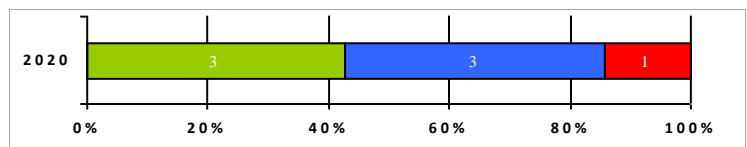
Q22 Through policies and actions, express our belief that all students can learn?



Q23 Through policies and actions, communicate high expectations for all students?



Q24 Foster a culture of collaboration around the shared purpose of improving student achievement?



Notes:



Standard 2 Vision

Set and communicate high expectations for student learning with clear goals and plans for meeting those expectations by:

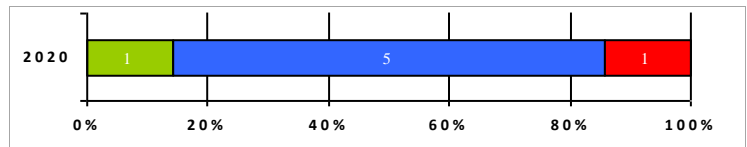
Benchmark of Success B

Leading the development, articulation and stewardship of a vision of learning that is shared and supported by schools and community.

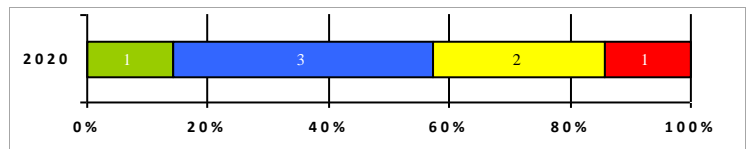


To what extent does our board:

Q25 Include stakeholders when developing and revising the district's vision?



Q26 Communicate its rationale for decisions to the community?



Notes:

Standard 2 Vision

Set and communicate high expectations for student learning with clear goals and plans for meeting those expectations by:

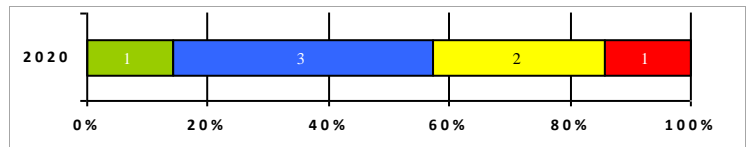
Benchmark of Success C

Adopting a collaboratively developed district plan focused on learning and achievement outcomes for all students.

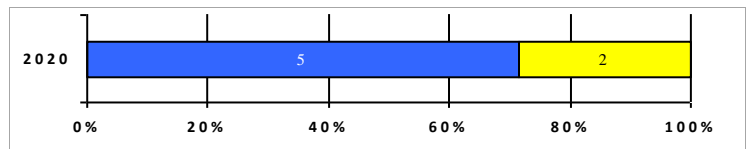


To what extent does our board:

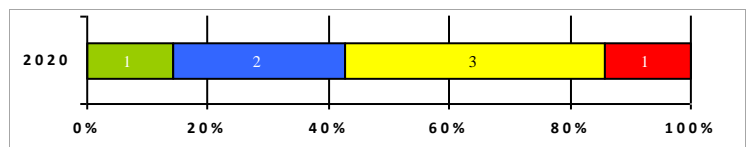
Q27 In collaboration with staff and the community, formulate and maintain a strategic plan with goals and outcomes?



Q28 Base its ongoing work, such as policy development, decision-making, and budgeting, on the district goals?



Q29 Continually monitor progress toward the goals and outcomes of the strategic plan?



Notes:



Standard 2 Vision

Set and communicate high expectations for student learning with clear goals and plans for meeting those expectations by:

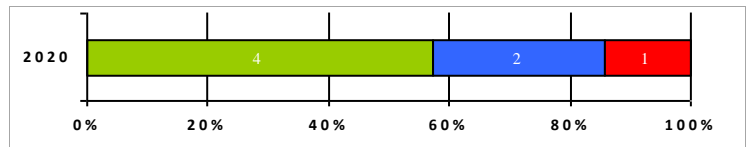
Benchmark of Success D

Ensuring non-negotiable goals for student achievement are established and aligned to the district's plan.

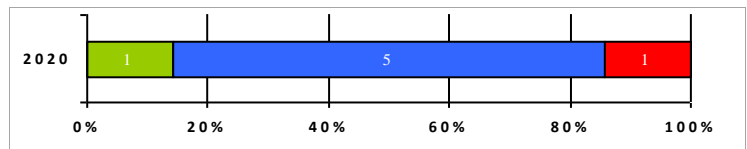


To what extent does our board:

Q30 Together with the superintendent agree that high expectations for all students is the highest priority?



Q31 Together with the superintendent review student achievement regularly?



Notes:



Standard 3 Structure

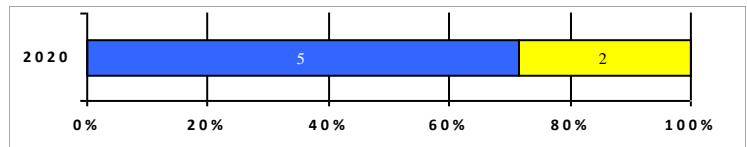
Create conditions district-wide for student and staff success by:

Benchmark of Success A Providing for the safety and security of all students and staff.

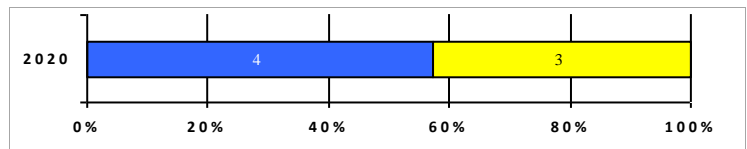


To what extent does our board:

Q32 Ensure that facilities comply with current health, safety, security, and accessibility standards?



Q33 Have policies that require regular evaluation and management of safety and security risks?



Notes:



Standard 3 Structure

Create conditions district-wide for student and staff success by:

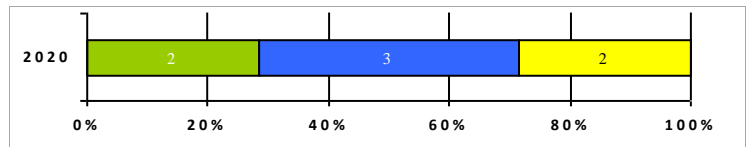
Benchmark of Success B

Employing and supporting quality teachers, administrators and other staff and providing for their professional development.

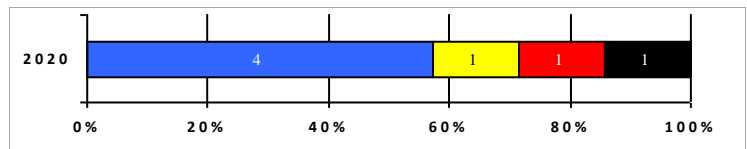


To what extent does our board:

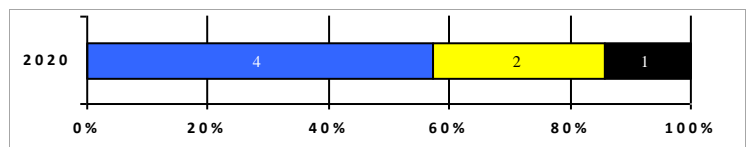
Q34 Have policies that ensure hiring and retention of highly qualified staff?



Q35 Have policies for evaluating staff based on student success?



Q36 Have policies that support research-based, best practices for staff development?



Notes:



Standard 3 Structure

Create conditions district-wide for student and staff success by:

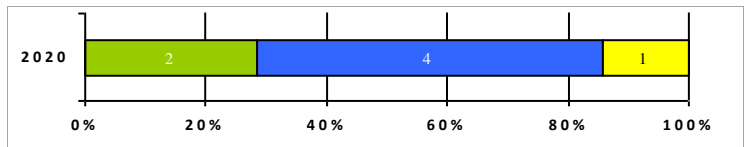
Benchmark of Success C

Providing for learning essentials, including rigorous curriculum, technology and high quality facilities.

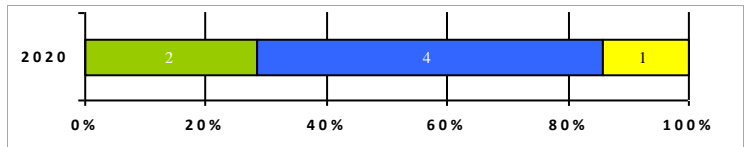


To what extent does our board:

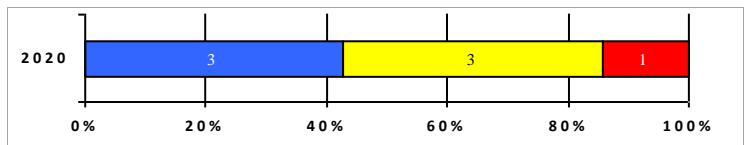
Q37 Have policies that ensure an established course of study for students and graduation requirements that align with high expectations for student achievement?



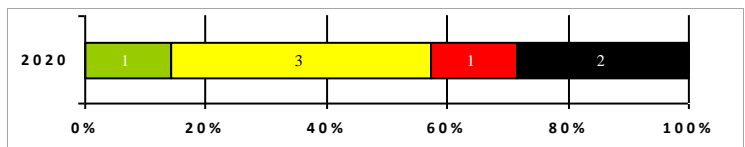
Q38 Have policies that ensure students receive the curriculum, support and supplemental materials necessary for high achievement?



Q39 Adopt a budget that supports quality staff development and resources for curriculum implementation?



Q40 Have a process that includes community and parent involvement in selecting curriculum?

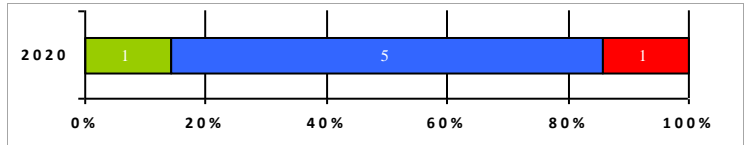


Notes:

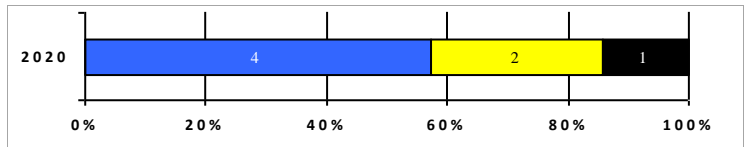
Standard 3 Structure

Create conditions district-wide for student and staff success by:

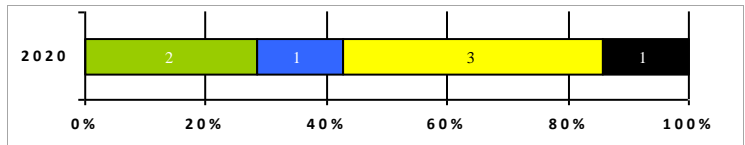
Q41 Have policies that require rigorous and regular evaluation of curriculum and supplemental materials to ensure they align with state and district standards?



Q42 Have a process in place to support evaluation and updating of technology?



Q43 Have a long-term facilities plan in place for construction and maintenance?



Notes:

Standard 3 Structure

Create conditions district-wide for student and staff success by:

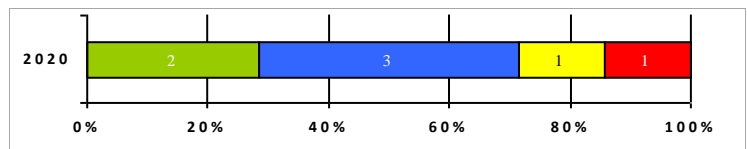
Benchmark of Success D

Ensuring management of the organization, operations, and resources for an efficient and effective learning environment.

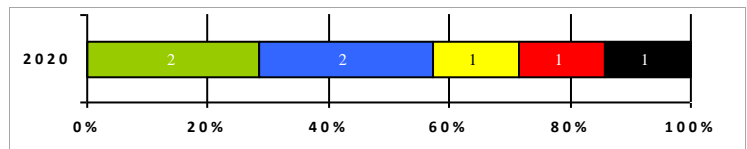


To what extent does our board:

Q44 Communicate an expectation that all classrooms will implement effective instructional practices?



Q45 Provide for evaluation of district operations to ensure there is an efficient and effective learning environment?



Notes:



Standard 3 Structure

Create conditions district-wide for student and staff success by:

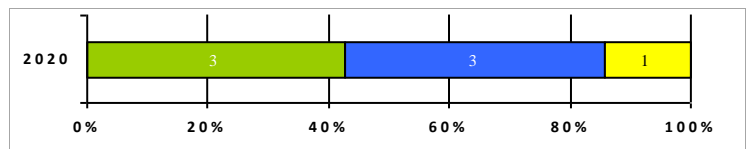
Benchmark of Success E

Adopting and monitoring an annual budget that allocates resources based on the district's vision, goals and priorities for student learning.

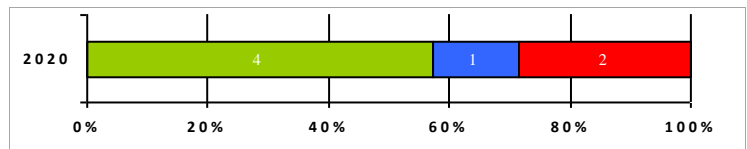


To what extent does our board:

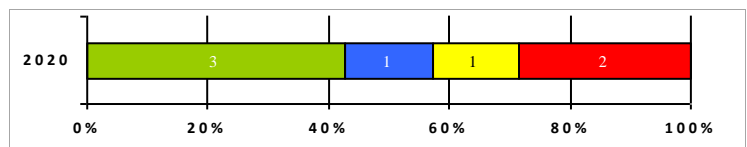
Q46 Keep the community informed about the district's financial status?



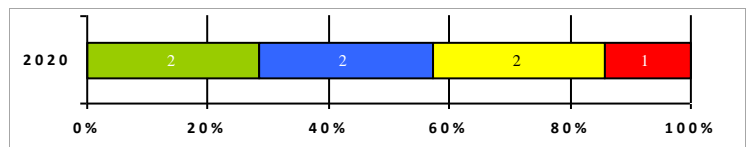
Q47 Seek public input during the budget process?



Q48 Provide guidelines for budget development, including a clearly defined expectation for a reasonable ending fund balance?



Q49 Adopt a fiscally responsible annual budget that is aligned with the strategic plan and vision?



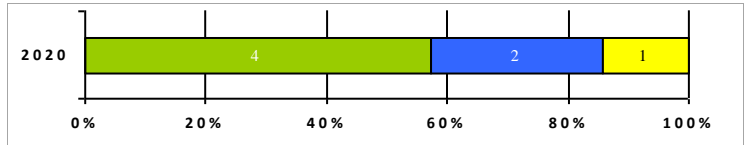
Notes:



Standard 3 Structure

Create conditions district-wide for student and staff success by:

Q50 Frequently monitor the budget and fiscal status of the district?



Notes:

Standard 4 Accountability

Hold school district accountable for meeting student learning expectations by:

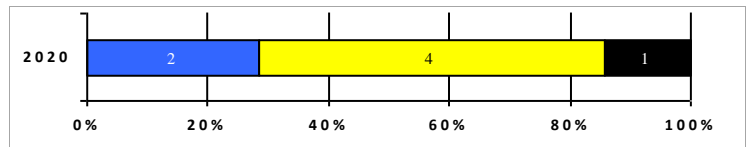
Benchmark of Success A

Committing to continuous improvement in student achievement at each school and throughout the district.

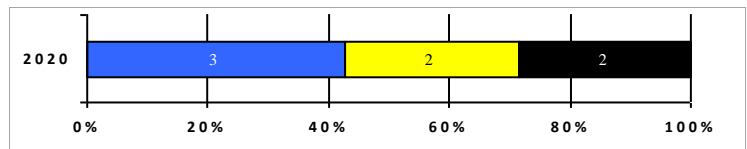


To what extent does our board:

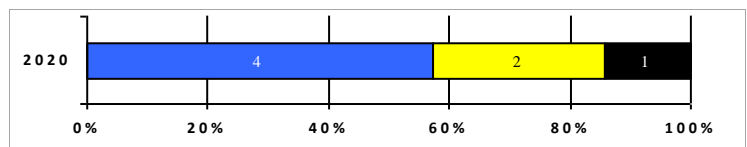
Q51 Follow a schedule for the timely review of the strategic plan?



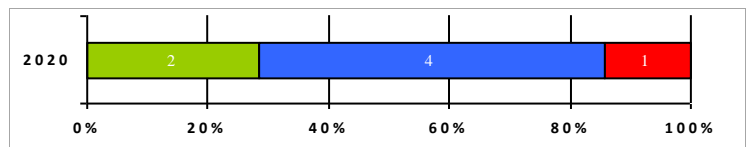
Q52 Ensure a high degree of coherence between the strategic plan and school improvement plans?



Q53 Annually review and make recommendations to the strategic plan and school improvement plans?



Q54 Publicly recognize the efforts of schools in improving student learning?



Notes:



Standard 4 Accountability

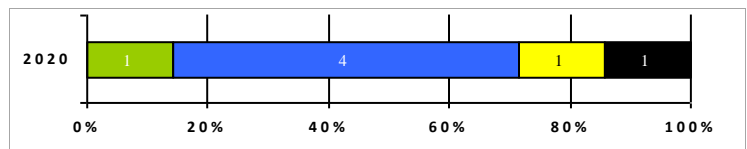
Hold school district accountable for meeting student learning expectations by:

Benchmark of Success B Evaluating the superintendent on clear and focused expectations.

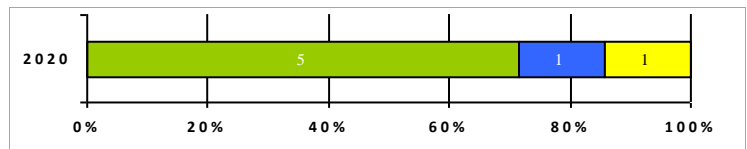


To what extent does our board:

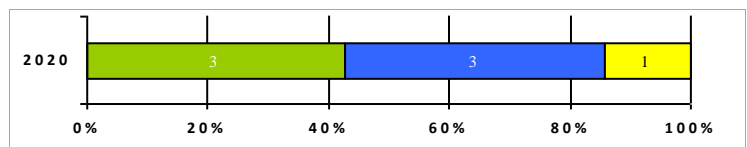
Q55 Have written goals for the superintendent that focus on specific outcomes for student learning?



Q56 Evaluate the superintendent's performance annually and communicate performance expectations to our community?



Q57 Base decisions about the superintendent's contract on objective evaluation of his or her performance and achievement of agreed upon goals?



Notes:

Standard 4 Accountability

Hold school district accountable for meeting student learning expectations by:

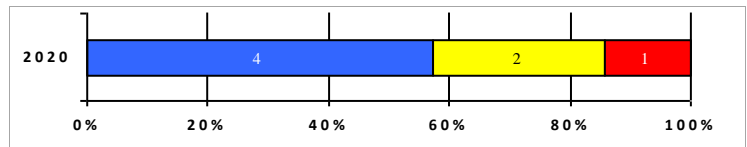
Benchmark of Success C

Measuring student academic progress and needs based on valid and reliable assessments.

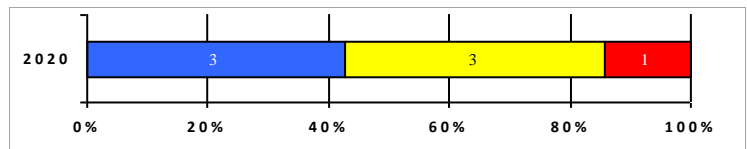


To what extent does our board:

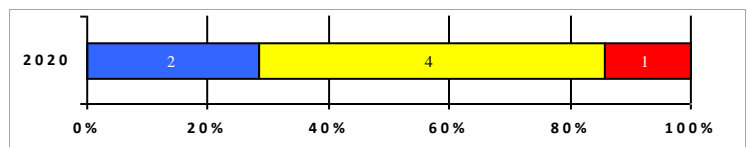
Q58 Require the effective use of data throughout the system to monitor student achievement and district performance?



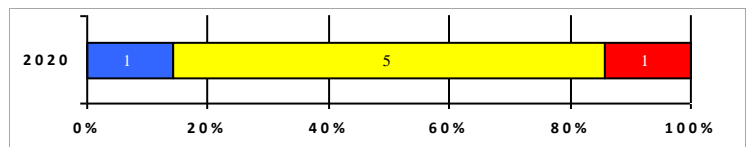
Q59 Regularly review and understand the criteria, assessment tools, and methods that measure student achievement and district performance?



Q60 Regularly review data, including disaggregated student achievement data, to measure progress toward district goals?



Q61 Regularly evaluate and adjust resources and strategies for closing achievement gaps to maximize their effectiveness?



Notes:



Standard 5 Advocacy and Communication

Engage local community and represent the values and expectations they hold for their schools by:

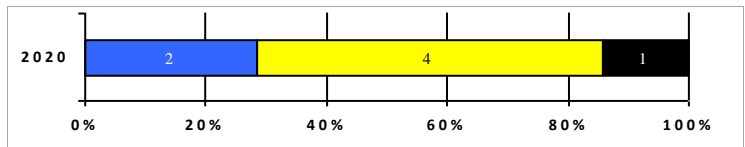
Benchmark of Success A

Collaborating with families and community members, responding to diverse interests and needs, and mobilizing community resources.

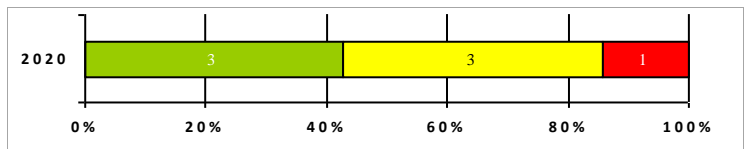


To what extent does our board:

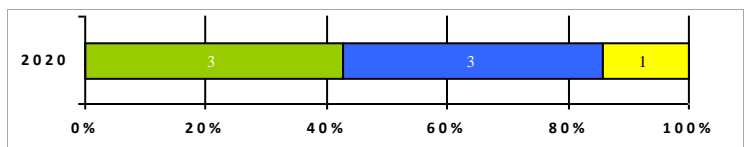
Q62 Advocate at the local, state and federal levels on behalf of students and the district?



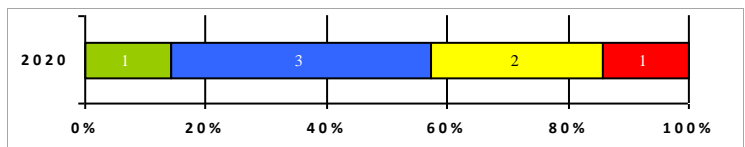
Q63 Model cultural, racial, and ethnic understanding and sensitivity?



Q64 Establish policies and partnerships that promote and expand educational opportunities for all students?



Q65 Follow an effective process for responding to questions, concerns, comments, or feedback from citizens?



Notes:



Standard 5 Advocacy and Communication

Engage local community and represent the values and expectations they hold for their schools by:

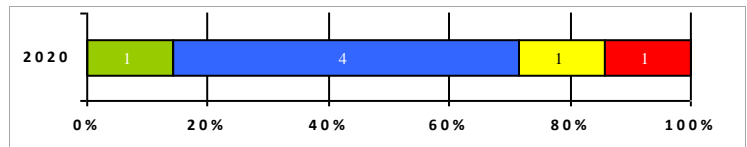
Benchmark of Success B

Ensuring school board and district transparency through a process that is open and accountable.

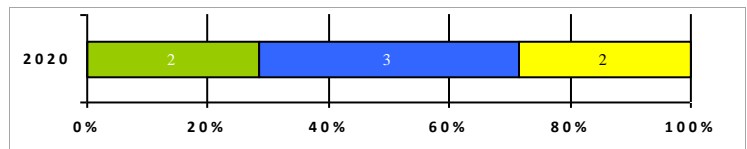


To what extent does our board:

Q66 Ensure the public is well informed of the board's roles and responsibilities?



Q67 Conduct its business in a transparent and accountable manner?



Notes:

Standard 5 Advocacy and Communication

Engage local community and represent the values and expectations they hold for their schools by:

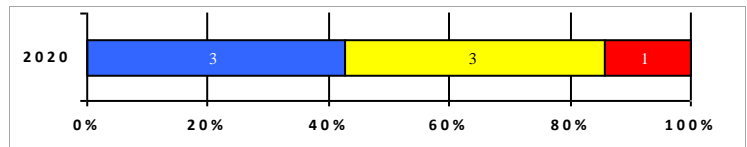
Benchmark of Success C

Ensuring district information and decisions are communicated community-wide.

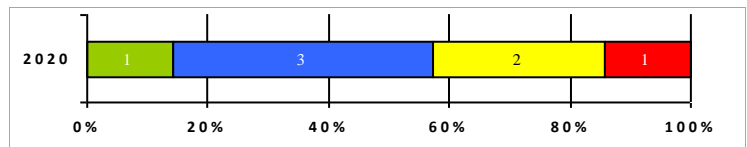


To what extent does our board:

Q68 Communicate proactively to disseminate information that addresses issues throughout the system and community?



Q69 Communicate district performance to the public in clear and understandable ways?



Notes:



Standard 5 Advocacy and Communication

Engage local community and represent the values and expectations they hold for their schools by:

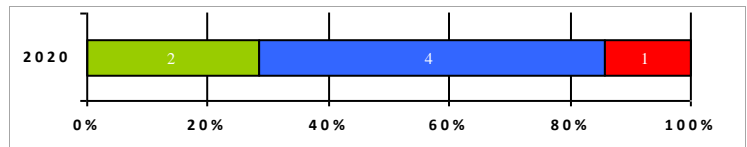
Benchmark of Success D

Soliciting input from staff and a wide spectrum of the community so that a diverse range of interests and perspectives on issues is considered.

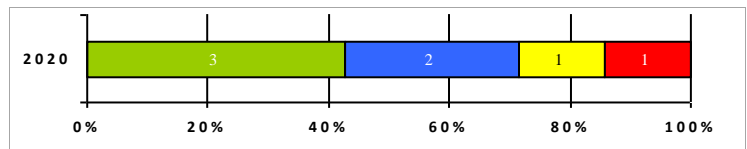


To what extent does our board:

Q70 Seek community and staff input in its decision-making to gain community and staff support?



Q71 Carefully consider community and staff input in its decision making?



Notes:

Regular Board Meeting May 19, 2021

Board Approved _____

The Board of Trustees

Corbett School District

Corbett School District #39 - A Regular Board Meeting of the Board of Trustees of Corbett School District was held Wednesday, May 19, 2021, beginning at 7:00 PM in the ZOOM online. Board members present were; Michelle Vo, Board Chair; David Gorman, Vice Chair; Todd Mickalson; Bob Buttke; Todd Redfern and Rebecca Bratton. Board Member, Katey Kinnear, had an excused absence. Also present were Administrators/staff Dan Wold, Interim Superintendent; Cindy Duley, Business Manager, Holly Elvins-Dearixon, TOSA/Curriculum Coordinator/ZOOM Moderator and Robin Lindeen-Blakeley, Deputy Clerk/HR Lead. Spencer Arnold, Student Representative to the Board, was also in attendance. NOTE: The minutes are prepared to coincide with time scheduled matters and the numbering system of the agenda and is not necessarily the actual order of happenings at the meeting.

PRELIMINARY BUSINESS

Description:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86432510383>

Or iPhone one-tap :

US: +16699006833,,86432510383# or +12532158782,,86432510383#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 864 3251 0383

International numbers available: <https://us02web.zoom.us/j/86432510383>

1.1. Call to Order – Chair Michelle Vo called the meeting to order at 7:02 p.m.

2. Review and Acceptance of Agenda

Presenter: Michelle Vo, Board Chair

Item 3.a became a discussion/action item and Item 3.f was added to discuss and take action on CEF scholarship.

3. Board Chair Report Information Item

Presenter: Michelle Vo, Board Chair

Description: a. Diane Efseaff Memorial Scholarship Program – due June 1. If this were to happen, about three hours added to each session with a minimum of a quorum, all to be done by June 30, 2022.

Board discussion.

The Board did not take action on Resolution No. 5.144-21 – no action, no resolution moved.

b. Virtual summer OSBA Conferences 2021-contact Robin to register

c. OSBA Annual Convention 2021 – contact Robin to register, information thus far seems that it will be in person.

d. Bond Oversight Committee – See item 8.2. Meeting held May 18, 2021.

e. Tuesday, May 18, 2021 - Special School Board election

<https://multco.us/elections/may-2021-special-election-candidate-filings> - official results are still pending.

f. CEF Scholarship – Mr. Wold stated that the last four years the Board has contributed to scholarships to the Corbett Education Foundation, \$3500 in the last three and \$7000 four years ago.

Board discussion.

Chair Vo suggested we need Board action for this fiscal year.

Michelle Vo moved and Todd Mickalson seconded with regular vote and amendment to motion with intent carrying as follows:

RESOLUTION NO. 5.145-21 – RESOLVED that the District approve school to do amount of \$3500, to be facilitated with seven different scholarships by CEF at \$500 each.

The vote of the Board was 6-0.

Attachments: (3)

4. Student Representative Report Information Item

Presenter: Spencer Arnold, HS Student Representative – announced May 10 (winter) sports began. May 30 is graduation. He thanked CHAMPS (Corbett High School Association of Mamas and Papas of Seniors) for gifts from Sugarpine Drive-In, Corbett Country Market, Liz's Coffee Cabin, etc. School books to be returned on May 25 from 9:00 a.m. – 12:30 p.m.

Board discussion regarding date for graduation.

Similar program as last year per Mr. Wold.

Spencer Arnold said the date doesn't matter to the seniors.

5. Approval of Minutes Action Item

Bob Buttke moved and Todd Redfern seconded:

RESOLUTION NO. 5.134-21 - RESOLVED that the Board approved the Regular School Board meeting minutes of April 21, 2021.

Attachments: (1)

28 participants at the meeting.

6. Introduction and Comments of Guests and Representatives

a. none at this meeting

6.1. Principal/Director/Supervisor Reports

Description: a. Holly Elvins-Dearixon, Curriculum Coordinator/TOSA - Student Investment Account (SIA)

Attachments: (2)

Next year's graduation to be held on Thursday, May 26. (already approved on 2021-22 school district calendar)

Ms. Elvins-Dearixon shared her screen with priorities of the May 2021 SIA (Student Investment Account). (Different than draft pages on 17-19 of the Board packet). In the fall the G.O. Bond passed and one-third of SIA was for that project, but won't be now. Preliminary allocation is \$749,927. No community engagement this year. It was presented at Site Council, newsletter and principal chats. There is no need to reapprove, as sending to ODE in June.

Board discussion.

Ms. Elvins-Dearixon said there should be a firm number in June, as more confidence now. This is a three-year grant, and we should be covered for next year and the year after. We will update if any changes in 2023-24.

Mr. Wold added we are holding off on positions, but will go forward. There was strong news as of May 19.

Presenter: Dan Wold, Superintendent and Cindy Duley, Business Manager – Mr. Wold said State is looking at

About \$1 billion more for education, from \$9.1 to \$9.3 billion. We will adjust for June 16 Budget Hearing.

Chair Vo suggested \$9.3 is better, but it is not \$9.6 billion.

7.1. Report Information Item

Presenter: Dan Wold, Superintendent and Cindy Duley, Business Manager – Ms. Duley presented and

explained handouts.

They are attached to BoardBook Premier's May 19 Board meeting as of June 15, 2021. May be another

Supplemental in June.

