

AGENDA	CORBETT SCHOOL DISTRICT REGULAR SCHOOL BOARD MEETING ZOOM virtual 35800 E Historic Columbia River Highway Corbett, Oregon 97019	7:00 PM Wednesday, July 21, 2021
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- 1. PRELIMINARY BUSINESS
 - 1. Call to Order
 - 2. Review and Acceptance of Agenda 3
 - 3. Board Chair Report Information/Discussion 5
 - 4. Administer Oath of Office/Seat new Board member Action Item 9

- 2. Elect Board Chair and Board Vice Chair Action Item 10

- 3. Approval of Minutes Action Item 14
 - 1. Designate Regular Meeting Dates, Time and Place 25 Action Item
- 4. Introduction and Comments of Guests and Representatives 26
 - 1. Principal / Director/ Supervisor Reports 30
- 5. FINANCIAL REPORTS / MATTERS 34
 - 1. Report Information Item
 - 2. See 7.1
 - 3. See 7.1
 - 4. See 7.1
 - 5. See 7.1
 - 6. See 7.1
 - 7. See 7.1
 - 8. See 7.1
 - 9. See 7.1
 - 10. See 7.1
 - 11. See 7.1
- 6. Interim Superintendent Wold's Report Information item
 - 1. Enrollment Update
 - 2. Update on Corbett School campus upgrades and/or grants
- 7. CONSENT AGENDA
 - 1. **Consent agenda **Resolution items 7.5-21** through 7.20-21**** **43**
Action Items
- 8. CURRICULUM
- 9. STUDENTS
- 10. TRANSPORTATION, BUILDINGS AND MAINTENANCE
 - 1. Pre-Engineered Metal Building for Woodard project Action Item
- 11. CO-CURRICULAR ACTIVITIES
- 12. Personnel

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):

10/06/19 | 111

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: 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: 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: 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~~ Being given a copy of Board policy BBF Board Member Standards of the eCode of conduct with member-elect 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: BBBB
Adopted: 10/16/97 6/16/21
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: 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](#)

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

[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: 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: 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: 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](#)

Minutes of Public Hearing 2021-22 Budget and Regular Board Meeting, June 16, 2021

Board Approved _____
Corbett School District

A Public Hearing of the 2021-22 Budget and a Regular Meeting of the Board of Trustees of Corbett School District was held Wednesday, June 16, 2021, beginning at 7:00 PM in the Virtual via ZOOM. Board Members present were Bob Buttke; David Gorman; Michelle Vo, Rebecca Bratton and Todd Redfern. Board Member Katey Kinnear was absent. Board Member Todd Mickalson had an excused absence. Budget Committee members present were Stuart Childs and Rebecca Stewart. Hope Beraka, Dirk Iwata-Reuyl and Brad Garrett had excused absences. Stephanie Nystrom and Kynan Church were absent. 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. Student Representative, Spencer Arnold 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.

1. Preliminary Business

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 – Stuart Childs volunteered to be the Presiding Officer and run the budget portion of the meeting.

There were 25 participants when the meeting started at 7:09 p.m. Mr. Childs called the meeting to order at 7:11 p.m.

2. Approval of Budget Committee Meeting Minutes May 12, 2021

Attachments: (1) – Mr. Childs asked for any questions regarding the minutes.

Michelle Vo moved to accept the minutes of the May 12, 2021 Budget Committee meeting as written. Rebecca Stewart and Bob Buttke seconded simultaneously.

The vote of the Budget and Board was 7-0.

3. 2021-2022 Budget

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

Attachments: (1) – Ms. Duley welcomed all Board and Budget members and thanked them for their time. She noted the website has the information on the different versions.

<https://corbett.k12.or.us/about/business-services/budget/>

The adopted budget has Form ED-1, that was noticed on June 11. It is a summary of the budget plan and has tax levy information. Letter of compliance from TSCC with no objection to budget, and one recommendation, is included with their look after the budget was approved. Debt service levy included only principle and interest, and didn't take into

consideration uncollected taxes. Rectified with an approximate \$18,000 transfer to be made from the GF to Debt Service if necessary, as it is not clear if it will be needed yet.

4. Audience Comments regarding Budget 2021-22

Stuart Childs, asked if there were comment requests from the public and Ms. Lindeen-Blakeley answered that there were none.

5. Budget Committee Comments

David Gorman asked about the levy amount and if it could be corrected now.

Ms. Duley explained that about 4% more would have been levied for G.O. Bond debt, but had to be done in publication. She is asking for the authority and to monitor tax collections in the future.

Michelle Vo asked if possible to increase next year to make up for it.

Ms. Duley will look into it.

6. Adjournment – The Public Hearing of the 2021-22 Budget was adjourned at 7:24 p.m.

7. Preliminary Business Following Public Hearing of the Budget

Requested By: Robin Lindeen-Blakeley

Presenter: Michelle Vo, Board Chair – Called the regular school board meeting to order at 7:25 p.m.

8. Review and Acceptance of the Regular Meeting Agenda

Requested By: Robin Lindeen-Blakeley

Presenter: Michelle Vo, Board Chair – Spencer Arnold, Student Representative, will be added to the agenda to give his report after the Board Chair report.

9. Board Chair Report Information Item

Presenter: Michelle Vo, Board Chair

Description: a. Virtual summer OSBA Conferences 2021-contact Robin to register

b. Hybrid OSBA Annual Convention 2021 - contact Robin to register and Ms. Lindeen-Blakeley noted that the location is in Salem.

c. Bond Oversight Committee – Ms. Vo said their second meeting was held on May 18. They looked at expenditures and latest plans. Mr. Wold added that they will communicate as things go forward. The Board Chair will get reports from the Board members and Architects on the Oversight Committee, on Friday, June 18.

d. Conduct annual evaluation of Board operational procedures and governance effectiveness. <https://policy.osba.org/corbett/AB/BK%20D1.PDF> – past metrics have been pretty simple. Last fall, prior to a Board retreat, a more in-depth self-evaluation was done with OSBA. It is in the Board packet.

Board discussion on questions and ideas about how to proceed. Follow up with OSBA before the August meeting.

e. 4th of July - <https://policy.osba.org/corbett/KL/KG%20D1.PDF>

<https://policy.osba.org/corbett/KL/KG%20R%20D1.PDF> – There is change in guidance since June 15. All outside events are governed by OHA, not the ODE RSSL. Inside events are still regulated by RSSL. (Ready Schools Safe Learners)

Attachments: (2)

Board discussion about parameters and 4th of July plans.

9.a. Spencer Arnold, Student Representative to the Board – had emailed the Board regarding his recommendations on improving CHS. He suggested a formal policy with beginning and end dates for student representative year to year to help in communications and elections of class officers.

7:38 p.m.

Board discussion about further procedures and suggestion for a September start for new student representative to the Board.

10. Approval of Minutes Action Item

Requested By: Robin Lindeen-Blakeley

David Gorman moved and Bob Buttke seconded:

RESOLUTION NO. 6.146-21 - RESOLVED that the Board approved the Regular School Board meeting minutes of May 19, 2021.

Attachments: (1)

The vote of the Board was 5-0.

11. Introduction and Comments of Guests and Representatives

Requested By: Robin Lindeen-Blakeley

a. none at this time in the meeting.

11.1. Principal/Director/Supervisor Reports

Requested By: Robin Lindeen-Blakeley

Mr. Wold announced that Kathy Childress will fill in for Cassie Duprey under item b.

Description: a. Holly Elvins-Dearixon, Curriculum Coordinator/TOSA - Ready Schools, Safe Learning (RSSL) – Ms. Elvins-Dearixon shared her screen and shared ODE's RSSL draft discussion guide for May/June 2021. There will be final guidance on July 22 for next school year, so will be changes. The plan is to have full-time in person instruction, with some allowance for virtual. Instructional hours will be normal and reduction of health and safety under COVID-19. ODE plans to align with CDC and OHA. Face coverings for indoors and physical distancing to the degree possible (three feet). Communications will include disease plans like pre-pandemic requirements. Regular attendance with 10-day drop rule. Requesting graduation and post-secondary planning to safeguard student opportunities.

Board discussion.

b. Kathy Childress, Secondary Principal - Childcare and C.A.V.E. (Corbett Academy of Virtual Education) – Ms. Childress shared her screen and thanked the Board for helping to get us through this school year. C.A.V.E. was a committee led by Cassie Duprey. Only 15 current students were interested, so not enough students to support a virtual schooling platform. For daycare, only four spots left to fill. Staff has until June 22 to commit.

Board discussion.

Ms. Childress reported that 71 of the 77 graduated in the class of 2021, for 92% and all of those had post high school acceptance. There were 70-100 incompletes, which is comparable to past years. 15 out of 90th graders with less than 7 credits. 83% on track. Five to six had solid plans for summer, with 10 hard to get to. 18 sophomores and 22 juniors credit deficient. Summer school – 54 students with 34 in credit recovery and the rest there for enrichment. Block schedule for fall with credit recovery within the school day.

c. Michelle Dawkins, GS Principal - Summer Learning – Ms. Dawkins shared her screen. Money awarded late April for free schooling for summer as incentive from ODE. 216 from GS responded. Planning and logistics, with teachers, student support services, transportation and administration all necessary. 95 students in K-6. Summer Learning gives great glimpses of kindergarten students for placement and extra social, writing, hiking, etc. Programs run 6/28-7/1 with 91 students signed up, 7/12-15 with 115 students, 7/19-22 with 34 students, 7/26-29 with 40 students and 8/9-12 with 34 students. CMS has 6/14-17 with book club at 26 students and Algebra at 14. On July 11 and 14, 31 students signed up to hike with Mr. Houck, teacher. CHS has 45 signed up for science field trip, Grad Point, Algebra, History, English, etc.

12. Financial Reports/Matters

Requested By: Robin Lindeen-Blakeley

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

Attachments: (4)

Mr. Wold thanked Ms. Duley for working on G.O. Bond and Summer Learning.

Ms. Duley reported that the SSF should be reported for April, and an error code was corrected for expenditures. All else is recorded through May except the bank reconciliation.

12.2. Adoption of Budget Action Item

Requested By: Robin Lindeen-Blakeley

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

David Gorman moved and Bob Buttke seconded:

RESOLUTION NO. 6.147-21 - RESOLVED that the Board adopted, made appropriations, and categorized, made and declared the ad valorem property tax rate as given in the Board packet attachments for 2021-2022. (pages 56-57 of board packet)

Attachments: (3)

Ms. Duley explained the three-part process for adopting the budget, with a different amount for taxes. Thanks for unanimous decision by the Budget committee.

The vote of the Board was 5-0.

12.3. Appropriation Transfers for the 2020-21 Budget Action Item

Presenter: Cindy Duley, Business Manager

David Gorman moved and Bob Buttke seconded:

RESOLUTION NO. 6.148-21 - RESOLVED that the Board authorized appropriation transfers for the 2020-2021 budget.

Attachments: (1)

Ms. Duley noted page 59 of the Board packet and the cleaning up of the budget to leave balance of about \$10,000.00 in each fund. The moving of dollars is because of changes this year with the Full Faith and Credit loan which we have prepaid using the G.O. Bond proceeds. Also unexpected federal funds for technology.

Ms. Lindeen-Blakeley thought the numbering needed to be modified, but on reflection, it did not. The Board amendment that modified the number of the resolution is voided, and the original number has been approved as hereby clarified.

The vote of the Board was 5-0 in favor of Resolution No. 6.148-21.

13. Interim Superintendent Wold's Report Information Items

Requested By: Robin Lindeen-Blakeley

Presenter: Dan Wold, Interim Superintendent

13.1. Enrollment Updates – one freshman withdrawn to go to Gresham-Barlow SD. A lottery was held and waiting list done for the fall with 81 student parameter or above with out of district students.

13.2. Corbett School Campus Upgrades and / or Grants- the Woodard campus has two lots to combine into one. The architect is suggesting frontage is Woodard Rd.

Steve Salisbury, Maintenance Supervisor, is working on CGS roof bid.

13.3. Future Planning / Strategic Planning / Reopening Plans – a meeting was held the week of June 7 at Camp Angelos with 16 staff on the Leadership team for planning and the seeds planted for an early August follow up meeting. A donation was given to Camp Angelos for their facility use.

The CEA has brought forward a sick leave incentive plan MOU that was founded from 2017 and expired in 2019, brought forward in rollover to 2019-20, but not brought forward as part of the proposed 2020-2023 bargaining agreement. Mr. Wold will sit down with CEA leadership co-presidents Sis Childs and Desiree Chiu to discuss questions of precedence and budget parameters. Approximately \$33,000 if all teachers had zero absences.

Board discussion with consensus for middle ground and appreciation for teachers.

Ms. Duley said that a report for absences would have to be pulled for the difference between year before last and this year, as the question came up on June 14. Numbers will be available in July.

Mr. Wold heard Fire Chief Dave Flood talk about Metro and a passed green space grant that may negatively impact our zip code, being only 200 out of 3000 voters. Seeds to discuss for the 2023 legislature to work on those districts impacted and taxed without representation. Our Board may want to get involved in the decisions.

Board discussion about fiscal interest and to be part of the conversation.
Mr. Wold thanked Holly Elvins-Dearixon for doing the heavy lifting with RSSL guidelines in the 4th of July facility use considerations regarding school properties.

4. Consent Agenda

Requested By: Robin Lindeen-Blakeley

Presenter: Michelle Vo, Board Chair

David Gorman moved and Bob Buttke seconded:

14.0RESOLUTION ITEMS NO. 6.149-21 through 6.152-21** Action Items**

19.2RESOLUTION NO. 6.149-21 - RESOLVED** that the Board confirmed the FMLA/OFLA dates for Simone Soo, 1.00 FTE GS/MS Music Teacher, effective April 19 – June 8, 2021.

19.3 **RESOLUTION NO. 6.150-21 - RESOLVED that the Board confirmed the hire of Angela Davis, .5 FTE Secondary Teacher/.5 FTE Athletic Director, to be effective for the 2021-22 school year.

19.4RESOLUTION NO. 6.151-21 - RESOLVED** that the Board confirmed the hire of 1.00 FTE Custodian, Dora Velador, to be effective July 1, 2021.

20.1RESOLUTION NO. 6.152-21 - RESOLVED** that the Board approved the second reading and adopted Policies Section A-B as were first read at May 19, 2021 Board meeting.

Attachments: (1)

Board discussion.

The vote of the Board was 4-1; Todd Redfern opposed.

Mr. Wold noted that two internal candidates were interviewed for the Athletic Director position by a team led by Kathy Childress and he wrote the interview questions.

15. CURRICULUM – no information at this time in the meeting.

Requested By: Robin Lindeen-Blakeley

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

Requested By: Robin Lindeen-Blakeley

17. TRANSPORTATION, BUILDINGS AND MAINTENANCE

Requested By: Robin Lindeen-Blakeley

Presenter: Dan Wold, Interim Superintendent

17.1. Healthy and Safe Schools Plan Information Item

Requested By: Robin Lindeen-Blakeley

Attachments: (1)

Mr. Wold noted that new custodian hired from temporary status. All have to do more work due to pandemic. The summer learning is granting stipends to be paid through grant dollars. More inspections and supervision are necessary now. The annual Healthy and Safe Schools Plan is posted on the website and is an attachment in the Board packet.

18. CO-CURRICULAR ACTIVITIES

Requested By: Robin Lindeen-Blakeley

Mr. Wold noted there were two wrestlers that went to State (Trey and Colby) and four to six went to regionals. The girls' basketball team had a victory over Estacada on the 15th. The boys' basketball team had two last shot basketball losses and ended up in third place. One girl at State tennis meet and swimmers competing over the weekend of June 19. Only one more week of sports this school year.

19. PERSONNEL

Requested By: Robin Lindeen-Blakeley

19.1. Vacant Positions Information Item

Requested By: Robin Lindeen-Blakeley

Chair Vo read aloud: There are currently vacant positions for substitute bus drivers and substitute custodians, a 4th/5th Grade Teacher, High School Counselor, Educational Assistant/CAPS, GS/MS Intervention Specialist, SPED/ED Asst., and HS Assistant Varsity Football Coaches
<https://corbett.tedk12.com/hire/Index.aspx>
<https://corbett.tedk12.com/hire/Index.aspx>

Mr. Wold noted interviews are being held and some position recommendations wrapping up soon.

19.2. 2021-2022 Salary Tables for Non-Represented Employees Action Item

Presenter: Dan Wold, Interim Superintendent

Mr. Wold spoke of the Board approving a 2% raise in September or October for unions and confidential/supervisory/administrative employees. We budgeted a 2% raise for 2021-22, which can start in July.

David Gorman moved and Bob Buttke seconded:

RESOLUTION NO. 6.153-21 - RESOLVED that the Board approved the salaries and FTE for the Non-Represented employees on staff to be effective July 1, 2021 as attached in the Board packet.

Attachments: (2)

The vote of the Board was 5-0.

20. POLICY

Requested By: Robin Lindeen-Blakeley

First Reading Policy Section C Information Item

Attachments: (1)

Mr. Wold noted that first reading rewrites of policy done with Rick Stuckey at OSBA. Mostly changed through federal language regulations. Thanks for thoroughness in catching and asking questions.

20.1. Certified Results from the May 18, 2021 Special Board Member Election Information Item

Attachments: (2)

20.2. Regular Board Meeting July 2021 Action Item

Board discussion.

David Gorman moved and Bob Buttke seconded:

RESOLUTION NO. 6.154-21 - RESOLVED that the Board approved the Regular School Board meeting for July 2021 to be July 21, 2021.

The vote of the Board was 5-0.

21. COMING EVENTS

Requested By: Robin Lindeen-Blakeley

Presenter: Michelle Vo, Board Chair

Monday, July 5, 2021, Independence Day Holiday for 12 month employees/no summer school classes

Regular School Board meeting, 7:00 p.m. via ZOOM online, Wednesday, July 21, 2021 (if approved under 20.2)

Board discussion regarding summer meetings with ZOOM and possible in person flexibility for future.

22. MATTERS FOR THE GOOD OF THE ORDER

a. Letter to the Board from David Gorman

Attachments: (1)

b. Michelle Vo thanked David Gorman for his service to the Board and thanked him for his letter with ideas regarding creative use of capital improvement dollars.

Requested By: Robin Lindeen-Blakeley

Board discussion and suggested follow up with attorneys regarding tuition/capital improvement fees for out of district students.

23. ADJOURNMENT – The Board adjourned at 9:04 p.m.

Requested By: Robin Lindeen-Blakeley

Minutes publichearing61621

**CORBETT SCHOOL DISTRICT NO.39
BOARD OF DIRECTORS
MEETING DATES
2021-2022**

3rd Wednesday of the month schedule except where noted*

July 21	JANUARY 19
AUGUST 18	FEBRUARY 16
SEPTEMBER 15	MARCH 9*
OCTOBER 20	APRIL 20
NOVEMBER 17	MAY 18
DECEMBER 15	JUNE 15

Meetings will be held at 7:00 p.m. in the Corbett MPB/Board Room or via ZOOM online. Place, dates and time are subject to change, and notification will be provided, if a change should occur.

Board approved _____

Meeting29.docx

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:
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
Financial Report to the Board of Directors
Wednesday, July 21, 2021

The PRELIMINARY financial reports for the period ending June 30, 2021 are included in this report. The attached reports reflect revenue received and payments recorded through June 30, 2021.

This is a PRELIMINARY report and amounts are subject to change prior to the completion of year-end transactions and audit closure.

School districts utilize a ‘modified accrual’ accounting system. After fiscal year end, we have a 60-day period to accrue revenue and expenditures related to the prior fiscal year back to June 30.

Our posting of accounts payable is up to date but not yet reconciled, and we have not yet booked the 12th payroll checks for licensed staff that are issued at the end of July. These two factors will likely create significant changes to our year-end expenditures as they are now showing.

An updated preliminary report will be provided at the August Board meeting.

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.

Corbett School District 39
Monthly Financial Report
As of June 30, 2021

Summary of Budget and Actual Expenditures by Fund and Major Function

Current Budget vs Actual Total Expenses	Current Budget	Jun 30 2021 YTD Actuals	Jun 30 2021 Balance
Fund: 01 General Fund			
1000 Instruction	7,969,879	7,162,555	807,324
2000 Support Services	4,992,540	4,624,363	368,177
4000 Facilities Acquisition/Construction	100,000	93,144	6,856
5100 Debt Service	3,195,215	252,291	2,942,924
5200 Transfers Out	230,000	-	230,000
6000 Contingencies	50,000	-	50,000
Fund: 01 General Fund Total	16,537,634	12,132,353	4,405,281
Fund: 02 Food Services Fund			
3000 Enterprise & Community Serves	433,221	242,562	190,659
Fund: 02 Food Services Fund Total	433,221	242,562	190,659
Fund: 03 Federal Funds			
1000 Instruction	270,086	166,524	103,562
2000 Support Services	413,993	-	413,993
6000 Contingencies	7,726	-	7,726
Fund: 03 Federal Funds Total	691,805	166,524	525,281
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	77,200	14,010	63,190
4000 Facilities Acquisition/Construction	3,033,948	5,378	3,028,570
Fund: 09 GO Bond 2021 Total	3,766,022	19,388	3,746,634
Fund: 20 Energy Projects Fund			
4000 Facilities Acquisition/Construction	18,708	-	18,708
5200 Transfers Out	25,000	-	25,000
Fund: 20 Energy Projects Fund Total	43,708	-	43,708
Fund: 06 Student Body Trust Fund			
1000 Instruction	300,000	-	300,000
6000 Contingencies	90,166	-	90,166
Fund: 06 Student Body Trust Fund Total	390,166	-	390,166
Grand Total - All Funds	22,786,253	12,605,107	10,181,146

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 Jun 30 2020	% of YE Actuals	Current Budget	Projected Actual	Year to Date Jun 30 2021	% of Projected
Revenues							
Property Taxes	1,843,932	1,843,932	100%	1,880,900	1,958,830	1,913,327	98%
State School Fund	10,132,700	10,132,700	100%	9,679,300	9,904,017	8,936,728	90%
Local Sources	365,287	365,287	100%	386,281	411,024	392,592	96%
Intermediate Sources	200,657	200,657	100%	201,200	200,000	200,000	100%
State Sources	728,495	728,495	100%	134,395	184,073	120,628	66%
Federal Sources	39,997	39,997	100%	15	11	11	95%
Total Revenues	13,311,067	13,311,067	100%	12,282,091	12,657,955	11,563,285	91%
Expenditures							
Salaries	6,397,708	6,397,708	100%	2,052,607	2,303,398	1,920,000	83%
Associated Payroll	3,914,765	3,914,765	100%	4,945,337	5,067,876	4,740,342	94%
Purchased Services	1,086,023	1,086,023	100%	3,074,415	2,491,178	2,299,656	92%
Supplies & Materials	641,013	641,013	100%	3,356,359	2,851,655	2,612,540	92%
Capital Outlay	310,705	310,705	100%	63,929	21,105	27,014	128%
Debt Service	432,201	432,201	100%	1,440	-	665	
Other Objects	274,107	274,107	100%	531,197	540,256	510,882	95%
Contingency	-	-		-	-	-	
Total Expenditures	13,056,522	13,056,522	100%	14,025,284	13,275,468	12,111,098	91%
Other Sources (Uses)							
Other Sources	211,694	211,694	100%	116,525	115,000	-	0%
Transfer In	25,000	25,000	100%	2,377,602	2,377,603	2,315,403	97%
Transfer Out	(288,526)	(288,526)	100%	-	-	-	
Total Other Sources (Uses)	(51,832)	(51,832)	100%	2,494,127	2,492,603	2,315,403	93%
Change in Fund Balance	202,713	202,713		750,934	1,875,090	1,767,590	
Fund Balance - Beginning	2,069,238	2,069,238		10,000	7,768	2,271,951	
Fund Balance - Ending	2,271,951	2,271,951		760,934	1,882,858	4,039,542	

YTD Revenues	FY 2019-20	FY 2020-21	Variance	% Change
Property Taxes	1,843,932	1,913,327	69,395	4%
State School Fund	10,132,700	8,936,728	(1,195,972)	-12%
Local Sources	365,287	392,592	27,305	7%
Intermediate Sources	200,657	200,000	(657)	0%
Total Revenues	13,311,067	11,563,285	(1,747,782)	-13%

YTD Expenditures	FY 2019-20	FY 2020-21	Variance	% Change
Salaries	6,397,708	1,920,000	(4,477,709)	-70%
Associated Payroll	3,914,765	4,740,342	825,577	21%
Purchased Services	1,086,023	2,299,656	1,213,633	112%
Supplies & Materials	641,013	2,612,540	1,971,526	308%
Debt Service	432,201	665	(431,536)	-100%
Other Objects	274,107	510,882	236,775	86%
Total Expenditures	13,056,522	12,111,098	(945,424)	-7%

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 Jun 30 2020	% of YE Actuals	Current Budget	Projected Actual	Year to Date Jun 30 2021	% of Projected
Revenues							
State School Fund	2,197	2,197	100%	-	-	-	
Local Sources	94,822	94,822	100%	-	-	-	
State Sources	6,804	6,804	100%	-	-	-	
Federal Sources	87,530	87,530	100%	-	-	-	
Total Revenues	191,353	191,353	100%	-	-	-	
Expenditures							
Salaries	76,456	76,456	100%	229,495	171,353	48,108	28%
Associated Payroll	47,852	47,852	100%	150,766	108,763	94,523	87%
Purchased Services	6,028	6,028	100%	352,960	104,492	104,495	100%
Supplies & Materials	164,966	164,966	100%	5,000	3,739	1,000	27%
Other Objects	4,695	4,695	100%	128,221	132,877	112,877	85%
Total Expenditures	299,997	299,997	100%	866,442	521,224	361,003	69%
Other Sources (Uses)							
Transfer In	103,526	103,526	100%	-	-	-	
Total Other Sources (Uses)	103,526	103,526	100%	-	-	-	
Change in Fund Balance	(5,118)	(5,118)		(866,442)	(521,224)	(361,003)	
Fund Balance - Beginning	12,339	12,339		-	-	7,221	
Fund Balance - Ending	7,221	7,221		(866,442)	(521,224)	(353,782)	

	FY 2019-20	FY 2020-21	Variance	% Change
YTD Revenues				
Local Sources	94,822	-	(94,822)	-100%
Total Revenues	191,353	-	(191,353)	-100%

	FY 2019-20	FY 2020-21	Variance	% Change
YTD Expenditures				
Salaries	76,456	48,108	(28,348)	-37%
Associated Payroll	47,852	94,523	46,671	98%
Purchased Services	6,028	104,495	98,467	1634%
Supplies & Materials	164,966	1,000	(163,966)	-99%
Other Objects	4,695	112,877	108,181	2304%
Total Expenditures	299,997	361,003	61,005	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 Jun 30 2020	% of YE Actuals	Current Budget	Projected Actual	Year to Date Jun 30 2021	% of Projected
Revenues							
Federal Sources	271,542	271,542	100%	-	-	-	
Total Revenues	271,542	271,542	100%	-	-	-	
Expenditures							
Salaries	163,538	163,538	100%	247,445	177,216	(53,282)	-30%
Associated Payroll	106,042	106,042	100%	39,340	32,634	49,632	152%
Purchased Services	1,962	1,962	100%	926,367	392,792	93,241	24%
Supplies & Materials	-	-		146,276	63,514	60,615	95%
Contingency	-	-		-	-	-	
Total Expenditures	271,542	271,542	100%	1,383,610	690,564	174,250	25%
Change in Fund Balance	-	0		(1,383,610)	(690,564)	(174,250)	
Fund Balance - Beginning	7,726	7,726		-	-	7,726	
Fund Balance - Ending	7,726	7,726		(1,383,610)	(690,564)	(166,524)	

YTD Expenditures	FY 2019-20	FY 2020-21	Variance
Salaries	163,538	(53,282)	(216,820)
Associated Payroll	106,042	49,632	(56,410)
Purchased Services	1,962	93,241	91,278
Supplies & Materials	-	60,615	60,615
Total Expenditures	271,542	174,250	(97,292)

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 Jun 30 2020	% of YE Actuals	Current Budget	Projected Actual	Year to Date Jun 30 2021	% of Projected
Revenues							
State Sources	-	-		-	-	-	
Total Revenues	-	-		58,366	48,646	-	0%
Expenditures							
Salaries	-	-		89,034	79,000	-	0%
Associated Payroll	-	-		136,775	32,398	-	0%
Purchased Services	-	-		1,431,025	351,750	44,280	13%
Supplies & Materials	-	-		111,276	60,080	-	0%
Capital Outlay	-	-		3,631	3,631	-	0%
Debt Service	-	-		-	-	-	
Total Expenditures	-	-		1,771,754	526,872	44,280	8%

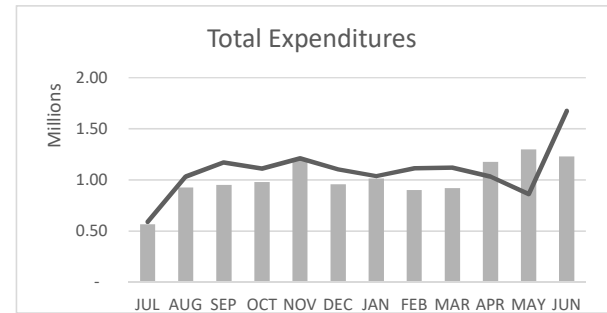
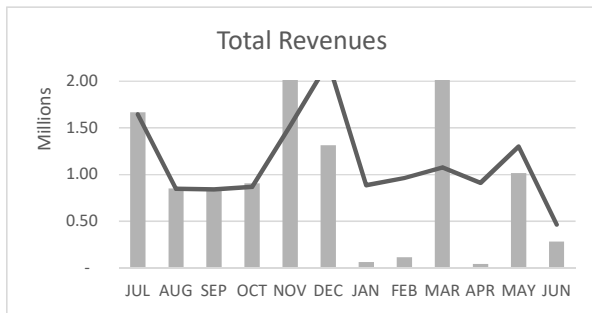
Corbett School District No. 39
Board Financial Report
Fund 09: GO Bond 2021

	Fiscal Year 2019-2020			Fiscal Year 2020-2021			
	Year End Actuals	Year to Date Jun 30 2020	% of YE Actuals	Current Budget	Projected Actual	Year to Date Jun 30 2021	% of Projected
Revenues							
State Sources	610,034	610,034	100%	-	-	-	
Total Revenues	610,034	610,034	100%	77,200	77,123	14,010	18%
Expenditures							
Purchased Services	29,525	29,525	100%	37,200	37,200	5,378	14%
Capital Outlay	746,484	746,484	100%	-	-	-	
Other Objects	1,727	1,727	100%	-	-	-	
Total Expenditures	777,736	777,736	100%	7,776,022	4,792,074	1,041,569	22%
Other Sources (Uses)							
Transfer In	185,000	185,000	100%	-	-	-	
Total Other Sources (Uses)	185,000	185,000	100%	-	-	-	
Change in Fund Balance	17,298	17,298		(7,698,822)	(4,714,951)	(1,027,558)	
Fund Balance - Beginning	19,902	19,902		-	-	37,200	
Fund Balance - Ending	37,200	37,200		(7,698,822)	(4,714,951)	(990,359)	

	FY 2019-20	FY 2020-21	Variance
YTD Expenditures			
Capital Outlay	746,484	-	(746,484)
Total Expenditures	777,736	1,041,569	263,832

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	22,533.58	26,857.13	27,307.32	81,269.50	29,343.31	29,230.36	27,548.74	28,849.26	32,586.26	28,612.71	26,118.99	32,335.00	392,592.16
Intermediate Sources	-	-	-	-	-	-	-	-	-	-	-	200,000.00	200,000.00
State Sources	2,643.38	5,067.27	4,820.72	2,367.19	4,835.87	2,999.52	2,550.63	72,295.32	3,763.10	5,277.57	7,685.45	6,322.02	120,628.04
Federal Sources	-	0.50	1.68	1.88	1.39	1.09	0.99	0.79	1.49	0.69	-	-	10.50
Other Sources	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	1,666,748.96	852,217.90	847,330.13	906,715.46	2,142,269.27	1,312,488.93	63,204.99	116,092.53	2,313,599.93	42,583.54	1,017,097.94	282,935.33	11,563,284.91
Expenditures													
Salaries	70,038.59	155,973.40	170,666.68	148,043.56	179,380.82	140,345.97	165,475.36	141,057.61	152,037.62	198,974.18	167,078.11	230,927.63	1,919,999.53
Associated Payroll	264,085.31	341,937.47	373,231.41	369,307.06	597,157.12	348,813.77	381,861.22	349,653.11	363,194.24	488,005.00	378,153.21	484,943.52	4,740,342.44
Purchased Services	98,937.51	178,845.19	161,180.66	168,062.32	150,432.97	152,565.56	173,103.44	155,662.20	160,166.46	203,363.75	482,473.79	214,861.80	2,299,655.65
Supplies & Materials	124,476.68	202,103.02	198,473.65	248,176.63	222,636.02	269,968.38	248,722.28	208,654.92	194,221.29	230,478.52	218,666.08	245,962.33	2,612,539.80
Capital Outlay	847.97	3,161.29	1,907.21	1,240.81	1,235.36	1,187.14	1,211.51	1,187.14	3,243.06	4,827.36	4,447.39	2,517.49	27,013.73
Debt Service	-	-	-	-	-	-	-	-	-	664.94	-	-	664.94
Other Objects	6,726.24	45,094.61	44,057.93	43,690.12	43,571.24	43,932.04	44,095.91	44,603.02	46,927.66	50,318.41	46,410.89	51,453.59	510,881.66
Total Expenditures	565,112.30	927,114.98	949,517.54	978,520.50	1,194,413.53	956,812.86	1,014,469.72	900,818.00	919,790.33	1,176,632.16	1,297,229.47	1,230,666.36	12,111,097.75



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: 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](#)

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

[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: 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).

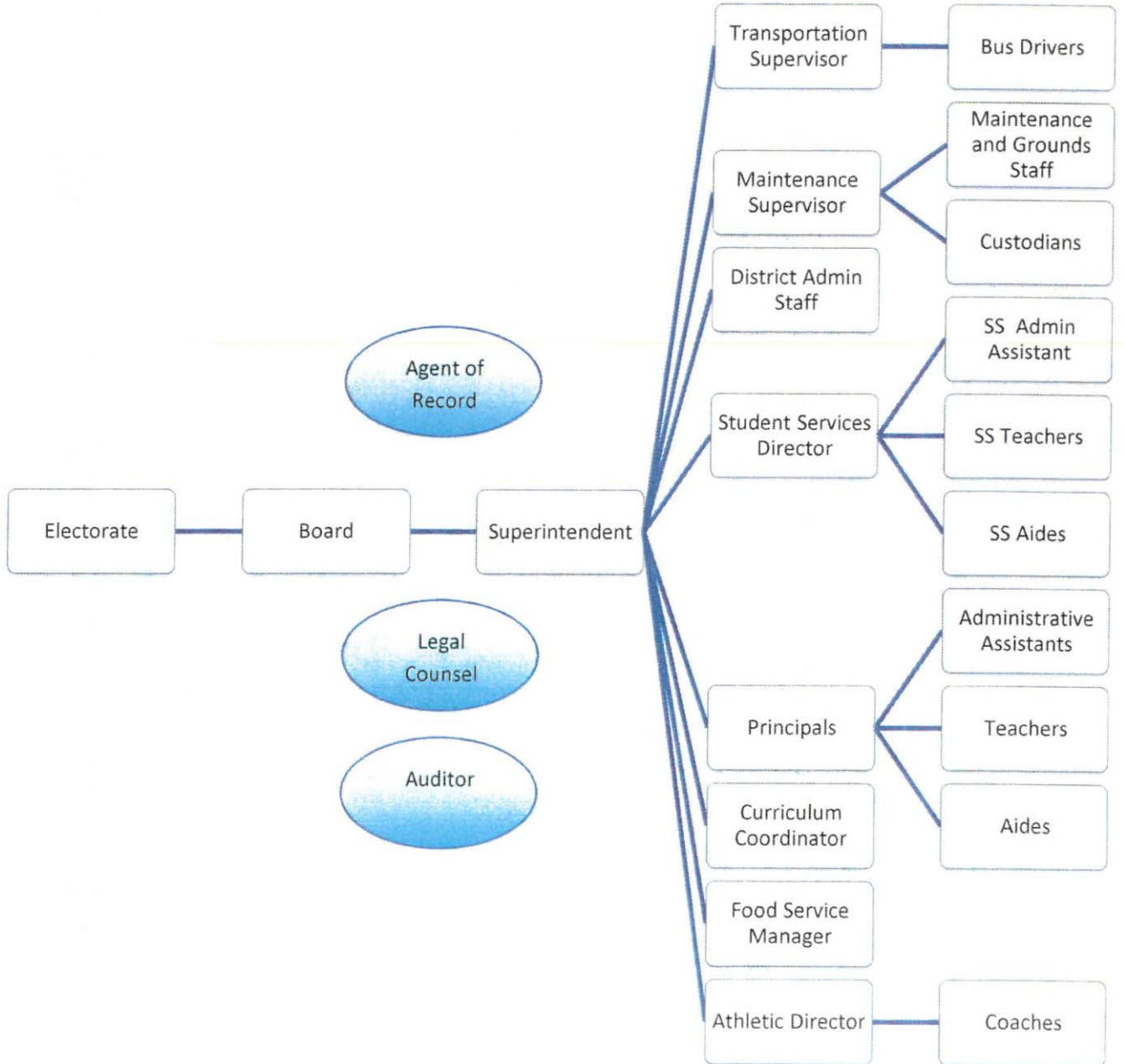
Corbett School District 39

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](#)

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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

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

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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.