7.2. Supplemental Budget Resolution to Conduct Hearing, Approve 2020-21 Budgeted Beginning Fund Balance Adjustments, and Adopt Supplemental Budget Making Appropriations Action Item

Presenter: Dan Wold, Interim Superintendent and Cindy Duley, Business Manager- Ms. Duley explained that this action adjusted the BFB to audited figures, as true up in February and for spending for G.O. Bond and OSCIM Grant and Board authority is needed. This was shared on screen and in The Gresham Outlook as well as the website. Per auditors, we also have to account for sinking fund historically since 2012, so increase to Support Services. ESSER Funds new appropriation to account for computer devices and also FTE. New documents will be emailed to Board. They will replace earlier handouts on the BoardBook Premier's packet on page 21. Updates were attached to BoardBook Premier's May 19 Board meeting as of June 15, 2021. David Gorman moved and Bob Buttke seconded:

RESOLUTION NO. 5.135-21 - RESOLVED that for the fiscal year beginning July 1, 2020, the actual Beginning Fund Balance amounts shown on the attachment in the board packet are hereby approved for purposes of balancing the 2020-21 budget and are hereby appropriated for the purposes indicated within the funds listed.

Michelle Vo suggested a friendly amendment to change “on the attachment in the board packet” to “at the meeting tonight” (a)

David Gorman reread with corrected wording.

The vote of the board was 6-0 for Resolution No. 5.135-21(a).

Attachments: (2)

7.3. G.O. Bond Information Items

Presenter: Cindy Duley, Business Manager

Description: Term Sheet, Closing Memo, Final Numbers, Levy Rate Projection

Attachments: (4) – Ms. Lindeen-Blakeley announced that they are already attached in the Board packet.

Ms. Duley noted that on page 84 of the Board packet if the level rate for the G.O. Bond at \$.90/\$1000. This is a good deal for voters.

8. Interim Superintendent Wold's Report Information Items

Presenter: Dan Wold, Interim Superintendent

Description: Superintendent Goals

Attachments: (1)

Mr. Wold presented his Superintendent Goals as set in the fall on pages 86-88 of the Board packet with updates. More information to be shared in June.

8.1. Enrollment Update and Lottery for 2021-22

Presenter: Dan Wold, Interim Superintendent – One more student started, now at 1092.

11 Kindergarten slots with 14 applications so far, four 2nd grade slots with 3 applications, one third grade slot with three applications, three fourth grade slots with two applications, three fifth grade slots with three applications, one seventh grade slot with two applications and one ninth grade slot with six applications. Other open slots for staff per the CBA and formula explained in order to get to 81 students.

8.2. Corbett School Campus Upgrades and / or Grants

Presenter: Dan Wold, Interim Superintendent – working for this summer for GS roofing project with Steve Salisbury, Maintenance Supervisor.

Bond Oversight Committee met on May 18 to go over expenditures and met on May 19 in the a.m. for feasibility for metal over wood framing at Woodard site. Marlene Gillis and Ian Mickelson of Soderstrom Architects were guest speakers at this meeting to give updates on the project, shared concept sketches on screen, and answered questions of the Board.

8:25 p.m. 29 participants in the meeting

Mr. Wold confirmed that 6th and 7th graders are moving to Woodard Rd. property (in the fall of 2022)

8.3. Future Planning / Strategic Planning / Reopening Plans

Presenter: Dan Wold, Interim Superintendent

Description: a. summer learning and fall plans – revised from State, due to moving from high risk to moderate risk. Revised guidance expected by July 22 for the fall. Hearing things to be normal but distancing or hybrid possible through Thanksgiving. We'll make adjustments as needed. Summer learning now includes money incentives, so will have credit recovery on site for two weeks, including GradPoint and through MHCC. K-8 enrichment with art, fairy tales, etc. The State approved our plan the week of May 10th. \$330,000 allotted with 25% up front. First two weeks beginning in June, and more in July and August with Administrative Directors working

on the rollout. Outdoor classroom spaces will be in use.

b. virtual program community/staff committee - C.A.V.E.- numbers not sure, so informational meeting on May 25 for real number gathering.

c. daycare community/staff committee- Cassie Duprey, Assistant Secondary Principal and Michelle Dawkins, GS Principal working on staff numbers to fill and then will fill in with community.

d. fees - Policy JN <https://policy.osba.org/corbett/J/JN%20D1.PDF>

Attachments: (1) on page 89 of the Board packet are current fees. Athletics and other fees to be looked at next year due to COVID-19. No action necessary per policy, as discussed by the Board.

8:39 p.m.

9. Consent Agenda

Presenter: Michelle Vo, Board Chair

<https://policy.osba.org/corbett/AB/BDDC%20G1.PDF>

David Gorman moved and Bob Buttke seconded:

9.1RESOLUTION ITEMS NO. 5.136-21 through 5.142-21** Action Items**

14.2RESOLUTION NO. 5.136-21 - RESOLVED** that the Board confirmed the OFLA dates for John Leamy, .45 FTE Bus Driver, effective May 6-16, 2021.

14.3 **RESOLUTION NO. 5.137-21 - RESOLVED that the Board confirmed the retirement of Jean-Paul Soulagnet, 1.00 FTE Secondary Teacher/Athletic Director, effective August 1,2021. His last day of employment is July 30, 2021.

14.4RESOLUTION NO. 5.138-21 - RESOLVED** that the Board confirmed the hire of 1.00 FTE Advanced Math Teacher, Rachel Bassell, effective August 20, 2021.

14.5RESOLUTION NO. 5.139-21 - RESOLVED** that the Board accepted the resignation of Patti Killgore, .83 FTE Educational Assistant, effective June 4, 2021.

14.6RESOLUTION NO. 5.140-21 - RESOLVED** that the Board confirmed the hire of Adam Meredith Griffith, 1.0 FTE K-8th CAPS Learning Specialist, effective August 20, 2021.

14.7RESOLUTION NO. 5.141-21 - RESOLVED** that the Board confirmed the intermittent FMLA/OFLA for Connie Renner, .83 FTE SPED Assistant II, effective May 10 - June 7, 2021, two days per week.

14.8RESOLUTION NO. 5.142.21 - RESOLVED** that the Board confirmed the Leave of Absence for Travis Dockter, 1.00 FTE SLP, for the 2021-2022 fiscal year.

The vote of the Board was 6-0.

10. CURRICULUM - no information at this time in the meeting.

11. STUDENTS – no information at this time in the meeting.

12. TRANSPORTATION, BUILDINGS AND MAINTENANCE

Presenter: Dan Wold, Interim Superintendent – reminded that the Board authorized Todd Williams,

Transportation Supervisor, to get quote.

This is necessary for 2025 rotation of our fleet.

Board discussion.

12.1. Approval to purchase 10 passenger van with a lift Action Item

David Gorman moved and Bob Buttke seconded:

RESOLUTION NO. 5.143-21 - RESOLVED that the Board approved the purchase of a 10 passenger 2021 Transit - 350 van with a lift for \$64,138.12 as attached in the Board packet.

Todd Mickalson relayed that Mr. Williams received best information from Northside Ford.

The vote of the Board

was 6-0.

Attachments: (2)

13. CO-CURRICULAR ACTIVITIES – Mr. Wold thanked medical and educational support folks that helped resolve guidance.

14. PERSONNEL

14.1. Vacant Positions Information Item – read aloud by Chair Vo.

Description: There are currently vacant positions for substitute bus drivers and substitute custodians. For 2021-22, a 4th/5th Grade Teacher.

<https://corbett.tedk12.com/hire/Index.aspx><https://corbett.tedk12.com/hire/Index.aspx>

15. POLICY

Description: First Reading Policy Sections A-B Information Items

Attachments: (1)

Chair Vo announced that series of policy updates will be brought over during the next meetings, along with the policy on adopting policies. Many distractions along with COVID-19 have delayed the rewrite. She explained first reading informational and if necessary will be moved to discuss at second meeting. Must be presented to Superintendent prior to the 2nd reading and then adopted at second reading on consent agenda.

Board discussion.

16. COMING EVENTS

Presenter: Michelle Vo, Board Chair

Description: Last day of school for seniors, Tuesday, May 25, 2021

GS/CAPS Portfolio Night - Conferences, Wednesday, May 26 - online

Graduation for Class of 2021, Sunday, May 30, 2021

Memorial Day Holiday, Monday, May 31, 2021

Last day of school, Friday, June 4, 2021

Teacher Assessment and Preparation, Monday-Tuesday, June 7-8, 2021

Public Hearing of the Budget and Regular Board Meeting, Wednesday, June 16, 2021 7:00 P.M. - Location

Online ZOOM decided after Board discussion. Meetings online through September and then follow up for further decision at that time.

17. MATTERS FOR THE GOOD OF THE ORDER

a. Michelle Vo asked the Board to do some lobbying and emails regarding a \$9.6 billion budget as opposed to the present \$9.3 billion for 2021-22.

b. Mr. Wold said the \$9.6 billion proposed in the House and Senate to maintain status quo.

c. Ms. Lindeen-Blakeley thanked Spencer Arnold for his time as Student Representative to the Board.

18. ADJOURNMENT – The Board adjourned at 9:07 p.m.

Corbett School District
Financial Report to the Board of Directors
Wednesday, June 16, 2021

The attached reports reflect revenue received and payments made through May 31, 2021.

Tonight the Board will be asked to approve an appropriation adjustment to the 2020-21 budget to shift expenditure appropriations between major function areas to reconcile where adjustments are needed for compliance with local budget law.

Thank you,

Cindy Duley, Business Manager

cduley@corbett.k12.or.us

Board Financial Reports Guide:

Summary of Budget and Actual Expenditures by Fund and Major Function

Shows the year-to-date expenditures compared to the legally appropriated budget. Actual expenditures cannot exceed appropriation.

Year-to-Year Fund Statements

Shows the current year-to-date revenues and expenditures compared to the same time last year for the following funds:

- General Fund
- Food Services Fund
- Federal Funds
- Student Investment Account
- GO Bond 2021

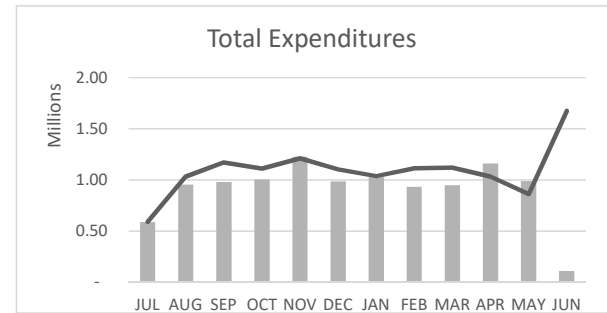
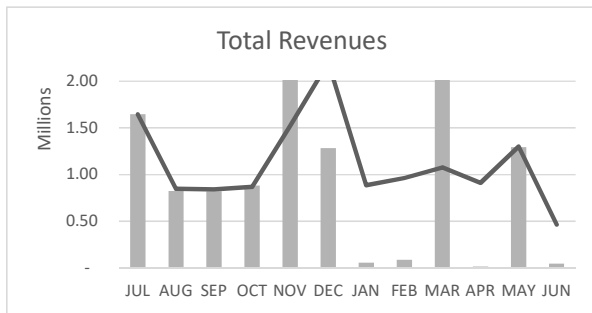
Year-to-Year General Fund Revenues and Expenditures by Month

Shows prior year and current year-to-date revenues and expenditures in more detail, by major category and month, for the General Fund.

FUND 01: GENERAL FUND
Revenues and Expenditures by Month

FY 2019-2020	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Revenues													
Property Taxes	-	6,094.98	4,105.67	2,940.62	582,903.18	1,093,279.83	21,903.74	11,785.41	45,707.76	6,448.84	4,934.17	63,827.69	1,843,931.89
State School Fund	1,630,542.00	814,782.00	814,782.00	814,782.00	814,782.00	814,782.00	814,782.00	830,019.00	830,019.00	905,558.00	1,050,066.64	(2,196.95)	10,132,699.69
Local Sources	13,662.69	27,630.33	19,580.61	27,721.22	22,830.07	118,039.30	25,429.36	33,653.52	25,590.73	(643.43)	14,625.02	37,167.29	365,286.71
Intermediate Sources	-	127.50	529.18	-	-	-	-	-	-	-	-	200,000.00	200,656.68
State Sources	-	-	-	23,278.98	-	155,828.40	23,954.74	87,289.11	63,272.38	-	221,007.55	153,863.94	728,495.10
Federal Sources	-	-	-	-	-	17,812.17	-	-	-	-	10,042.27	12,142.73	39,997.17
Other Sources	-	-	-	-	100,000.00	-	-	-	111,694.00	-	-	-	211,694.00
Total Revenues	1,644,204.69	848,634.81	838,997.46	868,722.82	1,520,515.25	2,199,741.70	886,069.84	962,747.04	1,076,283.87	911,363.41	1,300,675.65	464,804.70	13,522,761.24
Expenditures													
Salaries	132,505.63	529,586.48	553,163.25	584,272.39	604,351.95	555,653.93	555,876.59	573,710.08	579,802.66	554,546.59	361,970.89	812,267.77	6,397,708.21
Associated Payroll	98,654.35	295,219.58	319,427.17	330,083.13	330,825.70	317,779.15	335,934.70	335,892.46	342,904.03	328,677.17	331,323.20	548,044.44	3,914,765.08
Purchased Services	60,418.24	61,018.87	120,053.59	61,489.43	73,781.31	134,467.35	99,322.65	148,582.72	40,596.57	77,769.47	92,032.27	116,490.16	1,086,022.63
Supplies & Materials	65,513.89	106,837.65	106,194.30	104,324.02	31,949.42	27,497.59	23,310.20	32,635.15	35,331.43	42,712.32	13,446.57	51,260.86	641,013.40
Capital Outlay	-	-	10,898.16	9,700.00	149,443.31	5,000.00	-	-	106,694.00	-	(2,344.68)	31,314.69	310,705.48
Debt Service	59,083.76	9,499.55	48,923.19	9,499.55	17,499.55	55,298.55	9,601.68	9,601.68	9,601.68	26,890.68	63,318.00	113,382.86	432,200.73
Other Objects	172,906.42	31,048.57	11,818.67	11,494.85	2,461.28	6,463.19	13,318.97	15,130.33	3,250.29	2,870.19	1,052.89	2,291.05	274,106.70
Total Expenditures	589,082.29	1,033,210.70	1,170,478.33	1,110,863.37	1,210,312.52	1,102,159.76	1,037,364.79	1,115,552.42	1,118,180.66	1,033,466.42	860,799.14	1,675,051.83	13,056,522.23

FY 2020-2021	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Revenues													
Property Taxes	-	-	-	2,783.89	1,287,795.70	459,964.96	33,104.63	14,947.16	53,441.08	8,692.57	8,318.33	44,278.31	1,913,326.63
State School Fund	1,641,572.00	820,293.00	815,200.41	820,293.00	820,293.00	820,293.00	-	-	2,223,808.00	-	974,975.17	-	8,936,727.58
Local Sources	5,041.64	5,105.72	4,010.13	57,637.99	3,625.47	3,710.28	3,396.00	2,921.02	5,704.81	4,010.57	307.38	-	95,471.01
Intermediate Sources	-	-	-	-	-	-	-	-	-	-	-	-	46
State Sources	-	-	-	-	-	-	18,652.69	68,928.53	-	630.23	309,062.59	-	397,274.04
Federal Sources	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	1,646,613.64	825,398.72	819,210.54	880,714.88	2,111,714.17	1,283,968.24	55,153.32	86,796.71	2,282,953.89	13,333.37	1,292,663.47	44,278.31	11,342,799.26
Expenditures													
Salaries	125,269.06	545,902.25	529,015.72	523,004.90	537,915.10	540,058.84	536,053.29	539,469.69	556,598.33	576,695.83	578,982.10	-	5,588,965.11
Associated Payroll	91,994.82	312,550.32	316,413.07	356,076.63	322,608.74	323,899.92	338,243.99	329,206.79	338,737.79	357,650.28	354,436.58	459.63	3,442,278.56
Purchased Services	32,558.29	30,593.67	86,687.84	48,220.24	87,363.22	41,278.44	77,778.43	44,532.61	44,789.52	180,946.62	51,070.43	32,584.72	758,404.03
Supplies & Materials	63,011.53	41,403.58	44,607.21	27,382.67	256,693.82	11,369.83	18,046.85	5,831.92	626.85	20,080.58	(2,362.54)	4,657.58	491,349.88
Capital Outlay	-	-	-	-	-	-	38,500.00	-	-	-	-	64,516.12	103,016.12
Debt Service	56,485.82	9,260.59	(924.59)	49,259.23	17,479.34	62,137.60	15,041.84	9,590.12	4,168.00	21,457.00	4,168.00	4,168.00	252,290.95
Other Objects	215,928.10	14,223.75	2,240.18	577.41	2,952.46	7,488.18	2,075.39	2,015.14	3,366.86	1,810.63	785.08	65.00	253,528.18
Total Expenditures	585,247.62	953,934.16	978,039.43	1,004,521.08	1,225,012.68	986,232.81	1,025,739.79	930,646.27	948,287.35	1,158,640.94	987,079.65	106,451.05	10,889,832.83



Corbett School District No. 39
Board Financial Report
Fund 01: General Fund

	Fiscal Year 2019-2020			Fiscal Year 2020-2021			
	Year End Actuals	Year to Date May 31 2020	% of YE Actuals	Current Budget	Projected Actual	Year to Date May 31 2021	% of Projected
Revenues							
Property Taxes	1,843,932	1,780,104	97%	1,880,900	1,958,830	1,869,048	95%
State School Fund	10,132,700	10,134,897	100%	9,679,300	9,904,017	8,936,728	90%
Local Sources	365,287	328,119	90%	420,500	114,803	95,471	83%
Intermediate Sources	200,657	657	0%	201,200	200,000	-	0%
State Sources	728,495	574,631	79%	579,903	803,547	397,274	49%
Federal Sources	39,997	27,854	70%	43,349	46,372	-	0%
Total Revenues	13,311,067	12,846,263	97%	12,805,152	13,027,569	11,298,521	87%
Expenditures							
Salaries	6,397,708	5,585,440	87%	6,498,887	6,442,325	5,588,965	87%
Associated Payroll	3,914,765	3,366,721	86%	3,898,026	4,036,935	3,441,819	85%
Purchased Services	1,086,023	969,532	89%	1,120,425	832,907	725,819	87%
Supplies & Materials	641,013	589,753	92%	762,745	771,561	486,692	63%
Capital Outlay	310,705	279,391	90%	141,000	115,000	38,500	33%
Debt Service	432,201	318,818	74%	401,329	263,125	248,123	94%
Other Objects	274,107	271,816	99%	291,900	281,769	253,463	90%
Contingency	-	-		50,000	50,000	-	0%
Total Expenditures	13,056,522	11,381,470	87%	13,164,312	12,793,622	10,783,382	84%
Other Sources (Uses)							
Other Sources	211,694	211,694	100%	115,000	115,000	-	0%
Transfer In	25,000	-	0%	25,000	25,000	-	0%
Transfer Out	(288,526)	-	0%	(230,000)	(120,000)	-	0%
Total Other Sources (Uses)	(51,832)	211,694	-408%	(90,000)	20,000	-	0%
Change in Fund Balance	202,713	1,676,486		(449,160)	253,947	515,139	
Fund Balance - Beginning	2,069,238	1,666,531		4,182,828	2,315,403	2,271,951	
Fund Balance - Ending	2,271,951	3,343,017		3,733,668	2,569,350	2,787,090	

YTD Revenues	FY 2019-20	FY 2020-21	Variance	% Change
Property Taxes	1,780,104	1,869,048	88,944	5%
State School Fund	10,134,897	8,936,728	(1,198,169)	-12%
Local Sources	328,119	95,471	(232,648)	-71%
Intermediate Sources	657	-	(657)	-100%
Total Revenues	12,846,263	11,298,521	(1,547,742)	-12%

YTD Expenditures	FY 2019-20	FY 2020-21	Variance	% Change
Salaries	5,585,440	5,588,965	3,525	0%
Associated Payroll	3,366,721	3,441,819	75,098	2%
Purchased Services	969,532	725,819	(243,713)	-25%
Supplies & Materials	589,753	486,692	(103,060)	-17%
Debt Service	318,818	248,123	(70,695)	-22%
Other Objects	271,816	253,463	(18,352)	-7%
Total Expenditures	11,381,470	10,783,382	(598,089)	-5%

Corbett School District No. 39
Board Financial Report
Fund 08: General Fund, FF&C Loan

	Fiscal Year 2019-2020			Fiscal Year 2020-2021			
	Year End Actuals	Year to Date May 31 2020	% of YE Actuals	Current Budget	Projected Actual	Year to Date May 31 2021	% of Projected
Expenditures							
Purchased Services	65,646	21,973	33%	-	67,955	80,086	118%
Capital Outlay	508,402	508,402	100%	2,300,000	-	-	
Other Objects	51,785	51,785	100%	-	-	-	
Total Expenditures	625,833	582,160	93%	2,300,000	2,991,841	80,086	3%
Other Sources (Uses)							
Other Sources	3,000,000	3,000,000	100%	-	-	-	
Total Other Sources (Uses)	3,000,000	3,000,000	100%	-	-	-	
Change in Fund Balance	2,374,167	2,417,840		(2,300,000)	(2,991,841)	(80,086)	
Fund Balance - Beginning	-	-		4,674,167	2,374,167	2,374,167	
Fund Balance - Ending	2,374,167	2,417,840		2,374,167	(617,674)	2,294,081	
			YTD Expenditures	FY 2019-20	FY 2020-21	Variance	
			Purchased Services	21,973	80,086	58,113	
			Total Expenditures	582,160	80,086	(502,074)	

Corbett School District No. 39
Board Financial Report
Fund 02: Food Services Fund

	Fiscal Year 2019-2020			Fiscal Year 2020-2021			
	Year End Actuals	Year to Date May 31 2020	% of YE Actuals	Current Budget	Projected Actual	Year to Date May 31 2021	% of Projected
Revenues							
State School Fund	2,197	-	0%	2,000	2,000	-	0%
Local Sources	94,822	91,544	97%	120,000	5,735	5,564	97%
State Sources	6,804	6,290	92%	3,000	-	-	
Federal Sources	87,530	67,116	77%	121,000	125,656	90,015	72%
Total Revenues	191,353	164,950	86%	246,000	133,391	95,579	72%
Expenditures							
Salaries	76,456	68,868	90%	85,314	86,444	76,985	89%
Associated Payroll	47,852	41,617	87%	59,402	64,202	53,630	84%
Purchased Services	6,028	6,028	100%	6,000	3,223	3,857	120%
Supplies & Materials	164,966	152,723	93%	271,784	105,194	81,465	77%
Other Objects	4,695	3,286	70%	3,500	1,549	1,101	71%
Total Expenditures	299,997	272,521	91%	426,000	260,612	217,039	83%
Other Sources (Uses)							
Transfer In	103,526	-	0%	180,000	120,000	-	0%
Total Other Sources (Uses)	103,526	-	0%	180,000	120,000	-	0%
Change in Fund Balance	(5,118)	(107,571)		-	(7,221)	(121,459)	
Fund Balance - Beginning	12,339	12,339		7,221	7,221	7,221	
Fund Balance - Ending	7,221	(95,233)		7,221	-	(114,239)	

	FY 2019-20	FY 2020-21	Variance	% Change
YTD Revenues				
Local Sources	91,544	5,564	(85,979)	-94%
Total Revenues	164,950	95,579	(69,371)	-42%

	FY 2019-20	FY 2020-21	Variance	% Change
YTD Expenditures				
Salaries	68,868	76,985	8,117	12%
Associated Payroll	41,617	53,630	12,013	29%
Purchased Services	6,028	3,857	(2,171)	-36%
Supplies & Materials	152,723	81,465	(71,257)	-47%
Other Objects	3,286	1,101	(2,185)	-66%
Total Expenditures	272,521	217,039	(55,482)	-20%

Corbett School District No. 39
Board Financial Report
Fund 03: Federal Funds

	Fiscal Year 2019-2020			Fiscal Year 2020-2021			
	Year End Actuals	Year to Date May 31 2020	% of YE Actuals	Current Budget	Projected Actual	Year to Date May 31 2021	% of Projected
Revenues							
Federal Sources	271,542	227,370	84%	269,983	337,556	-	0%
Total Revenues	271,542	227,370	84%	269,983	337,556	-	0%
Expenditures							
Salaries	163,538	126,514	77%	113,962	102,209	86,348	84%
Associated Payroll	106,042	82,253	78%	81,992	74,098	61,960	84%
Purchased Services	1,962	5,514	281%	64,029	4,237	2,568	61%
Supplies & Materials	-	534		10,000	157,012	-	0%
Contingency	-	-		7,726	7,726	-	0%
Total Expenditures	271,542	214,815	79%	277,709	345,282	150,876	44%
Change in Fund Balance	-	12,555		(7,726)	(7,726)	(150,876)	
Fund Balance - Beginning	7,726	7,726		15,452	7,726	7,726	
Fund Balance - Ending	7,726	20,281		7,726	-	(143,150)	

YTD Expenditures	FY 2019-20	FY 2020-21	Variance
Salaries	126,514	86,348	(40,166)
Associated Payroll	82,253	61,960	(20,293)
Purchased Services	5,514	2,568	(2,945)
Supplies & Materials	534	-	(534)
Total Expenditures	214,815	150,876	(63,938)

Corbett School District No. 39
Board Financial Report
Fund 04: Student Investment Account

	Fiscal Year 2019-2020			Fiscal Year 2020-2021			
	Year End Actuals	Year to Date May 31 2020	% of YE Actuals	Current Budget	Projected Actual	Year to Date May 31 2021	% of Projected
Revenues							
State Sources	-	-		923,697	293,517	-	0%
Total Revenues	-	-		923,697	293,517	-	0%
Expenditures							
Salaries	-	-		336,032	153,161	-	0%
Associated Payroll	-	-		207,986	94,527	-	0%
Purchased Services	-	-		-	-	44,280	
Supplies & Materials	-	-		109,679	45,829	-	0%
Capital Outlay	-	-		-	-	-	
Debt Service	-	-		270,000	-	-	
Total Expenditures	-	-		923,697	293,517	44,280	15%

Corbett School District No. 39
Board Financial Report
Fund 09: GO Bond 2021

	Fiscal Year 2019-2020			Fiscal Year 2020-2021			
	Year End Actuals	Year to Date May 31 2020	% of YE Actuals	Current Budget	Projected Actual	Year to Date May 31 2021	% of Projected
Revenues							
State Sources	610,034	610,034	100%	-	-	-	
Total Revenues	610,034	610,034	100%	-	-	-	
Expenditures							
Purchased Services	29,525	29,525	100%	50,000	177,123	5,378	3%
Capital Outlay	746,484	746,484	100%	-	-	-	
Other Objects	1,727	1,727	100%	-	-	-	
Total Expenditures	777,736	777,736	100%	50,000	177,123	5,378	3%
Other Sources (Uses)							
Transfer In	185,000	-	0%	50,000	-	-	
Total Other Sources (Uses)	185,000	-	0%	50,000	(37,200)	-	0%
Change in Fund Balance	17,298	(167,702)		-	(214,323)	(5,378)	
Fund Balance - Beginning	19,902	19,902		37,200	37,200	37,200	
Fund Balance - Ending	37,200	(147,800)		37,200	(177,123)	31,822	

	FY 2019-20	FY 2020-21	Variance
YTD Expenditures			
Capital Outlay	746,484	-	(746,484)
Total Expenditures	777,736	5,378	(772,358)

Corbett School District 39
Monthly Financial Report
As of May 31, 2021

Summary of Budget and Actual Expenditures by Fund and Major Function

Current Budget vs Actual Total Expenses	Current Budget	May 31 2021 YTD Actuals	May 31 2021 Balance
Fund: 01 General Fund			
1000 Instruction	8,099,879	6,360,466	1,739,413
2000 Support Services	4,573,104	4,174,793	398,311
4000 Facilities Acquisition/Construction	2,340,000	80,086	2,259,914
5100 Debt Service	401,329	248,123	153,206
5200 Transfers Out	230,000	-	230,000
6000 Contingencies	50,000	-	50,000
Fund: 01 General Fund Total	15,694,312	10,863,468	4,830,844
Fund: 02 Food Services Fund			
3000 Enterprise & Community Serves	426,000	217,039	208,961
Fund: 02 Food Services Fund Total	426,000	217,039	208,961
Fund: 03 Federal Funds			
1000 Instruction	255,990	150,876	105,114
2000 Support Services	13,993	-	13,993
6000 Contingencies	7,726	-	7,726
Fund: 03 Federal Funds Total	277,709	150,876	126,833
Fund: 04 Student Investment Account			
0000 Not Applicable - need correction	-	44,280	(44,280)
1000 Instruction	499,394	-	499,394
2000 Support Services	154,303	-	154,303
5100 Debt Service	270,000	-	270,000
Fund: 04 Student Investment Account Total	923,697	44,280	879,417
Fund: 09 GO Bond 2021			
2000 Support Services	30,000	-	30,000
4000 Facilities Acquisition/Construction	20,000	5,378	14,622
Fund: 09 GO Bond 2021 Total	50,000	5,378	44,622
Fund: 20 Energy Projects Fund			
4000 Facilities Acquisition/Construction	16,271	-	16,271
5200 Transfers Out	25,000	-	25,000
Fund: 20 Energy Projects Fund Total	41,271	-	41,271
Fund: 06 Student Body Trust Fund			
1000 Instruction	300,000	-	300,000
6000 Contingencies	105,548	-	105,548
Fund: 06 Student Body Trust Fund Total	405,548	-	405,548
Grand Total - All Funds	17,818,537	11,281,041	6,537,496

matching grant fund



**Tax Supervising
and Conservation
Commission**

808 SW 3rd Ave, Suite 540
Portland, Oregon, 97204

(503) 988-3054

TSCC@multco.us

tscmultco.com

June 8, 2021

Corbett School District School Board
Corbett School District
35800 E Historic Columbia River Highway
Corbett, OR 97019

RE: Fiscal Year 2022 Approved Budget Certification

To the Corbett School District School Board:

The Commission extends its congratulations to the Corbett School District on the successful facilities bond measure vote last year and is pleased to finally see work on a new building underway.

The Tax Supervising and Conservation Commission has completed its review and consideration of the 2021-22 Approved Budget for the Corbett School District. This review was undertaken pursuant to ORS 294.605-705 to confirm compliance with applicable laws.

The budget was submitted timely on May 22, 2021, under an extension granted earlier. Estimates were judged to be reasonable for the purposes shown and the document was found to be in substantial compliance with Local Budget Law.

The district failed to comply with ORS 294.368 (5)(b) which requires the budget estimate for the general obligation bond levy to be increased beyond the debt service requirement in order to offset the loss due to unpaid taxes. The Commission recommends that the district use the annual TSCC tax estimate as the basis for its tax projection and include a check of this levy annually in its budget preparation process.

The Commission hereby certifies by a majority vote that it has this one recommendation and no objections to make with respect to the budget. ORS 294.456(2)(b) requires the district to include a response to this recommendation in its budget resolution.

The budget estimates and levy amounts, as shown in the approved budget, are attached to this letter.

Oregon Revised Statutes require that the district file a complete copy of the Adopted Budget with the Commission no later than July 15, 2021. If extra time is needed for this, please request an extension.

Yours truly,
TAX SUPERVISING & CONSERVATION COMMISSION

Craig Gibons
Executive Director

Corbett School District			
	Total FY22 Approved Budget:	\$ 26,432,189	
	Appropriations	Unappropriated Fund Balance	Total Budget
General Fund	14,982,397	1,452,670	16,435,067
Matching Grant Fund	4,000,000	0	4,000,000
GO Bond Debt Service Fund	370,400	0	370,400
Food Services Fund	426,000	0	426,000
Energy Projects Fund	38,708	0	38,708
Federal Program Fund	906,884	0	906,884
Student Invest Account Fund	749,927	0	749,927
Student Activity Fund	300,000	0	300,000
GO Bond 2021	3,205,203	0	3,205,203
Totals	24,979,519	1,452,670	26,432,189

**Tax Levies: Permanent Rate of \$4.5941 per \$1,000 of Assessed Value
General Obligation Bond Levy of \$370,400**

RESOLUTION ADOPTING THE 2021 - 2022 BUDGET

BACKGROUND:

Oregon Budget Law (ORS 294.435(2)) requires the Board adopt the budget and make appropriations by June 30, 2021, and certify the taxes imposed to the County Assessor prior to July 15, 2021.