MEMORANDUM OF UNDERSTANDING
Between the
CORBETT EDUCATION ASSOCIATION
And the
CORBETT SCHOOL DISTRICT
2020-2023 (CEA Bargained Agreement Duration)

The Association and the District mutually agree that the wellness of employees positively impacts the school environment and the parties wish to encourage good health and consistent attendance. This Memorandum is intended to support and incentivize good health and good attendance in the District.

The parties agree to the following Wellness Incentive:

Employees will be rewarded at the rate of two hundred dollars (\$200.00) per day at the end of each school year based on the following criteria:

1. An employee who used 0 sick leave days as of June 1st of any given school year will be paid six hundred dollars (\$600.00) at the end of the school year. These employees will carry over a full 10 sick leave days to their account for future use.
2. An employee who used 1 sick leave day as of June 1st of any given school year will be paid four hundred dollars (\$400.00) at the end of the school year. These employees will carry over 9 sick leave days to their account for future use.
3. An employee who used 2 sick leave days as of June 1st of any given school year will be paid two hundred dollars (\$200.00) at the end of the school year. These employees will carry over 8 sick days to their account for future use.

This Memorandum will expire at the conclusion of the current collective bargaining agreement.

For the Association:

For the District:

Maureen Childs, Corbett CEA Co-President, Date

Dan Wold, Interim Superintendent, Date

Desiree Chiu, Corbett CEA Co-President, Date

Michelle Vo, Board Chairperson, Date

Bruce Scherer, OEA Consultant, Date

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

D

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

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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.

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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).

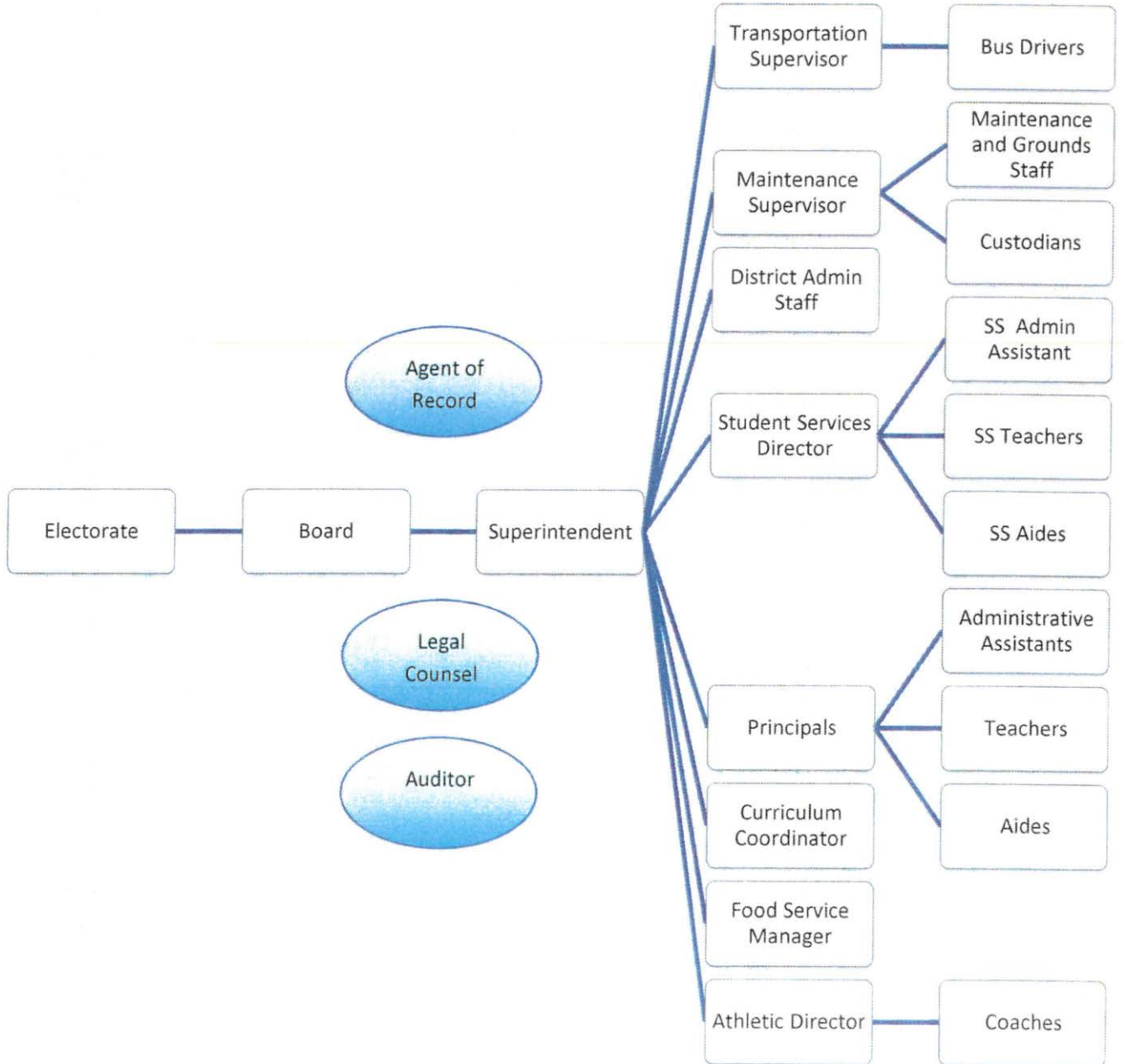
Corbett School District 39

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

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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

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](#)

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 ~~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.

Corbett School District 39

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

D

Fiscal Management Goals

(OSBA has removed this policy from its samples.)

The Board will review the needs of the district annually, considering needs in instruction, capital outlay, building improvements and adjustments to accommodate any growth or decline of student enrollment or district area. The Board encourages the input of staff, parents and patrons as a part of the review and recommendation process. After this evaluation, the Board will adopt fiscal goals for the school year.

END OF POLICY

E

Legal Reference(s):

[ORS 332.107](#)

L

E

T

F

Corbett School District 39

Code: DB/DBA/DBD
Adopted: 10/16/97
Orig. Code: DB/DBA/DBD

District Budget

The district budget will serve as the financial plan of operation for the district and will include estimates of expenditures for a given period and purpose and the proposed means of financing the estimated expenditures.

The district budget will be prepared and authorized in full compliance with the Local Budget Law. The superintendent will be designated as budget officer and will prepare the written budget document.

The district's budgeting system will be in accordance with federal, state and local laws, regulations and locally adopted procedures.

The fiscal year will extend from July 1 to June 30 inclusive.

END OF POLICY

Legal Reference(s):

[ORS 294.305 to -294.565](#) [redacted] [ORS 328.542 to -328.565](#) [redacted]

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Corbett School District 39

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

Budget Calendar

The Board will ~~annually~~ adopt ~~annually~~ a budget calendar which will identify dates and deadlines required for the legal presentation and adoption of the budget.

The superintendent will prepare and recommend a proposed calendar for Board approval. Such calendar will identify dates and activities which comply with state law.

END OF POLICY

Legal Reference(s):

[ORS 294.305 to -294.565](#)

[ORS 328.542 to -328.565](#)

Corbett School District 39

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

Budget Priorities

As the budget is prepared, The district staff will use a prioritizing system consistent with program needs as identified by staff and the Board. Priorities should be established to be used as a basis for budget additions or reductions.

The budget committee will review suggested priorities and will either accept, modify or reject them priorities.

END OF POLICY

Legal Reference(s):

[ORS 294.305 to -294.565](#)

Corbett School District 39

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

Budget Preparation

The superintendent has the overall responsibility for the budget preparation and will develop such procedures necessary to ensure that the proposed district budget reflects all areas of the district's operation.

The superintendent and administrative staff will establish budget priorities for the district and will make appropriate recommendations related to those priorities to the Board and the budget committee.

The superintendent will deliver the completed budget document and budget message and actual budget document to the budget committee when the message and budget have been completed and they are ready for presentation.

END OF POLICY

Legal Reference(s):

[ORS 294.305 to -294.565](#)

[ORS 328.542 to -328.565](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.
OR DEP'T OF REVENUE, LOCAL BUDGETING MANUAL.

Corbett School District 39

Code: DBEA
Adopted: 3/12/14
Orig. Code: DBEA

Budget Committee

By law, the budget committee is charged with making recommendations concerning financial priorities.

The budget committee will have the responsibility for reviewing the financial programs of the district, reviewing the proposed district budget as presented by the superintendent, and recommending an annual or biennial district budget in keeping with the provisions of applicable state laws.

Educational policy decisions, however, are the responsibility of the Board, not the budget committee. The committee does not have the authority to add programs or to approve additional personnel or increase salaries. While the committee may, in effect, delete programs because of a fund decrease. The committee is charged primarily with a fiscal evaluation of programs. The committee may, alternatively, set an amount that changes the recommended budget and may request the administration make such changes in accordance with priorities set by the Board.

The following will govern the make up and process of establishing the district's budget committee:

1. The budget committee consists of seven members appointed by the Board plus the elected Board members of the district. To be eligible for appointment, the appointive member must:
 - a. Live and be registered to vote in the district;
 - b. Not be an officer, agent or employee of the district.
2. No budget committee member may receive any type of compensation from the district.
3. At its first meeting in July, the Board will identify vacant budget committee positions which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons during the month of July. Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee and to adhere to the policies of the district. The Board may appoint budget committee members to as many consecutive terms as deemed appropriate.
4. At the first regular Board meeting in August, the Board will review the names of persons filing applications and names of those persons who have served previously and are willing to be reappointed. At the first regular meeting in September, the Board will appoint persons to fill the vacant positions.
5. The appointive committee members of a budget committee in a district that prepares an annual budget will be appointed for three-year terms. The terms will be staggered so that, as near as practicable, one-third of the appointive members' terms end each year. The Appointive members of a budget committee in a district that prepares a biennial budget shall be appointed to four-year

terms. The terms shall be staggered so that as near as practicable, one-fourth of the terms of the appointive members expire each year.

6. If any appointive member is unable to complete the term for which he/she was appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. An appointment to fill the position for its unexpired term will be made at the next regular Board meeting.

Budget Committee Responsibilities

The following items explain the budget committee's responsibilities:

1. At its first meeting after appointment, the budget committee will elect a presiding officer from among its members. It may also establish other ground rules as necessary for successful operation of the committee.
2. A majority of the constituted committee is required for passing an action item. Majority for a 14-member budget committee is 8. Therefore, if only 8 members are present, a unanimous vote is needed for passing an action.
3. The budget committee shall hold one or more meetings to receive the budget message, receive the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all meetings, as provided by law. All meetings of the budget committee are open to the public.
4. The budget committee may request any information used in the preparation of or for revising the budget document from the superintendent or business manager ~~any information used in the preparation of or for revising the budget document~~. The committee may request the attendance of any district employee at its meetings. The budget committee will approve the budget document as submitted by the superintendent or as subsequently revised by the committee.
5. After approval of the original or revised budget document, the budget committee's duties cease. The hearing on the approved budget is held by the Board.

END OF POLICY

Legal Reference(s):

[ORS 174.130](#)
[ORS 192.610 to -192.695](#)

[ORS 294.305 to -294.565](#)
[ORS 433.835 to -433.875](#)

Corbett School District 39

Code: DBG
Adopted: 12/17/98
Orig. Code: DBG

D

Budget Hearing

(OSBA has removed this policy from its samples)

The Board shall provide for a public hearing on the budget, in accordance with the law, after the budget document has been approved by the budget committee. Consideration shall be given to matters discussed at the public hearing.

It is the responsibility of the Board to set salaries of employees and to make recommendations to the budget committee regarding fiscal requirements of the district.

After a public hearing on the budget and any modifications of the budget deemed necessary, the Board will approve the proper resolutions to adopt and appropriate the budget and to determine, make and declare the ad valorem property taxes to be certified to the assessor for the ensuing year; and itemize and categorize the ad valorem property taxes.

The superintendent will ensure all necessary documentation is submitted to the county assessor's office as required by the Local Budget Law.

END OF POLICY

Legal Reference(s):

[ORS 192.610 to -192.695](#)

[ORS 294.305 to -294.565](#)

[ORS 433.835 to -433.875](#)

T

F

Corbett School District 39

Code: DBH
Adopted: 9/20/00
Orig. Code(s): DBH

Budget Adoption Procedures

After the public hearing on the budget and any modifications of the budget deemed necessary as a result of that hearing, the Board will approve the ~~proper~~ resolutions to adopt and appropriate the budget. The Board will further determine, make and declare the ad valorem property tax amount or ~~the~~ rate to be certified to the assessor for the ensuing year, and itemize and categorize the ad valorem property tax amount or rate as provided in Oregon Revised Statute (ORS) 310.060.

The superintendent will ensure all necessary documentation is submitted to the county assessor's office as required by the Local Budget Law.

END OF POLICY

Legal Reference(s):

[ORS Chapter 255](#)
[ORS 294.305 to -294.565](#)

[ORS 310.060](#)
[ORS 328.542](#)

[OAR 150-310-0020](#)

Corbett School District 39

Code: DBI
Adopted: 9/20/00
Orig. Code(s): DBI

Budget Amendments Procedures

The budget estimates and proposed ad valorem property tax amount or rate of any fund as shown in the budget document may be amended by the Board prior to adoption. Such amendment may also be made following adoption if the amendments are adopted prior to the commencement of the fiscal year budget period to which the budget relates.

The amount of estimated expenditures for each fund, however, shall not be increased by more than \$5,000 or 10 percent of the estimated expenditures, whichever is greater.

The ad valorem property tax amount or rate to be certified shall not exceed the amount approved by the budget committee, unless the amended budget document is republished and another public hearing is held as required by law.

END OF POLICY

Legal Reference(s):

[ORS 294.456](#)

[ORS 294.471](#)

[ORS 294.473](#)

Corbett School District 39

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

Budget Implementation

The district budget, as adopted by the Board, becomes the financial plan of the district for the coming year ensuing budget period when adopted by the Board.

The superintendent and staff are authorized to make expenditures and commitments in accordance with the policies of the Board and the adopted district budget.

The superintendent will make the Board aware of any substantial changes in expected revenues or unusual expenditures so the Board may adjust the budget, if necessary.

END OF POLICY

Legal Reference(s):

[ORS 294.305 to -294.565](#)

[ORS Chapter 310](#)

Corbett School District 39

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

Budget Transfer Authority

The annual budget is a financial plan, and as such, which may be subject to change in response to circumstances or events occurring after the initial appropriation during the ensuing budget period. All appropriation transfers shall be authorized when completed by official resolution of the Board. The authorizing resolution must state: the need for the transfer; its purpose; and the amount of the transfer.

Transfers of general operating contingency appropriations, which in aggregate during a fiscal year or budget period exceed 15 percent of the total appropriations of the fund, may be made only after the adoption of a supplemental budget prepared for that purpose.

The [superintendent] has the authority to approve transfers between programs (i.e., elementary, middle school, high school) and or object codes (i.e., 100-salaries, 200-benefits, 300-purchasing service, 400-supplies) within the same appropriation.

(If current, move below into an AR)

~~Transfers within a fund or from one fund to another will follow these provisions:~~

- ~~1.— All appropriation transfers from one fund to another will be presented to the Board for approval;~~
- ~~2.— All budget transfers including appropriation transfers involving \$10,000 or more per transfer or which represent a material change in a given program will be presented to the Board as they are identified;~~
- ~~3.— All appropriation transfers involving less than \$10,000 per transfer or which do not represent a material change in a given program will be accumulated and presented to the Board for approval generally in June;~~
- ~~4.— All other budget transfers within a fund will be controlled by the superintendent.~~

~~The district will make expenditures by line item within the budget approved by the budget committee and adopted by the Board.~~

~~Only the Board is empowered to make intrafund and interfund changes to the adopted appropriations. The district administration will adhere to the following standards:~~

- ~~1.— Any funds budgeted but not needed will show as a resource in the next year's budget. Should a purchase be under budgeted, the superintendent will be notified and permission to over-expend the line item will be sought. To provide flexibility for schools, the aggregate of supplies and materials appropriation, by school and by program, will be considered a "line item";~~
- ~~2.— Over expenditures of \$500 per line item aggregate or more will be reported to the Board by the superintendent as soon as possible after the expenditure;~~

3. ~~Funds will be spent as allocated in the budget except in situations of emergency or financial crisis as determined by the Board.~~

END OF POLICY

Legal Reference(s):

[ORS 294.463](#)

Corbett School District 39

Code: DBK-AR
Revised/Reviewed:

Budget Transfer Procedures

Transfers within a fund or from one fund to another will follow these provisions:

1. All appropriation transfers from one fund to another will be presented to the Board for approval;
2. All budget transfers including appropriation transfers involving \$10,000 or more per transfer or which represent a material change in a given program will be presented to the Board as they are identified;
3. All appropriation transfers involving less than \$10,000 per transfer or which do not represent a material change in a given program will be accumulated and presented to the Board for approval generally in June;
4. All other budget transfers within a fund will be controlled by the superintendent.

The district will make expenditures by line item within the budget approved by the budget committee and adopted by the Board.

Only the Board is empowered to make intrafund and interfund changes to the adopted appropriations. The district administration will adhere to the following standards:

1. Any funds budgeted but not needed will show as a resource in the next year's budget. Should a purchase be under budgeted, the superintendent will be notified and permission to over-expend the line item will be sought. To provide flexibility for schools, the aggregate of supplies and materials appropriation, by school and by program, will be considered a "line item";
2. Over-expenditures of \$500 per line item aggregate or more will be reported to the Board by the superintendent as soon as possible after the expenditure;
3. Funds will be spent as allocated in the budget except in situations of emergency or financial crisis as determined by the Board.

BUDGET TRANSFER REQUEST

Date _____

Fund	Function	Object	Building	Area	Decrease	Increase

Explanation of Request (Statement of need and purpose.)

Requested by _____

Approved: Administrator and/or
Department Director

Reviewed:

Business Manager

Approval:

Superintendent/Clerk

Corbett School District 39

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

Funding Proposals and Applications

The district shall pursue federal, ~~or state, or private grants-in-aid~~ or other such funds that will assist the district in meeting adopted Board and district goals and objectives of the curriculum or in creating facilities or in purchasing equipment.

Proposals for external funds will be submitted to the Board for evaluation and approval.

In the event an opportunity arises to submit a grant proposal and there is insufficient time to place it before the Board, the superintendent is authorized to use their judgment in approving it for submission. The superintendent will review the proposal with the Board at its next regular meeting. The Board reserves the right to reject funds associated with any grant which has been approved.

The Board shall, before an acceptance of a ~~grant-in-aid~~ such funds, consider the district's obligations, expectations or encumbrances when the grant ceases.

END OF POLICY

Legal Reference(s):

[ORS 294.305 to -294.565](#)

[ORS 332.075](#)

Corbett School District 39

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

Native American Impact Aid Funds

(This policy is only required if the district receives these funds.)

The district may claim children residing on Indian lands for the purpose of receiving federal funds pursuant to the Title VII - Impact Aid laws.

The district ensures:

1. The equal participation of Indian children in the educational programs and activities of the district on the same basis as all other district students;
2. Parents of such children and Indian tribes are afforded an opportunity to present their views on such programs and activities, including an opportunity to make recommendations on the needs of those children and how the district may help such children realize the benefits of district programs and activities;
3. Parents and Indian tribes are consulted and involved in planning and developing such programs and activities;
4. Relevant applications, evaluations and program plans are disseminated to the parents and Indian tribes;
5. Parents and Indian tribes are afforded an opportunity to present their views to the district regarding the district's general educational program.

The policy will be reviewed annually and modified as needed.

Documentation demonstrating district compliance with the requirements of this policy and law will be maintained in the district office.

END OF POLICY

Legal Reference(s):

Every Student Succeeds Act, 20 U.S.C. § 7701-7714 (2012).
Special Provisions for Local Educational Agencies that Claim Children Residing on Indian Lands, 34 C.F.R. §§ 222.90-222.122 (2017).

Corbett School District 39

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

Native American Education Program Grants - Title VI Indian Education

(This policy is only required if the district receives these funds.)

The district may submit a grant application for the purpose of receiving federal funds to support Native American Education Program efforts.

The application should include a description of the comprehensive program for meeting the language and cultural needs of Indian children, that includes:

1. How the program will offer programs and activities to meet the culturally related academic needs of Indian students;
2. Is consistent with the State, tribal and local plans;
3. Includes academic content and student academic achievement goals for identified children, and benchmarks for attaining goals that are based on the Oregon Department of Education's (ODE) academic standards and content and student academic achievement standards adopted under Title I for all students;
4. Explains how Federal, State and local programs, especially programs carried out under Title I, will meet the needs of Indian students;
5. Demonstrates how funds will be used for the activities described above;
6. Describes the professional development opportunities that will be provided, as needed, to ensure that teachers and other school professionals who are new to the Indian community are prepared to work with Indian children and all teachers involved in programs are properly trained to carry out such programs; and
7. Describes how the district will:
 - a. Periodically assess the progress of all Indian children enrolled in district schools, including Indian children who do not participate in programs assisted;
 - b. Provide results of each assessment to the committee described below, to the community served by the district and to the Indian tribes whose children are served by the district; and
 - c. Provide communication of responses to findings of any previous assessments, similar to the assessments described above.
8. Describes the process the district used to meaningfully collaborate with Indian tribe(s) located in the community in a timely, active and ongoing manner in the development of the comprehensive program and the actions taken as a result of such collaboration.

The district programs and activities shall be developed in consultation with and the written approval of a committee consisting of parents of Indian children and teachers, and when appropriate, Indian students at the secondary level. A majority of committee members shall be parents of Indian children.

END OF POLICY

Legal Reference(s):

Every Student Succeeds Act, 20 U.S.C. §§ 7701-7714; 7421-7425 (2012).

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Corbett School District 39

Code: DE/DEB/DEC
Adopted: 10/16/97
Orig. Code(s): DE/DEB/DEC

Revenues from Private, State and Federal Sources

The Board may authorize, accept and use private, state or federal funds available to the district to carry out district educational programs. The district will comply with all regulations and procedures required for receiving and using such funds.

END OF POLICY

Legal Reference(s):

[ORS 294.305 to -294.565](#)

[ORS 332.107](#)

Corbett School District 39

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

Investment of Funds

The Board may authorize the investment or reinvestment of funds which are not immediately needed for the operation of the district. Such investments will comply with state law and regulations.

The superintendent/deputy clerk will develop criteria for the appropriate investments of district funds and for the reporting of such investments to the Board on a regular basis.

END OF POLICY

Legal Reference(s):

[ORS 294.033](#)
[ORS 294.035](#)

[ORS 294.125](#)
[ORS 294.135](#)

[ORS 294.145](#)
[ORS 294.155](#)

Corbett School District 39

Code: DFA-AR
Revised/Reviewed: 6/21/06
Orig. Code(s): DFA-AR

Investment of Funds

These regulations are issued for the guidance of the portfolio manager in the day-to-day operation of the investment program.

These regulations apply to activities of the portfolio manager with regard to investing the financial assets of all excess funds of the district including the General Fund, Special Revenue Funds, Capital Project Funds, Internal Services Funds and any and all Trust and Agency Funds under the control and direction of the district.

The portfolio manager will routinely and actively monitor the contents of the investment portfolio, the available markets and the relative values of competing investments and will adjust the portfolio accordingly. The portfolio manager, acting in accordance with these procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported as soon as practical and that appropriate action is taken to control adverse developments.

All investments will be carried at cost. Gains or losses from investments will be credited or charged to investment income at the time of sale. Premiums or discounts on securities may be amortized over the life of the security.

Diversification of Maturity

1. The district shall attempt, to the maximum extent possible, to match investment maturity schedules with anticipated cash flow requirements. In no event, unless specifically matched to specific requirements such as bond sinking funds or reserves, will the district invest in securities having a maturity more than 18 months from the date of purchase.
2. Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs.
3. In determining the amount of excess funds available for investment purposes, the portfolio manager will maintain cash flow projections and schedules as well as a historical record of expenditures and receipts. These forecasts and schedules will be reviewed and updated as required to reflect actual conditions as they exist.

Qualified Institutions for Investment Purchases

1. The district shall evaluate each financial institution (as used herein, the term is meant to include brokers/dealers) from whom it purchases investments as to financial soundness at least once annually. Investigation may include review of the most recent Consolidated Report of Condition ("call" report), rating reports, financial statements as well as analysis of the particular institution's management, profitability, capitalization and asset quality.

2. Any financial institution with whom the district wishes to do business shall provide financial data at the request of the portfolio manager. The information will be reviewed by the portfolio manager who will decide on the soundness of the institution before adding that institution to those that are on the approved qualified institution list for the district. The district reserves the right to be selective and to add or delete institutions from the approved list at will.
3. The portfolio manager will maintain a qualified institution list. A financial institution must be on this approved list prior to transacting any business with the district. A basic requirement for inclusion on the approved listing is a capital adequacy ratio in excess of 120 percent (1.2 to 1).
4. All approved financial institutions must be chartered in Oregon and insured by either the **Federal Deposit Insurance Corporation (FDIC)** or ~~FSLIC~~.
5. Brokers or dealers not affiliated with a bank shall have offices located in Oregon, be classified as reporting dealers affiliated with the New York Federal Reserve Bank as primary dealers, or be required to meet capital adequacy requirements.

Diversification of Instrument of Investment

1. The portfolio manager will diversify the investment portfolio to avoid incurring unreasonable risks inherent in overinvesting in specific instruments, individual institutions or maturities.
2. Time certificates of deposit: In purchasing a time certificate of deposit (TCD), the portfolio manager will not invest an amount which is more than 10 percent of the total deposits of any single institution. As required by Oregon Revised Statutes, the portfolio manager will be responsible to ensure that a Certificate of Participation has been presented by the issuing institution to cover any outstanding TCD above the statutory level of insurance provided by ~~FDIC/FSLIC~~. The district will always require full collateralization on all TCD investments.
3. Banker's acceptances: All banker's acceptances (BA's) will be purchased from an Oregon chartered financial institution.
4. Repurchase Agreements: All repurchase agreements will be collateralized 110 percent by U.S. Government or Agency obligations. All collateral will be held by third party safekeeping. A signed repurchase agreement will be obtained from the issuing institution.
5. U.S. Treasury Obligations: No limits on purchase.
6. U.S. Government Agency Securities: No limits on purchases other than limit on concentration of 25 percent in any one type issue.
7. Local Government Investment Pool (**LGIP**): The **LGIP** limits investment to accounts not to exceed the inflation-adjusted maximum under **Oregon Revised Statute (ORS)** 294.810. Other than this limitation, there is no limit to the amount that can be invested in the pool, although the pool does not collateralize or deliver investment instruments.
8. Diversification Guidelines: Investments will be consistent with statutory requirements under ORS 294.035 and Oregon Short Term Fund rules and recommendations.

Corbett School District 39

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

Grants from Private Sources

(added to DD)

Grant proposals for external funds from private sources will be submitted to the Board for evaluation and approval.

In the event an opportunity arises to submit a grant proposal and there is insufficient time to place it before the Board, the superintendent is authorized to use his/her judgment in approving it for submission. The superintendent will review the grant proposal with the Board at its next regular Board meeting. The Board reserves the right to reject funds associated with any grant which has been approved.

END OF POLICY

Legal Reference(s):

[ORS 294.100](#)

[ORS 294.305 - 294.565](#)

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Corbett School District 39

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

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Free Admissions

District residents 62 year or age or older may be given a senior citizen guest pass for all school activities, including athletic events.

END OF POLICY

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Legal Reference(s):

[ORS Chapter 244](#)

[ORS 332.107](#)

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Corbett School District 39

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

Depository of Funds

The Board will, at its annual organizational meeting in July or at other times deemed necessary by the Board, designate one or more banks which that meet district, state and federal guidelines as official depositories for district funds.

END OF POLICY

Legal Reference(s):

[ORS 294.805 to -294.895](#)

[ORS 328.441](#)

[ORS 328.445](#)

Corbett School District 39

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

Authorized Signatures

The Board will, at its annual organizational meeting in July or at such other times as deemed necessary by the Board, authorize the superintendent and/or deputy clerk of the district to sign district checks. The Board may authorize the use of facsimile signatures by those persons authorized to sign district checks.

END OF POLICY

Legal Reference(s):

[ORS 294.120](#)

[ORS 328.441](#)

[ORS 328.445](#)

Corbett School District 39

Code: DH
Adopted: 9/18/13
Orig. Code: DH

Bonded Employees and Officers

All district employees responsible for funds, fees, cash collections or inventory control will be bonded to protect the district against loss in an amount determined by the Board and upon recommendation of the district's agent-of-record. In compliance with Oregon statutes and administrative rules, the superintendent, custodian of funds and other individuals as deemed necessary by the Board will have individual fidelity bond coverage or equivalent crime coverage. The district will pay the cost of such coverage.

END OF POLICY

Legal Reference(s):

[ORS 328.441](#)

[ORS 332.525](#)

[OAR 581-022-2405](#)

Corbett School District 39

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

Fiscal Accounting and Reporting

The district's accounting and reporting system will be in accordance with generally accepted accounting procedures and will conform with state laws and regulations.

All contracts and expenditures of Corbett School District are public information.

END OF POLICY

Legal Reference(s):

[ORS 294.305 to -294.565](#)

[OAR 581-023-0035](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Corbett School District 39

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

Financial Reports and Statements

~~Appropriate staff member(s) will be available at any Board meeting, upon request of the Board, to respond to questions and to present current financial information. The superintendent will notify the Board at any time that substantial deviations from anticipated income or expenditures are anticipated.~~

The Board will receive ~~and ratify~~ financial reports which will include estimates of expenditures for the ~~major~~ general fund budget ~~division~~ in comparison to budget appropriations, actual receipts in comparison to budget estimates and the overall cash condition of the district. Supplementary reports on other funds or accounts will be furnished upon request of the Board or superintendent.

The Board will receive a pre-audit report recapping the year-end closure of financial statements prior to the annual audit by the district's authorized accountant.

Appropriate staff member(s) will be available at any Board meeting, upon request of the Board, to respond to questions and to present current financial information. The superintendent will notify the Board at any time that substantial deviations from anticipated income or expenditures are anticipated.

END OF POLICY

Legal Reference(s):

[ORS 294.155](#)

[ORS 294.311](#)

[ORS Chapter 297](#)

[ORS 328.465](#)

[ORS 332.105](#)

[OAR 162-010-0000 to -0330](#)

[OAR 162-040-0000 to -0160](#)

[OAR 581-023-0037](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Corbett School District 39

Code: DID
Adopted: 9/17/03
Orig. Code(s): DID

Property Inventories

The district will maintain an inventory of all fixed assets in accordance with governmental accounting standards. The district's inventory will be updated annually to include property newly purchased and disposed.

Fixed assets includes all district-owned property such as land, buildings, improvements to property other than buildings (i.e., parking lots, athletic fields, playgrounds, etc.) and equipment with a value greater than \$5,000 as defined by the *Program Budget and Accounting Manual*, published by the Oregon Department of Education.

Other district supplies with a value greater than \$~~200~~500 will be included as part of the district's annual inventory. Current records shall be maintained for the receipt, distribution/disposal and inventory of commodity foods as required by federal law.

The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

END OF POLICY

Legal Reference(s):

[ORS 332.155](#)

Program Budget and Accounting Manual, Oregon Department of Education (2000).

Corbett School District 39

Code: DIE
Adopted: 12/17/98
Orig. Code: DIE

Audits

An audit of all accounts of the district will be made annually by an independent certified public accountant selected by the Board in accordance with Oregon law. The audit examination will be conducted in accordance with minimum auditing standards established by the Secretary of State.

The annual audit of the books and accounts will include all funds under the control of the district, including but not limited to: General Fund, Federal Funds, Child Nutrition Fund, Student Body Funds, Trust Accounts, Debt Services Funds and Capital Project Funds and those factors that are used to compute the district's State School Fund distribution.

The cost of the audit will be a charge against the funds of the district.

A copy of the audit report will be presented to the Board. The superintendent will submit a copy of the audit report to the Oregon Department of Education.

The Board will review audit service on a three-year basis.

END OF POLICY

Legal Reference(s):

[ORS 294.155](#)

[ORS Chapter 297](#)

[ORS 327.137](#)

[ORS 328.465](#)

[OAR 162-010-0020\(11\)](#)

[OAR 581-023-0037](#)

Corbett School District 39

Code: DJ
Adopted: 4/20/05
Orig. Code(s): DJ

District Purchasing

The function of district purchasing is to serve the educational program by providing the necessary supplies, equipment and services. Items commonly used in the various schools and their subdivisions will be standardized whenever and be consistent with educational goals and in the interest of efficiency or economy.

The business manager is appointed by the Board to serve as purchasing agent. He/She The business manager will be responsible for developing and administering the district's purchasing program.

No obligation may be incurred by any officer or employee of the Board unless that expenditure has been authorized in the budget or by Board action and/or Board policy. In all cases calling for the expenditure of district money, except payrolls, a requisition and purchase order system must be used.

No purchase with the exception of a petty cash purchase will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made on with an approved purchase orders.

The superintendent or designee is authorized to enter into and approve payment on contracts obligating district funds not to exceed \$150,000 for products, materials, supplies, capital outlay and services that are within current budget appropriations. The Board shall approve all contracts that are collective bargaining agreements or service contracts that include the provision of labor performed by district employees, such as custodial, food service and transportation services.

The business manager will review bills due and payable for the purchase of supplies and services to determine if they are within current budget amounts appropriations. After appropriate administrative review, the business manager will direct payment of the just claims against the district. The superintendent and business manager are responsible for the accuracy of all bills and vouchers.

No Board member, officer, employee or agent of this district shall use or attempt to use his/her official position to obtain financial gain or for avoidance of financial detriment for himself/herself, a relative or a member of their household, or for any business with which the Board member, or a relative, or member of household is associated. Acceptance of any gratuities, financial or otherwise, from any supplier of materials or services to the district by any Board member, officer or employee of the district is prohibited.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)
[ORS Chapters 279, 279A, 279B,](#)
[279C](#)

[ORS 294.311](#)
[ORS 328.441 to -328.470](#)
[ORS 332.075](#)

[OAR 125-055-0040](#)

Corbett School District 39

Code: DJ-AR
Revised/Reviewed:

Expenditure of District Funds for Meals, Refreshments and Gifts

(on hold)

The district recognizes there may be occasions when it is appropriate for Board members, administrators and others to expend district funds in the course of conducting district business to provide meals or refreshments (i.e., bakery goods, snacks, fruit, punch, coffee, tea, soft drinks, etc.). The purchase of gifts may also be approved in certain situations. Such occasions may include, but are not limited to, various district and building level meetings, gatherings to celebrate district successes or recognize individual achievements, contributions or outstanding service to the district and other district and school-sponsored activities. Such expenditures may be made with prior [Board] [superintendent] approval only, subject to the provisions of this administrative regulation.

The use of district funds, as used in this regulation, means the use of money in any of the general accounts of the district. This includes the General Fund, Food Service Fund and others. It also includes money in student body accounts held at each school that are derived from any student activity or from parent organizations. Exceptions are funds collected from staff members or others for the specific purpose of providing gifts or parties. It is also recognized that buildings may have established a “social fund” or “sunshine fund” to which each staff member may voluntarily contribute. Such funds are generally used for birthday recognition, bereavement and illness acknowledgment activities, etc. These funds are also exempt from the following requirements.

Meals and Refreshments

District funds may be used to pay for individual or group meals only if official district business is being conducted during the time in which the meal is provided and only if the meal provides a particularly practical time or setting for the discussion, consistent with Board policy and the following:

1. Meals may be provided by the district to recognize the contributions of staff, through retirement dinners or other recognition events;
2. Meals may be provided by the district as a part of Board or administrative work sessions, at district or building-level committee meetings or other district-approved activities.

Meals not directly business related may be provided to staff or others at the individual’s expense only.

Board members, principals and other district administrative staff may use district funds to provide refreshments for staff, parents or others at meetings, in-service programs or other similar district or school-sponsored activities, [not to exceed [\$] per participant and] subject to the following additional requirements:

1. The purchase of alcoholic beverages with district funds is strictly prohibited;
2. The use of district funds for parties is prohibited.

Gifts

There are numerous occasions that may arise whereby Board members, administrators or other district staff may feel the need to recognize employees (i.e., Administrative Professional's Day, teacher appreciation week, classified employees' week, birthday, etc.). A Board member, administrator or other district employee may provide such recognition at his/her expense only, unless as otherwise permitted below:

1. The district may provide a small token of appreciation for a Board member's or employee's retirement and years of service and other related activities utilizing district funds, as approved in advance. For example, the Board generally proclaims special recognition for classified employees' week and teacher appreciation week;
2. Administrators may use district funds to provide an appropriate token of appreciation on behalf of the Board. The value of this item may not exceed [\$50] per person;
3. No other expenditure of district funds for gifts is permitted without prior authorization from the Board or superintendent.

Corbett School District 39

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

Petty Cash Accounts

The budget, as adopted by the Board, becomes the financial plan of the district for the ensuing budget period. The deputy clerk will establish a petty cash fund not to exceed \$100. Money expended from the fund will be replaced as needed.

Petty cash funds will not be used to circumvent established purchasing procedures, but will be used as a convenience for immediate purchases of low-cost goods and services in an efficient manner.

Records will be kept of all expenditures from the petty cash fund and receipts will be furnished to account for all money expended. Expenses will be assigned to the proper budget account.

END OF POLICY

Legal Reference(s):

[ORS 294.311](#)

OR. DEP'T. OF EDUCATION, PROGRAM BUDGET AND ACCOUNTING MANUAL.