The law also requires that the approved budget be submitted by May 15th to the Tax Supervising and Conservation Commission (TSCC) for certification. The approved budget was submitted timely on May 22nd with an approved extension. The TSCC certified the 2021-22 approved budget with one recommendation and no objections. The recommendation is to use the annual TSCC tax estimate as the basis for the district's tax projection and include a check of this levy annually in the budget preparation process. TSCC requests the district to report its adopted FY22 budget to the Commission no later than July 15, 2021. The District expects to fully comply with the recommendation, and this request.

WHEREAS, the following totals reflect the amounts approved by the Budget Committee and changes within Oregon Budget Law; and

WHEREAS, the approved budget has been certified by TSCC without objection and an adopted budget will be submitted to the TSCC by July 15, 2021; and,

WHEREAS, a public hearing was held on June 16, 2021.

NOW THEREFORE BE IT RESOLVED that the Board of the Corbett School District No. 39 hereby adopts the budget for the fiscal year 2021-2022 in the amount of \$26,432,189. This budget is now on file at Corbett School District in Corbett, Oregon.

General Fund

Instruction	8,737,883
Support Services.....	5,573,550
Enterprise & Community.....	11,180
Facilities Acquisition.....	40,000
Debt Service.....	296,742
Transfers.....	198,000
Contingency.....	125,042
Total	\$14,982,397

Food Service Fund

Enterprise & Community.....	426,000
Total	\$426,000

Federal Funds

Instruction	259,951
Support Services.....	13,993
Contingency.....	632,940
Total	\$906,884

Student Investment Account

Instruction	554,652
Support Services.....	195,275
Total	\$749,927

Student Activity Fund

Instruction	300,000
Total	\$300,000

GO Bond 2021 Fund

Support Services.....	205,203
Facilities Acquisition.....	3,000,000
Total	\$3,205,203

OSCIM Match Grant Fund

Facilities Acquisition.....	4,000,000
Total	\$4,000,000

GO Bond Debt Service Fund

Debt Service.....	370,400
Total	\$370,400

Energy Projects Fund

Facilities Acquisition.....	13,708
Transfers.....	25,000
Total	\$38,708

Total APPROPRIATIONS, All Funds	\$24,979,519
Total Unappropriated Amounts, All Funds	1,452,670
TOTAL ADOPTED BUDGET	\$26,432,189

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2021-2022:

- (1) At the rate of \$4.5941 per \$1000 of assessed value for permanent rate; and
- (2) In the amount of \$370,400 for debt service on general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax..... \$4.5941/\$1,000

Excluded from Limitation

General Obligation Bond Debt Service..... \$370,400

The above resolution statements were approved and declared adopted on June 16, 2021.

by a vote of _____

X _____
Michelle Vo, Board Chair

FORM ED-1

NOTICE OF BUDGET HEARING

A public meeting of the Corbett School District No. 39 will be held on June 16, 2021 at 7:00 pm. In response to the current health emergency, school facilities are closed and the meeting will be held virtually via Zoom. Visit the CSD website for details on how to attend: www.corbett.k12.or.us. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2021 as approved by the Corbett SD Budget Committee. A summary of the budget is presented below. An electronic copy of the budget may be requested by reaching the contact below or by going online at www.corbett.k12.or.us. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year. This notice was corrected to include the general obligation bond levy.

Telephone: 503-261-4290 Email: cduley@corbett.k12.or.us
 Contact: Cindy Duley

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount Last Year 2019-20	Adopted Budget This Year 2020-21	Approved Budget Next Year 2021-22
Beginning Fund Balance	\$2,241,021	\$4,301,970	\$6,014,668
Current Year Property Taxes, other than Local Option Taxes	1,843,931	1,880,900	2,249,300
Other Revenue from Local Sources	619,410	860,500	862,500
Revenue from Intermediate Sources	200,657	201,200	201,200
Revenue from State Sources	11,480,230	11,187,900	15,707,465
Revenue from Federal Sources	442,613	434,332	1,077,056
Interfund Transfers	313,526	255,000	205,000
All Other Budget Resources	3,211,695	115,000	115,000
Total Resources	\$20,353,083	\$19,236,802	\$26,432,189

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Salaries	\$6,637,703	\$7,034,195	\$7,676,518
Other Associated Payroll Costs	4,068,657	4,247,406	4,781,568
Purchased Services	1,189,178	1,256,725	4,826,285
Supplies & Materials	958,322	1,454,208	1,604,874
Capital Outlay	1,565,592	2,441,000	4,146,750
Other Objects (except debt service & interfund transfers)	274,830	295,400	295,400
Debt Service*	432,200	671,329	667,142
Interfund Transfers*	313,526	255,000	205,000
Operating Contingency	57,485	163,274	775,982
Unappropriated Ending Fund Balance & Reserves	4,855,590	1,418,265	1,452,670
Total Requirements	\$20,353,083	\$19,236,802	\$26,432,189

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY FUNCTION			
1000 Instruction	\$8,670,498	\$9,155,263	\$9,852,486
FTE	72.22	70.13	74.99
2000 Support Services	4,365,965	4,771,400	5,988,021
FTE	23.36	32.67	31.025
3000 Enterprise & Community Service	299,996	426,000	437,180
FTE	2.22	1	1
4000 Facility Acquisition & Construction	1,415,308	2,376,271	7,053,708
5000 Other Uses			
5100 Debt Service*	432,200	671,329	667,142
5200 Interfund Transfers*	313,526	255,000	205,000
6000 Contingency	0	163,274	775,982
7000 Unappropriated Ending Fund Balance	4,855,590	1,418,265	1,452,670
Total Requirements	\$20,353,083	\$19,236,802	\$26,432,189
Total FTE	97.8	103.8	107.02

* not included in total 5000 Other Uses. To be appropriated separately from other 5000 expenditures.

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING **
 State revenue reflects the State School Fund distribution to School Districts at \$4.459B in the Approved Budget. Student Investment Account has been budgeted at 100% of expected revenue as of May 12, 2021.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (Rate Limit \$4.5941 per \$1,000)	\$4.5941	\$4.5941	\$4.5941
Local Option Levy	0	0	0
Levy For General Obligation Bonds	\$0	\$0	\$370,400

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$4,000,000	\$0
Other Bonds	\$1,450,556	\$0
Other Borrowings	\$480,482	\$0
Total	\$5,931,037	58

** If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

CORBETT SCHOOL DISTRICT NO. 39

ITEM: _____ RESOLUTION TO APPROVE 2020-21 TRANSFERS OF APPROPRIATION

During the 2020-21 fiscal year, the Corbett School District received additional information about specific expenditures within funds that were not anticipated in the 2020-21 adopted budget. Oregon Revised Statutes 294.338, 294.463, and ORS 294.471 allow the Board to approve by resolution appropriation increases, reductions, and transfers for these purposes

Increases or reductions in appropriation below 10% of current budget, as well as transfers of contingency appropriation below 15% of the adopted budget total fund appropriations; none of which require a public hearing, include:

General Fund

Transfer of expenditure authority:

- Increase Support Services \$300,000 for unanticipated year expenditures
- Decrease Instruction Services \$130,000
- Decrease Facilities Acquisition \$40,000
- Decrease Debt Service \$130,000
 - Full Faith & Credit Loan Series 2020 paid in full from bond proceeds

Full Faith & Credit Fund

Transfer of expenditure authority:

- Increase Debt Service \$2,521,178
- Decrease Facilities Acquisition \$2,200,000

GO Bond 2021 Fund

Transfer of expenditure authority:

- Increase Support Services \$10,000 for unanticipated year expenditures
- Increase Interfund Transfers \$654,874 to Full Faith & Credit Fund
- Decrease Facilities Acquisition \$986,052

WHEREAS, the Funds received revenues that differ from what was anticipated in the adopted budget; and

WHEREAS, the Funds have changes in required expenditures not anticipated in the adopted budget;

THEREFORE BE IT RESOLVED that for the fiscal year beginning July 1, 2020, the amounts shown below are hereby appropriated for the purposes indicated.

Fund	Major Function							Total
	1000 Instruction	2000 Support Services	3000 Enterprise & Community	4000 Facility Acquisition & Construction	5000 Transfers	5100 Debt Service	6000 Contingency	
01 General	\$ 7,969,879	\$ 4,992,540	\$ -	\$ 100,000	\$ 230,000	\$ 3,195,215	\$ 50,000	\$ 16,537,634
02 Food Service	-	-	433,221	-	-	-	-	433,221
03 Federal Funds	270,086	413,993	-	-	-	-	7,726	691,805
04 Student Investment Acct	497,128	156,569	-	-	-	270,000	-	923,697
06 Student Body Trust	300,000	-	-	-	-	-	90,166	390,166
09 GO Bond 2021	-	77,200	-	3,033,948	654,874	-	-	3,766,022
10 Matching Grant	-	-	-	4,000,000	-	-	-	4,000,000
20 Energy Projects	-	-	-	18,708	25,000	-	-	43,708
Totals	\$ 9,037,093	\$ 5,640,302	\$ 433,221	\$ 7,152,656	\$ 909,874	\$ 3,465,215	\$ 147,892	\$ 26,786,253

Board Chair

Date

Superintendent

Date

Corbett School District 39

Code: AB
Adopted: 10/16/97
Orig. Code(s): AB

The People and Their School District

(OSBA has removed this policy from its samples)

The Board believes: (a) the public schools belong to the people who created them by consent and who support them by taxation; (b) the schools are only as strong as the support received from an informed public; and (c) the support of the people must be based on knowledge and understanding of the aims and efforts of public schools.

The Board, therefore, reaffirms and declares its intent to:

- Keep district citizens regularly and thoroughly informed through communication of school system policies, programs, concerns and planning and to carry out this policy through the efforts of the Board and district staff;
- Invite the advice and counsel of people in the district, especially at open Board meetings;
- Support citizen advisory committees to consider concerns which affect the district.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corbett School District 39

Code: AC
Adopted: 1/17/18
Orig. Code(s): AC

Nondiscrimination

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race¹, color, religion, sex, sexual orientation², national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which patrons can communicate their concerns to the administration and the Board.

The superintendent shall appoint and make known the individuals at the district to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act of 1973, Titles VI, Title and VII if the Civil Rights Act, Title IX of the Education Amendments of 1972, and other civil rights or discrimination issues³, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administrative office and available on the home page of the district's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

END OF POLICY

¹ Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047.

² "Sexual orientation" means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

³ Districts are required to notify students and employees of the name, office address and telephone number of the employee or employees appointed.

Legal Reference(s):

[ORS 174.100](#)
[ORS 192.630](#)
[ORS 326.051\(1\)\(e\)](#)
[ORS 408.230](#)
[ORS 659.805](#)
[ORS 659.815](#)
[ORS 659.850 - 659.860](#)
[ORS 659.865](#)
[ORS 659.870](#)
[ORS 659A.003](#)

[ORS 659A.006](#)
[ORS 659A.009](#)
[ORS 659A.029](#)
[ORS 659A.030](#)
[ORS 659A.040](#)
[ORS 659A.103 - 659A.145](#)
[ORS 659A.230 - 659A.233](#)
[ORS 659A.236](#)
[ORS 659A.309](#)
[ORS 659A.321](#)

[ORS 659A.409](#)
[OAR 581-002-0001 – 002-0005](#)
[OAR 581-021-0045](#)
[OAR 581-021-0046](#)
[OAR 581-021-0047](#)
[OAR 581-022-2310](#)
[OAR 581-022-2370](#)
[OAR 839-003](#)

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2012).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2012); 29 C.F.R Part 1626 (20178).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2012); 29 C.F.R. Part 1630 (2018); 28 C.F.R. Part 35 (2018).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2012).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2012); 34 C.F.R. Part 104 (2018).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2018).
Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012); 28 C.F.R. §§ 42.101-42.106 (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2012); 29 C.F.R. § 1601 (2018).
Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2012).
The Vietnam Era Veterans’ Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2012).
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2012).

Corbett School District 39

Code: AC-AR
Reviewed: 1/17/18
Revised/Readopted:
Orig. Code(s): AC-AR

Discrimination Complaint Procedure

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

Step 1: Complaints may be oral or in writing and must be filed with the principal. Any staff member that receives a written or oral complaint shall report the complaint to the principal. The principal shall investigate and determine the action to be taken, if any, and reply in writing, to the complainant within 10 school days of receipt of the complaint.

~~Any staff member that receives a written or oral complaint shall report the complaint to the principal.~~

Step 2: If the complainant wishes to appeal the decision of the principal, he/she the complainant may submit a written appeal to the superintendent or designee within five school days after receipt of the principal's response to the complaint.

~~The superintendent or designee may shall review the principal's decision within [fiveeight] school days and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the principal's decision. The superintendent or designee and will respond in writing to the complainant within 10 school days.~~

Step 3: If the complainant is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the Board within five school days of receipt of the superintendent's or designee's response to Step 2. The Board may decide to hear or deny the request for appeal at a Board meeting. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within 10 days of this meeting.

If the principal is the subject of the complaint, the individual may start at step 2 and should file a complaint with the superintendent or designee.

If the superintendent is the subject of the complaint, the complaint may start at step 3 and should be referred to the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member, may start at step 3 and should be made to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at step 3 and be made directly to district counsel or Board vice chair.

~~Timelines may be extended based upon mutual consent of both parties in writing.~~

The timelines established in each step of this procedure may be extended upon mutual consent of the district and the complainant in writing, but will not be longer than 30 days from the date of the submission of the complaint at any step]. The overall timeline of this complaint procedure may be extended beyond 90 days from the initial filing of the complaint upon written mutual consent of the district and the complainant.

If the complainant, is a person who resides in the district, is a parent or guardian of a student who attends school in the district or is a student, is not satisfied after exhausting local complaint procedures or 90 days, whichever occurs first, he/she may appeal in writing to the Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-021-0049, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initialing filing of the complaint, may appeal¹ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

¹ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Corbett School District 39

Code: ACA
Adopted: 10/16/97
Orig. Code(s): ACA

Americans with Disabilities Act

The district is committed to maintaining equitable employment practices, services, programs and activities that are accessible and usable by qualified individuals with disabilities.

The Board directs the superintendent to develop and implement an appropriate plan that provides for district compliance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008.

Retaliation is prohibited against anyone who files a complaint of discrimination, participates in a Office of Federal Contract Compliance Program proceeding or otherwise opposes discrimination under federal or state laws.

END OF POLICY

Legal Reference(s):

Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2010).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2010).
Chevron U.S.A. Inc. v. Echazabal, 536 U.S. 73 (2002).
Americans with Disabilities Act Amendments Act of 2008.

Corbett School District 39

Code: ACA-AR(1)
Revised/Reviewed: 2/21/07
Orig. Code(s): ACA-AR(1)

Americans with Disabilities Act

(Version 1)

(see current version)

In compliance with the Americans with Disabilities Act, the following procedures shall be followed:

Compliance Officer

- I. An administrator shall be designated as the district's ADA compliance officer. The compliance officer will:
 - A. Coordinate the district's ADA responsibilities and compliance efforts;
 - B. Make available to all interested individuals the name, office address and telephone number of the district ADA compliance officer;
 - C. Investigate any complaint alleging noncompliance or actions prohibited under the ADA;
 - D. Administer the district's ADA grievance procedure to provide for the prompt investigation and equitable resolution of complaints.

Self Evaluation

- II. A self-evaluation¹ study shall be completed to include:
 - A. An evaluation of all current Board policies and practices to ensure district compliance with the requirements of the ADA;
 - B. A description of areas examined and identification of any barriers to accessibility and usability by qualified individuals with disabilities;
 - C. An opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities to participate in the self-evaluation study by submitting comments;
 - D. A plan(s) for the removal of any identified barrier and/or modification of Board policies and practices necessary to ensure ADA compliance;
 - E. A description of any modification made.

Self-evaluation records will be maintained and available for public inspection for at least three years. The records will include a list of interested persons consulted, a description of the areas examined and the problems identified and a description of any modifications made.

¹If self-evaluation and/or transition plan requirements of Section 504 of the Rehabilitation Act of 1973 have been completed, these requirements apply only to the employment practices, services, programs and activities not included in the previous self-evaluation and/or transition plan.

Transition Plan

- III. A transition plan* shall be developed to address any structural changes required to achieve employment practices, services, programs and activities accessibility to include:
- A. An opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities to participate in the development of the transition plan by submitting comments;
 - B. An identification of physical obstacles in facilities that limit accessibility to individuals with disabilities;
 - C. A description in detail of the methods that will be used in removing barriers and making facilities accessible and/or steps and schedule necessary to complete the identified changes;
 - D. An identification of the official responsible for implementation of the plan;
 - E. An identification of steps that will be taken during each year of the transition period if longer than one year. Structural changes required will be made as expeditiously as possible

Services, Programs, Activities Accessibility

- IV. All district services, programs and activities shall be readily accessible to and usable by individuals with disabilities. In order to achieve accessibility, structural and non-structural methods such as the acquisition or redesign of equipment, assignment of aides to beneficiaries and the provision of services at alternate accessible sites will be considered. Final decision of an appropriate method of providing program accessibility will be determined by the district in accordance with the provisions of the ADA:
- A. Physical changes to an existing building, acquisition or construction of additional facilities will be required only when there is no other feasible way to make the services, programs or activities accessible;
 - B. Priority will be given to the method that results in the most integrated setting to encourage interaction among all users of the services, programs or activities, including individuals with disabilities;
 - C. No action will be taken that would fundamentally alter the services, programs or activities or result in undue financial or administrative burden to the district. Any such determination will take place as follows:
 1. The decision will be made by the superintendent or his/her designee;
 2. All resources available for use in the funding and operation of the services, programs or activities will be considered;
 3. A written statement of the reasons for reaching such decision will be maintained on file;
 4. The district will take other action appropriate to ensure that individuals with disabilities receive the benefits of such services, programs and activities that would not result in such alteration or burden as determined by the district.

Position Descriptions

- V. Position descriptions shall be maintained and provided in oral, written and/or videotaped form, reviewed and revised annually as needed to include:
- A. All essential job functions. Essential job functions are those job duties that include, but are not limited to, the following:

1. The function is essential because the reason the position exists is to perform that function;
 2. The function is essential because of the limited number of employees available among whom the performance of that job function can be distributed;
 3. The function is so specialized that the incumbent is hired for his/her expertise or ability to perform the particular function.
- B. Physical, mental and emotional skills for each position as appropriate, and only to the extent such skills are in fact required and in practice;
 - C. Vocational and/or educational preparation requirements;
 - D. Attendance standards;
 - E. A statement that new position descriptions supersede prior descriptions for the position. All past and present position descriptions that do not reflect current requirements of the position are rescinded;
 - F. A statement on position descriptions, "I have read this position description and agree with its contents.";
 - G. A provision for current employee signature and the date the position description was signed.

Job Posting

- VI. Job postings shall be reviewed to ensure:
 - A. All postings contain appropriate notice of the district's responsibilities under the ADA. For example:
 1. "The Corbett School District, in support of employment practices free of barriers to individuals with disabilities and in compliance with the Americans with Disabilities Act of 1990, provides reasonable accommodations necessary upon request and appropriate notice. For further information or assistance, contact the district office at (503)695-3612. Speech/Hearing impaired persons may reach the district through the Oregon Telecommunications Relay Service by dialing 1-800-735-2900."

OR

"Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the district office at (503)695-3612 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Telecommunication Relay Service at 1-800-735-2900."
 - B. All postings eliminate any discriminatory references;
 - C. All job advertisements provide, in addition to a telephone number to which applicants may apply for additional information, an address and/or TDD (telecommunications device for the deaf) or Oregon Telecommunication Relay Service phone number for the hearing impaired.

Job Application Forms

- VII. Job application forms shall be reviewed and revised as appropriate to include:
 - A. Notice of the district's responsibilities under the ADA (see job posting notice);
 - B. A statement asking applicant whether he/she requires any reasonable accommodation for the hiring process. The hiring process may include, for example, an interview, a timed written test or job demonstration;

C. A request for applicant to provide documentation verifying the need for a reasonable accommodation, if deemed necessary by the district;

D. The elimination of any health questions such as:

1. Have you ever had or been treated for any of the following conditions or diseases (followed by a checklist)?
2. Please list any conditions or diseases for which you have been treated in the past three years.
3. Have you ever been hospitalized? If so, for what condition?
4. Have you ever been treated by a psychiatrist or a psychologist? If so, for what condition?
5. Have you ever been treated for any mental or emotional condition?
6. ~~Is there~~ any health-related reason that may prevent you from performing the job for which you are applying?
7. Have you had a major illness in the past five years?
8. How many days were you absent from work last year because of illness?
9. Do you have any physical defects which prevent you from performing certain kinds of work? If yes, describe such defects and specific work limitations.
10. Do you have any disabilities or impairments which may affect your performance in the position for which you are applying?
11. Are you taking any prescribed drugs?
12. Have you ever been treated for drug addiction or alcoholism?
13. Have you ever filed for workers' compensation benefits or had a work-related injury?

Job Interview Procedures

VIII. Job interview procedures shall be reviewed to ensure:

- A. Physical and/or other barriers in the interview setting have been eliminated. The availability of accessible locations and accessible formats, such as a reader, Braille, audio recordings, written materials, sign language and interpreters for individuals with vision and hearing impairments and personal assistance for individuals with manual impairments have been considered as appropriate;
- B. Questions relating to the health of the applicant, the applicant's disabilities and work-related injuries and benefits have been eliminated.
- C. Applicant's previous work history will be ascertained without reference to the applicant's disability. The specifics of prior job functions and the applicant's ability to perform those specific functions may be discussed;
- D. Requirements that an applicant describe or demonstrate how he/she would perform any or all job functions are required for all applicants in that job category. A particular applicant may be asked to describe or demonstrate how he/she would perform the job only when the district reasonably believes the applicant will not be able to perform a job function because of a known disability. The applicant's disability would be "known" either because it is obvious or because the applicant has voluntarily disclosed that he/she has a hidden disability;
- E. Questions related to the applicant's need to leave work to receive treatment or how often leave may be necessary as a result of a disability have been eliminated. However, regular work hours, leave policies and attendance requirements may be explained and applicant asked if he/she will be able to meet those requirements. The district may ask about an applicant's prior attendance record (for example, how many days the applicant was absent from his/her last job). The district may also ask questions designed to detect whether an applicant abused his/her leave (for example, "How many Mondays or Fridays were you absent last year on leave

other than approved vacation leave?") At the pre-offer stage, the district may not ask how many days an applicant was sick;

- E. Questions relating to applicant's current illegal use of drugs are not likely to elicit information about an applicant's lawful drug use, unless the district administers a test for illegal use of drugs and the applicant tests positive for illegal drug use. In such cases, the district may validate the test results by asking about lawful drug use or possible explanations for the positive result other than the illegal use of drugs;
- G. Questions relating to an applicant's prior illegal drug use are not likely to elicit information about a disability. The district may ask, for example, whether the applicant has ever used illegal drugs, when was the last time he/she used illegal drugs or if he/she has used illegal drugs in the last six months. The district will not ask questions about whether the applicant was a past drug addict. These questions are impermissible at the pre-offer stage;
- H. Questions relating to an applicant's drinking habits are not likely to elicit information related to how much alcohol an applicant drinks or whether he/she has participated in an alcohol rehabilitation program. The district may ask, for example, whether the applicant drinks alcohol or whether he/she has been arrested for driving under the influence;
- I. Questions relating to an applicant's arrest or conviction record have been included;
- J. Selection and administration of employment tests will take place in a manner that leads to test results that accurately reflect the skills, aptitudes and whatever factors the tests purport to measure, rather than the impaired sensory, manual or speaking skills of the test subjects. Performance of any non-essential skills during any testing will not be allowed;
- K. Physical agility/physical fitness tests if required, will be specifically job related and administered to all applicants in a job category selected for interviews;
- L. Applicant provides medical certification that he/she can safely perform a physical agility or physical fitness test when required by the district;
- M. Applicant assumes responsibility and releases the district of liability for injuries incurred in performing physical agility/physical fitness test required by the district;
- N. Applicant requests for reasonable accommodations in testing will be allowed for qualified individuals with a disability:
 - 1. Tests or exercises will be postponed as needed so that a reasonable accommodation can be provided;
 - 2. Modified tests or exercises will be provided unless such accommodation would change the measurement of the essential job function being tested (i.e., provide reader to assist with written test unless ability to read is essential job skill);
- O. Drug screening tests, if required, will be administered to all applicants in a job category selected for interviews;
- P. Pre-employment offer medical examinations shall not be conducted.

Reference Check Procedures

- IX. Reference check procedures shall be reviewed to ensure:
 - A. Reference checks will be conducted on all applicants in a job category who meet the job requirements and are selected for interviews. Careful and complete notes will be taken and maintained. District officials conducting reference checks:
 - 1. Before making a conditional offer of employment, may not ask previous employers or other sources about an applicant's:
 - a. Disability;
 - b. Illness;
 - c. Workers' Compensation history;

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- d. Other questions that the district itself may not ask of the applicant.
2. May ask a previous employer or other sources about the applicant's:
 - a. Job functions and tasks performed;
 - b. The quality and quantity of work performed;
 - c. How the job functions were performed;
 - d. Other job related issues that do not relate to disability.

Job Offers

- X. The process for all job offers shall be reviewed to ensure:
 - A. Job offers will be made to the most qualified applicant who with or without a reasonable accommodation can perform the essential functions of the job. The district will adhere to the following job offer procedures:
 1. The successful applicant will be informed of medical examination and/or medical history requirements after an offer of employment has been made and before the applicant begins his/her employment duties. All entering employees in the same job category will be subjected to such medical examination and/or medical history requirements. An individual's Workers' Compensation history will be included in all such medical history inquiries;
 2. The successful applicant will be informed that the job offer may be contingent upon disability-related questions, medical examination and/or medical history inquiries;
 3. A completed medical history form and release for medical records with the successful applicant's signature and date may be required;
 4. Information obtained from medical examinations and/or medical history inquiries may be used for such purposes as:
 - a. The verification of employment history;
 - b. To screen out applicants with a history of fraudulent Workers' Compensation claims;
 - c. To provide information to state officials as required by state laws regulating Workers' Compensation and "second injury" funds;
 - d. To screen out individuals who would pose a direct threat to the health and safety of self or others in the workplace which could not be reduced to an acceptable level or eliminated by a reasonable accommodation;
 5. Reasonable accommodations will be provided if the medical examination or medical history inquiry discloses the successful applicant is a qualified individual with a disability as defined by the ADA. Reasonable accommodations will be provided by the district if such accommodation would enable the individual with a disability to perform the essential functions of the job or otherwise meet eligibility requirements. The reasonable accommodation will be established by the district. In determining the appropriate reasonable accommodation the district will:
 - a. Determine the essential functions of the job;
 - b. Consult with the individual who has the disability to determine his/her precise limitations and how they may be overcome;
 - c. Identify, with assistance of the individual with the disability, potential reasonable accommodations and assess their effectiveness;
 - d. Consider the preference of the individual with the disability, and then implement the reasonable accommodation that is most appropriate for the employee and the employer. (In order to be reasonable, an accommodation must be effective. It is

not required that the best accommodation be selected as long as the selected accommodation provides an equal opportunity to perform the job.);

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6. Reasonable accommodations considered may include:
 - a. Job restructuring;
 - b. Modified work schedules;
 - c. Job reassignment;
 - d. Making existing facilities used by employees accessible to and usable by individuals with disabilities;
 - e. Acquisitions and/or modification of work policies including:
 - (1) Qualified interpreters, note takers, transcription services, written materials, telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDD's), videotext displays or other effective methods of making aurally delivered materials available to individuals with hearing impairments;
 - (2) Qualified readers, taped texts, audio recordings, Brailled materials, large print materials or other effective methods of making visually delivered materials available to individuals with visual impairments;
 - (3) Acquisition or modification of equipment or devices;
 - (4) Other similar services and actions for individuals with hearing, visual and/or manual impairments.
7. A determination will be made whether an accommodation is reasonable or an undue burden by considering:
 - a. Nature and cost of accommodation;
 - b. Overall financial resources of facility;
 - c. Number of persons employed;
 - d. Impact on operation of facility;
 - e. Effect on expenses and resources;
 - f. Type of operation. Composition and functions of workforce. Geographic separation, fiscal or administrative relationship of facilities.
8. The successful applicant who has been offered employment contingent on medical examination results and/or medical history inquiries will be rejected if the medical condition poses a direct threat to the health or safety of self or others in the workplace. The district shall consider whether the risk can be eliminated or reduced by a reasonable accommodation by considering the following:
 - a. The nature and severity of the potential harm to applicant or others in the workplace;
 - b. The likelihood that the potential harm will occur;
 - c. Specific risk is identified and documented;
 - d. Risk is current and not speculative or remote;
 - e. Assessment of risk is based on objective medical or factual evidence;
 - f. Medical condition is a direct threat.
9. Should an offer of employment be withdrawn because of medical examination or medical history inquiry results, the exclusionary criteria must be job related and consistent with business necessity;
10. Documentation will also include any determination that no reasonable accommodation was available that would enable the individual to perform the essential job functions or that accommodation would impose an undue hardship on the district;

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11. Medical information will be kept confidential:
- a. Medical information must not be maintained in personnel file;
 - b. Medical information will be released only to those with “need to know” and/or “need to reach in emergency situations” (i.e, immediate supervisors, etc.);
 - c. Medical information records will be maintained a minimum of one year.

Public Notice, Communications

- XI. Notice of the district’s compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 shall be displayed at each district facility and provided, as necessary, in appropriate accessible formats to applicants, participants, beneficiaries, professional organizations and other interested persons to include:
- A. Pertinent provisions, duties and requirements of the ADA and its applicability to the district’s employment practices, services, programs and activities, including the duty to reasonably accommodate upon request and with advance notice. In its effort to provide communications with individuals with disabilities that are as effective as communications with others, the district will also provide the following:
 1. Individual to contact for services or questions, including office location and phone number;
 2. Notice of Equal Employment Opportunity Commission (EEOC) requirements displayed in conspicuous places for all job applicants and employees;
 3. Signage displayed at all inaccessible entrances to each of the district’s facilities directing users to accessible entrances or to location at which information can be obtained about accessible facilities;
 4. Signage displayed at all accessible entrances to the district’s facilities. The international symbol for accessibility shall be used;
 5. Appropriate auxiliary aids and services that may include:
 - a. Qualified interpreters, note takers, computer-aided transcription services, written materials, telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, telecommunications devices for deaf persons (TDD’s), videotext displays and/or exchange of written notes for individuals with hearing impairments;
 - b. TDD’s, computer terminals and/or communications boards for individuals with speech impairments;
 - c. Qualified readers, taped texts, audio recordings, Brailled materials, large print materials and assistance in locating items for individuals with vision impairments;
 - d. Telephone accessibility to enable individuals to seek immediate assistance from police, fire, ambulance and other emergency services;
 - e. Other equally effective communications devices, services and actions;
 6. Consultation with the individual with a disability to determine the most appropriate auxiliary aid or service. Priority will be given to the auxiliary aid or service that results in the most integrated setting to encourage interaction among all users, including those with disabilities. Primary consideration will be given to the expressed request of the individual with a disability. The district may select an alternative auxiliary aid or service should it determine that another equally effective means of communication is available or that the means chosen by the individual with a disability would result in a fundamental alteration in the services, programs or activities or in undue financial and administrative burden to the district;

7. Training to employees as needed on the acceptance and handling of telephone relay services for individuals with disabilities.