Corbett School District 39

Code: DJC
Adopted: 1/15/14
Orig. Code: DJC

Bidding Requirements

The Board is the Local Contract Review Board (LCRB) for the district. All public contracts shall be invited in accordance with applicable competitive procurement provisions of Oregon Revised Statutes and adopted public contracting rules.

The Board, acting as its own LCRB, adopts¹ the *Oregon Attorney General's Model Public Contract Rules*, OAR Chapter 137, Divisions 046 through 049 in effect at the time this policy is adopted.

The district shall procure the construction manager/general contractor services in accordance with model rules the Attorney General adopts under ORS 279A.065(3).

Additionally, the Board may include as part of its rules portions of the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125, Divisions 246-249 in effect at the time this policy is adopted.

Where necessary, the Board has made the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the district and made available on request.

The district shall review its rules each time the Attorney General adopts a modification of the model rules, as required by ORS 279A.065 (5)(b), to determine whether any modifications need to be made to district rules to ensure compliance with statutory changes. New rules, as necessary, shall be adopted by the Board. In the event it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required.

The Board recognizes that a public contracting agency that has not established its own rules of procedure as permitted under ORS 279A.065 (5) is subject to the model rules adopted by the Attorney General, including all modifications to the model rules that the Attorney General may adopt.

Procurements estimated to be in excess of \$250,000 shall go through the cost analysis and feasibility process described in ORS 279B.

END OF POLICY

Legal Reference(s):

¹ Public Contracts shall be governed by ORS Chapter 279, 279A, 279B and 279C. Additionally, the Board may, as provided by ORS 279A.065, adopt the Oregon Attorney General's Model Public Contract Rules, OAR Chapter 137 governing purchasing/bid procedures. The Board may also adopt the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125. The Board may adopt portions of those rules or adopt its own rules. A Board that has not established its own rules of procedure for public contracts is subject to the model rules (OAR Chapter 137) adopted by the Attorney General.

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

[OAR Chapter 125](#), Divisions 246-249

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

Corbett School District 39

Code: DJC-AR
Revised/Reviewed: 4/20/16; 2/19/20
Orig. Code(s): DJC-AR

Special Procurements and Exemptions from Competitive Bidding

SPECIAL PROCUREMENTS

The district shall submit a written request to the Board, acting as the Local Contract Review Board (LCRB), that describes the contracting procedure, the goods and services or class of goods and services that are the subject of the special procurement and circumstances that justify the use of a special procurement under the standards as follows: the special procurement is unlikely to encourage favoritism in the awarding of a public contract or to substantially diminish competition for public contracts and, (A) is reasonably expected to result in substantial cost savings to the district or to the public, or (B) otherwise substantially promote the public interest in a matter that could not practicably be realized by complying with requirements that are applicable under Oregon Revised Statute (ORS) 279B.055, 279B.060, 279B.065, 279B.070 or under any related rules. Public notice of the approval of a special procurement must be given in the same manner as provided in ORS 279B.055(4). If the district intends to award a contract through special procurements that calls for competition among prospective contractors, the district shall award the contract to the contractor it determines to be most advantageous to the district. When the LCRB approves a class special procurement the district may award contracts to acquire goods and services within the class of goods and services in accordance with the terms of the approval without making a subsequent request for a special procurement.

1. Brand Names or Products, “Or Equal,” Single Seller and Sole Source

- a. The district may purchase brand names or products from a single seller or sole source without competitive bidding subject to the limitations of this rule.
- b. Solicitation specifications for public contracts of the district shall not expressly or implicitly require any product of any particular manufacturer or seller except as expressly authorized in subsections c. and d. of this rule.
- c. The district may specify a particular brand name or equal specification when the use of a brand name or equal specification is advantageous to the district, because the brand name describes the standard of quality, performance, functionality and other characteristics of the product needed by the district.
 - (1) The district is entitled to determine what constitutes a product that is equal or superior to the product specified, and any such determination is final;
 - (2) The district is not prohibited from specifying one or more comparable products as examples of the quality, performance, functionality or other characteristics of the product needed by the district;
 - (3) A brand name specification may be prepared and used only if the district determines for a solicitation or class of solicitations that only the identified brand name specification will meet the needs of the district based on one or more of the following written determinations:

- (a) The use of a brand name specification is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts; or
 - (b) Specification of the brand name, mark or product would result in cost savings to the district; or
 - (c) There is only one manufacturer or seller of the product of the quality, performance or functionality required; or
 - (d) The efficient utilization of existing goods requires the acquisition of compatible goods and services.
- d. The district may award a contract for goods or services without competition when the LCRB determines in writing that the goods or services, or the class of goods or services, are available from only one source. The determination of the source must be based upon written findings that shall include:
- (1) A brief description of the contract or contracts to be covered, including contemplated future purchases;
 - (2) Description of the product or service to be purchased; and
 - (3) The reasons the district is seeking this procurement method, which shall include any of the following:
 - (a) That the efficient utilization of existing goods requires the acquisition of compatible goods or services; or
 - (b) That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source; or
 - (c) That the goods or services are for use in a pilot or an experimental project; or
 - (d) To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms advantageous to the contracting agency.
- e. The district may specify a product or service available from only one manufacturer but available through multiple sellers after complying with subsection c. above documenting the procurement file with the following information:
- (1) If the total purchase is over \$10,000 but does not exceed \$150,000, and a comparable product or service is not available under an existing Mandatory Use Contract, the district must obtain informal competitive quotes, bids or proposals and document this process in the procurement file;
 - (2) If the purchase does not exceed \$150,000, and the supplies or services are not available under an existing price agreement for information technology with competing products or Mandatory Use Contract, the district must first request and obtain prior written authorization from the LCRB to proceed with the acquisition.
- f. If the district intends to make several purchases of brand name-specific supplies and services from a particular manufacturer or seller for a period not to exceed five years, the district must so state this in the procurement file and in the solicitation document, if any, or a public notice of a solicitation. If the total purchase amount is estimated to exceed \$150,000, this shall be stated in the advertisement for bids or proposals.

Findings of Fact/Conclusion of Compliance with Law (OAR 125-247-0275)

The district shall submit a written request to the local contract review board that describes the contracting procedure, goods and services subject of the special procurement and the circumstances that justify the use of the special procurement.

- a. It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts and is reasonably expected to result in substantial cost savings to the district which could not be realized under ORS 279B.055, 279B.060, 279B.065 or 279B.070 as required by ORS 279B.085(4).
- a. Public notice of the approval must be given in the same manner as provided in ORS 279B.055(4).
- b. This rule requires the districts to make a good faith effort to determine that no other sources are available for the specified products.
- c. The district maintains open lists from which vendors are contacted for quotations and utilizes electronic means of determining new vendors on an ongoing basis.
- d. The awarding of a contract as described in this special procurement should result in substantial cost savings by virtue of the ability to reduce solicitation costs when it is known that comparable products are not available, or when specifying another product solely to meet a competition requirement might lead to lower initial cost but longer lifetime cost.
- e. When the local review board approves a class special procurement the district may award contracts to acquire goods and services within the class of goods and services in accordance with the terms of the approval without making a subsequent request for procurement.

2. Advertising Contracts, Purchase of

- a. The district may purchase advertising in any media, regardless of a dollar amount, without competitive bidding.
- b. The Board acting as the LCRB of the district must use competitive methods whenever possible to achieve best value and must document in the procurement file the reasons why a competitive process was deemed impractical and the resulting contract must be in writing.
- c. If the anticipated purchase exceeds \$10,000 and a competitive method is used, the district must post notice on the Oregon Procurement Information Network (ORPIN).

Findings of Fact

The district traditionally purchases advertising in newspapers. The following findings relate primarily to newspapers and written publications; however, the district may also purchase advertising for student activities or educational programs in other media, such as radio or television, where these findings apply:

- a. By their nature, media sources are generally unique. Advertisements are placed in a particular source because of the specific audience that source serves;
- b. Competition to furnish advertising space in daily newspapers of general, trade or business circulation in the vicinity of the district is limited;
- c. Cost savings are difficult to quantify where the sources are unique and not interchangeable;
- d. Advertisements may be placed to satisfy legal notice or Board policy requirements;
- e. Other published advertisements or notices, such as routine public notices, personnel recruitment information, etc., are placed in one or more of the publications of general circulation in the local area and other publications, as appropriate;
- f. The communities served by the district rely upon its use of the local daily newspaper as a central source of news and information regarding district activities;

- g. It is unknown whether contracts for advertisements placed with radio, television or other broadcast media are going to result in cost savings if not placed for competitive bid or request for proposal (RFP). If possible savings could be obtained through competitive means, the district would attempt to obtain competitive quotes or bids, as appropriate.

Conclusion of Compliance with Law

Due to limited competition and unique nature of sources, it is unlikely that this class special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. Further, any contracts awarded under this class special procurement would result in a cost savings available to the district where the district can achieve volume savings through contracts for advertising with a particular media source, or otherwise substantially promote the public interest.

3. Advertising Contracts, Sale of

The district may sell advertising for district publications and activities, regardless of a dollar amount, without competitive bidding, including school newspapers, yearbooks, athletic programs, drama or music programs and the like.

Findings of Fact

Sales of advertising for student activities are generally other fund revenues, where student groups solicit advertisements from local businesses to help with the cost of the activity itself. A common example is the sale of advertising in school newspapers and yearbooks. The circulation of the newspaper and yearbook is limited to the students, teachers, parents and interested members of the community associated with the activities of that particular school. Due to the limited circulation and audience, the businesses that participate by purchasing advertising do so partly in the spirit of good will. Any business is welcome to place an advertisement in the school newspaper or yearbook; all it needs to do is to contact any district school department which publishes one. The district itself would not achieve any increased revenue to the General Fund by seeking competitive bids or proposals for such advertising. This holds true for other student activities, such as athletics, drama or music events and the like.

Conclusion of Compliance with Law

These findings indicate that it is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. Any business or individual who wishes to advertise in this manner may do so by simply contacting the student group responsible for the activity.

The sale of advertising for student activities such as school newspapers, yearbooks, athletic, drama or music programs would not benefit from competitive procurement. Such a requirement would place an unnecessary burden on the student group's activity and there is no financial advantage to the district in doing so. Consequently, the cost savings test is not an issue.

4. Equipment Repair and Overhaul

- a. The district may enter into a public contract for equipment repair or overhaul without competitive bidding, subject to the following conditions:

- (1) Service or parts required are unknown and the cost cannot be determined without extensive preliminary dismantling or testing; or
 - (2) Service or parts required are for sophisticated equipment for which specially trained personnel are required and such personnel are available from only one source; and
 - (3) The purchase is made within the limits and pursuant to the methods in subsection b. of this rule.
- b. The following limitations apply to this rule:
- (1) If the contract is less than or equal to \$150,000, the school or department shall submit in writing to the y or designee the reasons why competitive bids or quotes are deemed to be impractical. The superintendent or designee will accordingly document in its procurement file and may enter directly into the contract;
 - (2) If the school or department official thinks the contract may exceed \$150,000, he/she shall submit in writing to the superintendent or designee the reasons why competitive bidding is deemed to be impractical and a description of the cost savings to be obtained by a special procurement. The superintendent or designee may prepare a specific request for the anticipated contract to be obtained through special procurement procedures to submit to the LCRB for approval.

Findings of Fact

- a. The need for equipment repair or overhaul cannot be anticipated by district staff. If a piece of equipment is broken or not working properly, the district incurs cost of downtime, possible replacement equipment rental fees, staff time and other inconveniences or liabilities to its programs.
- b. Generally, there are a limited number of vendors who are able to perform repair or overhaul on a particular piece of equipment because of its make or manufacture. Sophisticated equipment may require specially trained personnel available from only one source. Often, a piece of equipment will have a partial warranty in place which will guarantee some savings to the district in the parts and/or labor needed to do the repair or overhaul. This warranty savings may only be achieved if the original manufacturer or provider of the equipment performs the necessary repair or overhaul.
- c. The dollar limits on the use of this special procurement procedure ensure that when the cost of the equipment repair or overhaul is expected to exceed \$150,000, the district will either seek formal competitive bids or, if that is not practical or cost effective, obtain a specific special procurement procedure from the LCRB to proceed with the purchase of the needed repair or overhaul.

Conclusion of Compliance with Law

It is unlikely that this special procurement procedure will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts because the dollar limits incorporated into this special procurement when the anticipated costs exceed \$150,000, insure the district will seek formal competitive bids and proposals. If the formal process is not practical, the district will obtain a specific exemption from the LCRB to proceed with the purchase of the needed repair or overhaul.

The awarding of public contracts under this special procurement will result in a cost savings to the district, as required by ORS 279B.085, because the district incurs direct and indirect costs from the moment equipment breaks down or becomes unusable. This special procurement only applies to equipment already owned by the district and does not provide for the purchase of new equipment.

The district must be able to purchase necessary services and parts as quickly as possible in order to minimize equipment downtime and potential costs during that downtime.

5. Copyrighted Materials

The district may, without competitive bidding and regardless of a dollar amount, purchase copyrighted materials where there is only one known supplier available for such goods. Examples of copyrighted materials covered by this special procurement procedure may include, but are not necessarily limited to, newly adopted textbooks/instructional materials, workbooks, curriculum kits, reference materials, audio and visual media and non-mass-marketed software from a particular publisher or their designated distributor.

Findings of Fact

- a. By their nature, copyrighted materials are protected for the use of a single owner. Copyrighted materials may not be duplicated by others without the copyright owner's permission or license. Copyrights are established and regulated under federal law.
- b. Often, copyrighted materials are produced by only one supplier who may be the owner of the copyright or his/her licensee. Textbooks/Instructional materials are examples of copyrighted materials that the district purchases through a sole source. Textbooks/Instructional materials are adopted through a statewide process under the authority of the Oregon Department of Education. A textbook/instructional material adoption defines the various materials which the district will purchase for use in its educational programs.

The district purchases its textbooks/instructional materials through the Northwest Textbook Depository. This practice enables the regional textbook depository to purchase and warehouse textbooks/instructional materials in conformance with adoptions made in the states of their region. The result is that savings are achieved through the depository's combined purchases on behalf of member districts. Freight costs for individual districts are reduced by the bulk purchases of the depository and the depository takes on the cost of stocking and warehousing enough to meet each member district's needs.

The system of textbook/instructional materials distribution enables the district to participate in the largest possible bulk purchasing activity of adopted textbooks/instructional materials in the region. This ensures a cost savings to the district. A savings that would be jeopardized if the district was to act as an individual purchaser.

Conclusion of Compliance with Law

This special procurement will not encourage favoritism or substantially diminish competition in the awarding of public contracts. The production and distribution of copyrighted materials is controlled by the owner of the copyright and may only be permitted through a sole source. The district has no control over this.

The awarding of contracts pursuant to this special procurement will result in a cost savings to the district when it needs to purchase copyrighted materials and there is only one known supplier for such goods, or otherwise substantially promote the public interest.

6. Product Prequalification

- a. When specific design or performance specifications must be met or such specifications are impractical to create or reproduce for a type of product to be purchased, the district may

specify a list of approved or qualified products by reference to the prequalified product(s) of particular manufacturers or vendors in accordance with the following product prequalification procedure:

- (1) The district will make reasonable efforts to notify all known manufacturers and vendors of competing products of the district's intent to compile a list of prequalified products. The notice will explain the opportunity manufacturers and vendors of competing products will have to apply to have their product(s) included on the district's list of prequalified products. At its discretion, the district may provide notice by advertisement in a trade paper of general statewide circulation or other appropriate trade publication; or instead of advertising, the district may provide written notice to those manufacturers and vendors appearing on the appropriate list maintained by the district; and
 - (2) The district will accept manufacturer and vendor applications to include products in the district's list of prequalified products up to 15 calendar days prior to the initial advertisement for bids or proposals for the type of product to be purchased, unless otherwise specified in the advertisement or in the district's written notice.
- b. If the district denies an application for including a product on a list of prequalified products, the district shall promptly provide the applicant with a written notice of the denial and include the reason for denial. The applicant may submit a written appeal within seven calendar days to the district business manager to request review and reconsideration of the denial.

Findings of Fact

- a. There are occasions when the district needs to establish a list of prequalified products before it invites bids or proposals to furnish the products. The district may have a specific performance or design need, but it is impractical for the district to create a specification for the type of products to be purchased. An example is audiovisual equipment. There is a tremendous variety of audiovisual products offered in the market. The equipment technology is complex and constantly changing. It would be very burdensome and time consuming for the district to generate nonbrand name, generic performance specifications for such equipment every time it wants to make a purchase.

Also, competition would be poorly served because bidders and proposers would not know in advance whether their offered product would meet the general specification substantially enough to be considered a responsive offer. The decision to make an award would be slow, because each product offered would have to be analyzed against the district's specification. Slowdown in the award process affects both bidders, who are asked to hold their bids open until award is made, and district programs, because staff are not able to order the equipment they need until the contract is awarded.

In this case, it might be more cost effective and efficient for the district to prequalify products and establish a list of approved products before invitations to bid are sent out. The prequalification process can be done some time before the need for a new contract. Once the prequalified product list is established, the bidding and contract award process can go quickly and smoothly.

- b. A second occasion when prequalification of products will be useful is when the specific design or performance specifications for a product are so exacting that the district must have time to carefully consider what is offered in the market that may or may not meet the specifications and, if necessary, reconsider its options before issuing an invitation to bid.
- c. This rule sets out a process of prequalification which requires the use of advertisement or other appropriate means to notify vendors of competing products of their opportunity to submit

items for prequalification. The district maintains vendor mailing lists which are open to all interested vendors. The district uses these lists routinely to notify vendors of its intentions to prequalify products or to invite bids on products.

- d. This includes a 15-day time limit between the closure of a prequalification list and a related invitation to bid. This time factor ensures that vendors have a reasonable time to apply to include their products on a prequalified product list.
- e. Subsection b., of this rule provides vendors with an appeal process to follow if their application for prequalification is denied.

Conclusion of Compliance with Law

Where prequalification of products is appropriate, it is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or diminish competition for such contracts. There are several safeguards in the rule to prevent this, including notice, advertising, time and appeal process requirements to ensure that vendors are given a fair and open opportunity to participate in the prequalification process.

The prequalification of products process is a time-consuming effort for the district. It is not a shortcut procurement method. The district would use this method only after balancing cost-saving considerations, such as the ability of the district to create or generate nonbrand name generic specifications for types of products or the need for lengthy product evaluation prior to a contract award. If the prequalification method is chosen, it will result in a cost savings to the district because the normal method of product selection is too cumbersome and costly to pursue, or otherwise substantially promote the public interest.

7. Requirements Contracts (Blanket Purchase Orders, Price Agreements)¹

- a. The business manager, on behalf of the district, may establish requirements contracts for the purposes of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, combining district requirements for volume discounts, standardization among school and departments and reducing lead time for ordering.
- b. The district may enter into a requirements contract (also known as a blanket purchase order or price agreement) whereby it is agreed to purchase goods or services for an anticipated need at a predetermined price or price discount from a price list, provided the contract is led by a competitive procurement process pursuant to the requirements of the public contracting code and these rules.
- c. Once a requirements contract is established, schools and departments may purchase the goods and services from the awarded contractor without first undertaking additional competitive solicitation.
- d. School and departments shall use requirements contracts established by the district, unless otherwise specified in the contract, allowed by law or these rules or specifically authorized by the superintendent or designee.