New Construction/Alterations

- XII. All facilities designed, constructed or altered after January 26, 1992 shall be readily accessible and usable by individuals with disabilities. The district will ensure:
 - A. Alterations to existing facilities will take place in a manner that results in the altered portion of the facility being readily accessible to persons with disabilities. Alterations must not decrease accessibility;
 - B. Alterations deemed necessary to the path of travel in existing facilities requiring extensive restructuring or burdensome expense will be made in a timely fashion. Priority will be given to the following (in order):
 1. Entrances and routes to the altered area;
 2. One accessible restroom;
 3. Accessible drinking fountains;
 4. Additional, accessible parking.
 - C. Appropriate requirements of either the Uniform Federal Accessibility Standards (UFAS) or Americans with Disabilities Act Accessibility Guidelines (ADAAG) will be met, including accessibility requirements related to work areas, parking, signs, entrances, water fountains, storage and shelves, telephones, assembly areas, bathrooms, detectable warnings, carpet and carpet tile, curb ramps and visual alarms.

Post Hires/Current Employees

- XIII. All post hire and current employee Board policies and practices shall be reviewed to ensure:
 - A. Medical examinations and/or medical history inquiries required by the district will be job related and consistent with business necessity. This will not prohibit the district from requiring proof of illness to substantiate a request for sick leave. Medical examinations and/or medical history inquiries may be administered by the district when:
 1. An employee is having difficulty performing his/her job effectively. The medical examination may be necessary to determine if the employee can perform essential job functions with or without a reasonable accommodation;
 2. An employee becomes disabled. An employee injured on or off the job, who becomes ill or otherwise suffers any other condition that meets the requirements of a disability as defined by the ADA is protected by the Act if he/she can perform the essential functions of the job with or without a reasonable accommodation. Such an examination or inquiry may also be required when the employee wishes to return to work after an illness or injury. The district will:
 - a. Determine if the employee meets the ADA definition of an individual with a disability if a reasonable accommodation has been requested;
 - b. Determine if the employee can perform the essential functions of the job currently held (or held before the injury or illness), with or without reasonable accommodation, and without posing a direct threat to the health or safety of self or others which could not be reduced or eliminated by a reasonable accommodation;
 - c. Identify an effective accommodation that would enable the employee to perform the essential job functions in the current (previous) job or in a vacant job for which the person is qualified with or without a reasonable accommodation;
 3. An employee requests a reasonable accommodation on the basis of disability;

4. Administered as part of a voluntary employee “wellness” and health screening program.
- B. Procedures for reporting and investigating employee on the job injury or illness will be implemented. The district will:
1. Require employees complete Workers’ Compensation form;
 2. Investigate, as necessary, documenting circumstances that led to injury and review all employee work related injury or illness on a case by case basis.
- C. Procedures for communicating with health care providers regarding employees off-work due to any injury or illness will be implemented. The district, as necessary, and at its discretion will:
1. Provide health care provider with detailed description of regular job activities, physical movement, duration of physical exertions and job description;
 2. Write detailed questions for the health care provider to answer that may assist the district in determining any reasonable accommodation that may be necessary;
 3. Ask for employee written release authorizing district representative to consult with the employee’s own health care provider.
- D. Procedures for employees not able to perform essential job functions completely after illness or injury will be implemented. The district will:
1. Determine whether temporary light duty assignment is possible. In accordance with the ADA, the district is not required to create a “light duty” position unless the “heavy duty” tasks an injured employee can no longer perform are marginal job functions which may be reallocated to co-workers as part of a reasonable accommodation;
 2. Determine whether job can be restructured, shifting or trading duties with other workers. Job restructuring as a reasonable accommodation may involve reallocating or redistributing the marginal functions of the job. Marginal functions of a job that cannot be performed by an individual with a disability may be exchanged for marginal job functions performed by one or more other employees. The district is not required to reallocate essential functions of a job as a reasonable accommodation;
 3. Determine whether a modified work schedule may be selected as a reasonable accommodation unless modifications would cause an undue hardship;
 4. Gather information from employee, health care provider(s), consultants, etc. as to needed modifications in policies, facilities, equipment, special aids and services that may be provided as a reasonable accommodation;
 5. Document all district efforts to provide reasonable accommodations.
- E. Qualified individuals with a disability not fully recovered from injury will not be returned to work when:
1. The employee cannot perform the essential functions of the job he/she holds or desires with or without a reasonable accommodation;
 2. The return of the employee to work would pose a significant risk of substantial harm to self or others in the workplace and that could not be reduced to an acceptable level with a reasonable accommodation;
 3. The return of the employee to a light duty position involves a totally different job from the job that the employee performed before the injury. A vacant light duty position already available for which an injured employee is qualified may be a reasonable accommodation;
 4. It is demonstrated that the accommodation will cause an undue hardship or result in excessive financial and administrative burden as defined by the ADA, and as evidenced by the district.

- F. Unpaid leaves will be provided to qualified individuals with a disability when a reasonable accommodation cannot be made in the employee's current job. The district will comply with all Workers' Compensation reinstatement rights to available and suitable employment.
- G. Leave of absence or attendance policies will not discriminate against qualified individuals with disabilities. (Uniformly applied leave policies are not subject to challenge because they have a more severe effect on individuals due to their disability. "No leave" policies, such as those forbidding leave during the first six months of employment are also not subject to challenge because they may have a more severe impact upon individuals with disabilities. An employer with a "no-leave" policy, however, may have to consider providing leave as a reasonable accommodation unless doing so would impose an undue hardship on its operation.) The district will not provide additional paid leave, but accommodations may include leave flexibility and unpaid leave;
- H. Drug and alcohol policies will meet the requirements of the ADA. Policies will state:
1. Illegal use of drugs and the use of alcohol at the workplace is prohibited by all employees;
 2. Employees will be required to behave in conformance with the requirements of the Drug-Free Workplace Act of 1988;
 3. Employees who engage in the illegal use of drugs or alcohol will be held to the same qualification standards for employment or job performance and behavior to which all other employees are held, even if unsatisfactory performance or behavior is related to employee's drug use or alcoholism;
 4. Employees taking drugs under the supervision of licensed health care professionals will be protected by the provisions of the ADA;
 5. Employees who are no longer illegally using drugs and who have been either rehabilitated successfully or are in the process of completing a rehabilitation program will be protected by the provisions of the ADA (i.e., in-patient or out-patient programs, employee assistance programs, professionally recognized self-help programs, such as Narcotics Anonymous, or other programs that provide professional assistance and counseling for individuals).
- I. Health, life insurance, pension plans and other benefit plans offered by the district will not discriminate against qualified individuals with a disability (The ADA does not affect pre-existing condition clauses in health insurance plans as long as the clauses are not used as a means to avoid complying with the ADA, and such clauses do not require that additional coverage be purchased to cover expenses related to a disability.). Employees will not be denied coverage for illness or injuries unrelated to the pre-existing condition;
- J. Contractual or other business arrangements and relationships entered into by the district will not discriminate against qualified individuals with a disability. The district will:
1. Not do indirectly what it is prohibited by the ADA from doing directly;
 2. Provide reasonable accommodations to enable access by employees with disabilities to training programs provided by the district and/or third parties.

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Corbett School District 39

Code: ACA-AR(1)
Revised/Reviewed:

Americans with Disabilities Act (Version 2)

In compliance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA), the following procedures shall be followed:

Compliance Officer

1. The [administrator] shall be designated as the district's ADA compliance officer. The compliance officer will:
 - a. Coordinate the district's ADA responsibilities and compliance efforts;
 - b. Make available to all interested individuals the name, office address and telephone number of the district ADA compliance officer;
 - c. Investigate any complaint alleging noncompliance or actions prohibited under the ADA;
 - d. Administer the district's ADA grievance procedure to provide for the prompt investigation and equitable resolution of complaints.

Self Evaluation

2. A self-evaluation study¹ shall be completed by the district to include:
 - a. An evaluation of all current Board policies and practices to ensure district compliance with the requirements of the ADA;
 - b. A description of areas examined and identification of any barriers to accessibility and usability by qualified individuals with disabilities;
 - c. An opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities to participate in the self-evaluation study by submitting comments;
 - d. A plan(s) for the removal of any identified barrier and/or modification of Board policies and practices necessary to ensure ADA compliance;
 - e. A description of any modification made.

Self-evaluation records will be maintained and available for public inspection at the district office. The records will include a list of interested persons consulted, a description of the areas examined and the problems identified and a description of any modifications made.

¹ If self-evaluation and/or transition plan requirements of Section 504 of the Rehabilitation Act of 1973 have been completed, these requirements apply only to the employment practices, services, programs and activities not included in the previous self-evaluation and/or transition plan. It is recommended that districts review their self-evaluation study and transition plan periodically for progress and continue to maintain and make available each document to interested individuals, organizations or agencies for verification purposes, as needed.

Transition Plan

3. A transition plan¹ shall be developed by the district to address any structural changes required to achieve employment practices, services, programs and activities; the accessibility to include:
- a. An opportunity for interested persons, including individuals with disabilities or organizations representing individuals with disabilities to participate in the development of the transition plan by submitting comments;
 - b. An identification of physical obstacles in facilities that limit accessibility to individuals with disabilities;
 - c. A description in detail of the methods that will be used in removing barriers and making facilities accessible and/or steps and schedule necessary to complete the identified changes;
 - d. An identification of the official responsible for implementation of the plan;
 - e. An identification of steps that will be taken during each year of the transition period if longer than one year.

Services, Programs, Activities Accessibility

4. All district services, programs and activities shall be readily accessible to and usable by individuals with disabilities. In order to achieve accessibility, structural and nonstructural methods such as the acquisition or redesign of equipment, assignment of aides to beneficiaries and the provision of services at alternate accessible sites will be considered. Final decision of an appropriate method of providing program accessibility will be determined by the district in accordance with the provisions of the ADA:
- a. Physical changes to an existing building, acquisition or construction of additional facilities will be required only when there is no other feasible way to make the services, programs or activities accessible;
 - b. Priority will be given to the method that results in the most integrated setting to encourage interaction among all users of the services, programs or activities, including individuals with disabilities;
 - c. No action will be taken that would fundamentally alter the services, programs or activities or result in undue financial or administrative burden to the district. Any such determination will take place as follows:
 - (1) The decision will be made by the superintendent or his/her designee;
 - (2) All resources available for use in the funding and operation of the services, programs or activities will be considered;
 - (3) A written statement of the reasons for reaching such decision will be maintained on file;
 - (4) The district will take other action appropriate to ensure that individuals with disabilities receive the benefits of such services, programs and activities that would not result in such alteration or burden as determined by the district.

Job Descriptions

5. Job descriptions shall be maintained and provided in oral, written and/or videorecorded form, reviewed and revised annually as needed to include:
- a. All essential job functions. “Essential job functions” are those job duties that include, but are not limited to, the following:
 - (1) The function is essential because the reason the position exists is to perform that function;
 - (2) The function is essential because of the limited number of employees available among whom the performance of that job function can be distributed;
 - (3) The function is so specialized that the incumbent is hired for his/her expertise or ability to perform the particular function.
 - b. Physical, mental and emotional skills for each position as appropriate, and only to the extent such skills are in fact required and in practice;
 - c. Vocational and/or educational preparation requirements;
 - d. Attendance standards;
 - e. A statement that new job descriptions supersede prior descriptions for the position. All past and present job descriptions that do not reflect current requirements of the position are rescinded;
 - f. A statement on job descriptions, “I have read this job description and agree with its contents.”;
 - g. A provision for the current employee’s signature and the date the job description was signed.

Job Posting

6. Job postings shall be reviewed to ensure:
- a. All postings contain appropriate notice of the district’s responsibilities under the ADA. For example:

“The {Corbett} District, in support of employment practices free of barriers to individuals with disabilities and in compliance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA), provides reasonable accommodations necessary upon request and appropriate notice. For further information or assistance, contact {name} at {phone} contact district office at 503-965-3612. Speech/Hearing impaired persons may reach the district through the Oregon Telecommunications Relay Service by dialing 1-800-735-2900 or 711.”

OR

“Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA). Individuals with disabilities may contact {name} district office at {phone} 503-695-3612 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Telecommunication Relay Service at 1-800-735-2900 or 711.”
 - b. All postings eliminate any discriminatory references;

- c. All job advertisements provide, in addition to a telephone number to which applicants may apply for additional information, an address and/or TDD (telecommunications device for the deaf) or Oregon Telecommunication Relay Service phone number for the hearing impaired.

Job Application Forms

- 7. Job application forms shall be reviewed and revised as appropriate to include:
 - a. Notice of the district's responsibilities under the ADA (see job posting notice);
 - b. A statement asking applicant whether he/she requires any reasonable accommodation for the hiring process. The hiring process may include, e.g., an interview, a timed written test or job demonstration;
 - c. A request for applicant to provide documentation verifying the need for a reasonable accommodation, if deemed necessary by the district;
 - d. The elimination of any health questions such as:
 - (1) Have you ever had or been treated for any of the following conditions or diseases (followed by a checklist)?
 - (2) Please list any conditions or diseases for which you have been treated in the past three years.
 - (3) Have you ever been hospitalized? If so, for what condition?
 - (4) Have you ever been treated by a psychiatrist or a psychologist? If so, for what condition?
 - (5) Have you ever been treated for any mental or emotional condition?
 - (6) Is there any health-related reason that may prevent you from performing the job for which you are applying?
 - (7) Have you had a major illness in the past five years?
 - (8) Do you have any physical defects which prevent you from performing certain kinds of work? If yes, describe such defects and specific work limitations.
 - (9) Do you have any disabilities or impairments which may affect your performance in the position for which you are applying?
 - (10) Are you taking any prescribed drugs?
 - (11) Have you ever been treated for drug addiction or alcoholism?
 - (12) Have you ever filed for workers' compensation benefits or had a work-related injury?

Reasonable Accommodations - General

- 8. The district will provide reasonable accommodations to qualified individuals with disabilities who are part-time, full-time or probationary employees or applicants for employment, unless to do so would cause undue hardship. Reasonable accommodations include:
 - a. Modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position the qualified applicant desires; or
 - b. Modifications or adjustments to the work environment or to the manner or circumstances under which the position held is customarily performed that enable a qualified individual with a disability to perform the essential functions of that position; or
 - c. Modifications or adjustments that enable an employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated district employees without disabilities.

Reasonable Accommodations - Requests

9. A qualified individual with a disability should request a reasonable accommodation when he/she knows there is a workplace barrier that is preventing him/her, due to a disability, from effectively competing for a position, performing a job or gaining equal access to a benefit of employment. Reasonable accommodation requests will be guided by the following provisions:
- a. To request a reasonable accommodation, an individual may use “plain English” and need not mention the ADA or use the phrase “reasonable accommodation”;
 - b. A request for a reasonable accommodation may be made on behalf of an individual with a disability by a family member, friend, health-care professional or other representative;
 - c. Requests will not be required to be in writing;
 - d. When the disability and/or the need for an accommodation is not obvious, the district may request reasonable documentation from a health-care or rehabilitation professional. The documentation requested shall be related to the particular disability for which an accommodation is requested. In requesting documentation, the district will specify what types of information it is seeking regarding the disability, its functional limitations and the need for reasonable accommodation. The district recognizes it may not request an individual’s complete medical record;
 - e. Documentation shall not be requested when both the disability and the need for the accommodation are obvious or the individual has already provided the district with sufficient information to substantiate that he/she has an ADA disability and needs the reasonable accommodation requested;
 - f. The district may send an individual to a health-care professional of the district’s choosing, at district expense, for the purpose of documenting a disability and/or the need for accommodation, only if the individual has provided insufficient information from his/her treating provider to substantiate that the disability exists or an accommodation is needed.

Job Interview Procedures

10. Job interview procedures shall be reviewed to ensure:
- a. Physical and/or other barriers in the interview setting have been eliminated. The availability of accessible locations and accessible formats, such as a reader, Braille, audio recordings, written materials, sign language and interpreters for individuals with vision and hearing impairments and personal assistance for individuals with manual impairments have been considered as appropriate;
 - b. Questions relating to the health of the applicant, the applicant’s disabilities and work-related injuries and benefits have been eliminated;
 - c. Applicant’s previous work history will be ascertained without reference to the applicant’s disability. The specifics of prior job functions and the applicant’s ability to perform those specific functions may be discussed;
 - d. Requirements that an applicant describe or demonstrate how he/she would perform any or all job functions are required for all applicants in that job category. A particular applicant may be asked to describe or demonstrate how he/she would perform the job only when the district reasonably believes the applicant will not be able to perform a job function because of a known disability. The applicant’s disability would be “known” either because it is obvious or because the applicant has voluntarily disclosed that he/she has a hidden disability;

- e. Questions related to the applicant's need to leave work to receive treatment or how often leave may be necessary as a result of a disability have been eliminated. Regular work hours, leave policies and attendance requirements may be explained and applicant asked if he/she will be able to meet those requirements. The district may ask about an applicant's prior attendance record (e.g., "How many days the applicant was absent from his/her last job?"). The district may also ask questions designed to detect whether an applicant abused his/her leave (e.g., "How many Mondays or Fridays were you absent last year on leave other than approved vacation leave?"). At the preoffer stage, the district may not ask how many days an applicant was sick;
- f. Questions relating to applicant's current illegal use of drugs are not likely to elicit information about an applicant's lawful drug use, unless the district administers a test for illegal use of drugs and the applicant tests positive for illegal drug use. In such cases, the district may validate the test results by asking about lawful drug use or possible explanations for the positive result other than the illegal use of drugs;
- g. Questions relating to an applicant's prior illegal drug use are not likely to elicit information about a disability. The district may ask, e.g., whether the applicant has ever used illegal drugs, when was the last time he/she used illegal drugs or if he/she has used illegal drugs in the last six months. The district will not ask questions about whether the applicant was a past drug addict. These questions are impermissible at the preoffer stage;
- h. Questions relating to an applicant's drinking habits are not likely to elicit information related to how much alcohol an applicant drinks or whether he/she has participated in an alcohol rehabilitation program. The district may ask, e.g., whether the applicant drinks alcohol or whether he/she has been arrested for driving under the influence;
- i. Questions relating to an applicant's arrest or conviction record have been included;
- j. Selection and administration of employment tests will take place in a manner that leads to test results that accurately reflect the skills, aptitudes and whatever factors the tests purport to measure, rather than the impaired sensory, manual or speaking skills of the test subjects. Performance of any nonessential skills during any testing will not be allowed;
- k. Physical agility/Physical fitness tests if required, will be specifically job related and administered to all applicants in a job category selected for interviews;
- l. Applicant provides medical certification that he/she can safely perform a physical agility or physical fitness test when required by the district;
- m. Applicant assumes responsibility and releases the district of liability for injuries incurred in performing physical agility/physical fitness test required by the district;
- n. Applicant requests for reasonable accommodations in testing will be allowed for qualified individuals with a disability:
- (1) Tests or exercises will be postponed as needed so that a reasonable accommodation can be provided;
 - (2) Modified tests or exercises will be provided unless such accommodation would change the measurement of the essential job function being tested (i.e., provide reader to assist with written test unless the ability to read is an essential job skill).
- o. Drug screening tests, if required, will be administered to **all** applicants in a job category selected for interviews;
- p. Preemployment offer medical examinations shall not be conducted.

Reference Check Procedures

11. Reference check procedures shall be reviewed to ensure:
 - a. Reference checks will be conducted on all applicants in a job category who meet the job requirements and are selected for interviews. Careful and complete notes will be taken and maintained. District officials conducting reference checks:
 - (1) Before making a conditional offer of employment, may not ask previous employers or other sources about an applicant's:
 - (a) Disability;
 - (b) Illness;
 - (c) Workers' compensation history;
 - (d) Other questions that the district itself may not ask of the applicant.
 - (2) May ask a previous employer or other sources about the applicant's:
 - (a) Job functions and tasks performed;
 - (b) The quality and quantity of work performed;
 - (c) How the job functions were performed;
 - (d) Other job-related issues that do not relate to disability.

Job Offers

12. The process for all job offers shall be reviewed to ensure:
 - a. Job offers will be made to the most qualified applicant who with or without a reasonable accommodation can perform the essential functions of the job. The district will adhere to the following job offer procedures:
 - (1) After a conditional offer of employment is extended, the district may inquire as to whether the successful applicant will need a reasonable accommodation related to anything connected with the job (i.e., job performance or access to benefits/privileges of the job, etc.). If the district makes such an inquiry, it will consistently seek similar information from all other successful applicants in the same job category;
 - (2) The successful applicant will be informed of medical examination and/or medical history requirements after an offer of employment has been made and before the applicant begins his/her employment duties. All entering employees in the same job category will be subjected to such medical examination and/or medical history requirements. An individual's workers' compensation history will be included in all such medical history inquiries;
 - (3) The successful applicant will be informed that the job offer may be contingent upon disability-related questions, medical examination and/or medical history inquiries;
 - (4) A completed medical history form and release for medical records with the successful applicant's signature and date may be required;
 - (5) Information obtained from medical examinations and/or medical history inquiries may be used for such purposes as:
 - (a) The verification of employment history;

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- (b) To screen out applicants with a history of fraudulent workers' compensation claims;
- (c) To provide information to state officials as required by state laws regulating workers' compensation and "second injury" funds;
- (d) To screen out individuals who would pose a direct threat to the health and safety of self or others in the workplace which could not be reduced to an acceptable level or eliminated by a reasonable accommodation.

(6) Reasonable accommodations will be provided if the medical examination or medical history inquiry discloses the successful applicant is a qualified individual with a disability as defined by the ADA. Reasonable accommodations will be provided by the district if such accommodation would enable the individual with a disability to perform the essential functions of the job or otherwise meet eligibility requirements. The reasonable accommodation will be established by the district. In determining the appropriate reasonable accommodation the district will:

- (a) Determine the essential functions of the job;
- (b) Consult with the individual who has the disability to determine his/her precise limitations and how they may be overcome;
- (c) Identify, with assistance of the individual with the disability, potential reasonable accommodations and assess their effectiveness;
- (d) Consider the preference of the individual with the disability, and then implement the reasonable accommodation that is most appropriate for the employee and the employer. (In order to be reasonable, an accommodation must be effective. It is not required that the best accommodation be selected as long as the selected accommodation provides an equal opportunity to perform the job.).

(7) Reasonable accommodations considered may include:

- (a) Job restructuring;
- (b) Modified work schedules;
- (c) Job reassignment;
- (d) Making existing facilities used by employees accessible to and usable by individuals with disabilities;
- (e) Acquisitions and/or modification of work policies including:
 - (i) Modification of leave or attendance procedures or other such policies related to working conditions (i.e., modification of a policy prohibiting employees from eating or drinking for an employee with insulin-dependent diabetes, etc.);
 - (ii) Qualified interpreters, note takers, transcription services, written materials, telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, closed caption decoders, open and closed captioning, telecommunications devices for deaf persons (TDD's), videotext displays or other effective methods of making aurally delivered materials available to individuals with hearing impairments;
 - (iii) Qualified readers, taped texts, audio recordings, Brailled materials, large print materials or other effective methods of making visually delivered materials available to individuals with visual impairments;

- (iv) Acquisition or modification of equipment or devices;
- (v) Other similar services and actions for individuals with hearing, visual and/or manual impairments.

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- (8) A determination will be made whether an accommodation is reasonable or an undue burden by considering:
- (a) Nature and cost of accommodation;
 - (b) Overall financial resources of facility;
 - (c) Number of persons employed;
 - (d) Impact on operation of facility;
 - (e) Effect on expenses and resources;
 - (f) Type of operation. Composition and functions of workforce. Geographic separation, fiscal or administrative relationship of facilities.
- (9) The successful applicant who has been offered employment contingent on medical examination results and/or medical history inquiries will be rejected if the medical condition poses a direct threat to the health or safety of others in the workplace. The district shall consider whether the risk can be eliminated or reduced by a reasonable accommodation by considering the following:
- (a) The nature and severity of the potential harm to applicant or others in the workplace;
 - (b) The likelihood that the potential harm will occur;
 - (c) Specific risk is identified and documented;
 - (d) Risk is current and not speculative or remote;
 - (e) Assessment of risk is based on objective medical or factual evidence;
 - (f) Medical condition is a direct threat.
- (10) Should an offer of employment be withdrawn because of medical examination or medical history inquiry results, the exclusionary criteria must be job related and consistent with business necessity;
- (11) Documentation will also include any determination that no reasonable accommodation was available that would enable the individual to perform the essential job functions or that accommodation would impose an undue hardship on the district;
- (12) Medical information will be kept confidential:
- (a) Medical information must not be maintained in personnel file;
 - (b) Medical information will be released only to those with “need to know” and/or “need to reach in emergency situations” (i.e., immediate supervisors, etc.);
 - (c) Medical information records will be maintained a minimum of one year.

Public Notice, Communications

13. Notice of the district’s compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA) shall be displayed at each district facility and provided, as necessary, in appropriate accessible formats to applicants, participants, beneficiaries, professional organizations and other interested persons to include:

- P a. Pertinent provisions, duties and requirements of the ADA and its applicability to the district's employment practices, services, programs and activities, including the duty to reasonably accommodate upon request and with advance notice. In its effort to provide communications with individuals with disabilities that are as effective as communications with others, the district will also provide the following:
- (1) Individual to contact for services or questions, including office location and phone number;
 - (2) Notice of Equal Employment Opportunity Commission (EEOC) requirements displayed in conspicuous places for all job applicants and employees;
 - (3) Signage displayed at all inaccessible entrances to each of the district's facilities directing users to accessible entrances or to location at which information can be obtained about accessible facilities;
 - (4) Signage displayed at all accessible entrances to the district's facilities. The international symbol for accessibility shall be used;
 - (5) Appropriate auxiliary aids and services that may include:
 - (a) Qualified interpreters, note takers, computer-aided transcription services, written materials, telephone handset amplifiers, assistive listening systems, telephones compatible with hearing aids, telecommunications devices for deaf persons (TDD's), videotext displays and/or exchange of written notes for individuals with hearing impairments;
 - (b) TDD's, computer terminals and/or communications boards for individuals with speech impairments;
 - (c) Qualified readers, taped texts, audio recordings, Brailled materials, large print materials and assistance in locating items for individuals with vision impairments;
 - (d) Telephone accessibility to enable individuals to seek immediate assistance from police, fire, ambulance and other emergency services;
 - (e) Other equally effective communications devices, services and actions.
 - (6) Consultation with the individual with a disability to determine the most appropriate auxiliary aid or service. Priority will be given to the auxiliary aid or service that results in the most integrated setting to encourage interaction among all users, including those with disabilities. Primary consideration will be given to the expressed request of the individual with a disability. The district may select an alternative auxiliary aid or service should it determine that another equally effective means of communication is available or that the means chosen by the individual with a disability would result in a fundamental alteration in the services, programs or activities or in undue financial and administrative burden to the district;
 - (7) Training to employees as needed on the acceptance and handling of telephone relay services for individuals with disabilities;
 - (8) Information to employees through different means, including computers, bulletin boards, mailboxes, posters and public address systems. The district will ensure that employees with disabilities have access to information that is provided to other similarly situated employees without disabilities, regardless of whether they need such information to perform their jobs.

New Construction/Alterations

14. All facilities designed, constructed or altered after January 26, 1992 shall be readily accessible and usable by individuals with disabilities. The district will ensure:
- a. Alterations to existing facilities will take place in a manner that results in the altered portion of the facility being readily accessible to persons with disabilities. Alterations must not decrease accessibility;
 - b. Alterations deemed necessary to the path of travel in existing facilities requiring extensive restructuring or burdensome expense will be made in a timely fashion. Priority will be given to the following (in order):
 - (1) Entrances and routes to the altered area;
 - (2) One accessible restroom;
 - (3) Accessible drinking fountains;
 - (4) Additional, accessible parking.
 - c. Appropriate requirements of either the Uniform Federal Accessibility Standards (UFAS) or Americans with Disabilities Act Accessibility Guidelines (ADAAG) will be met, including accessibility requirements related to work areas, parking, signs, entrances, water fountains, storage and shelves, telephones, assembly areas, bathrooms, detectable warnings, carpet and carpet tile, curb ramps and visual alarms.

Posthires/Current Employees

15. All posthire and current employee Board policies and practices shall be reviewed to ensure:
- a. Medical examinations and/or medical history inquiries required by the district will be job related and consistent with business necessity. This will not prohibit the district from requiring proof of illness to substantiate a request for sick leave. Medical examinations and/or medical history inquiries may be administered by the district when:
 - (1) An employee is having difficulty performing his/her job effectively. The medical examination may be necessary to determine if the employee can perform essential job functions with or without a reasonable accommodation;
 - (2) An employee becomes disabled. An employee injured on or off the job, who becomes ill or otherwise suffers any other condition that meets the requirements of a disability as defined by the ADA is protected by the Act if he/she can perform the essential functions of the job with or without a reasonable accommodation. Such an examination or inquiry may also be required when the employee wishes to return to work after an illness or injury. The district will:
 - (a) Determine if the employee meets the ADA definition of an individual with a disability if a reasonable accommodation has been requested;
 - (b) Determine if the employee can perform the essential functions of the job currently held (or held before the injury or illness), with or without reasonable accommodation, and without posing a direct threat to the health or safety of others which could not be reduced or eliminated by a reasonable accommodation;

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- (c) Identify an effective accommodation that would enable the employee to perform the essential job functions in the current (previous) job or in a vacant job for which the person is qualified with or without a reasonable accommodation.
 - (3) An employee requests a reasonable accommodation on the basis of disability;
 - (4) Administered as part of a voluntary employee “wellness” and health screening program.
 - b. Procedures for reporting and investigating employee on-the-job injury or illness will be implemented. The district will:
 - (1) Require employees complete workers’ compensation form;
 - (2) Investigate, as necessary, documenting circumstances that led to injury and review all employee work-related injury or illness on a case-by-case basis.
 - c. Procedures for communicating with health-care providers regarding employees off-work due to any injury or illness will be implemented. The district, as necessary, and at its discretion will:
 - (1) Provide health-care provider with detailed description of regular job activities, physical movement, duration of physical exertions and job description;
 - (2) Write detailed questions for the health-care provider to answer that may assist the district in determining any reasonable accommodation that may be necessary;
 - (3) Ask for employee written release authorizing district representative to consult with the employee’s own health-care provider.
 - d. Procedures for employees not able to perform essential job functions completely after illness or injury will be implemented. The district will:
 - (1) Determine whether temporary light duty assignment is possible. In accordance with the ADA, the district is not required to create a “light duty” position unless the “heavy duty” tasks an injured employee can no longer perform are marginal job functions which may be reallocated to co-workers as part of a reasonable accommodation;
 - (2) Determine whether job can be restructured, shifting or trading duties with other workers. Job restructuring as a reasonable accommodation may involve reallocating or redistributing the marginal functions of the job, altering when and/or how an essential or marginal function is performed. Marginal functions of a job that cannot be performed by an individual with a disability may be exchanged for marginal job functions performed by one or more other employees. The district is not required to reallocate essential functions of a job as a reasonable accommodation. The district may switch the marginal functions of two or more employees in order to restructure a job as a reasonable accommodation;
 - (3) Determine whether a modified or part-time work schedule may be selected as a reasonable accommodation unless modifications would cause an undue hardship. A modified schedule may involve adjusting arrival or departure times, providing periodic breaks, altering the time when certain functions are performed, allowing the employee to use accrued paid leave or providing additional unpaid leave. If modifying an employee’s work schedule poses an undue hardship, the district shall consider reassignment to a vacant position that would enable the employee to work the hours requested. Requests for modified or part-time work schedules for an employee covered under both the ADA and Oregon Family Leave Act (OFLA) or Family Medical Leave Act (FMLA) will be

considered separately. The district will determine the employee's rights under each statute to determine the appropriate actions to take;

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- (4) Determine whether reassignment to a vacant position is possible. "Vacant" means that the position is available after the employee asks for a reasonable accommodation or that the district knows that it will become available within a reasonable amount of time. Reassignment is the reasonable accommodation of last resort and required only after it has been determined that there are no effective accommodations that will enable the employee to perform the essential functions of his/her current position or all other reasonable accommodations would impose undue hardship.
 - (a) The employee must be qualified for the position — satisfy the requisite skill, experience, education and other job-related requirements of the position — but need not be the best qualified person to fill the position.
 - (b) The employee must be able to perform the essential functions of the position with or without a reasonable accommodation.
 - (c) The district is not required to bump an employee from a job in order to create a vacancy, nor does it have to create a new position.
 - (5) Gather information from employee, health-care provider(s), consultants, etc. as to needed modifications in policies, facilities, equipment, special aids and services that may be provided as a reasonable accommodation;
 - (6) Document all district efforts to provide reasonable accommodations.
- e. Qualified individuals with a disability not fully recovered from injury will not be returned to work when:
- (1) The employee cannot perform the essential functions of the job he/she holds or desires with or without a reasonable accommodation;
 - (2) The return of the employee to work would pose a significant risk of substantial harm to self or others in the workplace and that could not be reduced to an acceptable level with a reasonable accommodation;
 - (3) The return of the employee to a light duty position involves a totally different job from the job that the employee performed before the injury. A vacant light duty position already available for which an injured employee is qualified may be a reasonable accommodation;
 - (4) It is demonstrated that the accommodation will cause an undue hardship or result in excessive financial and administrative burden as defined by the ADA, and as evidenced by the district.
- f. Unpaid leaves will be provided to qualified individuals with a disability when a reasonable accommodation cannot be made in the employee's current job. The district will comply with all workers' compensation reinstatement rights to available and suitable employment;
- g. Leave of absence or attendance policies will not discriminate against qualified individuals with disabilities. (Uniformly applied leave policies are not subject to challenge because they have a more severe effect on individuals due to their disability. "No leave" policies, such as those forbidding leave during the first six months of employment are also not subject to challenge because they may have a more severe impact upon individuals with disabilities. An employer with a "no-leave" policy, however, may have to consider providing leave as a reasonable accommodation unless doing so would impose an undue hardship on its operation.) The

district will not provide additional paid leave, but accommodations may include leave flexibility and unpaid leave;

h. Drug and alcohol policies will meet the requirements of the ADA. Policies will state:

- (1) Illegal use of drugs and the use of alcohol at the workplace is prohibited by all employees;
- (2) Employees will be required to behave in conformance with the requirements of the Drug-Free Workplace Act of 1988;
- (3) Employees who engage in the illegal use of drugs or alcohol will be held to the same qualification standards for employment or job performance and behavior to which all other employees are held, even if unsatisfactory performance or behavior is related to employee's drug use or alcoholism;
- (4) Employees taking drugs under the supervision of licensed health-care professionals will be protected by the provisions of the ADA;
- (5) Employees who are no longer illegally using drugs and who have been either rehabilitated successfully or are in the process of completing a rehabilitation program will be protected by the provisions of the ADA (i.e., in-patient or out-patient programs, employee assistance programs, professionally recognized self-help programs, such as Narcotics Anonymous, or other programs that provide professional assistance and counseling for individuals).

i. Health, life insurance, pension plans and other benefit plans offered by the district will not discriminate against qualified individuals with a disability (The ADA does not affect preexisting condition clauses in health insurance plans as long as the clauses are not used as a means to avoid complying with the ADA, and such clauses do not require that additional coverage be purchased to cover expenses related to a disability.). Employees will not be denied coverage for illness or injuries unrelated to the preexisting condition;

j. Contractual or other business arrangements and relationships entered into by the district will not discriminate against qualified individuals with a disability. The district will:

- (1) Not do indirectly what it is prohibited by the ADA from doing directly;
- (2) Provide reasonable accommodations to enable access by employees with disabilities to training programs provided by the district and/or third parties, on district premises or elsewhere;
- (3) Specify in contracts with outside entities providing training on behalf of the district, who have responsibility to fulfill the obligations of providing reasonable accommodations, as needed.

Corbett School District 39

Code: ACA-AR(2)
Revised/Reviewed: 1/27/99
Orig. Code(s): ACA-AR(2)

ADA Grievance Complaint Procedure

The compliance officer is responsible for coordinating the district's efforts to comply with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008. The compliance officer shall be a neutral party having had no involvement in the complaint presented.

- Step I Any complaint shall be presented in writing to the compliance officer within 180 days from date of alleged discrimination. It must include the following:
1. Name and address of the individual or the representative filing the complaint;
 2. Description of the alleged discriminatory action in sufficient detail to inform the district of the nature and date of the alleged violation;
 3. Signature by the complainant or by someone authorized to do so on his/her behalf;
 4. Identification (by name, if possible) of the alleged victims of the discrimination for any complaint filed on behalf of classes or third parties.
- Step II The compliance officer shall thoroughly investigate the complaint, notify the person who has been accused of discriminating, permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within 10 working days after receipt of the written complaint, if deemed necessary. The compliance officer shall give a written answer to the complaint within 15 working days after receipt of the written complaint.
- Step III If the complainant is not satisfied with the answer of the compliance officer, ~~he/she~~ they may submit a written appeal to the superintendent or designee indicating with particularity the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within 10 working days after receipt of the compliance officer's answer. The superintendent or designee shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The superintendent or designee shall give a written answer to the complainant's appeal within 10 working days.
- Step IV If the complainant is not satisfied with the answer, an appeal with the Board may be filed within 10 working days after receipt of the Step III answer. The Board shall, within 20 working days, conduct a hearing at which the complainant shall be given an opportunity to present the complaint. The Board shall give a written answer to the complaint within 10 working days following completion of the hearing.
- Step V If the complainant is not satisfied with the decision of the Board, a complaint may be filed with the Coordination and Review Section, Civil Rights Division, U.S. Department of Justice (student complaints) or the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industry (employment complaints).

Individuals may initiate complaint procedures and/or civil actions with or without first complying with local complaint procedures.

Corbett School District 39

Code: **ACB**
Adopted: 11/18/202

All Students Belong

All students are entitled to a high quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

All employees are entitled to work in an environment that is free from discrimination or harassment.

All visitors are entitled to participate in an environment that is free from discrimination or harassment.

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior directed at or about any of the preceding demographic groups.

“Symbol of hate” means a symbol, image, or object that expresses animus on the basis of race, color, religion, gender identity, sexual orientation, disability or national origin including, the noose, swastika, or confederate flag¹, and whose display:

1. Is reasonably likely to cause a substantial disruption of or material interference with school activities; or
2. Is reasonably likely to interfere with the rights of students by denying them full access to the services, activities, and opportunities offered by a school.

The district prohibits the use or display of any symbols of hate on school grounds or in any district- or school-sponsored program, service, school or activity that is funded in whole or in part by monies appropriated by the Oregon Legislative Assembly, except where used in teaching curriculum that is aligned to the Oregon State Standards.

In responding to the use of any symbols of hate, the district will use non-disciplinary remedial action whenever appropriate.

The district prohibits retaliation against an individual because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

Nothing in this policy is intended to interfere with the lawful use of district facilities pursuant to a lease or license.

¹ While commonly referred to as the “confederate flag,” the official name of the prohibited flag is the Battle Flag of the Armies of Northern Virginia.

The district will use administrative regulation ACB-AR - Bias Incident Complaint Procedure to process reports or complaints of bias incidents.

END OF POLICY

Legal Reference(s):

[ORS 659.850](#)
[ORS 659.852](#)

[OAR 581-002-0005](#)
[OAR 581-022-2312](#)

[OAR 581-022-2370](#)

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).
Dariano v. Morgan Hill Unified Sch. Dist., 767 F.3d 764 (9th Cir. 2014).
State v. Robertson, 293 Or. 402 (1982).

Corbett School District 39

Code: **ACB-AR**
Adopted: 11/18/2020

Bias Incident Complaint Procedure

The term “bias incident” is defined in policy. Persons impacted by a bias incident shall be defined broadly to include individuals at whom an incident was directed as well as students in the larger school community likely to be impacted by the incident.

Step 1: When a staff member learns of a potential bias incident, the staff member will prioritize the safety and well-being of all persons impacted and promptly report the incident to the building administrator.

Step 2: The administrator or designee shall acknowledge receipt of the complaint, and investigate any complaint of a bias incident. Responding staff will recognize the experience of all persons impacted, acknowledge the impact, commit to taking immediate action, and prevent further harm against those persons impacted from taking place. Redirection procedures, if any, will include:

- Educational components that address the history and impact of hate;
- Procedural components to ensure the safety, healing, and agency of those impacted by hate;
- Accountability and transformation for people who cause harm; and
- Transformation of the conditions that perpetuated the harm.

The administrator or designee must consider whether the behavior implicates other public charter school policies or civil rights laws, and if so, respond accordingly.

The administrator or designee will make a decision within 10 business days of receiving the complaint.

All persons impacted will be provided with information relating to the investigation and the outcome of the investigation. At a minimum, the information provided must include:

- That an investigation has been initiated;
- When the investigation has been completed;
- The findings of the investigation and the final determination based on those findings; and
- Actions taken with the person or persons who committed the harassing behavior to remedy the behavior and prevent reoccurrence when the actions relate directly to a person impacted by the event.

If any of the above information cannot be shared, a citation to the law prohibiting release and an explanation of how that law applies to the current situation will be provided.

Step 3: If complainant or a respondent wishes to appeal the decision of the administrator or designee, the complainant or respondent may submit a written appeal to the

superintendent within five business days after receipt of the administrator's or designee's response to the complaint.

The superintendent or designee shall acknowledge receipt of the appeal and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the administrator's or designee's decision. The superintendent or designee will respond in writing to the complainant within 10 business days.

The superintendent or designee will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 3, as appropriate.

Step 4: If the complainant or respondent is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the Board within five business days of receipt of the superintendent's or designee's response to Step 3. The Board may decide to hear or deny the request for appeal at a Board meeting. The Board may use an executive session if the subject matter qualifies under Oregon law. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at a Board meeting. The Board's decision will be final, and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing within 10 business days of this meeting.

The Board will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 4, as appropriate.

Complaints can be filed with or communicated directly to the administrator or designee, in which case Step 1 will be skipped. Complaints against the administrator can be directed to the superintendent or designee and will begin at Step 3. Complaints against a Board member(s) can be directed to the Board and will begin at Step 4. If complaints procedure begins past Step 1, the individuals reviewing the complaint will ensure that all requirements are met.

The complainant, if a person who resides in the district, a parent or guardian of a student who attends the public charter school, or a student, is not satisfied after exhausting local complaint procedures, the public charter school fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, may appeal the public charter school's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

Complaints may also be filed directly with the U.S. Department of Education Office for Civil Rights.

Public charter school administration will develop and implement instructional materials to ensure that all school employees and staff are made aware of this procedure and related practices. The materials will include reporting procedures, educational processes, and possible consequences.

When necessary, timelines may be adjusted by the public charter school by communicating to all parties in writing. This communication must include a new timeline and an explanation of why the timeline must be adjusted.

Corbett School District 39

Code: AD
Adopted: 2/21/07
Orig. Code: AD

Philosophy of Education

(OSBA has removed this policy from its samples.)

It is the intent of the Corbett School District to provide quality educational opportunities for all students in the district's schools to help them become productive members of a changing society. To accomplish this intent, the Board endorses the following set of beliefs about the education of children:

1. Nothing in this district is more important than its children;
2. No activity in this district is more important than the education and training of its children;
3. The school shares with the family and the community at large the formation of habits, skills and attitudes of the children of the community;
4. Instruction is the heart of the school system. Therefore, the work of the Board and the employees in all other departments is directed toward supporting the instructional program;
5. Students need to develop self-esteem, respect for authority and a sense of trust. To develop these traits, students need a friendly and stimulating environment where each student is treated as an individual;
6. Each student should be helped to develop to his/her full potential;
7. Fair and consistent discipline is essential to education.

END OF POLICY

Legal Reference(s):

[ORS 329.025](#)
[ORS 329.035](#)

[ORS 332.107](#)

[OAR 581-022-1020](#)

Corbett School District 39

Code: AE
Adopted: 10/16/13
Orig. Code(s): AE

District Goals

(OSBA has removed this policy from its samples)

The district shall maintain a coordinated valid and reliable data-driven K-12 program designed to improve student achievement, support students' academic growth beyond proficiency in the knowledge and skills of the student's current grade level, encourage their attainment of individual goals and successfully prepare students to function effectively in a rapidly changing world and for the futures they choose to pursue.

The district will work with staff, parents and community members through 21st Century Schools Councils, local school committees and advisory committees to develop district goals that support the physical and cognitive growth and development of students. Goals will be adopted by the Board consistent with the goals adopted by the State Board of Education. Goals will be reviewed at least annually and revised as needed. Goals will utilize valid and reliable data for evaluating the success of curriculum, instruction, resource allocation and school improvement.

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)
[ORS 192.630](#)
[ORS 329.015](#)
[ORS 329.025](#)

[ORS 329.485](#)
[ORS 332.107](#)
[ORS 659.850](#)
[ORS 659A.003](#)

[ORS 659A.006](#)
[ORS 659A.030](#)
[OAR 839-003](#)

Corbett School District 39

Code: BA
Adopted: 10/16/97
Orig. Code(s): BA

Board Goals

(Optional policy that may get confused with the Board's goal setting process)

The Board is responsible to the people for whose benefit the district has been established. Further, the Board's current decisions will influence the future course of education in the district's schools. By virtue of this responsibility, the Board and each of its members must look to the future and to the needs of all district citizens. This requires a comprehensive perspective and long-range plan in addition to addressing immediate problems.

The Board's primary responsibility is to establish policies, purposes and programs and procedures which will best produce educational achievement. The Board is charged with accomplishing this while also being responsible for wise management of available resources. The Board must fulfill these responsibilities by functioning primarily as a legislative body which formulates and adopts policy, by selecting an executive officer to implement policy and by evaluating the results. Further, it must carry out its functions openly and seek the involvement of students, staff and the public during its decision-making processes.

In accordance with these principles, the Board, through its operations, will seek to achieve the following goals to:

1. Concentrate the Board's collective effort on policy-making and planning responsibilities;
2. Formulate Board policies that best serve each student's educational interests;
3. Provide the superintendent with sufficient and adequate guidelines for implementing Board policies;
4. Maintain effective communication with the students, staff and the public to maintain awareness of attitudes, opinions, desires and ideas;
5. Conduct Board business openly, soliciting and encouraging broad-based involvement of the students, staff and the public in the Board's decision-making processes.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corbett School District 39

Code: BB
Adopted: 2/21/07
Orig. Code: BB

Board Legal Status

The constitution of the state of Oregon charges the Legislature with the providing by statute for a general system of common schools. The Legislature enacts laws to delegate the immediate control of the schools by locally elected boards of directors. Thus, the Board is the governing body of the Corbett School District.

Federal and state statutes and the rules of the State Board of Education define and outline the general powers and duties of the Board. The Oregon statutes authorize the Board to transact all business within the jurisdiction of the district to control the district schools, and to educate the children residing in the district. Oregon Administrative Rules establish further requirements and guidelines for the districts. The Board's duty is to carry out those statutes that are mandatory (e.g., "The Board shall..."), where the laws on a subject are permissive (e.g., "The Board may..."), the Board is empowered to exercise its judgment and discretion.

This district will be known as the Corbett School District No. 39 of Multnomah County. There will be seven members of the Board elected by zone.

The regular term of office of Board members will be four years. The terms of office will commence on the first day of July next following the regular district elections. The term of office for members appointed to fill a vacancy will be until June 30 following the next regular district election. The term of office for members appointed to fill a vacancy will be the time remaining in the vacated Board position. ~~Members will serve until their successors are elected.~~

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)
[ORS 332.018\(1\)](#)
[ORS 332.030\(4\)](#)

[ORS 332.072](#)
[ORS 332.075](#)
[ORS 332.105](#)

[ORS 332.107](#)
[ORS 335.505](#)

OR. CONST., art. VIII, § 3.

Corbett School District 39

Code: BBA
Adopted: 10/16/97
Orig. Code: BBA

Board Powers and Duties

The Legislature of the state of Oregon delegates to the Board responsibility for the conduct and governance of schools. The general powers granted to the Board, but not limited to:

1. Legislative or Rule-Making Authority

In regular or special public meetings, after open discussion and after the votes of members are ~~taken on the recorded~~, the Board will establish rules or policy to govern the conduct of its members and the proceedings of the Board.

The Board shall establish rules for ~~governance of schools and students~~ governing the programs and services of the district consistent with the rules of the State Board of Education rules, and with local, state and federal laws.

The Board is responsible for providing adequate and direct means for keeping itself informed about the needs and wishes of the public, and for keeping local ~~citizens~~ community patrons informed about the schools.

2. Judicial Authority

As provided by law, policy or contract, the Board acts as a fact-finding body or a court of appeal for staff members, students and the public when issues involve Board policies or agreements and their ~~fair~~ implementation, and when the Board must determine the rights, duties or obligations of those persons who come before it.

3. Executive/Administrative Authority

The Board will appoint a superintendent delegated to establish administrative regulations to implement Board policy and goals. The Board will evaluate the superintendent's ~~in the performance of his/her duties~~.

The Board may establish academic and financial goals for the district and evaluate the superintendent's implementation of those goals.

The Board will oversee the financial affairs of the district by authorizing, appropriating and ~~approving~~ adopting budgets and by proposing ~~tax levy~~ local option or bond elections, ~~when appropriate and as allowed by law,~~ to provide for operation of programs and maintenance or acquisition of district property.

The Board ~~is authorized~~ will authorized the superintendent to approve payment on all contracts and ~~business to transactions~~ all business coming within the jurisdiction of the district in accordance with

Board policies on purchasing and budget requirements. The Board will provide for an annual audit of the district's assets.

The ~~Board~~ **district** will employ the staff necessary to carry out the educational program and will provide for regular evaluation of staff.

The Board will direct the collective bargaining process to establish ~~labor contracts~~ **collective bargaining agreements** with the district's personnel. The Board will establish, through the collective bargaining process where appropriate, salaries and salary schedules, other terms and conditions of employment, and personnel policies for districtwide application.

The Board will establish the days of the year and the hours of the day when school will be in session.

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)

[ORS 243.656](#)

[ORS Chapters 279A, 279B](#) and [279C](#)

[ORS 294.305](#) to -294.565

[ORS 328.205](#) to -328.304

[ORS 332.072](#)

[ORS 332.075](#)

[ORS 332.105](#)

[ORS 332.107](#)

[ORS Chapter 339](#)

[ORS 342.805](#) to -342.937

[ORS Chapter 343](#)

Corbett School District 39

Code: BBAA
Adopted: 4/17/19
Orig. Code(s): BBAA

Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of their position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as ~~their~~ their own.

Members will be knowledgeable of information requested through Board action, supplied by the superintendent, gained through attendance at district activities and through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information, which require additional expense to the district, must be submitted to the Board for consideration.

2. Requests for Legal Opinions

Requests for legal opinions by a Board member must be approved by a majority vote of the Board. If the legal opinion sought involves the superintendent's employment or performance, the request should be made to the board chair. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy. Such information will be conveyed to the superintendent.

4. Board Member's Relationship to Administration

Individual Board members will be informed about the district's educational program, may visit schools or other facilities to gain information, and may request information from the superintendent. No individual Board member may direct the superintendent to action without Board authorization. Board members will not intervene in the administration of the district or its schools.

5. Contracts or Agreements

All contracts of the district must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

END OF POLICY

Legal Reference(s):

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.075](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

Corbett School District 39

Code: BBB
Adopted: 2/21/07
Orig. Code: BBB

Board Elections/Board Member Qualifications

1. Number of Directors

The Board will consist of seven members nominated and elected at large and will be known as the District School Board. **The term of office shall be for four years.**

2. Designation of Board Positions

Positions of Board members and their respective successors in office will be designated by positions numbered No. 1, No. 2, No. 3, No. 4, No. 5, No. 6 and No. 7. In all proceedings for the nomination or election of candidates for or to the office of a Board member, every petition for nomination, declaration of candidacy, certificate of nomination, ballot or other document used in connection with the nomination or election will state the position number to which the candidate aspires.

Individuals may seek more than one elected position such as school board and education services district board.

Re-elections for Board positions will occur as follows:

- Position No. 1: Spring ~~1999~~2023, and every four years thereafter;
- Position No. 2: Spring ~~2001~~2021, and every four years thereafter;
- Position No. 3: Spring ~~2001~~2021, and every four years thereafter;
- Position No. 4: Spring ~~2001~~2021, and every four years thereafter;
- Position No. 5: Spring ~~2001~~2021, and every four years thereafter;
- Position No. 6: Spring ~~1999~~2023, and every four years thereafter;
- Position No. 7: Spring ~~1999~~2023, and every four years thereafter.

END OF POLICY

Legal Reference(s):

[ORS 249.013](#)
[ORS 255.235](#)

[ORS 255.245](#)
[ORS 332.011](#)

[ORS 332.018](#)
[ORS 332.118 to -332.138](#)

Corbett School District 39

Code: BBBA
Adopted: 2/21/07
Orig. Code(s): BBBA

Board Member Qualifications

A person is eligible to serve as a Board member if he/she is an elector of the district. An “elector” means an individual qualified to vote under Section 2, Article II of the Oregon Constitution. The individual must be 18 years of age or older, registered to vote at least 20 calendar days immediately preceding any election in the manner provided by law and must have been a resident within the district for one year immediately preceding the election or appointment. Additionally, if the district is zoned, the individual must meet the requirements of Oregon Revised Statute (ORS) 332.124 - 332.126.

No person who is an employee of the district is eligible to serve as a Board member while so employed. A person who is an employee of a public charter school may not serve as a member of the Board of the district in which the public charter school that employs the person is located.

END OF POLICY

Legal Reference(s):

[ORS 247.002](#)
[ORS 247.035](#)
[ORS 249.013](#)

[ORS 332.016](#)
[ORS 332.018](#)
[ORS 332.030](#)

[ORS 332.124](#)
[ORS 332.126](#)

Oregon Constitution, Article II, Section 2.

Corbett School District 39

Code: BBBB
Adopted: 10/16/97
Orig. Code(s): BBBB

Board Member Oath of Office

~~New directors~~ Any elected or appointed Board member must qualify by taking an oath of office before assuming the duties of office. The oath of office will be in the following form:

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the state of Oregon and the laws thereof, and the policies of the Corbett School District. I will faithfully and impartially discharge the duties of the Office of School Board Member according to the best of my ability during the term for which I have been appointed.

Signature

END OF POLICY

Legal Reference(s):

[ORS 332.005](#)

Corbett School District 39

Code: BBC
Adopted: 8/17/16
Orig. Code(s): BBC

Board Member Resignation

The Board believes that any citizen who files and seeks election or appointment to the Board should do so with full knowledge of and appreciation for the investment in time, effort and dedication expected of all Board members, and that the citizen’s intent is to serve a full term of office.

When a member decides to terminate service, the Board requests earliest possible notification of intent to resign so the Board may plan for the continuity of Board business. Resignations must be made in writing. Board members can resign the office effective at a future date. If the resignation is effective at a future date, the resignation is binding unless withdrawn in writing by the end of the third business day after the resignation is made.

The Board ~~will~~ **shall** announce the resignation and declare the vacancy at ~~its~~ **next** Board meeting.

The Board will determine the procedures to be used in filling the vacancy. The Board may begin a replacement process and select a successor prior to the effective date of resignation; however, the actual appointment shall not be made before the resignation date.

END OF POLICY

Legal Reference(s):

[ORS 236.320](#)

[ORS 236.325](#)

[ORS 332.030](#)

Corbett School District 39

Code: BBD
Adopted:

Board Member Removal from Office

The Board shall declare the office of a director vacant upon any of the following:

1. The death or resignation of an incumbent;
2. When an incumbent ceases to be a resident of the district;
3. When an incumbent ceases to discharge the duties of office for two consecutive months unless prevented by sickness or unavoidable cause;
4. When an incumbent ceases to discharge the duties of office for four consecutive months for any reason;
5. When an incumbent is removed from office by judgment of any court;
6. When an incumbent has been recalled from office by district voters;
7. ~~[When an incumbent is elected by zone and moves from the zone to which he/she was elected. The incumbent shall continue to serve as director to June 30 next following the next regular district election. At that election, a successor shall be elected to serve the remainder, if any, of the unexpired term to which the director was elected. If the term to which the director was elected expires June 30 next following the election of the successor, the successor shall be elected to a full term.]~~

~~Vacancies will be filled through appointment by the Board unless a majority of the positions are vacant at the same time. In that case, vacancies will be filled by the [] Education Service District.~~

END OF POLICY

Legal Reference(s):

[ORS 249.865 to -249.877](#)

[ORS 332.030](#)

[ORS 408.240](#)

Corbett School District 39

Code: BBE
Adopted: 3/16/00
Orig. Code: BBE

Vacancies on the Board

~~The Board believes that any citizen who files for and seeks election to the Board should do so with the full knowledge of and appreciation for the investment in time, effort and dedication expected of all Board members, and that each citizen who seeks the office of school director intends to serve a full term and attend all meetings, unless there are extenuating circumstances.~~

~~The Board will declare the office of a director vacant upon any of the following:~~

- ~~1. The death or resignation of an incumbent;~~
- ~~2. When an incumbent ceases to be a resident of the district;~~
- ~~3. When an incumbent ceases to discharge the duties of the office for two consecutive months unless prevented by illness or other unavoidable cause;~~
- ~~4. When an incumbent ceases to discharge the duties of office for four consecutive months for any reason;~~
- ~~5. When an incumbent is removed from office by judgment or decree of any competent court;~~
- ~~6. When an incumbent has been recalled from office by the voters of the district.~~

~~A resignation becomes effective when officially accepted by the Board at its next regular meeting. The Board will announce the resignation and declare the vacancy at that meeting. The Board will determine the procedures to be used in filling the vacancy.~~

Vacancies will be filled by appointment by the Board; however, the appointee must be a legally registered voter and must have been a resident within the district for one year immediately preceding the appointment. If the vacancy occurs, the Board shall advertise for a 20-day period to find an eligible resident.

In the event of multiple vacancies the position of the Board member who resigned first will be filled first.

Upon appointment by the Board, the newly appointed Board member(s) will be sworn and will be seated immediately.

If the offices of a majority of the directors of the district are vacant at the same time, the directors of the Multnomah County Education Service District will appoint persons to fill the vacancies from the qualified voters of the district.

Board elections are held every odd-numbered year which for the purposes of this policy are termed “election” years. The appointee:

1. Will serve until June 30 following the next “election,” at which time the individual elected in ~~March~~ **May** of that year will fill the remaining portion of an unexpired term or serve a full four year term; or
2. Will serve until June 30 of a subsequent “election” year if the vacancy occurs after the filing date in an “election” year.

A Board member so elected as a replacement will serve the remaining years of the term of office of the Board member being replaced.

~~In the event of multiple vacancies the position of the Board member who resigned first will be filled first.~~

~~Upon appointment by the Board, the newly appointed Board member(s) will be sworn and will be seated immediately.~~

~~If the offices of a majority of the directors of the district are vacant at the same time, the directors of the Multnomah County Education Service District will appoint persons to fill the vacancies from the qualified voters of the district.~~

END OF POLICY

Legal Reference(s):

[ORS 249.865 to -249.877](#)
[ORS 255.245](#)

[ORS 255.335](#)
[ORS 332.030](#)

[ORS 332.122](#)
[ORS 332.124](#)

Corbett School District 39

Code: BBF
Adopted: 2/21/07
Orig. Code: BBF

Board Member Ethics

(Version 1)

(see updated version)

A school Board member should:

1. Understand that his/her basic function is “policy making” and not “administrative”;
2. Discourage standing subcommittees of the Board, however, the Board recognizes the value of forming ad hoc committees at various times to address specific issues;
3. Respect the rights of school patrons to be heard at official meetings;
4. Recognize that authority rests only with the Board in official meetings;
5. Recognize that he/she has no legal status to act for that Board outside of official meetings;
6. Refuse to participate in “secret” meetings, or other irregular meetings which are not official and which all members do not have the opportunity to attend or have not been advertised;
7. Refuse to make commitments on any matter which should properly come before the Board as a whole;
8. Make decisions only after all available facts bearing on a question have been presented and discussed;
9. Respect the opinion of others and graciously accept the principle of “majority rule” in Board decisions;
10. Recognize the superintendent should have full administrative authority for properly discharging his/her professional duties within limits of established Board policy;
11. Act only after hearing the recommendations of the superintendent in matters of employment or dismissal of school personnel at an official meeting;
12. Recognize that the superintendent is the educational adviser to the Board and should be present at all meetings of the Board except when his/her contract and salary are under consideration;
13. Refer all complaints or problems to the proper administrative office and discuss them only at a regular meeting after failure of administrative solution;
14. Present personal criticisms of any school operation directly to the superintendent rather than to school personnel;
15. Insist that all school business transactions be on an ethical and above board basis;

16. Refuse to use his/her position on a school Board in any way, whatsoever, for personal gain or for personal prestige;
17. Refuse to bring personal problems into Board considerations;
18. Advocate honest and accurate evaluation of all past employees when such information is requested by another school district;
19. Give the staff the respect and consideration due skilled professional personnel.

END OF POLICY

Legal Reference(s):

[ORS 162.015 - 162.035](#)
[ORS 162.405 - 162.425](#)
[ORS 192.610 - 192.710](#)
[ORS 244.040](#)

[ORS Chapter 244](#)
[ORS 332.055](#)
[ORS 419B.005](#)
[ORS 419B.010](#)

[ORS 419B.015](#)
[Senate Bill 415 \(2019\)](#)

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Corbett School District 39

Code:
Adopted:

BBF

Board Member Standards of Conduct

(Version 2)

A Board member should:

1. Comply with ethics laws for public officials;
2. Understand that the Board sets the standards for the district through Board policy. Board members do not manage the district on a day-to-day basis;
3. Understand that the Board makes decisions by a quorum vote of the Board. Individual Board members may not commit the Board to any action;
4. Respect the right of other Board members to have opinions and ideas which differ;
5. Recognize that decisions made by a quorum vote are the final decisions of the Board. Such decisions should be supported by all Board members;
6. Make decisions only after the facts are presented and discussed;
7. Understand the chain of command and refer problems or complaints to the proper administrative office;
8. Recognize that the Board must comply with the Public Meetings Law and only has authority to make decisions at properly noticed Board meetings;
9. Insist that all Board and district business is ethical and honest;
10. Be open, fair and honest — no hidden agendas;
11. Understand that Board members will receive information that is confidential and cannot be shared;
12. Recognize that the superintendent is the Board's employee and designated as the chief executive officer of the district;
13. Take action only after hearing the superintendent's recommendations;
14. Refuse to bring personal or family problems into Board considerations;
15. Give district staff the respect and consideration due to skilled, professional employees;
16. Present personal criticism of district operations to the superintendent, when appropriate, not to district staff;

17. Respect the right of the public to attend and observe Board meetings;
18. Respect the right of the public to be informed about district decisions and school operations as allowed by law;
19. Remember that content discussed in executive session is confidential;
20. Use social media, websites, or other electronic communication judiciously, respectfully, and in a manner that does not violate Oregon’s Public Meetings Laws;
21. When posting online or to social media, Board members will treat and refer to other Board members, staff, students and the public with respect, and will not post confidential information about students, staff or district business;
22. A Board member is a mandatory reporter of child abuse. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately make an oral report by telephone or otherwise to the local Department of Human Services (DHS), to the designee of the department or to a local law enforcement within the county where the person making the report is located at the time of contact.