¹The Oregon Procurement Information Network (ORPIN) allows authorized members to utilize the state's price agreement/contracts to purchase goods and services. Authorized Oregon Cooperative Procurement Program (ORCPP) members can legally attach to a state price agreement and forego the competitive bid process. Access to hundreds of competitive price contracts for a wide variety of goods and services: vehicles, computers, furniture, copiers, fax machines, travel, pharmaceuticals, office products, etc., is available. Counties, cities, schools, municipalities or their public corporate entities having local governing authority, a United States governmental agency or American Indian tribe or agency are eligible to participate.

- e. Under the authority of ORS 279A.025 and 279B.085, the district may use the requirements contracts entered into by another Oregon public agency when:
 - (1) The original contract met the requirements of public contracting code; and
 - (2) The original contract allows other public agency usage of the contract; and
 - (3) The original public contracting agency concurs and this is documented by a written interagency agreement between the district and the agency.
- f. The term of any district requirements contract, including renewals, shall not exceed five years unless otherwise permitted under the public contracting code.

Findings of Fact

- a. This rule permits the district to enter into a requirements contract, in which the vendor agrees to provide specified goods and services over the term of the contract at the bid price or discount rate. A requirements contract is useful when the purchase of the goods or services are routine and repetitive. For example, school, office, custodial and facilities maintenance supplies are customarily purchased through requirements contracts.
- b. Requirements contracts are a common method of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, obtaining volume discounts, standardizing usage among schools and departments and reducing lead time for ordering.
- c. The district establishes a requirements contract as a result of open competitive bidding or RFP processes, unless otherwise permitted under the public contracting code.
- d. The district limits the term of a requirements contract, including all renewal options, to a maximum of five years before competitive rebidding must be done, unless otherwise permitted under the public contracting code.
- e. The district may use the requirements contracts established by other public agencies, subject to certain conditions of state law, Board policy and administrative regulation.

Conclusion of Compliance with Law

It is unlikely that this special procurement will result in favoritism in the awarding of public contracts or diminish competition for such contracts. The district will only enter into requirements contracts which result from open competitive bidding processes. This condition applies also to the use of requirements contracts established by other public contracting agencies.

The awarding of district requirements contracts will result in a cost savings to the district, or otherwise substantially promote the public interest. It would be costly and inefficient to make routine, repetitive purchases of goods and services through individual transactions. Also, the guaranteed volume of a requirements contract allows the district to get better prices from bidders.

8. Used Personal Property or Equipment, Purchase²

- a. Subject to the provisions of this rule, the district may purchase used property or equipment without obtaining competitive bids or quotes, if the district has determined that the purchase will result in cost savings to the district and will not diminish competition or encourage favoritism. “Used personal property or equipment” is property or equipment which has been

²When contracting with another governmental entity, a district has a statutory exception under ORS 279A.025. The district may purchase state/federal surplus property through the Department of Administrative Services (DAS), State Services Division for Surplus Property. For more information on this program, contact DAS at 503-378-3014.

placed in its intended use by a previous owner or user for a period of time recognized in the relevant trade or industry as qualifying the personal property or equipment as “used” at the time of district purchase. Used personal property or equipment generally does not include property or equipment if the district was the previous user, whether under a lease, as part of a demonstration, trial or pilot project or similar arrangement.

- b. For purchases of used personal property or equipment costing less than or equal to \$150,000, the district shall, where feasible, obtain three competitive quotes unless the district has determined and documented that a purchase without obtaining competitive quotes will result in cost savings to the district and will not diminish competition or encourage favoritism.
- c. For purchases of used personal property or equipment totaling \$150,000 or more, the district shall attempt to obtain three competitive quotes. The district will keep a written record of the source and amount of quotes received. If three quotes are not available, a written record must be made of the attempt to obtain quotes.

Findings of Fact

- a. The district is responsible to manage expenditures in the best interests of the public. Cost savings can be achieved through the procurement of used property and equipment. The district purchases used property and equipment when it meets the district’s needs and is cost effective. Considerations include type, quality, quantity and estimated useful life of the used item.
- b. Used equipment and property becomes available sporadically and without notice. Used equipment and property is generally sold on a first-come, first-served basis. When used property or equipment does become available, the district must be able to respond immediately in order to obtain the property or equipment.
- c. Some types of property or equipment may not be readily available in the new goods market. The district may have to look for used items to fill the need.
- d. Competition to provide used property and equipment may be very limited and inconsistent, depending on the type of product.
- e. The district maintains vendor lists which include information on whether a vendor provides used property or equipment. These lists are open to all vendors.

Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the award of public contracts or substantially diminish competition for such contracts. The purchase of used property or equipment depends on an inconsistent, sporadic market. When a used item is available, there is often little competition available. Sources for used items of the type, quality and quantity required by the district are inconsistent. This rule requires the district to attempt to obtain and document quotes as appropriate to the dollar amount of the purchase. If the anticipated purchase is over \$150,000, the district will advertise its need.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. The cost of used equipment or property is generally substantially less than that of new. Savings of 20 percent to 50 percent are not uncommon. Used equipment can provide good value to the district and help ensure the continuation of district services and programs.

9. Information Technology Contracts

The district may enter into a contract to acquire information technology hardware and software without competitive bidding subject to the following conditions:

- a. If the contract amount does not exceed \$150,000, the district shall attempt to obtain three competitive quotes pursuant to the rules governing Intermediate Procurements. The district shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the district shall make a written record of the effort made to obtain the quotes or proposals.
- b. If the contract amount exceeds \$150,000, the district shall determine and use the best procurement method, pursuant to the public contracting code and these rules, and shall solicit written proposals in accordance with the requirements of the *Attorney General's Model Public Contract and LCRB Rules*. The district shall document the evaluation and award process, which will be part of the public record justifying the award;
- c. If the amount of the contract is estimated to exceed \$150,000, the district shall provide proposers an opportunity to review the evaluation of their proposals before final selection is made.

Findings of Fact

- a. Rapid changes in technology make it necessary for the district to be able to purchase needed computer equipment quickly.
- b. Pricing for high-technology equipment also changes rapidly. It is frequently possible to take advantage of frequent price changes in the marketplace in the purchase of computer equipment.
- c. There is generally sufficient competition among vendors of information technology hardware and software for district business.
- d. The district will follow rules governing special procurements and obtain at least three informally solicited quotes for purchases less than or equal to \$150,000.
- e. If the district requires a brand name or sole source product, the district will follow its rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1. under Special Procurements, to procure it.

Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the award of district contracts or substantially diminish competition for district contracts. The purchase of information technology hardware and software will be made in accordance with other competitive bidding rules contained in this administrative regulation. If the anticipated purchase is over \$150,000, the district will advertise its need.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. Competition will be encouraged at all dollar levels of purchase of information technology hardware and software. This rule gives the district some flexibility in selecting the method of competitive procurement but requires adherence to the rule on brand name or sole source acquisitions if those situations occur.

10. Telecommunications Systems - Hardware and Software Contracts

- a. The district may enter into a contract to acquire telecommunications system hardware and software, without competitive bidding, subject to the following conditions:
 - (1) If the contract amount does not exceed \$150,000, the district shall attempt to obtain three competitive quotes pursuant to the rules governing Intermediate Procurements. The district shall keep a written record of the sources of the quotes or proposals received. If

- three quotes or proposals are not reasonably available, fewer will suffice, but the district shall make a written record of the effort made to obtain the quotes or proposals.
- (2) If the contract amount exceeds \$150,000, the district shall determine and use the best procurement method, pursuant to the public contracting code and these rules and shall solicit written proposals in accordance with the requirements of Chapter 137, Divisions 047 and 049 of the *Attorney General's Model Public Contract and LCRB Rules*. The district shall document the evaluation and award process, which will be part of the public record justifying the award.
- b. The telecommunications solicitation authorized in subsection 10.a.(1) of these rules shall:
- (1) State the contractual requirements in the solicitation document;
 - (2) State the evaluation criteria to be applied in awarding the contract and the role of any evaluation committee. Criteria that would be used to identify the proposal that best meets the district's needs may include, but are not limited to, cost, quality, service and support, compatibility, product or system reliability, vendor viability and financial stability, operating efficiency and expansion potential;
 - (3) State the provisions made for bidders or proposers to comment on any specifications which they feel limit competition.

Findings of Fact

- a. Rapid changes in technology make it necessary for the district to be able to purchase needed telecommunications hardware and software quickly.
- b. Since deregulation, there is generally adequate competition among vendors of telecommunication hardware and software to allow the district to make competitive purchases.
- c. Pricing for telecommunications hardware and software also changes frequently. It is important for the district to take advantage of price competition in the marketplace.
- d. The district will follow procedures governing special procurements and document reasonable efforts to obtain at least three informally solicited quotes for purchases over \$10,000 but less than or equal to \$150,000.
- e. If a purchase of telecommunications hardware or software is expected to cost more than \$150,000, the district will use a formal competitive bidding or proposal process in accordance with these rules and the *Attorney General's Model Public Contract and LCRB Rules*.
- f. There are also times when the district needs to purchase specific items that are compatible with current equipment. On these occasions, the district will follow its rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1. under Special Procurements, to make the purchase.

Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. The purchase of telecommunications hardware and software will be made in accordance with other competitive bidding rules herein. If the anticipated purchase is over \$150,000, the district will advertise its need.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. Competition will be encouraged at all dollar levels of purchase of telecommunications hardware and software. This rule gives the district some flexibility in selecting the method of competitive procurement but requires adherence to the rule on brand name or sole source acquisitions if those situations occur.

11. Telecommunications Services

- a. The district shall secure the most competitive, cost-effective telecommunications services of the quality needed to meet all service performance requirements while minimizing administrative and service delivery costs. The district will use routine purchasing procedures whenever possible, but if necessary, the district can consider alternative procurement methods in accordance with this rule.

The district will generally follow the normal competitive procurement processes in obtaining telecommunications services. This process will only be used if necessary where there is a lack of sufficient competition to furnish needed services.

- b. In determining the appropriate procurement method for telecommunications services, the district shall comply with the requirements of ORS 291.038 and determine whether competition exists. In determining whether competition exists, the district may consider the following factors:
 - (1) The extent to which alternative providers exist in the relevant geographic and service market; the greater area of Multnomah County;
 - (2) The extent to which alternative services offered are comparable or substitutable in technology, service provided and performance. For example, if the district requires digital services, analog services are not comparable or substitutable. If the district requires fiber optic technology, then copper, microwave or satellite transmission technology may not be comparable or substitutable;
 - (3) The extent to which alternative providers can respond to the district's interest in consistency and continuity of services throughout its service area, volume discounts, equitable service for all users, centralized management and limiting district liability. For example, to be considered as the district's long-distance service provider, any long-distance service vendor must be able to meet, support and interface with the district's centralized automated billing requirements. The district must document for the record, its findings on these factors or any other factors used in determining whether competition exists. In developing its findings, the district may solicit the information either through informal telephone or written contacts or through a formal solicitation such as a RFP.
- c. If the district determines that competition does not exist in the area for the relevant service, the district may proceed to secure the service on a sole source basis, as described in the district's rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1. under Special Procurements.

Findings of Fact

- a. Since deregulation, there is generally adequate competition among vendors of telecommunication services to allow the district to make competitive procurements.
- b. Since there is competition, price competition exists in the marketplace. It is important for the district to take advantage of existing competition.
- c. The district will follow its rules governing special procurements and document reasonable efforts to obtain at least three informally solicited quotes for purchases less than or equal to \$150,000. The district shall keep a written record of the sources of the quotes or proposals received. If three quotes or proposals are not reasonably available, fewer will suffice, but the district shall make a written record of the effort made to obtain the quotes or proposals.

- d. If a purchase of service is expected to cost more than \$150,000, the district will use a formal competitive bidding or proposal process in accordance with these rules and the *Attorney General's Model Public Contract and LCRB Rules*.
- e. There may be occasions where there is limited competition that can furnish telecommunications services of the quality and extent required by district operations. In such instances, the district will follow this rule and also its rule governing Brand Names or Products, "Or Equal," Single Seller and Sole Source, Section 1. under Special Procurements, to procure needed services from the sole source.

Conclusion of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts. Routinely, the purchase of telecommunications services will be made in accordance with other competitive bidding rules contained in this administrative regulation. If the anticipated purchase is over \$150,000, the district will advertise its need, issue a written solicitation document and invite written bids or proposals to be furnished in response.

There may be circumstances, however, where sufficient competition does not exist in the relevant geographic and service market area. In such cases, the district will follow this rule in determining whether sufficient competition exists to make a competitive procurement.

The use of this special procurement will result in a cost savings to the district, or otherwise substantially promote the public interest. Competition will be encouraged at all dollar levels of purchase of telecommunications hardware and software. This rule gives the district some flexibility in selecting the method of competitive procurement but requires adherence to the rule on brand name or sole source acquisitions if those situations occur. The rule also states the steps to be taken to document situations where sufficient competition may not exist and a sole source purchase needs to be made.

12. Hazardous Material Removal; Oil Cleanup

- a. The district may enter into public contracts without competitive bidding, regardless of a dollar amount, when ordered to clean up oil or hazardous waste pursuant to the authority granted to the Oregon Department of Environmental Quality (DEQ) under ORS Chapter 466, especially ORS 466.605 through 466.680. In exercising its authority under this exemption, the district shall:
 - (1) To the extent reasonable under the circumstances, encourage competition by attempting to make informal solicitations or to obtain informal quotes from potential suppliers of goods and services;
 - (2) Make written findings describing the circumstances that require the cleanup or maintain a copy of the DEQ order for the cleanup;
 - (3) Record the measures taken under a.1. of this rule to encourage competition, the amount of the quotes or proposals obtained, if any, and the reason for selecting the contractor to whom award is made.
- b. The district shall not contract pursuant to this special procurement in the absence of an order from the DEQ to clean up a site which includes a time limit that would not allow the district to hire a contractor under normal competitive bidding procedures. Goods and services to perform other hazardous material removal or cleanup will be purchased in accordance with normal

competitive bidding procedures as described in Board policy with this administrative regulation.

Findings of Fact

- a. When the DEQ orders a public agency to remove or clean up hazardous material or oil, the public agency must respond within a very short time, which is stated in the DEQ order. This time period does not generally allow the agency to take the time necessary to solicit written bids or proposals for the work to be performed. The district would be liable for any delay in responding to DEQ orders to perform hazardous material removal or cleanup.
- b. This exemption will not be used in those situations where there is no DEQ order to remedy the situation. Routine competitive procurement methods will be used where there is no DEQ order to act immediately. The district maintains open lists of vendors who are interested in providing hazardous material removal and cleanup services. Whenever it needs hazardous material removal or disposal, the district makes use of these lists to solicit quotes, bids or proposals as needed, in addition to advertising the procurement as required.
- c. Cost savings are achieved through this exemption because the district can be liable for DEQ penalties and fines if it does not timely remove hazardous materials or oil as ordered. There is also serious risk in these situations, that property damage or personal injury could result if the district is slow to act.

Conclusions of Compliance with Law

It is unlikely that this special procurement will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts as required by ORS 279B.085 (3)(a). If it is under DEQ order to act immediately, the district will still attempt to obtain competitive quotes for the work to be performed as it has the ability and time to do so. Unless the district is faced with the quasi-emergency situation of a DEQ order to remove or clean up hazardous waste or oil, it will follow normal competitive procedures to obtain these services.

The award of public contracts pursuant to this special procurement will result in a cost savings to the district in these situations, as required by ORS 279B.085 (3)(b), because the district must comply with the law and avoid and minimize risk to persons and property. Where possible, it will seek competitive quotes for the work to be performed and will award the contract to the lowest, responsive and responsible bidder.

13. Renegotiation of Existing Contracts with Incumbent Contractors

- a. The district may amend or renegotiate contracts with existing vendors, service providers or other parties subject to the limitations of this rule.
- b. The district has determined that value engineering, specialized expertise required, public safety and technical complexity, generally do not apply to this special procurement procedure.
- c. The renegotiated contract falls within a current special procurement procedure, but if not the LCRB must approve a separate special procurement.
- d. The district may renegotiate certain terms, but they must not unreasonably alter the scope of the original contract.

Findings of Fact

- a. The LCRB may amend contracts when it is in the best interest of the district. The superintendent and/or other designee, acting on behalf of the LCRB, may renegotiate certain provisions, including:

- (1) Price;
- (2) Term;
- (3) Delivery and shipping;
- (4) Order size;
- (5) Substitution;
- (6) Warranties;
- (7) On-line ordering systems;
- (8) Price adjustments;
- (9) Product availability;
- (10) Product quality;
- (11) Reporting requirements; or
- (12) Discounts.

Any contract amendment will be supported by legal consideration when necessary to validate the amended provision.

- b. The amended terms must be within a reasonable scope of the original contract, but not fundamentally alter the agreement or nature of goods or services. Districts may, however, request functionally equivalent substitutes for goods or services in the original contract.
- c. The contract as a whole must be more favorable to the individual needs of the district to justify renegotiation. Cost may be a factor in determining what is a favorable change to the original contract, but the district may use factors other than cost that demonstrate that the amended contract is more favorable to the unique needs of the district.

Conclusion of Compliance with Law

This special procurement will not encourage favoritism or substantially diminish competition in awarding public contracts because it already exists as a contract awarded in compliance with the district's special procurement and public contracting code.

The awarding of contracts under this special procurement will result in cost savings to the district when it needs to renew its original contract with vendors, service providers or other parties, or otherwise substantially promote the public interest.

EXEMPTIONS FROM COMPETITIVE BIDDING

All public contracts shall be based upon competitive bids or proposals, except the following:

1. Contracts which have been specifically exempted under ORS 279A.025 and 279C.335; and
2. Contracts covered by the class exemptions in the following set of rules developed pursuant to ORS 279C.335 (2) and (5) and based on Oregon Administrative Rules, Chapter 137, Divisions 46 through 49.

The Board, acting as the Local Contract Review Board (LCRB) for the district, has made the findings required by ORS 279C.330, ORS 279C.335 and ORS 279C.345, and determined that awarding a contract under this exemption is unlikely to encourage favoritism or substantially diminish competition for the public contract and will likely result in a substantial cost savings and other substantial benefits to the district.

In approving a finding under this section, the local contract review board shall consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract or class of public improvement contracts, the following:

1. How many persons are available to bid;
2. The construction budget and the projected operating costs for the completed public improvements;
3. Public benefits that may result from granting the exemption;
4. Whether value engineering techniques may decrease the cost of the public improvement;
5. The cost and availability of specialized expertise that is necessary for the public improvement;
6. Any likely increases in public safety;
7. Whether granting the exemption may reduce risks to the district or the public that are related to the public improvement;
8. Whether granting the exemption will affect the sources of funding for the public improvement;
9. Whether granting the exemption will better enable the district to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement;
10. Whether granting the exemption will better enable the district to address the size and technical complexity of the public improvement;
11. Whether the public improvements involves new construction or renovates or remodels an existing structure;
12. Whether the public improvement will be occupied or unoccupied during construction;
13. Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions; and
14. Whether the district has or has retained under contract, and will use district personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the district will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.