END OF POLICY

Legal Reference(s):

[ORS 162.015 - 162.035](#)
[ORS 162.405 - 162.425](#)
[ORS 192.610 - 192.710](#)

[ORS Chapter 244](#)
[ORS 332.055](#)
[ORS 419B.005](#)

[ORS 419B.010](#)
[ORS 419B.015](#)
[Senate Bill 415 \(2019\)](#)

Corbett School District 39

Code: BBFA
Adopted: 6/15/16
Orig. Code: BBFA

Board Member Conflicts of Interest

No Board member will use his/her official position or office to obtain personal financial benefit or to avoid financial detriment for him or herself, relatives or household members, or for any business with which the Board member, a household member or a relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by Oregon Revised Statute (ORS) 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the annual \$50 gift limit from one who has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. District-provided meals at board meetings are acceptable under the reimbursement of expenses exception.

I. Conflicts of Interest

“Business” means any corporation, partnership, proprietorship, enterprise, association, franchise, firm, organization, self-employed individual or any legal entity operated for economic gain. This definition excludes any income-producing tax exempt 501(c) not-for-profit corporation with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

“Business with which a Board member or relative is associated” means any private business or closely held corporation of which a Board member or relative is a director, officer, owner, employee or agent or any private business or closely held corporation in which a Board member or relative owns or has owned stock, another form of equity interest, stock options or debt instruments worth \$1,000 or more at any point in the preceding year; any publicly held corporation in which a Board member or relative owns or has owned \$100,000 or more in stock or another form of equity interest, stock options or debt instruments at any point in the preceding calendar year; or any publicly held corporation of which a Board member or relative is a director or officer.

“Relative” means the spouse¹, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits² to the Board member, or who receives any benefit from the Board member’s public employment position.

“Member of the household” means any person who resides with the public official.

¹ The term spouse includes domestic partner.

² Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

No Board member will solicit or receive, either directly or indirectly, any pledge or promise of future employment based on any understanding that the Board member's vote, official action or judgment would be thereby influenced.

No Board member will attempt to use or use for personal gain any confidential information gained through his/her official position or association with the district. A Board member will respect individuals' privacy rights when dealing with confidential information gained through association with the district.

If a Board member participates in the authorization of a public contract, the Board member may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

Individual Board members and the Board as a public entity are bound by the ethics laws for public officials as stated in Oregon law.

Potential Conflict of Interest

"Potential conflict of interest" means any action or any decision or recommendation by a Board member that could result in a financial benefit or detriment for self or relatives or for a business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare a potential conflict of interest. A Board member may, after declaring his/her potential conflict of interest, either vote or abstain on the issue. Abstaining from a vote does not meet the legal requirement of publicly stating a potential conflict.

Actual Conflict of Interest

"Actual conflict of interest" means any action or any decision or recommendation taken by a Board member that would result in a financial benefit or detriment to self or relatives or for any business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare an actual conflict of interest. The Board member may not vote lawfully if an actual conflict of interest exists unless a vote is needed to meet a minimum requirement of votes to take official action. Such a vote does not allow the Board member to participate in any discussion or debate on the issue out of which an actual conflict arises.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged. For example, if a Board member's spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member's spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

II. Gifts

Board members are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. All gift related provisions apply to the Board member, their relatives, and members of their household. The \$50 gift limit applies separately to the Board member and to the Board member's relatives or members of household, meaning that the Board member, each member of their household and relative can accept up to \$50 each from the same source/gift giver. "Gift" means something of economic value given to a Board member without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

"Relative" means: the spouse³, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits⁴ to the Board member, or who receives any benefit from the Board member's public employment position.

"Member of the household" means any person who resides with the Board member.

Determining the Source of Gifts

Board members should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the Board member's personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the Board member need not keep track of it, although they are advised to do so anyway in case of a later dispute.

Determining Legislative and Administrative Interest

A "legislative or administrative interest" means an economic interest distinct from that of the general public, in any action subject to the decision or vote of a person acting in the capacity of a Board member. For example, everyone within a county has a general interest in the fire department, but the person who sells the uniforms to the fire department has a legislative or administrative interest in the fire department that is distinct from the general public.

Determining the Value of Gifts

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

"Fair market value" is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of

³ Ibid. p. 1

⁴ Ibid. p. 1

the gift if the Board member does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the Board member's admission or meal will include all costs other than any amount donated to a charity.

For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the Board member is \$25. This example requires that the Board member does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member's meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
 - a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
 - b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
 - c. The source calculates the actual amount spent on the Board member.
3. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received.
4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale Value

Board members may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

Entertainment

Board members may not solicit or accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member unless:

1. The entertainment is incidental to the main purpose of another event (i.e., a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The Board member is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when a Board member appears at an entertainment event for a "ceremonial purpose" at the invitation of the source of the entertainment who requests the presence

of the Board member at a special occasion associated with the entertainment. Examples of an appearance by a Board member at an entertainment event for a ceremonial purpose include throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

Exceptions

The following are exceptions to the ethics rules on gifts:

1. Campaign contributions are not considered gifts under the ethics rules;
2. Gifts from “relatives” and “members of the household” to the Board member are permitted in an unlimited amount; they are not considered gifts under the ethics rules;
3. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties;
4. Contributions made to a legal expense trust fund if certain requirements are met;
5. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative or administrative interest, with the following exceptions:
 - a. Organized Planned Events. Board members are permitted to accept payment for travel conducted in the Board member’s official capacity, for certain limited purposes:
 - (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:
 - (a) The Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND
 - (i) The giver is a unit of a:
 - 1) Federal, state, or local government;
 - 2) An Oregon or federally recognized Native American Tribe; OR
 - 3) Nonprofit corporation.
 - (b) The Board member is representing the district:
 - (i) On an officially sanctioned trade-promotion or fact-finding mission; OR
 - (ii) Officially designated negotiations or economic development activities *where receipt of the expenses is approved in advance by the Board.*
 - (2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.

6. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is representing the district. Again, this exception does not authorize private meals where the participants engage in discussion.

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal;

7. Food or beverage consumed by Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(6)(b)(I)(i);
8. Waiver or discount of registration expenses or materials provided to Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement;
9. A gift received by the Board member as part of the usual or customary practice of the Board member’s private business, employment or position as a volunteer that bears no relationship to the Board member’s holding of public office.

Honoraria

A Board member may not solicit or receive, whether directly or indirectly, honoraria for the Board member or any relative or member of the household of the Board member if the honoraria are solicited or received in connection with the official duties of the Board member.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the Board member or candidate.

END OF POLICY

Legal Reference(s):

[ORS 162.015 to -162.035](#)
[ORS 162.405 to -162.425](#)

[ORS 244.010 to -244.400](#)
[ORS 332.055](#)

[OAR 199-005-0001 to -199-010-0150](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

OR. ETHICS COMM’N, OR. GOV’T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Corbett School District 39

Code: BBFB
Adopted: 6/15/16
Orig. Code(s): BBFB

Board Member Ethics and Nepotism

In order to avoid both potential and actual conflicts of interests, Board members will abide by the following rules when a Board member's relative or member of the household is seeking and/or holds a position with the district:

1. A Board member may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or member of the household, unless the Board member complies with the conflict of interest requirements of Oregon Revised Statute (ORS) Chapter 244.

This policy does not apply to decisions regarding unpaid volunteer positions unless it is a Board member position or another Board-related unpaid volunteer position (i.e. a Board committee position).

2. A Board member may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or member of the household. A Board member may still serve as a reference or provide a recommendation.

For the purposes of this policy:

“Member of the household” means any person who resides with the Board member.

“Relative” means: the spouse¹, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits² to the Board member, or who receives any benefit from the Board member's public employment position.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class including the Board member's relative or household member. For example, if a Board member's spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member's spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential

¹ The term spouse includes domestic partner.

² Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

END OF POLICY

Legal Reference(s):

[ORS 244.010](#) to -244.400

[ORS 659A.309](#)

[OAR 199-005-0001](#) to -199-010-0150

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Corbett School District 39

Code: BBFC
Adopted:

Reporting of Suspected Abuse of a Child

A Board member is a mandatory reporter of child abuse. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately notify the Oregon Department of Human Services (DHS) or local law enforcement pursuant to Oregon Revised Statute (ORS) 419B.015.

The Board member making a report of child abuse, as required by ORS 419B.010, shall make an oral report by telephone or otherwise to the local office of the Department of Human Services, to the designee of the department or to a law enforcement agency within the county where the Board member making the report is located at the time of the contact.

The report shall contain, if known: the names and addresses of the child and the parents of the child or other persons responsible for the care of the child; the child's age; the nature and extent of the abuse, including any evidence of previous abuse; the explanation given for the abuse; and any other information that the Board member making the report believes might be helpful in establishing the cause of the abuse and the identity of the perpetrator.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 419B.005](#)

[ORS 419B.010](#)
[ORS 419B.015](#)

[Senate Bill 415 \(2019\)](#)

Corbett School District 39

Code: BC/BCA
Adopted: 1/27/00
Orig. Code: BC/BCA

Organizational Meeting

No later than the next regular meeting following July 1, the Board will organize itself for the year. **In a Board election year, the Board organizational meeting must be no later than July 31st.** At that time the Board shall elect a chairman and vice chairman from among the members.

The organizational meeting will consist of, but not be limited to, the following actions:

1. •Designate custodian of funds and select banking facilities;
2. •Administer the oath of office to members-elect if that has not occurred previously. The superintendent, deputy clerk, chairman or selected members of the Board may administer the oath;
3. •Specify date(s) and location(s) for regular Board meetings;
4. •Take such other organizational actions as are prescribed by law or by Board practice.

The incumbent chairman of the Board will preside until a successor is elected, whereupon the successor will assume the chair. In the event no incumbent chairman or vice chairman remains on the Board, or neither is able to continue to serve as an officer, a temporary chairman will be selected to conduct the election.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040 to -332.045](#)

[ORS 332.057](#)

Corbett School District 39

Code: BCB
Adopted: 10/16/97
Orig. Code: BCB

Board Officers

The Board chairman will:

1. Assist the superintendent in establishing the agenda for regular meetings of the Board;
2. Call special meetings when required;
3. Preside at all meetings of the Board and enforce the rules of order;
4. Sign the minutes and other official documents that require the signature of the chairman;
5. Represent the district and the Board at official functions, unless this duty is delegated by the chairman or the Board to another member of the Board;
6. Appoint all committees unless otherwise ordered by the Board and will be an ex-officio member of all such committees;
7. Have the right to discuss issues and may vote on any issue.

In the absence, incapacitation or death of the chair, the vice chair will perform the duties of the chair and, when so acting, will have the chair's powers. The vice chair will perform other functions as designated by the Board.

Board or District Spokesmanperson

The Board may appoint one of its members, usually the chairman, or another authorized person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the district's position should be articulated by a single voice. The spokesmanperson serves at the Board's direction and may be removed or replaced at any time by action of the entire a majority of the Board.

Board Secretary

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. The secretary to the Board will take notes at Board meetings, compile minutes and perform related work as assigned by the superintendent or requested by the Board chairman.

These duties will include, but not be limited to, the following:

1. Record the disposition of all matters on which the Board considered action;
2. Prepare, check and distribute minutes in advance for approval at the next Board meeting;
3. Maintain properly authenticated official copies of the minutes;

4. [REDACTED] Maintain the official record of policies of the Board;
5. Properly post all Board meetings;
6. Maintain in the district office a current copy of Robert's Rules of Order Newly Revised.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)
[ORS 332.040](#)

[REDACTED] [ORS 332.045](#)
[REDACTED] [ORS 332.057](#)

[REDACTED] [OAR 166-400-0010\(9\)](#)

Corbett School District 39

Code: BCBA
Adopted: 10/16/97
Orig. Code(s): BCBA

Student Representative to the Board

The Board ~~has provided~~ **may provide** for a formalized ongoing method of communication with district students by establishing a position of student representative to the Board.

The student representative shall receive notice of meetings, the agenda and the appropriate agenda materials; be provided a place at the Board table; and shall have the same privileges of discussion as apply to Board members. The student representative shall not be a voting member of the Board nor shall he/she be permitted to attend executive sessions held by the Board.

~~The superintendent shall develop administrative regulations as needed for the implementation of this policy.~~

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corbett School District 39

Code: BCD
Adopted: 10/16/97
Orig. Code: BCD

Board-Superintendent Relationship

~~The superintendent is the Board's executive officer and as such directs the execution of Board decisions. He/She is authorized to implement reasonable rules and regulations in order to effect the Board policies and direction.~~

~~The caliber of the relationship between the Board and the superintendent is a critical factor in determining how well a school system operates. The Board should extend to the superintendent their trust in his/her integrity, respect for his/her professional training and experience, and confidence in his/her ability to administer the district. The superintendent should extend to the Board his/her loyalty, his/her best advice on decisions the Board must make and the most competent management of the school system he/she is capable of providing. Together, they should constitute a team for directing, managing and providing leadership to the school system.~~

~~In working together, both should be conscious of the importance of their relationship. Their actions should be consistent with an attitude of mutual trust and respect. This mutual trust and respect should be sufficient to allow both the Board and superintendent to periodically review their relationship and their joint performance to see how they can be improved.~~

The superintendent shall be the chief executive officer and shall be responsible for the professional leadership necessary to translate the will of the Board into administrative action.

The superintendent shall be responsible for all aspects of district operation and for such duties and powers pertaining thereto as directed or delegated by the Board, and to develop such procedures and regulations as he/she considers necessary to ensure efficient operation of the district.

The Board expects that the superintendent is professionally able and possesses outstanding qualities of leadership, vision and administrative skill and will implement all Board policies in good faith.

The superintendent can expect the Board will respect the superintendent's professional competence and extend to him/her full responsibility for implementation of Board policy decisions.

The Board holds the superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about district operations.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.505](#)

[ORS 332.515](#)

Corbett School District 39

Code: BCE
Adopted: 7/13/19
Orig. Code: BCE

Board Committees

The Board will not have standing committees. Special committees may be appointed by the Board for specific purposes to serve until their assignment is completed. The entire Board may meet as a committee-of-the-whole.

The function of special committees will be fact-finding, deliberative and advisory, rather than legislative or administrative. The committee will make recommendations directly to the Board as a whole, which alone may take action. Committee meetings may be called by the Board chair, the committee chair or any committee member.

Committee-of-the-whole meetings, called “work sessions,” may be held. Committee-of-the-whole meetings may be called by the Board chair or any two Board members.

All meetings of special committees and of committees-of-the-whole will follow the Public Meetings Law. The Board or its committees may sit in an executive session to discuss matters when such session is required or permitted by law.

All matters referred to a committee will be thoroughly investigated. A committee will not have the power to act for the Board except as the Board has specifically authorized, but will make recommendations to the Board. Committee recommendations and reports will become an official part of Board minutes.

A Board committee may appoint advisory members from the staff, student body or community with approval of the Board. Advisory members will be instructed in the committee’s functions and their status. Advisory members may not be included in considering whether a quorum of the committee is present, nor may they vote on recommendations to be made to the Board. Either an advisory member or an ex-officio member may present a written minority report to the Board.

END OF POLICY

Legal Reference(s):

[ORS 192.610 to -192.690](#)

[ORS 332.045](#)

[ORS 332.105](#)

Corbett School District 39

Code: BCF
Adopted: 7/31/19
Orig. Code: BCF

Advisory Committees to the Board

In an ongoing effort to increase communication with the public and to provide for community involvement, the Board may appoint advisory committees which include community members to consider matters of districtwide importance.

Recommendations of such committees will be given careful consideration by the Board, but such recommendations will not relieve the Board of its legal responsibility to make final decisions about such matters.

All meetings of advisory committees shall follow the Public Meetings Law. The press may attend and report proceedings. Visitors shall sit apart from the committee members and shall speak only when invited to do so by the committee chair.

The composition of advisory committees to the Board will be broadly representative and will take into consideration the specific tasks assigned to the committee. The process for the appointment of community members to an advisory committee will be determined by the Board. When requested and approved by the Board, appointment of staff members, when appropriate, will be made by the superintendent.

The Board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The committee's written charge which shall include, but not be limited to, a statement of purpose and responsibility;
2. The resources the Board will provide;
3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive the committee report(s).

Except as specifically provided by the Board, advisory committees will cease to function when their reports have been received by the Board or when the purposes for which they were established have been accomplished.

The Board may be represented on lay and professional committees that serve the Board in an advisory capacity, with specific Board members appointed by the chair, but normally such Board members will function as ex-officio members of the committees.

END OF POLICY

Legal Reference(s):

[ORS 192.610](#)
[ORS 192.630](#)

[ORS 294.414](#)
[ORS 329.704](#)

[ORS 332.107](#)

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL.

Corbett School District 39

Code: BCG
Adopted: 10/16/97
Orig. Code(s): BCG

District's Attorney

(OSBA has removed this policy from its samples)

The Board will appoint an attorney to advise and represent the district. The appointment will be for one year on a fee basis, with reappointment subject to a vote of the Board.

The school attorney will be the chief legal adviser for the district. Without restricting the generality of the foregoing, it is his/her responsibility to:

1. Be present as requested at meetings of the Board and its committees;
2. Advise the Board and its officials when requested to do so on legal matters;
3. Advise the Board and superintendent on points of law where the rights and liabilities of the district may be affected;
4. Prepare and/or approve all legislation sought to be enacted by and expressly for the district;
5. Prosecute legal actions brought by the Board and defend legal actions brought against the Board;
6. Investigate and report on accident claims and other claims made against the district.

END OF POLICY

Legal Reference(s):

[ORS 332.072](#)

[ORS 332.505](#)

Corbett School District 39

Code: BCH
Adopted: 10/16/97
Orig. Code(s): BCH

Consultants to the Board

(OSBA has removed this policy from its samples)

The Board may engage persons in an advisory capacity when specific services are required that are beyond the capabilities or responsibilities of regularly employed personnel.

Such advisers may include attorneys, auditors, architects, agents of record and others with technical skills or professional training.

The Board may appoint such advisers to serve for a specified period of time or may engage such advisers to perform specific tasks on a temporary basis. Except where the adviser serves under a written contract for a specified period of time, the Board may terminate such advisory services at its sole discretion.

The Board will conduct periodic reviews of the services and may request periodic reports to the Board.

Prior to reappointment, the district may open proposals for service.

END OF POLICY

Legal Reference(s):

[ORS 332.072](#)

[ORS 332.075](#)

[ORS 332.505](#)

Corbett School District 39

Code: BD/BDA
Adopted: 8/17/16
Orig. Code: BD/BDA

Board Meetings

(Version 1)

(see revised version)

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. "Meeting" means the convening of a quorum of the Board as the district's governing body to make a decision or to deliberate toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the governing body, i.e., a work session. The affirmative vote of the majority of members of the Board is required to transact any business.

All regular, special and emergency meetings of the Board will be open to the public except as provided by law. All meetings will be conducted in compliance with state and federal statutes. All Board meetings, including Board retreats and work sessions, will be held within district boundaries. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business.¹ No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation², age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including those with disabilities, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they were not included in the notice.

If requested to do so at least 48 hours before a meeting held in public, the Board shall provide an interpreter for hearing-impaired persons. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice. Communications with all qualified individuals with disabilities shall be as effective as communications with others.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act and the smoking provisions contained in the Public Meetings Law.

The possession of dangerous or deadly weapons and firearms, as defined in law and Board policy, is prohibited on district property.

1. Regular, Special and Emergency Meetings

¹ ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction as long as no deliberations toward a decision are involved.

² As defined in ORS 174.100.

Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the organizational meeting in July and may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business.

No later than the next regular meeting following July 1, the Board will hold an organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31.

Special meetings can be convened by the Board chair upon request of three Board members, or by common consent of the Board at any time to discuss any topic. A special meeting may also be scheduled if less than a quorum is present at a meeting or additional business still needs to be conducted at the ending time of a meeting. At least 24 hours' notice must be provided to all Board members, the news media, which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic communication. Electronic communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Electronic communications may contain:

- a. Agenda item suggestions;
- b. Reminders regarding meeting times, dates and places;
- c. Board meeting agendas or information concerning agenda items;
- d. One-way information from Board members or the superintendent to each Board member (e.g., an article on student achievement or to share a report on district progress on goals) so long as that information is also being made available to the public;
- e. Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to other Board members will have the following notice:

Important: Please do not reply or forward this communication if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting. Electronic communications on district business are governed by Public Records and Meetings Law.

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by the Public Meetings Law.

4. **Work Sessions**

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with the state law on public meetings, including notice and minutes. The Board may make official decisions during a work session.

5. **Executive Sessions**

Executive sessions may be held as an agenda item during regular, special or emergency meetings for a reason permitted by law. (See Board policy BDC - Executive Sessions)

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)

[ORS 174.104](#)

[ORS Chapter 192](#)

[ORS Chapter 193](#)

[ORS 255.335](#)

[ORS 332.040 to -332.061](#)

[ORS 433.835 to -433.875](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

41 OR. ATTY. GEN. OP. 28 (1980)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).

Americans with Disabilities Act Amendments Act of 2008.

OR. ATTY. GEN. Public Records and Meetings Manual (2014).

Corbett School District 39

Code:
Adopted:

BD/BDA

Board Meetings

(Version 2)

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. “Meeting” means the convening of a quorum of the Board as the district’s governing body to make a decision or to deliberate toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the governing body, i.e. a work session. The affirmative vote of the majority of members of the Board is required to transact any business.

All regular, special and emergency meetings of the Board will be open to the public except as provided by law. All meetings will be conducted in compliance with state and federal statutes. All Board meetings, including Board retreats and work sessions, will be held within district boundaries. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business.¹ No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation², age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including those with disabilities, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they were not included in the notice.

If requested to do so at least 48 hours before a meeting held in public, the Board shall provide an interpreter for hearing-impaired persons. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice. Communications with all qualified individuals with disabilities shall be as effective as communications with others.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act and the smoking provisions contained in the Public Meetings Law.

1. Regular, Special and Emergency Meetings

Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the organizational meeting in July and may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business.

No later than the next regular meeting following July 1, the Board will hold an organizational meeting to elect Board officers for the coming year and to establish the year’s schedule of Board

¹ ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction as long as no deliberations toward a decision are involved.

² As defined in ORS 174.100.

meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31.

Special meetings can be convened by the Board chair, upon request of three Board members, or by common consent of the Board at any time to discuss any topic. A special meeting may also be scheduled if less than a quorum is present at a meeting or additional business still needs to be conducted at the ending time of a meeting. At least 24 hours' notice must be provided to all Board members, the news media, which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic communication. Electronic communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Electronic communications may contain:

- a. Agenda item suggestions;
- b. Reminders regarding meeting times, dates and places;
- c. Board meeting agendas or information concerning agenda items;
- d. One-way information from Board members or the superintendent to each Board member (e.g., an article on student achievement or to share a report on district progress on goals) so long as that information is also being made available to the public;
- e. Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to other Board members should have the following notice:

Important: Please do not reply or forward this communication if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting. Electronic communications on district business are governed by Public Records and Meetings Law.

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by the Public Meetings Law.

5. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with the state law on public meetings, including notice and minutes. The Board may make official decisions during a work session. Generally, Boards do not take official action during work sessions, although there is no legal prohibition to do so.

6. Executive Sessions

Executive sessions may be held during regular, special or emergency meetings for a reason permitted by law. (See Board policy BDC - Executive Sessions)

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)

[ORS 174.104](#)

[ORS Chapter 192](#)

[ORS Chapter 193](#)

[ORS 255.335](#)

[ORS 332.040 to -332.061](#)

[ORS 433.835 to -433.875](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

41 OR. ATTY. GEN. OP. 28 (1980)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).
Americans with Disabilities Act Amendments Act of 2008.

OR. ATTY. GEN. Public Records and Meetings Manual (2014).

Corbett School District 39

Code: BDC
Adopted: 7/31/19
Orig. Code: BDC

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of a student and matters pertaining to or examination of the confidential medical records of a student, ~~including that student's educational program.~~

An executive session may be convened by order of the Board chair, upon request of three Board members or by common consent of the Board for a purpose authorized under Oregon Revised Statute (ORS) 192.660 during a regular, special or emergency meeting. The presiding officer will announce the executive session by identifying the authorization under ORS 192.660 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent. (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))

10. To discuss matters pertaining to or examination of the confidential ~~medical~~ records of a student, ~~including that student's educational program~~. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of a minor students or examination of the confidential ~~medical~~ records of a student ~~including, that student's educational program~~; and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential ~~medical records and educational program~~; the discussion; and each Board member's vote on the issue.

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential.

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)
[ORS 332.045](#)

[ORS 332.061](#)

House Bill 2514 (2019)

Corbett School District 39

Code: BDD/~~BDDD~~
Adopted: 10/16/97
Orig. Code: BDD/BDDD

Board Meeting Procedures

1. Quorum

A majority of the members of the Board will constitute a quorum. ~~A lesser number may meet and adjourn from time to time and compel the presence of absent members. The affirmative vote of the majority of members of the Board is required to transact any business.~~

2. Vote Needed for Exercise of Powers

The affirmative vote of the majority of members of ~~the Board~~ **members** will be necessary for ~~the exercise exercising~~ of any of the Board's powers.

3. Board Member Voting

The vote of each member on all motions will be recorded in the minutes.

4. Abstaining from Vote

If a Board member chooses to abstain from voting, **the Board member will state the reason for the abstention and** such abstention will be recorded.

5. Parliamentary Procedure

~~The rules of parliamentary procedure, comprised in *Robert's Rules of Order Newly Revised*, may govern the Board in its deliberations. Discussion by Board members shall be unlimited as long as it applies to the motion before the Board of the matter under consideration unless the Board votes to limit discussion. The chairman shall confine discussion to the matter before the Board. He/She may limit the time of any citizen appearing before the Board.~~

~~The Board should seek the counsel of the administration, the staff, classified employees and any interested resident before reaching decisions on school policy. The superintendent shall prepare information, gather statistics, survey programs and populations as directed by the Board to assist in their discussions and deliberations.~~

Official Board business will be transacted by motion or resolution at duly called regular or special meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised*, "*Procedure in Small Boards*" as modified by the Board will govern the Board in its deliberation. Modifications will include the following:
Motions will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

The Board chair will decide all questions relative to points of order, subject to an appeal to the Board.

END OF POLICY

Legal Reference(s):

[ORS 192.650](#)
[ORS 244.120\(2\)](#)

[ORS 332.045](#)
[ORS 332.055](#)

[ORS 332.057](#)
[ORS 332.107](#)

38 OR. ATTY. GEN. OP. 1995 (1978)
41 OR. ATTY. GEN. OP. 28 (1980)

Corbett School District 39

Code: BDDA
Adopted: 10/16/97
Orig. Code(s): BDDA

Notification of Board Meetings

(similar language in BD/BDA)

The Board will provide for and give public notice, reasonably calculated to give actual notice to interested persons, including those with disabilities, of the time and place for regular meetings and of the principal subjects to be considered.

Notices to individuals with disabilities shall be given in an appropriate form upon request and with appropriate advance notice. Auxiliary aids and services available to ensure equally effective communications with qualified persons with disabilities may include large print, Braille, audio recordings and reader. Primary consideration will be given to the requests of the person with a disability in the selection of appropriate auxiliary aids and services.

If only an executive session will be held, the notice will state the specific provision of law authorizing the executive session.

No special meeting will be held without at least 24 hours notice hours' notice to the Board members and the general public except in the case of emergency.

In the case of emergency, a meeting may be held upon such notice as is appropriate under the circumstances but minutes will explain the emergency situation.

Dates of regular meetings of the Board will be provided to district employees, interested members of the public and the news media.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.690](#)

[ORS 332.045](#)

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).

Corbett School District 39

Code: BDDC
Adopted: 10/16/19
Orig. Code(s): BDDC

Board Meeting Agenda

The Board chair, ~~with the assistance of~~ **will assist** the superintendent, ~~will prepare~~ **in preparing** an agenda for all regular meetings of the Board. Items of business may be suggested by any Board member, staff member, student or patron of the district by notifying the superintendent at least five working days prior to the meeting.

A consent agenda may be used by the Board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item be removed from the consent agenda. The removed item will then be placed on the regular agenda.

The agenda will follow a general order established by the Board. Opportunities for the audience to be heard may be included on the agenda. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

Items of business not on the agenda may be discussed and acted upon if the majority of the Board agrees to consider them.

The agenda, together with supporting materials, will be distributed by the district office or superintendent to Board members at least three full working days prior to the meeting. The agenda will be available to the press and to interested patrons through the superintendent's office at the same time it is available to the Board members. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

A copy of the agenda will be posted on the district website on the day of the meeting.

The district will ensure equally effective communications are provided to qualified persons with disabilities, upon request, as required by the Americans with Disabilities Act.

Appropriate auxiliary aids and services may include, but are not limited to, qualified interpreters, assistive listening systems, note takers, large print, Braille materials, audio recordings and readers. Primary consideration will be given to the request of the person with a disability in the selection of the appropriate auxiliary aid and/or service. Should the Board demonstrate such a request would result in a fundamental alteration in the service, program or activity or an undue financial and administrative burden, an alternate, equally effective communication will be used.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)

[ORS 192.640](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2015); 28 C.F.R. Part 35 (2015).

Americans with Disabilities Act Amendments Act of 2008.

Corbett School District 39

Code: BDDG
Adopted: 9/17/14
Orig. Code: BDDG

Minutes of Board Meetings

The Board secretary will take written minutes of all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name;
4. The substance of any discussion on any matter;
5. Any other information required by law.

All minutes shall be available to the public within a reasonable time. The public and patrons of the district may receive, upon request, copies of approved current minutes at the administration office. Minutes need not be approved by the Board prior to being available to the public. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator.

The district will maintain and make available to staff and other interested patrons an updated copy of the meeting minutes.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon's Public Meetings Law with essentially the same level of detail as for public sessions. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including a student's confidential ~~medical records and that student's educational program~~; the discussion; and each Board member's vote on the issue.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.710](#)

[ORS 332.061](#)

[House Bill 2514 \(2019\)](#)

Letter Opinion, Office of the OR Attorney General (Nov. 20, 1970).

Corbett School District 39

Code: BDDH
Adopted: 1/17/18
Orig. Code: BDDH

Public Comment at Board Meetings

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites district community members to attend Board meetings to become acquainted with the program and operation of the district. Members of the public also are encouraged to share their ideas and opinions with the Board when appropriate.

It is the intent of the Board to ensure communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary aids¹ and services.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual. All auxiliary aids and/or service requests must be made with appropriate advance notice. Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, an alternative, equally effective means of communication will be used.

Audience

During a session of a Board meeting open to the public, members of the public may be invited to present comments during the designated portion of the agenda. At the discretion of the Board chair, further public comment may be allowed.

Request for an Item on the Agenda

A member of the public may request the superintendent or Board chair consider placing an item on the agenda of a regular Board meeting. This request should be made in writing and presented to the superintendent or Board chair for consideration at least seven working days prior to the scheduled meeting.

Procedures for Public Comment at Meetings

The Board will establish procedures for public comment in open meetings. The purpose of these procedures will be to inform the public how to effectively participate in Board meetings for the best interests of the individual, the district and the patrons. The information will be easily accessible and available to all patrons attending a public Board meeting.

¹ Auxiliary aids may include, but are not limited to, such services and devices as qualified interpreters, assistive listening systems, note takers, readers, taped texts, Braille materials and large print.

1. Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the Board chair.
2. A visitor speaking during the meeting may introduce a topic not on the published agenda. The Board, at its discretion, may require that a proposal, inquiry or request be submitted in writing, and reserves the right to refer the matter to the administration for action or study.
3. Any person who is invited by the Board chair to speak to the Board during a meeting should state his/her name and address and, if speaking for an organization, the name and identity of the organization. A spokesperson should be designated to represent a group with a common purpose.
4. Statements by members of the public should be brief and concise. The Board chair may use discretion to establish a time limit on discussion or oral presentation by visitors.
5. Questions asked by the public, when possible, will be answered by the Board chair or referred to the superintendent for reply. Questions requiring investigation may, at the discretion of the Board chair, be referred to the superintendent for response at a later time.
6. At the discretion of the Board chair, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing the Board secretary with a completed registration card or sign-in sheet, prior to the Board meeting in order to allow the chair to provide adequate time for each agenda item.

The Board chair should be alert to see that all visitors have been acknowledged and thanked for their presence and for any contributed comments on agenda issues. Similar courtesy should be extended to members of staff who have been in attendance. Their return for future meetings should be welcomed.

Petitions

Petitions may be accepted at any Board meeting. No action will be taken in response to a petition before the next regular meeting. Petitions will be referred to the superintendent for consideration and recommendation.

Comments Regarding Staff Members

Speakers may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for Board consideration of a legitimate complaint involving a staff member. The association contract governing the employee's rights will be followed. A commendation involving a staff member should be sent to the superintendent.

END OF POLICY

Legal Reference(s):

[ORS 165.535](#)
[ORS 165.540](#)

[ORS 192.610 to -192.690](#)
[ORS 332.057](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).

Americans with Disabilities Act Amendments Act of 2008.
Baca v. Moreno Valley Unified Sch. Dist., 936 F. Supp. 719 (C.D. Cal. 1996).
Leventhal v. Vista Unified Sch. Dist., 973 F. Supp. 951 (S.D. Cal. 1997).

Corbett School District 39

Code: BDDH-AR
Revised/Reviewed: 1/17/18
Orig. Code(s): BDDH-AR

Public Comment at Board Meetings

(Recommend having this statement/form somewhere on the agenda itself)

The Board requests that a public comment add information or a perspective that has not already been mentioned previously, and that the patron refrains from repeating a similar point.

To make a comment or present a topic during public comment, if the opportunity is available on the Board agenda, please complete the Intent to Speak card and submit it to the Board secretary prior to the start of the meeting. An individual that has submitted an Intent to Speak card and has been invited to speak by the Board chair, will be allowed three minutes.

Any person, who is invited by the Board chair to speak to the Board during a meeting, should state his/her name and address and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.

Please keep in mind that reference to a specific employee or group of employees, is prohibited as follows:

Board policy BDDH - Public Comment at Board Meetings:

“Comments Regarding Staff Members -

Speakers may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for Board consideration of a legitimate complaint involving a staff member. The association contract governing the employee’s rights will be followed. A commendation involving a staff member should be sent to the superintendent.”

INTENT TO SPEAK

The Board welcomes your input. Please submit this completed card to the Board secretary prior the start of the meeting.

Name: _____ Phone: _____
Address: _____
Email (optional): _____
Topic or comment to be presented (brief description): _____

A complaint brought before the Board shall be referred to the proper school authorities. A complaint shall be processed in accordance with Board policy KL - Public Complaints and KL-AR - Public Complaints Procedure. A hearing conducted before the Board regarding personnel shall take place in an executive session.

The Board requests that a topic or comment is limited to three minutes or less.

Corbett School District 39

Code: BDE
Adopted: 10/16/97
Orig. Code: BDE

D

Public Hearings

(OSBA has removed this policy from its samples.)

The Board shall hold hearings on segments of the educational program as provided by law and when they feel such additional communication would best serve the interests of the district.

The Board will establish procedures, as appropriate, for such other hearings as may be required by the Board to ascertain the ideas and opinions of the community on an item of interest, or to facilitate the orderly resolution of questions or concerns of the Board or community.

E

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.690](#)

L

E

T

F

Corbett School District 39

Code: BE
Adopted: 10/16/97
Orig. Code: BE

D

Board Work Sessions

(Language moved into policy BD/BDA)

The Board may schedule work sessions in order to provide its members with opportunities for planning and thoughtful discussion without action. Topics for discussion and study will be announced publicly and work sessions will be conducted in accordance with the state law on public meetings.

END OF POLICY

E

Legal Reference(s):

[ORS 192.610 - 192.710](#)

[ORS 332.045](#)

L

E

T

F

Corbett School District 39

Code: BF/BFA/BFB/BFC
Adopted: 10/16/97
Orig. Code: BF/BFA/BFB/BFC

Board Policy Development/Adoption/Amendment

(Version 1)

(See proposed version, district has separate BFC)

Policy formation shall be established after appropriate staff and administrative research and after the submission of a draft proposal to the Board.

Draft proposals of new Board policy should have a first and second reading, unless emergency conditions exist. Initial suggestions for draft proposals may be made by Board members, district employees or legal residents of the Corbett School District. Adoption will take place by Board resolution following a third reading.

The Board should depend upon the superintendent and staff to furnish facts for its decisions and to recommend to the Board changes in policy.

The adoption of new policies, the amending of existing policies and the suspension of policies shall be solely the responsibility of the Board.

The Board will hold a policy review meeting at least annually.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[ORS 339.240](#)

[OAR 581-022-2305](#)
[OAR 581-022-2405](#)

Corbett School District 39

Code: BF
Adopted:

Policy Development (Version 2)

The Board has the authority and responsibility to establish policy. The Board accepts the definition of policy set forth by the National School Boards Association:

School Board policies are statements which set forth the purposes and prescribe in general terms the organization and program of a school system. They create a framework within which the superintendent and his/her staff can discharge their assigned duties with positive direction. They tell what is wanted.

The formulation and adoption of policies, recorded in writing, will constitute the basic method by which the Board will exercise its leadership in the operation of the school system.

The policies shall be consistent with Oregon Revised Statutes, Oregon Administrative Rules and all federal laws and regulations.

The basic responsibility for initiating, reviewing and recommending new policies or policy modification will rest with the superintendent. New policies or changes in existing policy may be proposed by any Board member, group or organization, staff member, parent, student or other member of the community to the superintendent for the Board to consider. The superintendent, in developing these policies, may be guided by the recommendations of the staff and may seek parent and community input during the preparation and subsequent review of policy statements. Advice from legal counsel may be appropriate. The superintendent will furnish necessary background information to the Board.

The final authority and responsibility for Board policy lies with the Board.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[ORS 339.240](#)

[OAR 581-022-2305](#)
[OAR 581-022-2405](#)

Corbett School District 39

Code: BFC
Adopted: 8/17/16
Orig. Code(s): BFC

Adoption and Revision of Policies

Adopting new policies and changing or repealing existing policies is the Board’s responsibility. Policy will be adopted and amended or repealed only by the affirmative vote of a majority of the Board members. Such action will be scheduled on the agenda of a regular or special meeting.

Proposed policies or policy changes and repeal of existing policies will be presented in writing for consideration by the Board.

To permit time for studying all new policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as a Board agenda item in the following sequence:

1. First reading of a proposed policy (or policies): This is an information item and no action is required by the Board. A first reading announces that a new policy, a revision of an existing policy or consideration to rescind a policy, is being considered by the Board. Comments, questions, concerns and recommended edits should be forwarded to the superintendent for consideration prior to the meeting in which the policy is recommended for a second reading and/or adoption. If a Board member wishes to discuss a proposed policy or administrative regulation listed as an information item, the policy must be moved to the agenda for discussion with a [consensus] [majority vote] of the Board. Any organization which represents employees of the district shall be furnished a copy of personnel policies and revisions as they are made.
2. Second reading/Adoption of a proposed policy (or policies): This is an action by the Board and may be placed on the consent agenda. Any revisions to a policy from the first reading will not require the policy go through an additional reading, except as the Board determines that the revision(s) need(s) further study and an additional reading would be advantageous.

When, in the best interest of the district, immediate adoption of a proposed policy is necessary, the Board may adopt such policy at the first meeting in which it is presented.

Policies and amendments adopted by the Board will be attached to, and made a part of, the minutes of the meeting at which they are adopted and also will be included in the district’s board policy manual.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[OAR 581-022-2305](#)
[OAR 581-022-2405](#)

Corbett School District 39

Code: BFCA
Adopted:

Administrative Regulations (AR)

Administrative regulations are detailed directions governing the operation of the district.

The superintendent is authorized to formulate such administrative regulations appropriate for the implementation of policies adopted by the Board and necessary for the consistent operation of the district.

When approved by the superintendent, administrative regulations shall be distributed to the Board and the staff as appropriate.

The Board may review any administrative regulation and may direct its revision if, in the Board's judgment, such administrative regulation is not consistent with adopted board policies.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2305](#)

[OAR 581-022-2405](#)

Corbett School District 39

Code: BFD
Adopted: 4/16/14
Orig. Code: BFD

Board Policy Implementation

Effective Date of Policies

All new or amended policies will become effective on the day after adoption by the Board, unless a specific date is included in the motion for adoption.

Policy Implementation

The superintendent and administrative staff will implement Board policies. The superintendent may formulate administrative regulations and procedures to assist policy implementation.

It will be the Board's duty to evaluate the effectiveness of the policy and the effectiveness of the administration's implementation of the policy.

Policy Dissemination

The written board policies that govern the district will be maintained in a policy manual to be updated by district staff as new policies are developed or existing policies are revised or repealed.

~~Each Board member will be provided with a current policy manual.~~

Each Board member will be informed how to access the current board policy manual.

The district shall make the Board's policy manual available for inspection to the public and district employees, ~~copies of the Board's policy manual.~~ Each district employee will be notified of the existence and availability of personnel policies.

The Board's policy manual will be considered a public record and will be open for inspection at the district office during regular working hours.

~~The superintendent will provide channels for disseminating appropriate policies to the community.~~

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[OAR 581-022-2305](#)
[OAR 581-022-2405](#)

Corbett School District 39

Code: BFE
Adopted: 10/16/97
Orig. Code: BFE

Administration in Policy Absence

In cases where action must be taken within the school system and where the Board has provided no guides for administrative action, the superintendent shall have the power to act, ~~but his/her decisions shall be subject to the superintendent shall submit the actions to the Board for review by action of the Board at its~~ the next regular meeting. It shall be the duty of the superintendent to inform the Board promptly of such action and of the need for policy.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2305](#)

Corbett School District 39

Code: BG
Adopted: 2/21/07
Orig. Code: BG

Board-Staff Communications

The Board desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the superintendent.

Staff Communications to the Board

All communications or reports to the Board, or any Board committee, from principals, teachers or other staff members will be submitted through the superintendent. This procedure will not be construed as denying the right of any employee to appeal to address the Board from about issues which are part of an active administrative decisions procedure, provided that the superintendent will have been notified of the forthcoming appeal and that it is processed in accordance with the Board's policy on complaints and grievances nor and are not disruptive to the operation of the district. In addition, this procedure does not restrict protected labor relations communications of bargaining unit members. Staff members are invited to Board meetings, which provide an opportunity to observe the Board's deliberations on matters of staff concern district operations.

Board Communications to Staff

All official Board communications, policies and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will employ all such media as are provide appropriate communication to keep staff fully informed of the Board's policies, priorities, concerns and actions.

Visits to Schools

Individual Board members interested in visiting schools, classrooms or district facilities will inform the director of such facilities or principal of such visits and make arrangements for visitations through the principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Board members will be carried on only under Board authorization and with the full knowledge of staff, including the superintendent, principals and other supervisors.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2405](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

Corbett School District 39

Code: BH/BHA
Adopted: 2/21/07
Orig. Code: BH/BHA

New Board Member Orientation

The magnitude of Board membership calls for knowledge of and orientation to many areas of information and understandings. Under the guidance of experienced Board members and the superintendent, orientation will be provided to new Board members through activities such as:

1. Workshops for new Board members conducted by state and area school board associations. If possible, Board members should attend the Summer Board Conference or such other similar activities as may be scheduled for newly elected Board members sponsored by the Oregon School Boards Association;
2. Discussions and visits with the superintendent and other members of the school staff;
3. ~~Review by the Board chairman of the Code of conduct with member-elect~~ **Being given a copy of Board policy BBF Board Member Standards and other relevant policies for Board member conduct;**
4. The superintendent will provide material pertinent to meetings and will explain its contents.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corbett School District 39

Code: BHB
Adopted: 10/17/12
Orig. Code(s): BHB

Board Member Development

The complexity of Board membership demands opportunities for development, study and training for Board members. The Board places a high priority on the importance of a planned and continuing program of ~~in-service education~~ **professional development** for its members.

In order to develop leadership capabilities, become informed about current issues in education, and improve their skills as members of a policy-making body, Board members will participate in opportunities for **professional** development that may include, but not be limited to, the following:

1. In-service activities planned by the Board and by the administration for staff members, as appropriate;
2. Participation in conferences, workshops, ~~and conventions,~~ **and trainings** held by state and national school boards associations and other educational organizations;
3. Subscriptions to publications addressing Board member ~~concerns~~ **related topics**.

~~Recognizing the need for continuing training and development of its members, the Board encourages the participation of all members in appropriate conferences, conventions and workshops.~~ To control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. The superintendent will inform Board members, ~~in a timely manner,~~ of upcoming conferences, conventions, ~~and workshops,~~ **and trainings**. The Board will decide which ~~meetings~~ appear to be ~~most likely to~~ produce the greatest benefit to the Board and the district;
2. Funds for participation at such ~~meetings~~ **professional development** will be ~~budgeted~~ **included in the district budget**. When funds are limited, the Board will designate which members ~~would be most appropriate to~~ will participate at a given meeting **or training**;
3. If authorized **by the Board** to attend, ~~and reimbursement is approved by the Board,~~ Board members will be reimbursed, upon request, for reasonable and necessary expenses actually incurred;
4. When a conference, convention or workshop is not attended by the full Board, those who do participate will ~~be requested to~~ share, by means of written or oral reports, information, recommendations and materials acquired at the meeting.

END OF POLICY

Legal Reference(s):

[ORS 332.018\(3\)](#)

[ORS 332.107](#)

Corbett School District 39

Code: BHD
Adopted: 10/17/12
Orig. Code: BHD

Board Member Compensation and Expense Reimbursement

No Board member will receive any compensation for services other than reimbursement for approved expenses actually incurred on school business. Such expenses may include the cost of attendance at meetings, conferences or visitations, when such attendance has been approved by the Board.

END OF POLICY

Legal Reference(s):

[ORS 244.020](#)

[ORS 244.040](#)

[ORS 332.018\(3\)](#)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 02S-015 (May 20, 2002).

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 03S-015 (Sept. 11, 2003).

Corbett School District 39

Code: BHE
Adopted: 10/16/97
Orig. Code(s): BHE

Board Member Liability Insurance

The Board-district will purchase liability insurance and errors-and-omissions insurance to protect its-Board members individually and collectively from claims made against them as a result of their official Board actions in the course of their official duties.

END OF POLICY

Legal Reference(s):

[ORS 30.260 to -30.300](#)

[ORS 332.072](#)

[ORS 332.435](#)

Corbett School District 39

Code: BI
Adopted: 10/16/97
Orig. Code(s): BI

Board Legislative Program

The Board will represent the district's interests in legislative action to promote the welfare of public education in the sState of Oregon or will direct those interests to be represented through its executive officer, the superintendent or designee.

The Board will periodically study, discuss and weigh the merits of pending legislation for the purpose of determining its official position through Board action. If established, these official positions will be the stand of the district in the legislative process.

Board members, individually or as members of professional organizations, will not seek to represent any other positions on legislative matters unless it is made clear that such representation is not the official stand of the district.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corbett School District 39

Code: BJ
Adopted: 2/21/07
Orig. Code(s): BJ

Board Memberships

The Board will maintain memberships in the national and state school boards associations and may take an active part in the activities of these groups.

It may also maintain ~~institutional~~ memberships in other educational organizations that the superintendent and Board find to be of benefit to members and district personnel.

The materials and benefits of ~~institutional~~ memberships will be distributed and used to the best advantage of the Board and the staff.

END OF POLICY

Legal Reference(s):

[ORS 332.105\(2\)](#)

[ORS 332.107](#)

Corbett School District 39

Code: BK
Adopted: 10/16/97
Orig. Code(s): BK

Evaluation of Board Operational Procedures

~~Annually~~ The Board will plan for and carry through an appraisal ~~an annual evaluation~~ of its functioning as a Board. This appraisal ~~evaluation~~ may be based on a broad realm of relationships and activities or may be focused on a particular activity or area.

The appraisal ~~plan~~ ~~evaluation~~ will be developed by the Board chairman and an ad hoc Board committee appointed by the chairman, working with the superintendent. ~~Such instruments may be used as the committee considers desirable. Upon Board approval, an outside consultant may develop and lead the appraisal session or sessions.~~ The Board may hire a consultant to assist with the evaluation.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)



Corbett School District #39 Healthy and Safe Schools Plan



Annual Statement – June 2021

Corbett School District #39 certifies the following:

1. Responsible Persons

The person responsible for implementing and administering the Healthy and Safe Schools (HASS) Plan is:

Name: Steve Salisbury

Position Title: Facility Supervisor

Phone Number: 503-261-4213

Email Address: ssalisbury@corbett.k12.or.us

Mailing Address: Corbett School District, 35800 E. Historic Columbia River Hwy., Corbett, OR 97019

The person who is the designated Integrated Pest Management (IPM) Coordinator is:

Name: Steve Salisbury

Position Title: Facility Supervisor

Phone Number: 503-261-4213

Email Address: ssalisbury@corbett.k12.or.us

Mailing Address: Corbett School District, 35800 E. Historic Columbia River Hwy., Corbett, OR 97019

The person responsible for Asbestos Hazard Emergency Response Act (AHERA) information is:

Name: Steve Salisbury

Position Title: Facility Supervisor

Phone Number: 503-261-4213

Email Address: ssalisbury@corbett.k12.or.us

Mailing Address: Corbett School District, 35800 E. Historic Columbia River Hwy., Corbett, OR 97019

2. Copies of the Healthy and Safe Schools Plan

Copies of the plan are available at each of the following locations:

- Corbett School District Office, 35800 E. Historic Columbia River Hwy., Corbett, OR 97019
- <https://corbett.k12.or.us/wp-content/uploads/2019/06/Corbett-2019-Final-HASS.pdf>

3. Testing Certification

Corbett School District certifies that it is in compliance with all plan components, including any and all testing required by any part of the plan.

4. Testing Results

Corbett School District is current with all required testing as of the date of this document. Test results can be found on the Corbett School District's website at <https://corbett.k12.or.us/about/healthy-and-safe-schools/>. Corbett School District will also use current

district email lists or communications programs to provide final test results to staff, students, parents of minor students, and other members of their community. This includes providing actual final test results or providing direct access to final test results through links in the communications. Please contact Debbie Schneider to be added to current district email lists and programs. Specific test results can be found as follows:

- Lead in Water: <https://corbett.k12.or.us/about/healthy-and-safe-schools/lead-in-drinking-water/>
- Radon: <https://corbett.k12.or.us/about/healthy-and-safe-schools/radon/>

5. Website Link Maintenance

Corbett School District certifies that all website links for plan information and test results are current and functional.

6. Major Exposure Reduction Activities

Corbett School District has completed the following major activities, which resulted in reduced risk of exposure to hazardous materials:

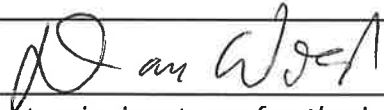
Facility Name	Building Identification Number (BIN)	Activity resulting in reduced risk of exposure to hazardous materials	Type of hazard addressed	Date of activity	Estimated cost of remediation
Corbett High School Gym	21860105	Remove Asbestos	Asbestos	Nov 2020	\$5,378.00

7. Radon Testing Summary (Optional)

Corbett School District has completed radon testing at the following buildings this year and is providing the following summary:

Facility Name	Building Identification Number (BIN)	Number of radon tests conducted	Number of tests that exceed limits	Number of tests that exceed limits after remediation	Number of sites where remediation is still in process
Corbett Grade School	21860100	41	0	0	0

I certify that the above information is true and accurate to the best of my knowledge.

	INTERIM SUPERINTENDENT	JUNE 8, 21
Electronic signature of authorized representative	Title	Date of Annual Certification

SALARIES FOR 2021-2022

NON-REPRESENTED ADMINISTRATIVE EMPLOYEES

(220 days and 1.0 FTE unless noted)

APPROVED By Corbett
School District Board of Directors

	PROPOSED	7-1-21 – 6-30-22
Student Services Director, Jeanne Swift		<i>\$112,658</i>
Grade School Principal, Michelle Dawkins		<i>\$112,658</i>
Secondary Principal, Kathy Childress		<i>\$112,658</i>
MS/CAPS Principal, Rachel Goodloomis		<i>\$112,658</i>
Secondary Assistant Principal, Cassie Duprey		\$112,658
Secondary Assistant Principal, Jennifer Radulesk, .10 FTE		\$11,266
Middle School Assistant Principal, Rhiannon Young, .10 FTE		\$11,266

PERS employee pick up paid by the District as well as \$200/month communication stipends.

The District will provide Non-Represented Administrative Employees an annual technology hardware allowance of \$1400 to be paid during the July pay period similar to the Superintendent.

APPENDIX A

SALARIES FOR 2021-2022

CONFIDENTIAL AND SUPERVISORY EMPLOYEES

(260 days and 1.0 FTE unless noted)

APPROVED _____

By Corbett School District
Board of Directors Date

7-1-21 – 6-30-22

Deputy Clerk / HR Lead
Robin Lindeen-Blakeley

\$80,184

Maintenance/Custodial Supervisor
Steve Salisbury

+100/month stipend
for electronics
\$84,092

Transportation Supervisor
Todd Williams

+ 100/month stipend
for electronics
\$68,730

Business Office Assistant
Debra Schneider

\$60,625

Technology Director
Christopher Wingler

\$65,484

Springdale School Administrative Assistant
(.9 FTE) Nancy Gyerko

170 days (36 hrs./wk)
\$37,005

Secondary Administrative Assistant
(.9 FTE) Erin Gibbs

195 days (36 hrs./wk)
\$39,715

Business Office Assistant
(.75 FTE) Christie Dillard

\$42,876

Kitchen Manager
Seth Tucker

\$75,476

Transportation Coordinator
Carrie Evans

\$58,081

Corbett School District 39

Code: CB
Adopted: 10/16/97
Orig. Code: CB

Superintendent

The superintendent is designated the chief executive officer of the district and has, under the Board's direction, the superintendent exercises general supervision of all schools, personnel and departments of the district. The superintendent is responsible for managing the schools-district under the Board's policies and is accountable to the Board for that management.

The superintendent may delegate to other school-district personnel the exercise of any powers and the discharge of any duties imposed upon the superintendent by these Board policies or by vote of the Board. Delegation of power or duty, however, will not relieve the superintendent of responsibility for action taken under such delegation.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[ORS 332.515](#)

[OAR 581-022-2405](#)

Corbett School District 39

Code: CBA
Adopted: 9/18/13
Orig. Code(s): CBA

Qualifications and Duties of the Superintendent

POSITION: Superintendent of Schools

- QUALIFICATIONS:
1. A current Oregon administrative license with an authorization for all levels, superintendent's endorsement or a transitional superintendent license;
 2. Successful experience as an educational leader and administrator;
 3. In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets transitional administrator or exceptional administrator licensure requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to OAR 584-080-0151 and 584-080-0161;
 4. Other qualifications as determined by the Board.

REPORTS TO: Board of Directors

SUPERVISES: Central office administrators and school principals; and through them, all district personnel.

JOB GOAL: Provide effective administration of all schools and departments, and educational leadership throughout the school system and community.

Performance Responsibilities

The superintendent:

1. Serves as chief executive officer of the Board except as otherwise provided by law, makes rules not in conflict with law or with Board policies and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools;
2. Initiates and directs the development of policies for approval by the Board, delegating such responsibility to associates and subordinates as deemed desirable;
3. Attends all meetings of the Board except those concerned with his/her own contract status and takes part in the deliberations, but does not vote;

4. Assists the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve; places before the Board necessary and helpful facts, comparisons, investigations, information and reports; and makes available the personal advice on special or technical matters by those persons who are qualified to furnish it;
5. Implements and interprets Board policies;
6. Recommends the appointment, renewal, contract extension, contract nonrenewal, contract nonextension or discharge of licensed employees of the Board as provided by law, Board policies and the employee's collective bargaining agreement, as applicable, and with such recommendations reported to the Board for approval;
7. Assigns or transfers licensed employees as provided by state law, Board policies, collective bargaining agreements and meet and confer agreements, as applicable;
8. Appoints, assigns, transfers, promotes, demotes or discharges classified and nonrepresented employees as provided by state law, Board policies, collective bargaining agreements and meet and confer agreements, as applicable;
9. Directs the professional supervisory staff in visits to the schools under his/her charge; through this staff, directs, assigns and assists teachers and all other educational employees in the performance of their duties; classifies, assigns and controls the promotion of students; and performs other duties as the Board determines;
10. Directs the work of the professional staff in evaluating curriculum and instructional materials and, upon the basis of such study, makes recommendations to the Board;
11. Supervises the establishment or modification of attendance and transportation area boundaries subject to Board approval;
12. Directs the preparation of the budget showing the estimated receipts and disbursements necessary to cover the needs of the district for the ensuing budget period, and submits this estimate to the Board in accordance with law;
13. Approves and directs, in accordance with law and Board policy, purchases and expenditures, within the limits of the budget;
14. Exercises leadership in directing studies of sites and buildings, considering the population trend and the educational and cultural needs of the district, to ensure timely decisions by the Board and electorate regarding construction and renovation projects;
15. Represents the district in dealings with other school systems, social institutions, business firms, government agencies and the general public;
16. Keeps the public informed about current educational practices, educational trends and issues confronting the district.

The specific enumeration of the superintendent’s duties as detailed above will not act to limit the broad authority and responsibility of the office.

END OF POLICY

Legal Reference(s):

[ORS 342.125](#)
[ORS 342.143](#)
[ORS 342.173](#)
[ORS 342.175](#)
[ORS 342.850](#)

[OAR 581-023-0006 to -0041](#)
[OAR 581-023-0104](#)
[OAR 581-023-0112](#)
[OAR 581-023-0220 to -0240](#)
[OAR 584-020-0000 to -0045](#)

[OAR 584-036-0035\(1\)](#)
[OAR 584-046-0003 to -0055](#)
[OAR 584-080-0151 to -0153](#)
[OAR 584-080-0161](#)

Corbett School District 39

Code: CBB
Adopted: 12/17/98
Orig. Code: CBB

Recruitment and Appointment of the Superintendent

The Board considers foremost among its responsibilities, the selection and appointment of the superintendent who can effectively translate into action the policies of the Board and the aspirations of the community for its schools.

In order to provide the most capable leadership available for the district, the Board may engage in a nationwide search for applicants for the position of superintendent whenever a vacancy in that position occurs.

The Board shall develop and adopt the standards (e.g., candidate qualities and work experience), criteria (e.g., application, screening and hiring process) and policy directives (e.g., promote from within, state and/or national search) to be used in hiring the superintendent, or interim superintendent, at a meeting open to the public and at which the public has had an opportunity to comment.

The Board may seek the advice and counsel of interested individuals or of an advisory committee or it may hire consultants to assist in screening candidates and to encourage the filing of applications by professional educators who meet the qualifications. Final selection, however, will rest with the Board after a thorough consideration of qualified applicants.

The Board will appoint the superintendent by a majority vote of the Board members at a meeting for which notice has been given of that intended action.

At the time of his/her appointment, the superintendent will be issued an initial contract with the salary and benefits as mutually negotiated and determined. Contracts shall not be issued for more than three years at a time. The contract shall automatically expire at the end of its term. The Board may, however, elect to issue a subsequent contract for not more than an additional three years at any time. The Board will thereafter fix the superintendent's salary and benefits annually, prior to the beginning of the new fiscal year.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(7\)\(d\)](#)

[ORS 332.505](#)

Corbett School District 39

Code: CBE
Adopted: 10/16/97
Orig. Code: CBE

Superintendent's Continuing Professional Development

(OSBA has removed this policy from its samples.)

The Board expects the superintendent to keep informed of new and promising developments in the field of education by visiting other school systems and attending educational conferences, seminars, workshops and other professional meetings. The superintendent will inform the Board chairman about meetings or visits which will cause him/her to be absent from the district one day or more.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[OAR 584-048-0110](#)

Corbett School District 39

Code: CBF
Adopted: 10/16/97
Orig. Code: CBF

Superintendent's Consulting Activities

(OSBA has removed this policy from its samples.)

The Board expects the superintendent to devote full attention and energy to the concerns of the district. The superintendent may not be engaged in any other employment nor in long-term consulting assignments. The Board, however, recognizes the superintendent's obligation to contribute to the profession of school administration and to the field of public education in general. This policy, therefore, does not prohibit the superintendent from undertaking occasional consulting work that does not conflict with obligations to the district. Any such task that requires the superintendent's absence for two or more consecutive working days must have prior approval of the Board. No paid consulting will be undertaken on district time.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

Corbett School District 39

Code: CBG
Adopted: 7/17/02
Orig. Code: CBG

Evaluation of the Superintendent

(Version 1)

(see proposed version)

The superintendent's job performance will be evaluated once a year based on the administrative job description, any applicable standards of performance, Board policy and progress in attaining any adopted goals for the year established by the superintendent and the Board.

Additional criteria for the evaluation, if any, will be developed at the July meeting or earlier, based upon an emergency or unanticipated need.

The normal evaluation cycle will be as follows:

1. Not later than the July meeting the Board will extend applicable previous goals and add new goals to be used in the evaluation;
2. At the January Board meeting, the superintendent shall present to the Board a self appraisal relative to the district goals and evaluation criteria;
3. The superintendent shall place on the February Board agenda time for the purpose of evaluating the superintendent and expressing recommendations on how performance may be improved;
4. The Board, prior to March 15, shall formally act upon the evaluation process and the contract status. The contract will not be extended unless formally approved by the Board.

If requested by the Board, the superintendent shall present a status report on progress being made relative to the evaluation criteria.

The Board's discussion and conferences with and about the superintendent and his/her performance will be in executive session, unless the superintendent requests an open session; however, such an executive session will not include directives about or a general evaluation of any district goal, objective or operation. Results of the evaluation will be written and placed in the superintendent's personnel file.

Any time the superintendent's performance is deemed to be unsatisfactory, the superintendent will be notified in writing of specific areas to be addressed and will be given an opportunity to correct these problems. If the superintendent's performance, according to established criteria, is deemed unsatisfactory, the Board may either dismiss the superintendent or non-renew his/her contract pursuant to Board policy, the employment contract with the superintendent, state administrative regulations and state law.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)

[ORS 332.107](#)

[ORS 332.505](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

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Corbett School District 39

Code: CBG
Adopted:

Evaluation of the Superintendent (Version 2)

The Board will formally evaluate the superintendent’s job performance at least once each year. The evaluation will be based on the administrative job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board.

Additional criteria for the evaluation, if any, will be developed at a public board meeting prior to conducting the evaluation. The superintendent will be notified of the additional criteria prior to the evaluation.

The Board’s discussion and conferences with and about the superintendent and his/her performance will be conducted in an executive session, unless the superintendent requests a session open to the public. Such an executive session will not include a general evaluation of any district goal, objective or operation. Results of the evaluation will be written and placed in the superintendent’s personnel file.

At the Board’s discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent’s performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent’s employment contract and state law and rules. In those situations where the superintendent’s employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)
[ORS 332.107](#)
[ORS 332.505](#)

[ORS 342.513](#)
[ORS 342.815](#)

[OAR 581-022-2405](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

Corbett School District 39

Code: CBHA
Adopted: 10/16/97
Orig. Code: CBHA

Superintendent's Retirement

(OSBA has removed this policy from its samples)

The superintendent will notify the Board as soon as possible of his/her decision to retire in order to allow the Board adequate time to select and employ a new superintendent. If the superintendent expects to invoke early retirement, at least 120 days notice is expected.

END OF POLICY

Legal Reference(s):

[ORS Chapter 237](#)
[ORS Chapter 238](#)

[ORS 332.505](#)
[ORS 332.507](#)

Consolidated Omnibus Budget Reconciliation Act of 1985, as amended, 29 U.S.C. 1161-1169.
Tax Reform Act of 1986, 29 U.S.C. Sections 1001-1461.

Corbett School District 39

Code: CC
Adopted: 10/16/97
Orig. Code: CC

Administrative Organization

(OSBA has removed this policy from its samples)

The legal authority of the Board is transmitted through the superintendent along specific paths as shown in the Board-approved organizational chart of the district.