Only these findings are required for each class or individual contract exemption, unless the LCRB specifically excludes a finding or includes an additional finding.

Promulgation of these exemptions can only occur after public notification and a public hearing to receive testimony pertaining to the draft exemptions and findings, pursuant to ORS 279C.335.

1. Brand Names or Products, “Or Equal,” Single Seller and Sole Source

- a. The district may purchase brand names or products from a single seller or sole source without competitive bidding subject to the limitations of this rule.
- b. The district has determined that value engineering, specialized expertise required, public safety and technical complexity, generally do not apply to this exemption.

- c. Solicitation specifications for public contracts of the district shall not expressly or implicitly require any product of any particular manufacturer or seller except as expressly authorized in subsections d. and e. of this rule.
- d. The district may specify a particular brand name, make or product suffixed by “or equal,” “or approved equal,” “or equivalent,” “or approved equivalent” or similar language if there is no other practical method of specification after documenting the procurement file with the following:
 - (1) A brief description of the solicitation(s) to be covered, including contemplated future purchases;
 - (2) Description of the brand name, mark or product to be specified; and
 - (3) A brand name specification may be prepared and used only if the district determines for a solicitation or class of solicitations that only the identified brand name specification will meet the needs of the district based on one or more of the following written determinations:
 - (a) The use of the brand name specification is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts; or
 - (b) Specification of the brand name, mark or product would result in substantial cost savings to the district; or
 - (c) There is only one manufacturer or seller of the product of the quality, performance or functionality required; or
 - (d) The efficient utilization of existing goods requires the acquisition of compatible goods and services.
 - (4) The district shall make reasonable effort to notify all known suppliers of the specified product and invite such vendors to submit competitive bids or proposals.
- e. The district may purchase a particular product or service available from only one source, after documenting the procurement file with the district’s findings of current market research to support the determination that the product is available from only one seller or source. The district’s findings shall include:
 - (1) A brief description of the contract or contracts to be covered, including contemplated future purchases;
 - (2) Description of the product or service to be purchased; and
 - (3) The reasons the district is seeking this procurement method, which shall include any of the following:
 - (a) That the efficient utilization of existing equipment, supplies or services requires the acquisition of compatible equipment, supplies or services; or
 - (b) That the goods or services required for the exchange of software or data with other public or private agencies are available for only one source; or
 - (c) That the goods or services are for use in a pilot or an experimental project; or
 - (d) Other findings that support the conclusion that the goods or services are available from only one source.
 - (4) To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms advantageous to the contracting agency.

- f. The district may specify a product or service available from only one manufacturer but available through multiple sellers, after documenting the procurement file with the following information:
 - (1) If the total purchase is over \$5,000 but does not exceed \$100,000, and a comparable product or service is not available under an existing state cooperative purchasing contract, competitive quotes shall be obtained by the district and retained in the procurement file; or
 - (2) If the amount of the purchase exceeds \$100,000, the product or service shall be obtained through competitive bidding unless a specific exemption is granted by the LCRB.
- g. If the district intends to make several purchases of the product of a particular manufacturer or seller for a period not to exceed five years, the district will so state in the solicitation file and in the solicitation document, if any. Such documentation shall be sufficient notice as to subsequent purchases. If the total purchase amount is estimated to exceed \$100,000, this shall be stated in the advertisement for bids or proposals.

Findings of Fact/Conclusion of Compliance with Law

It is unlikely that this process will encourage favoritism in the award of public contracts or substantially diminish competition for such contracts, as required by ORS 279C.335 (2)(a).

This class exemption applies only to contracts under a limited dollar amount, and then, only after efforts to obtain competitive quotes are made, or other methods have been employed to ensure that competitive means are used if available. The district maintains open lists from which vendors are contracted for quotations. In addition, as required by ORS 279C.335 (2)(b) award of a public contract subject to the above described exemption should likely result in substantial cost savings and other substantial benefits to the district by virtue of the ability to reduce solicitation costs when it is known that comparable products are not available, or when specifying another product solely to meet a competition requirement might lead to lower initial cost but longer lifetime cost.

2. Product Prequalification

- a. When specific design or performance specifications must be met or such specifications are impractical to create or reproduce for a type of product to be purchased, the district may specify a list of approved or qualified products by reference to the prequalified product(s) of particular manufacturers or vendors in accordance with the following product prequalification procedure:
 - (1) The district will make reasonable efforts to notify all known manufacturers and vendors of competing products of the district's intent to compile a list of prequalified products. The notice will explain the opportunity manufacturers and vendors of competing products will have to apply to have their product(s) included on the district's list of prequalified products. At its discretion, the district may provide notice by advertisement in a trade paper of general statewide circulation or other appropriate trade publication; or instead of advertising, the district may provide written notice to those manufacturers and vendors appearing on the appropriate list maintained by the district; and
 - (2) The district will accept manufacturer and vendor applications to include products in the district's list of prequalified products up to 15 calendar days prior to the initial advertisement for bids or proposals for the type of product to be purchased, unless otherwise specified in the advertisement or in the district's written notice.

- b. The district has determined that special expertise required, generally, does not apply to this rule.
- c. If the district denies an application for inclusion of a product on its list of prequalified products, the district shall promptly provide the applicant with a written notice of the denial and include the reason for denial. The applicant may submit a written appeal within 7 calendar days to the district business manager to request review and reconsideration of the denial.

Findings of Fact

- a. There are occasions when the district needs to establish a list of prequalified products before it invites bids or proposals to furnish the products. The district may have a specific performance or design need, but it is impractical for the district to create a specification for the type of products to be purchased. An example is audiovisual equipment. There is a tremendous variety of audiovisual products offered in the market. The equipment technology is complex and constantly changing. It would be very burdensome and time consuming for the district to generate nonbrand name, generic performance specifications for such equipment every time it wants to make a purchase.

Also, competition would be poorly served because bidders and proposers would not know in advance whether their offered product would meet the general specification substantially enough to be considered a responsive offer. The decision to make an award would be slow, because each product offered would have to be analyzed against the district's specification. Slowdown in the award process affects both bidders, who are asked to hold their bids open until award is made, and district programs, because staff are not able to order the equipment they need until the contract is awarded.

In this case, it might be more cost effective and efficient for the district to prequalify products and establish a list of approved products before invitations to bid are sent out. The prequalification process can be done some time before the need for a new contract. Once the prequalified product list is established, the bidding and contract award process can go quickly and smoothly.

- b. A second occasion when prequalification of products will be useful is when the specific design or performance specifications for a product are so exacting that the district must have time to carefully consider what is offered in the market that may or may not meet the specifications and, if necessary, reconsider its options before issuing an invitation to bid.
- c. This rule sets out a process of prequalification which requires the use of advertisement or other appropriate means to notify vendors of competing products of their opportunity to submit items for prequalification. The district maintains vendor mailing lists which are open to all interested vendors. The district uses these lists routinely to notify vendors of its intentions to prequalify products or to invite bids on products.
- d. This includes a 15-day time limit between the closure of a prequalification list and a related invitation to bid. This time factor ensures that vendors have a reasonable time to apply to include their products on a prequalified product list.
- e. Subsection c. of this rule provides vendors with an appeal process to follow if their application for prequalification is denied.

Conclusion of Compliance with Law

Where prequalification of products is appropriate, it is unlikely that this exemption will encourage favoritism in the awarding of public contracts or diminish competition for such contracts as required by ORS 279C.335 (2)(a). There are several safeguards in the rule to prevent this, including notice,

advertising, time and appeal process requirements to ensure that vendors are given a fair and open opportunity to participate in the prequalification process.

The prequalification of products process is a time-consuming effort for the district. It is not a shortcut procurement method. The district would use this method only after balancing cost-saving considerations, such as the ability of the district to create or generate nonbrand name generic specifications for types of products or the need for lengthy product evaluation prior to a contract award. If the prequalification method is chosen, it will likely result in a substantial cost savings and other substantial benefits to the district as required by ORS 279C.335 (2)(b) because the normal method of product selection is too cumbersome and costly to pursue.

3. Requirements Contracts (Blanket Purchase Orders, Price)³

- a. The business manager, on behalf of the district, may establish requirements contracts for the purposes of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, combining district requirements for volume discounts, standardization among schools and departments and reducing lead time for ordering.
- b. The district has determined that value engineering, specialized expertise required and technical complexity, generally, do not apply to this rule.
- c. The district may enter into a requirements contract (also known as a blanket purchase order or price agreement) whereby it is agreed to purchase goods or services for an anticipated need at a predetermined price or price discount from a price list, provided the contract is led by a competitive procurement process pursuant to the requirements of the public contracting code and these rules.
- d. Once a requirements contract is established, schools and departments may purchase the goods and services from the awarded contractor without first undertaking additional competitive solicitation.
- e. Schools and departments shall use requirements contracts established by the district, unless otherwise specified in the contract, allowed by law or these rules or specifically authorized by the superintendent or designee.
- f. Under the authority of ORS 279A.025 and 279C.335, the district may use the requirements contracts entered into by another Oregon public agency when:
 - (1) The original contract met the requirements of the public contracting code; and
 - (2) The original contract allows other public agency usage of the contract; and
 - (3) The original public contracting agency concurs and this is documented by a written interagency agreement between the district and the agency.
- g. The term of any district requirements contract, including renewals, shall not exceed five years unless otherwise exempted pursuant to ORS 279C.335.

Findings of Fact

- a. This rule permits the district to enter into requirements contracts, in which the vendor agrees to provide specified goods and services over the term of the contract at the bid price or discount rate. A requirements contract is useful when the purchase of the goods or services are routine

³The Oregon Procurement Information Network (ORPIN) allows authorized members to utilize the state's price agreement/contracts to purchase goods and services. Authorized ORCPP members can legally attach to a state price agreement and forego the competitive bid process. Access to hundreds of competitive price contracts for a wide variety of goods and services: vehicles, computers, furniture, copiers, fax machines, travel, pharmaceuticals, office products, etc., is available.

- and repetitive. For example, school, building, office, custodial and facilities maintenance supplies are customarily purchased through requirements contracts.
- b. Requirements contracts are a common method of minimizing paperwork, achieving continuity of product, securing a source of supply, reducing inventory, obtaining volume discounts, standardizing usage among schools, buildings and departments and reducing lead time for ordering.
 - c. The district establishes requirements contracts as a result of open competitive bidding or RFP processes, unless otherwise exempted.
 - d. The district limits the term of a requirements contract, including all renewal options, to a maximum of five years before competitive rebidding must be done, unless otherwise exempted.
 - e. The district may use the requirements contracts established by other public agencies, subject to certain conditions of state law, Board policy and administrative regulation.

Conclusion of Compliance with Law

It is unlikely that this exemption will result in favoritism in the awarding of public contracts or diminish competition for such contracts, as required by ORS 279C.335 (2)(a). The district will only enter into requirements contracts which result from open competitive bidding processes. This condition applies also to the use of requirements contracts established by other public contracting agencies.

The awarding of district requirements contracts will likely result in a substantial cost savings and other substantial benefits to the district, as required by ORS 279C.335 (2)(b). It would be costly and inefficient to make routine, repetitive purchases of goods and services through individual transactions. Also, the guaranteed volume of a requirements contract allows the district to get better prices from bidders.

4. Waiver of Bid Security Requirements (Public Improvement Contracts under \$100,000)

The LCRB may, at its discretion, waive the bid security requirements of ORS 279C.390, if the amount of the contract for the public improvement is less than \$100,000. Although the bid security requirements of ORS 279C.390 are waived for public improvement contracts under \$100,000, the district may impose a bid or quote security requirements for projects under \$100,000, when deemed to be in the best interest of the district.

Findings of Fact/Conclusion of Compliance with Law

This rule allows the LCRB to waive bid security requirements for certain public improvement contracts. Waiver of the bid security is provided for by statute without a requirement for findings.

5. Waiver of Performance and Payment Security Requirements (Public Improvement Contracts under \$100,000)

The LCRB may, at its discretion, waive the performance/payment security requirements of ORS 279C.390 if the amount of the contract for the public improvement is less than \$100,000. Although the performance/payment security requirements of ORS 279C.390 are waived for public improvement contracts less than \$100,000, the district may impose a performance/payment security requirement for projects less than \$100,000 when deemed to be in the best interest of the district.

Findings of Fact/Conclusion of Compliance with Law

This rule allows the LCRB to waive performance/payment security requirements for certain public improvement contracts. Waiver of the performance/payment security is provided for by statute without a requirement for findings.

6. Projects with Complex Systems or Components

- a. For contracts for public improvements with significant components that are inherently complex and are also complex to procure through competitive bid, the district may, at its discretion, use RFP competitive procurement methods subject to the conditions described in ORS 279C.400 and conditions enumerated in this exemption.
- b. Definitions. For purposes of this exemption only: “Complex Systems” are defined as those systems which incorporate the procurement of materials or other components which are difficult, if not impossible, to create in an “equal” specifications basis for competitive bid. Examples of such systems include but are not limited to, contracts for supplying and installing computerized controls for building heating, venting, air conditioning systems; and contracts for artificial surface outdoor multipurpose athletic fields. “Significant” is intended to mean something more than de minimis, but not necessarily the majority of the project as determined by cost.

Finding of Fact/Conclusion of Compliance with the Law

It is unlikely that this exemption will encourage favoritism in the awarding of the public contracts or substantially diminish competition for such contracts as required by ORS 279C.335 (2)(a). Contracts for public improvements occasionally incorporate the procurement of systems, materials, or other components (complex systems) for which it is extremely difficult to design bid specifications. In these situations, utilization of a RFP process where each of the systems can be evaluated utilizing a number of factors, in addition to price, will likely result in substantial cost savings and other substantial benefits to the district as required by ORS 279C.335 (2)(b).

ORS 279C.400 enumerates how RFP’s are to be used if authorized by the LCRB. This criteria, ensures that competitive means will be used and selection will be fair and impartial. As a result, it is unlikely that this process will encourage favoritism in the awarding of public contracts or substantially diminish competition for such contracts as required by ORS 279C.335 (2)(a). The awarding of contracts pursuant to this process will result in optimal value to the district based on selection by the district of the best competitive proposal that meets the stated evaluative criteria.

This class exemption is intended to be used for the types of procurements describe in the findings, where the specific system, materials or components represent a significant portion of the project. This class exemption **is not** intended to be used for construction manager/general contractor (CM/GC) projects or other methods of alternative procurement unless these projects meet the requirements of this class exemption. The CM/GC and others, not meeting the requirements of this class exemption, may still be procured by RFP, provided that a project or contract specific exemption is promulgated by the LCRB.

Corbett School District 39

Code: DJCA
Adopted:

Personal Services Contracts

The district may enter into personal services contracts with qualified professionals as provided by Oregon Revised Statute (ORS) 279A.055. "Personal services contracts," as used in this policy, means contracts for specialized skills, knowledge and resources in the application of highly technical or scientific expertise or the exercise of professional, artistic or management discretion or judgment. The district may enter into a personal services contract with a current district employee only when the individual meets independent contractor status in accordance with state, Public Employees Retirement System (PERS) and Internal Revenue Service (IRS) requirements.

Selection of a personal services contractor will be based primarily on qualifications and performance history, expertise, knowledge and creativity and the ability to exercise sound professional judgment.

All personal services contracts shall be based on demonstrated qualifications and competence to perform the required services, encourage competition, discourage favoritism and obtain services at a fair and reasonable price.

Contracts for personal services in excess of {\$150,000} shall require prior Board approval.

The superintendent will develop administrative regulations as necessary to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS Chapters 279](#)

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

[ORS 332.107](#)

[ORS 670.600](#)

[OAR 459-010-0030](#)

INTERNAL REVENUE SERVICE, PUBLICATION 1779: INDEPENDENT CONTRACTOR OR EMPLOYEE (Rev. 3-2012).

Corbett School District 39

Code: DJCA-AR
Revised/Reviewed:

Personal Services Contracts (Version)

On hold

1. Personal Services Contracts Defined

- a. Personal services contracts include, but are not limited to a contract or member of a class of contracts, that the local contracting agency's Local Contract Review Board (LCRB) has designated as a personal services contract pursuant to Oregon Revised Statute (ORS) 279A.055. Personal services include, but are not limited to, the following:
 - (1) Contracts for services performed as an independent contractor in a professional capacity (e.g., services of an accountant, attorney, data processing consultant, etc.);
 - (2) Contracts for services as an artist in the performing or fine arts (e.g., photographer, painter, etc.);
 - (3) Contracts for services that are specialized, creative and research oriented;
 - (4) Contracts for services as a consultant;
 - (5) Contracts for educational consulting services.
- b. Personal services contracts may include: (1) public contracts for architectural, engineering or land surveying and related services; or (2) other public contracts for nonconstruction services.

2. Eligibility

The district will follow ORS 670.600, Public Employees Retirement System (PERS) rules Oregon Administrative Rule (OAR) 459-010-0030 and Internal Revenue Service (IRS) Ruling 87-41 in determining whether the individual or business entity qualifies as an independent contractor or is an employee of the district. A valid independent contractor must meet all eight of the following points:

- a. State requirements¹:
 - (1) The contractor must be free from the direction and the control of the employer;
 - (2) The contractor must obtain required business licenses;
 - (3) The contractor must furnish necessary tools and equipment;
 - (4) The contractor has authority to hire and fire employees;
 - (5) The contractor is paid on completion of portions of projects or on a retainer basis;
 - (6) The construction contractor must be registered under ORS Chapter 701 (For more information call the Construction Contractors Board at 503-378-4621 in Salem.);
 - (7) The contractor must file appropriate business tax returns;
 - (8) The contractor must represent to the public that the labor or services are provided by an independent business.

¹ See ORS 670.600 for complete listing.

b. PERS requirements:

In determining whether an individual is an employee or independent contractor for PERS contribution purposes, the district will consider the following factors:

- (1) Instructions. An employee must comply with instructions about when, where and how to work. Even if no instructions are given, the control factor is present if the employer has the right to control how the work results are achieved;
- (2) Training. An employee may be trained to perform services in a particular manner. Independent contractors ordinarily use their own methods and receive no training from the purchasers of their services;
- (3) Integration. An employee's services are usually integrated into the business operations because the services are important to the success or continuation of the business. This shows that the employee is subject to direction and control;
- (4) Services rendered personally. An employee renders services personally. This shows that the employer is interested in the methods as well as the results;
- (5) Hiring, supervising and paying assistants. An employee works for an employer who hires, supervises and pays workers. An independent contractor can hire, supervise and pay assistants under a contract that requires him/her to provide materials and labor and to be responsible only for the result;
- (6) Continuing relationship. An employee generally has a continuing relationship with an employer. A continuing relationship may exist even if work is performed at recurring although irregular intervals;
- (7) Set hours of work. An employee usually has set hours of work established by an employer. An independent contractor generally can set his/her own work hours;
- (8) Full-time required. An employee may be required to work or be available full-time. This indicates control by the employer. An independent contractor can work when and for whom he/she chooses;
- (9) Doing work on employer's premises. An employee usually works on the premises of an employer, or works on a route or at a location designated by an employer;
- (10) Order or sequence set. An employee may be required to perform services in the order or sequence set by an employer. This shows that the employee is subject to direction and control;
- (11) Oral or written reports. An employee may be required to submit reports to an employer. This shows that the employer maintains a degree of control;
- (12) Payment by hour, week, month. An employee is generally paid by the hour, week or month. An independent contractor is usually paid by the job or on a straight commission;
- (13) Payment of business and/or traveling expenses. An employee's business and travel expenses are generally paid by an employer. This shows that the employee is subject to regulation and control;
- (14) Furnishing of tools and materials. An employee is normally furnished significant tools, materials and other equipment by an employer;
- (15) Significant investment. An independent contractor has a significant investment in the facilities he/she uses in performing services for someone else;
- (16) Realization of profit or loss. An independent contractor can make a profit or suffer a loss;
- (17) Working for more than one employer at a time. An independent contractor is generally free to provide his/her services to two or more unrelated persons or firms at the same time;

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- (18) Making service available to general public. An independent contractor makes his/her services available to the general public;
- (19) Right to discharge. An employee can be fired by an employer. An independent contractor cannot be fired so long as he/she produces a result that meets the specifications of the contract;
- (20) Right to terminate. An employee can quit his/her job at any time without incurring liability. An independent contractor usually agrees to complete a specific job and is responsible for its satisfactory completion, or is legally obligated to make good for failure to complete it.

c. IRS requirements:

Additionally, in determining employee or independent contract status for purposes of the Federal Insurance Contributions Act (FICA), the Federal Unemployment Tax Act (FUTA) or for federal income tax withholding from wages, the district will consider:

- (1) Behavioral control. A worker is an employee when the district has the right to direct and control the worker;
- (2) Financial control. A worker is an independent contractor if he/she can realize a profit or incur a loss. The individual may also be an independent contractor if he/she is not reimbursed for some or all business expenses, especially if those expenses are high or if he/she has a significant investment in his/her work;
- (3) Relationship of the parties. Facts weighed by the district will include any written contracts describing the relationship the parties intended to create; the extent to which the worker is available to perform services for other similar businesses; whether the district provides the worker with employee-type benefits, such as insurance, vacation pay or sick pay; and the permanency of the relationship.

3. Personal Services Contracts - Procurement Requirements

- a. Contracts for personal services less than [\$25,000] within a 12-month period, shall, where practical, be based on written or verbal quotes or may be procured through direct negotiations with the contractor.
- b. Contracts for personal services greater than [\$25,000] that do not exceed [\$75,000] may be based on three written or verbal quotes, or response to a request for proposal (RFP) as deemed appropriate by the superintendent or designee.
- c. Contracts for personal services greater than [\$75,000] shall be based on written solicitations, request for qualifications, or the RFP process.
- d. The district may enter into a personal services contract when the amount of the services does not exceed [\$150,000] without obtaining quotes or utilizing the RFP process when only one contractor or sole source provides the services as follows:
 - (1) The superintendent or designee shall make the following written findings for inclusion in the contract file:
 - (a) That the efficient utilization of existing goods requires the acquisition of compatible goods or services;
 - (b) That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source;
 - (c) That the goods or services are for use in a pilot or an experimental project; or

- (d) Other findings that support the conclusion that the goods or services are available from only one source.

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e. If the cost of the services is more than [\$150,000], the district may award a contract on a sole source basis, only with Board approval and if prior to the award:

- (1) Notice of the district's intent to contract for the services, including the general specifications of the intended contract, is advertised in at least one newspaper or trade journal of general circulation in the area where the services are to be performed;
- (2) The advertised notice is published at least 14 days before award of contract to allow prospective contractors a reasonable opportunity to submit a protest of the district's intent to contract through the sole source process unless the superintendent gives prior written approval to reduce the number of days based on extraordinary circumstance that do not meet the criteria for an Emergency Procurement pursuant to OAR 137-047-0280; and
- (3) The protest shall be submitted in writing to the district by the closing date and time of the advertisement notice. It shall state the reason the contract should be competitively solicited.

Protests shall be heard by the [Board], whose decision shall be final.

4. ITB/RFP Requirements

- a. An invitation to bid (ITB) or RFP will be used as a formal competitive solicitation that describes the specific services to be performed within a defined period of time. The solicitation will set forth criteria and methods for screening, selecting and ranking the most qualified proposal(s). The solicitation document may result in contracts with more than one provider.
- b. The solicitation document must provide that the district is not responsible for any cost incurred while submitting proposals and that all proposers who respond do so at their own expense.
- c. The solicitation document must, at a minimum, address the following:
 - (1) Requirements for solicitation documents under ORS 279B.055(2) and 279B.060(2):
 - (a) A time and date by which the bids or proposals must be received and a place at which bids must be submitted, and may, in the sole discretion of the contracting agency, direct or permit the submission and receipt of bids or proposals by electronic means;
 - (b) The name and title of the person designated for receipt of bids or proposals and the person designated by the contracting agency as the contact person for the procurement, if different;
 - (c) A procurement description;
 - (d) A time, date and place that prequalified applications, if any, must be filled and the classes of work, if any, for which bidders must be prequalified in accordance with ORS 279B.120;
 - (e) A statement that the contracting agency may cancel the bid or procurement, or reject any of all bids in accordance with ORS 279B.100;
 - (f) A statement that "Contractors shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this document." if the invitation to bid is issued by a state contracting agency;

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- (g) A statement that requires the contractor or subcontractor to possess an asbestos abatement license, if required under ORS 468A.710; and
- (h) All contractual terms and conditions applicable to the procurement.

(2) Requirements for solicitation documents under OAR 137-047-0255(2) and OAR 137-047-0260(2):

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(a) General Information

(i) Notice of any pre-offer conferences as follows:

- 1) The time, date and location of any pre-offer conferences;
- 2) Whether attendance at the conference will be mandatory or voluntary; and

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- 3) A provision that provides that statements made by the contracting agency's representatives at the conference are not binding upon the contracting agency unless confirmed by written addendum.

- (ii) The form and instructions for submission of proposals and any other special information, (e.g., whether proposals may be submitted by electronic means);
- (iii) The time, date and place of opening;
- (iv) The office where the solicitation document may be reviewed;
- (v) For bidders, a statement whether the bidder is a "resident bidder," as defined in ORS 279A.120(1);
- (vi) Contractor's certification of nondiscrimination in obtaining required subcontractors in accordance with ORS 279A.110(4); and
- (vii) How the contracting agency will notify proposers of addenda and how the contracting agency will make addenda available.

(b) Contracting Agency Need

The character of the goods and services the contracting agency is purchasing including, if applicable, a description of the acquisition, specifications, delivery or performance schedule, inspection and acceptance requirements.

(c) Bid/Proposal and Evaluation Process

- (i) The anticipated solicitation schedule, deadlines, protest process and evaluation process;
- (ii) The contracting agency shall set forth selection criteria in the solicitation document in accordance with the requirements or ORS 279B.060(2)(h)(E).
- (iii) If the contracting agency intends to award contracts to more than one proposer pursuant to OAR 137-047-0600(4)(d), the contracting agency must identify in the solicitation document the manner in which it will determine the number of contracts it will award.

(d) Applicable preferences described in ORS 279A.125(2) and 282.210.

(e) For contracting agencies subject to ORS 305.385, contractor's certification of compliance with the Oregon tax laws in accordance with ORS 305.385.

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- (f) All contract terms and conditions, including a provision indicating whether the contractor can assign the contract, delegate its duties, or subcontract the goods or services without prior written approval from the contracting agency.

- d. Bids or proposals must be advertised at least once in a newspaper of general circulation in the area where the contract is to be performed and in as many additional issues and publications as may be necessary or desirable to achieve adequate competition unless the contracting agency uses electronic advertising.
- e. Unless otherwise specified in rules adopted pursuant to ORS 279A.065, the LCRB will give notice at least seven days before the solicitation closing date.
- f. All advertisements shall describe at minimum the requirements under OAR 137-047-0300(3):
 - (1) Where, when, how and for how long the solicitation document may be obtained;
 - (2) A general description of the goods or services to be acquired;
 - (3) The interval between the first date of notice and closing, which will be at least seven days, unless a shorter period is in the public interest and it will not substantially affect competition;
 - (4) The date that persons must file applications for prequalification if prequalification is a requirement and the class of goods or services is one for which persons must be prequalified;
 - (5) The office where contract terms, conditions and specifications may be reviewed;
 - (6) The name, title and address of the individual authorized by the contracting agency to receive offers;
 - (7) The scheduled opening; and
 - (8) Any other information the contracting agency deems appropriate.

5. Screening and Selection Procedures

- a. The superintendent or designee shall review, score and rank all responsive proposals according to the evaluation criteria in the ITB or RFP and applicable law. The contracting agency will award the contract to the lowest responsible bidder or proposer or multiple responsible bidders or proposers in accordance with ORS 279B.055(10) and 279B.060(10), and OAR 137-047-0600.
- b. To determine whether the bidder or proposer has met the standards of responsibility under ORS 279B.110(2) and OAR 137-047-0640(1)(c)(F), the LCRB will consider whether the bidder or proposer has:
 - (1) Available the appropriate financial, material, equipment, facility and personnel resources and expertise, or the ability to obtain the resources and expertise, necessary to indicate the capability of the bidder or proposer to meet all contractual responsibilities;
 - (2) A satisfactory record of performance.² The contracting agency will document in the solicitation file its basis for determining that the offeror is not responsible because the offeror does not meet this requirement;

² A contracting agency should review carefully the offeror's record of contract performance if the offeror is or recently has been materially deficient in contract performance. In reviewing the offeror's performance, the contracting agency should determine whether the offeror's deficient performance was expressly excused under the terms of the contract, or whether the offeror took appropriate corrective action. The contracting agency may review the offeror's performance on both private and public contracts.

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- (3) A satisfactory record of integrity.³ The contracting agency will document its basis for determining that the offeror is not responsible because the offeror does not meet this requirement;
- (4) Qualified legally to contract with the contracting agency;
- (5) Supplied all necessary information in connection with the inquiry concerning responsibility. If an offeror fails to promptly supply information requested by the contracting agency concerning responsibility, the contracting agency shall base the determination of responsibility upon any available information, or may find the bidder or proposer not to be responsible; and
- (6) Not been debarred by the contracting agency under ORS 279B.130.

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- c. Final ranking will be based on all information obtained during the evaluation process. Price will be considered, but will not necessarily govern selection of the contractor(s).
- d. Contracts entered into may be amended, provided the original contract allows for the particular amendment and the services to be provided under the amendment are included within or directly related to, the scope of the project or the scope of the services described in the solicitation document.

6. Documentation

Documentation providing evidence of competition shall be maintained by the district for all contracts entered into by the district.

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7. Fingerprinting

If the scope of the work performed by a contractor(s) or his/her employee(s) may result in direct, unsupervised contact with students, he/she will be required to submit to fingerprinting and criminal records checks as required by law.

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8. Payment

Payment will be made only upon completion of the performance of specific portions of the project or on the basis of an annual or periodic retainer as specified by the district in the personal services contract.

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³ A contracting agency may determine that an offeror lacks integrity because of a lack of business ethics such as a violation of environmental laws or false certification made to the contracting agency. A contracting agency may find that an offeror is not responsible based on a lack of integrity of a person having influence or control over the offeror.

Corbett School District 39

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

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Cooperative Purchasing

(Policy is not necessary for this)

The superintendent is authorized and encouraged to cooperate with the ESD and through governmental agencies in the development of standardized listing and cooperative purchasing of supplies and equipment. The Board recognizes the advantage of centralized purchasing. Volume buying generally maximizes value for dollar spent and increases economy in all phases of procurement including ordering, accounting, delivery and distribution. The Board authorizes the superintendent to purchase all materials, goods and supplies for the school system in accordance with state law and recommended purchasing practices.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

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Corbett School District 39

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

Vendor Relations

The district welcomes business and bids from all eligible vendors. No favoritism will be extended to any vendor. Orders will be placed on the basis of quality, price and delivery, with past services being a factor if other considerations are equal.

Salesmen representatives or agents may not solicit staff members during hours when students are present. School principals may allow sales representatives or agents of educational products to contact staff members at times that will not interfere with the educational program.

Advertising is not allowed in school buildings without approval of the superintendent. No employee of the district will receive compensation of any kind from any vendor for the sale of supplies or services.

END OF POLICY

Legal Reference(s):

[ORS 244.040](#)

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

[ORS 332.107](#)

Corbett School District 39

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

Payment Procedures

(OSBA has removed this policy from its samples)

All claims for payment from district funds will be processed by the deputy clerk in conformance with district procedures. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers or in accordance with salaries and salary schedules approved by the Board. Actual invoices, statements and vouchers will be available for inspection by the Board if requested.

The deputy clerk will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 328.460](#)

Corbett School District 39

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

Payroll

Preparation of payroll, including time schedules and payroll periods, will be done in accordance with each employee group's labor collective bargaining agreement or contract with the district. Employee health, accident, dental and other types of insurance will be provided as outlined in the agreements or contracts may be purchased on behalf of district employees, subject to the terms of the employee's employment with the district. Mandatory payroll deductions will be withheld as required by state and federal law.

No other automatic deductions except those required by law will be made from an employee's pay without authorization of the Board.

Adequate records will be maintained for substitute and temporary employees of the district to insure fiscal accountability for the days and hours worked by each. Payments for their services will be made on a monthly basis at the same time as for regular and permanent district employees.

~~Payment of wages will be monthly with checks delivered by the principals. Employees wishing to have their checks mailed or picked up by others will request such variances in writing from the deputy clerk. Direct deposit is available.~~

END OF POLICY

Legal Reference(s):

[ORS 243.650\(10\), \(16\)](#)
[ORS 243.666](#)
[ORS 243.820 to -243.830](#)

[ORS 332.505](#)
[ORS 332.534](#)
[ORS 652.110](#)

[ORS 652.120](#)
[ORS 652.610](#)

Corbett School District 39

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

Payday Schedule

(Generally in CBA, not needed in policy)

Regular monthly salary checks will be issued on the last working day of each month. Deviations from this schedule must be approved by the superintendent. Any salary advance, for any employee, will be governed by the terms of the licensed bargaining agreement.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[ORS 652.120 \(2\)](#)

Corbett School District 39

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

Salary Deductions

(Policy is not necessary)

Authorized payroll deductions will be made upon appropriately submitted request from the employee.

Subject to standard accounting procedures, employees may authorize modification in the payment of their salary to include deductions for: (1) tax sheltered annuities, as authorized by the Internal Revenue Service and approved by the Board, (2) insurance premiums in excess of district contributions to Board-approved programs, (3) labor organization dues, (4) credit unions and (5) United Way.

No other automatic deductions except those required by law will be made from an employee's pay without authorization of the Board.

END OF POLICY

Legal Reference(s):

[ORS 243.650\(10\), \(16\)](#)
[ORS 243.666](#)

[ORS 332.505](#)
[ORS 652.110](#)

[ORS 652.120](#)
[ORS 652.610](#)

I.R.C. 26 U.S.C. § 403 (2012).
29 C.F.R. § 541.603 (2016).

Corbett School District 39

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

Expense Reimbursement

The district will reimburse employees for authorized expenses incurred for professional growth and/or job requirements.

Personnel attending any conference at the expense of the district shall present a complete report of conference activities when requested to do so.

All claims for reimbursement of expenses shall be accompanied by receipts for such expenditures and listed on the district form available from the deputy clerk.

END OF POLICY

Legal Reference(s):

[ORS 294.155](#)

[ORS 332.107](#)

[OAR 581-022-2260](#)

I.R.C. § 162 (2006); Business Expenses, 26 C.F.R. 1.162-1 (2006).

INTERNAL REVENUE SERVICE, PUBLICATION 463: TRAVEL, ENTERTAINMENT, GIFT AND CAR EXPENSES.

Corbett School District 39

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

Cash in District Buildings

Money collected within school buildings will be taken to the business office when the sum accumulated in any one week at any school exceeds the amount of \$500. No substantial amount of money will be kept overnight in school buildings and at no time will money be held or left over long periods of time or holidays. Exceptions to this regulation will need approval from the superintendent.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corbett School District 39

Code: DN
Adopted: 10/21/15
Orig. Code: DN

Disposal of District Property

The Board may, at any time, declare district property as surplus and authorize its disposal when such property is no longer useful to the district, unsuitable for use, too costly to repair or obsolete.

If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the district, the Board may dispose of them in another manner.

If the district property was purchased with state, federal or private grant funds disposal of the property shall be made as outlined in the grant or by state or federal regulations.

END OF POLICY

Legal Reference(s):







[ORS 279B.055](#)

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

[ORS 332.155](#)

EDUCATION, TITLE 34 C.F.R. PART 80 § 80.32(e)

CORBETT SD | 2021-2022 CALENDAR

	Holiday or Break
	Friday School
	Teacher Work Days
	First/ Last Days
	Conferences
	New Hire Day

July 4 – Independence Day

JULY '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 – back to school
17 – MLK day
21 – FRIDAY SCHOOL and Mid-term
27 – HS conf. (0.5)

20 – New Hire Day
24 & 25 – Teacher Inservice (2)
23 & 26 – Teacher Prep (2)
26 – Community Open House (0.5 Conference Eve)-
30 – First day for all

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

4 – Inservice Day (1)
21 – Presidents' Day
25 – Friday School

6 – LABOR DAY NO SCHOOL
10 – FRIDAY SCHOOL

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

3 – End of Trimester 2
4 – Assessment day
11 – Friday School
21 – 24 – Spring Break

1 – Inservice (1)
7 – Mid-term
13-14 – CAPS/MS/GS conf. (1)
14 – HS Conf. (0.5)

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

14 – Mid-term
21 – HS conf. (0.5)

11 – Veterans Day Observed
NO SCHOOL
12 – FRIDAY SCHOOL
18 – End of Trimester 1
19 – Assessment (1)
24-26 – Thanksgiving Break

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

13 – Inservice
25 – Last day for Seniors -
26 – Graduation
30 – Memorial Day

17 – Winter Break Begins

147 – Student Contact
4 – Inservice
3 – Assessment
3 – Prep
2 – Conferences
5 – Holidays
164 - Total

DECEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 – GS portfolio night
2 – CAPS/MS portfolio night – (0.5 conf.)
3 – Friday School / Last day for Students
6/7 – Teacher prep 1/Assess 1
20 – Juneteenth Holiday for 12 month employees
Board approved 3/10/21