Lines of authority on the chart represent directions of authority and responsibility.

The superintendent may reorganize lines of authority and revise the organizational chart subject to Board approval of major changes and/or the elimination and/or creation of positions. The Board expects the superintendent to keep the administrative structure current with the needs for supervision and accountability throughout the school system.

The Board expects the following goals to be achieved through its administrative organization:

1. Each school will develop and implement the educational program most appropriate for its needs within the framework of district policy;
2. The building administrator will have the specific responsibility for overseeing the pattern and sequence of educational experiences provided;
3. Responsibility starts with students to teachers, principals, the superintendent and on to the Board;
4. Each member of the staff will be told to whom he/she reports and for what functions;
5. Whenever possible, each member of the staff will be made responsible to one immediate superior for any one function;
6. Staff members will be told to whom they can go for help in working out their own functions in the school program.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

Anderson v. Central Point School District No. 6, 554 F. Supp. 600 (D.Oregon 1982); aff'd in part, 746 F. 2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

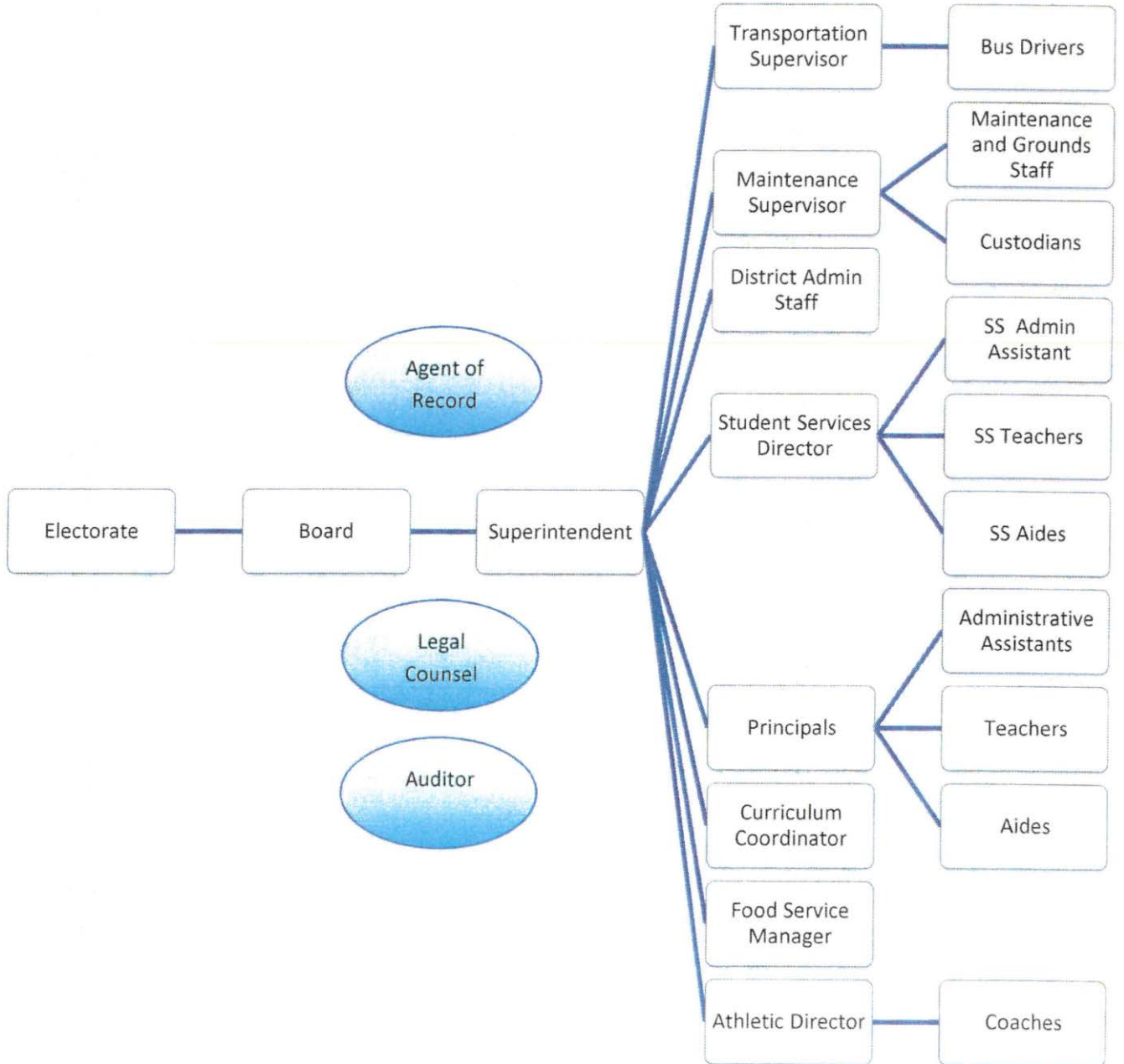
Corbett School District 39

Code: CCA
 Adopted: 3/09/16
 Orig. Code: CCA

Organizational Chart

(recommend placing org chart in staff handbook)

Classified personnel may be assigned to the following areas by decision of the superintendent and/or building principals.



Corbett School District 39

Code: CCB
Adopted: 10/16/97
Orig. Code(s): CCB

Line and Staff Relations

The Board expects the superintendent to establish a clear understanding of working relationships in the school system with all staff.

Lines of direct authority will be those approved by the Board and shown on the district organization charts.

Staff members will be expected to refer matters requiring administrative action to the administrator to whom they are responsible report. That administrator will refer such matters to the next higher administrative authority when necessary. Additionally, All staff are expected to keep the person to whom they are immediately responsible informed of their activities will inform their immediate supervisor of their activities by whatever means the person in charge deems supervisor considers appropriate.

Lines of authority should not restrict the cooperative working relationship of all staff members in developing the best possible district programs and services. The established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the programs and operations of the school system.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[OAR 581-022-2405](#)

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

Corbett School District 39

Code: CCC
Adopted: 10/16/97
Orig. Code(s): CCC

Hiring of Licensed Administrators

The superintendent or designee shall establish hiring procedures to employ qualified administrators necessary to carry out duties as identified by the district.

When administrative vacancies occur, transfer within the existing district administrative staff will be considered. Administrators will be notified of the vacancy and have the opportunity to submit an application for the position.

Notwithstanding the superintendent's authority to transfer and assign work, the district will follow established hiring procedures in compliance with state and federal law.

An administrator shall serve a probationary period that does not exceed three years, unless the administrator and the district mutually agree to a shorter time period.

~~Except in those instances when a transfer of administrators within the school system is determined by the superintendent, the following procedure shall be followed in the selection of all administrative personnel below the rank of superintendent:~~

- ~~1. Openings in administrative positions may be announced publicly prior to the first interview, giving ample time for all interested parties to submit applications;~~
- ~~2. Applications shall be in writing and directed to the superintendent. It shall be the responsibility of the superintendent/designee to complete the pre-employment file with credentials furnished by or at the request of the applicant;~~
- ~~3. A screening committee shall be appointed by the superintendent;~~
- ~~4. Selected applicants shall be granted a personal interview following the deliberations of the screening committee;~~
- ~~5. Upon completion of all interviews by the screening committee, this group shall make a recommendation for the position under consideration;~~
- ~~6. The superintendent's recommendation will then be presented to the Board for consideration and appointment to the position;~~
- ~~7. An administrator shall serve a probationary period that does not exceed three years, unless the administrator and the district mutually agree to a shorter time period.~~

END OF POLICY

Legal Reference(s):

4/05/16 | PH

Corbett School District 39

Code: CCG
Adopted: 1/17/18
Orig. Code(s): CCG

Evaluation of Administrators

The superintendent will implement and supervise an evaluation system for administrative personnel. The purpose of administrator evaluations is to assist an administrator with developing and strengthening his/her/their professional abilities, to improve the instructional program and management of the school system, and for supervisors to make recommendations regarding their employment and/or salary status.

A formal evaluation will be conducted at least once each year. The evaluation shall be conducted according to the following guidelines:

1. Evaluative criteria for each position will be in written form and made available to the administrator;
2. Evaluations will be made by the superintendent and/or a qualified, licensed designee;
3. Evaluations will be in writing and discussed with the administrator by the person who conducts the evaluation; and
4. The administrator being evaluated will have the right to attach a memorandum to the written evaluation, and have the right of appeal through established grievance procedures, if applicable.

An administrator's evaluation shall use the following educational leadership-administrator standards¹ adopted by the State Board of Education.

1. Visionary leadership;
2. Instructional improvement;
3. Effective management;
4. Inclusive practice;
5. Ethical leadership; and
6. Socio-political context.

Administrator evaluations shall be based on the core administrator standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with the administrators and any exclusive bargaining representative of the administration.

¹ These standards are aligned with the Interstate School Leaders Licensure Consortium (ISLLC) and the Educational Leadership Constituents Council (ELCC) standards for Education Leadership.

Local evaluation and support systems established by the district for administrators must be designed to meet or exceed the requirements defined in the Oregon Framework for Teacher and Administrator Evaluation and Support Systems, including:

1. Four performance level ratings of effectiveness;
2. Consideration of multiple measures of administrator practice and responsibility which may include, but are not limited to:
 - a. Classroom-based assessments including observations, lesson plans and assignments;
 - b. Portfolios of evidence;
 - c. Supervisor reports; and
 - d. Self-reflections and assessments.
3. Consideration of evidence of student academic growth and learning based on multiple measures of student progress including performance data of students, schools and districts that is both formative and summative. Evidence may also include other indicators of student success;
4. A summative evaluation method for considering multiple measures of professional practice, professional responsibilities, and student learning and growth to determine the administrator's professional growth path;
5. Customized by the district, which may include individualized weighting and application of the standards.

An evaluation using the administrator standards must attempt to:

1. Strengthen the knowledge, skills, disposition and administrative practices of the administrator;
2. Refine the support, assistance and professional growth opportunities offered to the administrator, based on the individual needs of the administrator and the needs of the students, the school and the district;
3. Allow the administrator to establish a set of administrative practices and student learning objectives that are based on the individual circumstances of the administrator, including other assignments of the administrator;
4. Establish a formative growth process for each administrator that supports professional learning and collaboration with other administrators;
5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the administrator; and
6. Address ways to help all educators strengthen their culturally responsive practices.

Evaluation and support systems established by the district must evaluate administrators on a regular cycle.

The superintendent shall regularly report to the Board on the implementation of the evaluation and support systems and educator effectiveness.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\),\(8\)](#)

[ORS 332.505](#)

[ORS 342.513](#)

[ORS 342.815](#)

[ORS 342.850](#)

[ORS 342.856](#)

[OAR 581-022-2405](#)

[OAR 581-022-2410](#)

[OAR 581-022-2420](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

Corbett School District 39

Code: CD
Adopted: 10/16/97
Orig. Code(s): CD

Management Team

(OSBA has removed this policy from its samples)

The management team is organized on the premise that the multiple responsibilities of the superintendent can be better served by establishing a means which permits the ideas of all staff members to have a bearing on school decisions. Although the Board and the superintendent cannot absolve themselves from legally constituted responsibilities, the team provides a two-way flow of information.

Team members will act in an advisory capacity to the superintendent. They will also gather ideas, plan student services, express opinions and interpret district policy to other staff members through the detailed information they receive.

Members of the management team will include, but not be limited to, all principals and district office administrators.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

Corbett School District 39

Code: CF
Adopted: 10/16/97
Orig. Code(s): CF

D

Building Administration

(OSBA has removed this policy from its samples)

The Board reaffirms the building principals' rights and responsibilities for the administration of their programs and buildings within the broad scope of adopted Board policies.

Specifically, the principal of each individual school is responsible for development of the educational program, improvement of instruction and interpretation of the school's program to the community. All personnel will work through and under the principal's direction in the performance of their duties within the school.

E

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

L

E

T

F

Corbett School District 39

Code: CFA
Adopted: 10/16/97
Orig. Code(s): CFA

Site-Based Decision Making

(OSBA has removed this policy from its samples)

The district defines site-based decision making as a method of empowering students, parents, teachers, principals and community members in a spirit of collegiality and collaboration with the authority and responsibility for decision making at the local school level. It is an equitable participation of stakeholders. The rationale for implementing site-based decision making should be to meet the curricular and instructional needs of students by mobilizing resources at the local level to improve learning.

The superintendent will implement a procedure for site-based decision making to include a delineation of which responsibilities will remain at the central office, which will remain with the principal and which will be made by a shared decision making body at each site. This procedure should also include guidelines for monitoring and assessing the effectiveness of site-based decision making in relation to meeting the curricular and instructional goals of the site. The responsibilities and accountability will be shared by the central office, principal and shared decision-making body.

The administration of the district should provide leadership and training for implementing site-based decision making as well as the necessary resources to meet the additional responsibilities in the schools. The district will define the program and each site will be given the flexibility to develop and implement structures that will meet the particular needs of its students and school community. The district administration will be responsible for educating students, teachers, administrators, parents and the community about the reasons for adopting site-based decision making in the schools and the intended outcomes.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

Corbett School District 39

Code: CG
Adopted: 2/21/07
Orig. Code: CG

D

Special Programs Administration

(OSBA has removed this policy from its samples)

The superintendent will be responsible for administering any program approved by the Board.

The district operates many specially funded programs which must be administered in accordance with particular federal and/or state laws and conditions of the grants.

The Board, through its approval of such programs and acceptance of funds, is ultimately responsible for these programs although many of the regulations which govern them are established by another agency.

The superintendent is charged with the responsibility for coordinating funded projects, for administration of grants and for ensuring that the various departments which operate these programs do so within the guidelines pertaining to the particular programs.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

E

T

F

Corbett School District 39

Code: CHA
Adopted: 2/21/07
Orig. Code: CHA



Administrative Regulations

(Similar to BFCA)

The Board delegates to the superintendent the function of specifying required actions and designing detailed arrangements under which the district will be operated in accordance with Board policy. These detailed arrangements constitute the administrative regulations governing the district.

The superintendent will carefully weigh with care the counsel given by representatives of staff, student, parent and patrons community members regarding those administrative regulations. He/She/The superintendent will inform the Board of such counsel in presenting administrative regulations for Board action.

The Board will adopt administrative regulations when a state or federal laws requires the Board to do so. It may also adopt administrative regulations when the superintendent recommends Board action.

The Board reserves the right to review all administrative regulations and procedures, but it The Board will revise them administrative regulations and procedures only when, in the Board's judgment, they are it finds them inconsistent with its policies and other administrative regulations set by the Board.

All new or revised district administrative regulations will be posted online. Students and staff will be advised-notified of all administrative regulations affecting-that affect them.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)

[OAR 581-022-2305](#)
[OAR 581-022-2405](#)



Corbett School District 39

Code: CHCA
Adopted: 10/16/97
Orig. Code: CHCA

Approval of Handbooks and Directives

In order that pertinent Board policies, administrative regulations, school rules and procedures may be known by all staff members, patrons, community members, students and parents affected, by them, district administrators and principals are granted authority to issue staff and student handbooks as found necessary and desirable.

~~It is essential that~~ The contents of all handbooks must conform with districtwide board policies and administrative regulations; ~~it is also important that all handbooks~~ The publication shall bearing the name of the district, or one of its schools, and be of a quality that reflects favorably on the district. The Board, therefore, expects all handbooks to be approved by the Board and/or superintendent or designee before publication.

~~The Board will review and approve districtwide personnel handbooks in order that the contents may be accorded the legal status of Board-approved policy and regulation. The superintendent will use his/her judgment as to whether other specific handbooks need Board approval; however, all~~ The district will make all published handbooks published are to be made available to the Board for informational purposes.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corbett School District 39

Code: CHD
Adopted: 10/16/97
Orig. Code: CHD

Administration in Policy Absence

(similar policy as BFE)

In cases where emergency action must be taken, the superintendent shall have the power to act. It shall be the duty of the superintendent to inform the Board promptly of such action and of the need for policy. The superintendent will notify Board members of the emergency situation as soon as practicable after its occurrence. His/Her decisions shall be reported to the Board at its next regular meeting.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-1610](#)

[OAR 581-022-1720](#)

Corbett School District 39

Code: CI
Adopted: 10/16/97
Orig. Code: CI

Temporary Administrative Arrangements

~~In the event~~ When the superintendent is to be absent from the district, ~~an administrator~~ they will be designated **an administrator** to serve ~~as acting superintendent in his/her~~ their absence.

~~In the event~~ If the superintendent is unable to serve because of being disabled or otherwise unavailable to serve, ~~for some other reason,~~ the Board will assign the superintendent's duties as it deems appropriate.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

Corbett School District 39

Code: CJ
Adopted: 10/16/97
Orig. Code(s): CJ

Administrative Intern Program

(OSBA has removed this policy from its samples)

The quality of education in the district is dependent to a large extent on the caliber of leadership in building administration and central office services. To ensure that the quality of leadership is maintained and improved, early identification of persons who appear to have potential for leadership is essential.

In order to enhance the opportunities available to personnel in the school system, an Administrative Intern Program may be established. The program should be designed to provide leadership training and staff development. It is the desire of the administration that opportunity for advancement will be extended to qualified and proven personnel from within the school system. When a particular position requires special skills or knowledge, the best qualified applicant will be selected.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corbett School District 39

Code: CK
Adopted: 10/16/97
Orig. Code(s): CK

Consultants to the Administrative Staff

(OSBA has removed this policy from its samples)

All consultants will be approved by the superintendent or designee prior to the invitation and arrangement for visitation to the district by such person or persons. Any proposed contracts with consultants will be submitted to the Board for approval and will be accompanied by figures showing the estimated cost to the district for the consulting project.

END OF POLICY

Legal Reference(s):

[ORS 294.311 \(3\)](#)

[ORS 332.075](#)

[ORS 332.505](#)

Corbett School District 39

Code: CL/CM
Adopted: 10/16/97
Orig. Code: CL

Administrative/Annual Reports

(see policy CM)

The superintendent will report to the Board on a regular basis concerning the status of the district and its programs. Such reports will describe current conditions and indicate current needs of the schools.

Other administrators may be requested by the Board or superintendent to provide reports as are necessary to inform the Board about the district's programs or to allow the Board to plan for future actions.

The superintendent will prepare an annual report covering the activities of the district and submit that report to the Board. Upon approval by the Board, the report will be made available to the public and used to inform parents and citizens of the programs and conditions of the district.

The annual report regarding compliance with the minimum standards for the district will be presented to the Board and community prior to January 15.

END OF POLICY

Legal Reference(s):

[ORS 327.133](#)
[ORS 329.095](#)

[OAR 581-022-1610](#)
[OAR 581-022-1660](#)

Corbett School District 39

Code: CM
Adopted: 4/17/19
Orig. Code(s): CM

Compliance and Reporting on Standards

The superintendent will prepare an annual report that represents the district’s compliance with the standards adopted by the State Board of Education and submit that report to the Board.

The district’s annual report will be presented at a public Board meeting by February 1 of each school year. This report will be posted on the district’s web page by February 1 of each school year. The Board will acknowledge receipt of the report prior to its submission to the Oregon Department of Education (ODE).

The district will report on its compliance with state standards to ODE by February 15 each year on a form provided by ODE.

END OF POLICY

Legal Reference(s):

[ORS 329.095](#)
[ORS 329.105](#)

[OAR 581-022-2260](#)
[OAR 581-022-2305](#)

Corbett School District 39

Code: CPA
Adopted: 10/17/12
Orig. Code(s): CPA

Layoff/Recall - Administrative Personnel

This policy is ~~applicable~~ **applies** to all licensed administrators below the rank of assistant superintendent.

The Board retains the right to determine when a layoff is necessary. Layoffs shall be by position. A reduction in hours does not constitute a layoff.

The factors considered in the layoff process will be license, seniority, qualifications, merit and/or competence. Competence includes recent experience, additional training and educational attainments. Merit includes the measurement of one administrator's ability and effectiveness against the ability and effectiveness of another administrator.

The Board ~~expects administration to~~ **will retain**, consistent with state law, the most capable and productive of the licensed and qualified employees needed to carry out the approved programs of the district's schools.

Prior to initial development of a recall procedure for administrators the Board will consult with the employees or a designated representative of the employees covered by this policy.

~~The district will develop Administrative regulations shall be developed~~ to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 342.934](#)

Corbett School District 39

Code: CPA-AR
Revised/Reviewed: 11/14/12
Orig. Code(s): CPA-AR

Layoff/Recall - Administrative Personnel

General

This administrative regulation is ~~applicable~~ **applies** to all licensed administrators below the rank of assistant superintendent.

The Board retains the right to determine when a layoff is necessary. Layoffs ~~shall be~~ **will occur** by position. A reduction in hours does not constitute a layoff.

The superintendent or designee shall ~~make~~ **offer** recommendations to the Board regarding transfers, both voluntary and involuntary, and the position(s) which will be eliminated. The factors considered in the layoff process will be license, seniority, qualifications, merit and/or competence. Competence includes recent experience, additional training and educational attainments. Merit includes the measure of one's administrative ability and effectiveness against the ability and effectiveness of another administrator.

The Board ~~will~~ **expects administration to** retain, consistent with state law, the most capable and productive of the licensed and qualified employees needed to carry out the approved programs of the district's schools.

The district determines that ~~W~~ when a layoff of licensed administrators is ~~deemed~~ necessary, the superintendent or designee will use the procedures described in Section II of this regulation. The superintendent or designee will make every reasonable effort to transfer a licensed and qualified administrator who will be laid off to a vacant administrative position for which the administrator is licensed and qualified, in accordance with the procedures described in Section III. The superintendent or designee may combine remaining positions, if it meets district curriculum needs, so that administrators continue to be licensed and qualified to perform available jobs.

Section I - Definitions

1. "Competence" means the ability to perform the essential functions of a job or assignment based on recent experience, additional training or educational attainments, or both, but not based solely on type of license and endorsements of an employee. The superintendent or designee may interpret "recent experience" as having performed the essential functions of the job or assignment within the last five school years. The superintendent or designee, as a guideline, may consider whether a person has held a position "directly above" or a position "directly below" the eliminated position. "Directly above" means a supervisory position. "Directly below" means a direct or indirect reporting relationship to the superintendent.
2. "Merit" means the measurement of one administrator's ability and effectiveness against the ability and effectiveness of another administrator.

3. “Seniority” is calculated from the first day of actual continuous service as an administrator in the district inclusive of approved leaves of absence. If necessary, ties in length of service shall be broken by drawing lots.
4. “License” means a document or documents issued by Teacher Standards and Practices Commission permitting an individual to perform certain duties within a public district.
5. “Qualifications” mean training, experience, skill and other attributes in addition to the individual’s license.

Section II - Layoff Procedures

1. Administrative positions will be grouped by positions or assignments which the superintendent or designee determines are sufficiently comparable to use in the layoff process.
2. If a new administrative position is created, it will be placed in one of the existing job groupings or in a new job grouping, as determined by the superintendent or designee.
3. Upon recommendation by the superintendent or designee, the Board may eliminate one or more administrative positions within a job group or groups.
4. The superintendent or designee may recommend layoffs within job groups based on license, seniority, qualifications, merit and/or competence.
5. After identification of the administrator(s) to be laid off from a particular job group, the superintendent or designee will reassign the remaining administrators in that group to the remaining positions as necessary.
6. The superintendent or designee will determine whether the administrators identified for layoff will be transferred to a vacant administrative position under the procedures of Section III below or as provided for in state law given the option of a classroom teaching assignment provided the administrator is licensed and determined by the district to be qualified based on merit and/or competence for the assignment.

Section III - Reassignments and Transfers

1. The superintendent or designee will review an administrator’s personnel file, and from consultation with the administrator’s supervisors, shall determine if an administrator who will be laid off under Section II can be transferred to a vacant administrative position. Each transfer may be based on license, seniority, qualifications, merit, competence and previous administrative positions held as determined by the superintendent or designee.
2. An administrator may voluntarily accept a classroom teaching assignment in lieu of a layoff.
 - a. The administrator may accept a classroom teaching assignment which is currently vacant.
 - b. If the administrator previously taught and was a contract teacher in the district, the administrator may displace (“bump”) a probationary or contract teacher with less seniority.
 - c. If the administrator never taught in the district, the administrator may displace (“bump”) a probationary teacher with less seniority.

3. While an administrator retains his/her rights to recall to a vacant administrative position in accordance with Section IV below, an administrator who voluntarily accepts a classroom teacher assignment will also be covered by the layoff/recall and other provisions of the collective bargaining agreement governing regularly employed teachers for purposes of their rights as teachers.

Section IV - Recall

1. An administrator who is laid off under this procedure shall be placed in a recall pool. An administrator who resigns rather than accept layoff or reassignment under this procedure forfeits rights to be placed in the recall pool.
2. An administrator will be maintained in the recall pool for a period of not more than 27 calendar months from the effective date of layoff.
3. A laid-off administrator who rejects recall to a position offered by the district for which the administrator is licensed and qualified to perform and which is similar to the workday or work year of the person's previous position, thereby waives any further recall rights, and the administrator's employment terminates effective the date of rejection of the job offer.
4. Licensed and qualified administrators will be considered for recall based on proper licensure and qualifications to perform the essential functions of the job. The district retains the right to recall a less senior administrator to the position if that individual has more merit and/or competence.
5. Administrators will be recalled based on license, seniority, qualifications, merit, competence and other relevant factors.
6. Notification of recall will be delivered in person or deposited as certified mail, postage prepaid and addressed to the last known address of the laid-off employee. It is the responsibility of the administrator to ensure up-to-date mailing information is provided to the district. The individual shall be allowed 10 calendar days from the date of personal delivery or postmark to accept the position in writing. If the individual declines the recall or fails to accept within the 10-day period or fails to report for duty on the date specified in the recall notice, the individual's name will be removed from the recall pool. The individual will be considered to have resigned employment with the district and waived any further right of recall.
7. An administrator who wishes to remain eligible for recall to a position requiring a license must maintain a valid license.
8. Individuals who wish to waive recall rights prior to 27 months subsequent to the effective date of a layoff may do so by written notification to the district. Such notice will be considered a voluntary resignation and the individuals shall forfeit all employment rights with the district.
9. Employees returning from layoff shall be credited with all seniority and sick leave the employee earned prior to the effective date of the layoff, but the employee shall not accrue leave, benefits or seniority during the period of the layoff. If applicable, the district will apply any sick leave accrued from another school district employment during the recall time as allowed by state law.
10. An employee who has been laid off has the option of continuing the employee's health insurance program at the employee's expense for up to 18 months, subject to the approval and rules of the insurance carrier(s).

11. Nothing in this regulation shall be construed so as to interfere with the district's right to dismiss an administrator, not extend the contract of an administrator or dismiss or nonrenew the contract of a probationary administrator pursuant to state law.
12. An individual who is no longer employed as an administrator in the district due to resignation, assignment to a nonadministrative position, expiration of the recall period or rejection of a position offered by the district shall receive salary for all unused vacation time following the termination of employment as an administrator.

Section V - Announcements of Decisions

Public announcements of layoff decisions should occur only after prior notice to affected administrators. Certain circumstances may, in some cases, prevent prior notice and employees will be notified as soon as is practical.

Section VI - Appeal Procedure

An appeal from a layoff decision shall be by arbitration pursuant to the employee's individual employment contract, administrator group contract ("employment agreements or meet and confer agreements") or rules of the Employment Relations Board.

Section VII - Future Changes in Procedure

The district reserves the right to amend, revise or repeal all or any part of this procedure at any future time and no employee shall have any vested right in the continuation of this procedure or any amendment thereof, provided, however, that no amendment or repeal of this procedure shall prejudice the reinstatement rights of any individual who is in the "recall pool" at the time these procedures are amended, revised or repealed. The district will also consult with employees covered by this administrative regulation prior to making any decisions regarding changes to this procedure.

CERTIFICATE OF ELECTION

Rebecca Bratton

Corbett School District
Director, Position 6

I, Tim Scott, Multnomah County Director of Elections, do hereby certify that at the Special Election on the 18th day of May, 2021, Rebecca Bratton was duly elected to the office of Corbett School District.

Witness my hand and the seal this 3rd day of June, 2021.



Director of Elections
Multnomah County, Oregon



CERTIFICATE OF ELECTION

Bob Buttke

Corbett School District
Director, Position 5

I, Tim Scott, Multnomah County Director of Elections, do hereby certify that at the Special Election on the 18th day of May, 2021, Bob Buttke was duly elected to the office of Corbett School District.

Witness my hand and the seal this 3rd day of June, 2021.



Director of Elections
Multnomah County, Oregon



CERTIFICATE OF ELECTION

David Granberg

Corbett School District
Director, Position 4

I, Tim Scott, Multnomah County Director of Elections, do hereby certify that at the Special Election on the 18th day of May, 2021, David Granberg was duly elected to the office of Corbett School District.

Witness my hand and the seal this 3rd day of June, 2021.



Director of Elections
Multnomah County, Oregon



CERTIFICATE OF ELECTION

Michelle Vo

Corbett School District
Director, Position 3

I, Tim Scott, Multnomah County Director of Elections, do hereby certify that at the Special Election on the 18th day of May, 2021, Michelle Vo was duly elected to the office of Corbett School District.

Witness my hand and the seal this 3rd day of June, 2021.



Director of Elections
Multnomah County, Oregon



CERTIFICATE OF ELECTION

Todd Mickalson

Corbett School District
Director, Position 2

I, Tim Scott, Multnomah County Director of Elections, do hereby certify that at the Special Election on the 18th day of May, 2021, Todd Mickalson was duly elected to the office of Corbett School District.

Witness my hand and the seal this 3rd day of June, 2021.



Director of Elections
Multnomah County, Oregon



To Corbett School Board:

I have now been a Corbett School Board member for eight years and this is my last meeting. It has been a good experience, but I must say that it was not always a good time. I have enjoyed working with all of you and wish the new Board the best of luck in selecting a superintendent, getting kids settled into the Woodard campus, and generally keeping the doors open and the kids well educated. One of my primary objectives as a Board member was to get our kids and staff out of the existing middle school building, and I am pleased to see that it will happen. It did not happen as quickly as I had hoped, but am satisfied that we are moving in that direction.

I would like to share my thoughts on the size of the District and the new high school building. Clearly there are differing opinions about how big the school district should be. Over my eight years on the Board the rationale for decreasing the size of the student population was inconsistent and somewhat nebulous. The various rationales included too much traffic, too many students to be competitive in sports, the subsidizing of out-of-district students, the inability to afford a new high school building, and others. The only one that ever really made sense to me is the rationale that the district patrons cannot afford to support a bond that is large enough to build a new high school for much more than the in-district students. I understand that. But I think there may be a solution that would keep rates down for Corbett tax payers and make Corbett School District better and stronger. It may not be simple.

I recommend that the Board investigate charging out-of-district parents a capital improvement fee that is commensurate with what the in-district rate payers would be paying for a quality new high school building. I think that if a tuition fee is charged it may eliminate the State funding that currently follows the out-of-district students (see policy JECB, condition #2). If this is the case, then any fee charged to out-of-district parents should not be for tuition; it should be dedicated to capital improvements.

A capital improvement fee charged to out-of-district parents would make them just as responsible for the support of the district as the in-district parents. It could potentially raise enough capital to provide the quality high school building that Corbett deserves. Corbett is already a small district and I am afraid that shrinking it will only reduce the educational opportunities available to Corbett students. I believe that the out-of-district students add to the quality of education for the in-district students, and it might be wise for us to welcome them into the district without the locals feeling as though they are subsidizing them. A slightly larger district would provide more opportunities for Corbett kids, including CTE.

In closing I would like to remind the Board that you will be faced with adult issues and student issues. It is important to listen to the adult issues and address them the best you can, but your primary objective is to do what is best for the education of the kids. You have been elected to do that. Thanks for listening.

David Gorman
Vice Chair, Corbett School Board