

AGENDA	CORBETT SCHOOL DISTRICT REGULAR SCHOOL BOARD MEETING ZOOM virtual 35800 E Historic Columbia River Highway Corbett, Oregon 97019	7:00 PM Wednesday, September 15, 2021
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4. Wednesday, October 20, 2021 - Regular Board meeting via ZOOM, 7:00 p.m.	
5. OSBA Annual Convention - November 11-13, 2021 - CANCELLED	199

## 16. ADJOURNMENT

# 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

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### 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: 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~~ 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

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### Legal Reference(s):

ORS 192.660(7)(d)

ORS 332.505



Robin Faye Lindeen Blakeley &lt;rlindeen@corbett.k12.or.us&gt;

## OSBA Elections - Nomination reminder

1 message

OSBA Information &lt;info@osba.org&gt;

Mon, Sep 13, 2021 at 9:53 AM

To: Robin Lindeen-Blakeley &lt;rlindeen@corbett.k12.or.us&gt;

Dear Robin Lindeen-Blakeley:

Nominations for **all even-numbered positions, except Position 16, plus Positions 1, 11 and 15** on the OSBA Board of Directors, **plus all Legislative Policy Committee (LPC) positions**, will close on **Friday, October 1, 2021**. If your board has not already nominated someone, there is still time.

***NOTE: Only the following board positions in the following regions have elections this year, in addition to all LPC positions:***

Board **Position 1, Eastern Region** (currently held by Chris Cronin) – **one-year term**  
 Board **Position 2, Gorge Region** (no incumbent – the person elected will serve while Scott Rogers serves his terms as OSBA President and Past President)  
 Board **Position 4, Southeast Region** (currently held by Lori Therros)  
 Board **Position 6, Lane Region** (currently held by Linda Hamilton)  
 Board **Position 8, Clackamas Region** (currently held by Libra Forde)  
 Board **Position 10, Linn/Benton/Lincoln Region** (currently held by Miriam Cummins)  
 Board **Position 11, Marion Region** (currently held by Anthony Medina) – **one-year term**  
 Board **Position 12, Marion Region** (currently held by Melissa LaCrosse)  
 Board **Position 14, North Coast Region** (currently held by Greg Kintz)  
 Board **Position 15, Washington Region** (currently held by Susan Greenberg) – **one-year term**  
 Board **Position 18, Multnomah Region** (currently held by Kris Howatt)  
 Board **Position 20, Washington Region** (currently held by Erika Lopez)

### Nominations:

Board members interested in running for a position on the OSBA Board or LPC need to be nominated by a member board within their region. Nominations require official board action. Sample language is available to assist in making a motion or resolution to stand for election to the OSBA Board and LPC.

Candidate nomination materials for the OSBA Board and LPC are due to the OSBA offices by **5 p.m. on Friday, October 1, 2021**.

### Other resources

- Explanation of the essential duties of OSBA Board members
- Essential duties of LPC members
- OSBA's Election Center containing nomination and candidate forms and other election information
- 2021 Elections Calendar

Scott Rogers  
OSBA President-elect

osbaElections@osba.org

**Corbett School District**  
Superintendent Search 2021-22  
September 13, 2021

# Proposal

OREGON SCHOOL BOARDS ASSOCIATION



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Michelle Vo, Board Chair  
Corbett School District  
35800 E Historic Columbia Riv Hwy  
Corbett, OR 97019

Re: Director Search - 2021-22

Dear Ms. Vo and Board of Directors,

## INTRODUCTION

We are submitting this Proposal to the Corbett School Board of Directors for the Executive Director search with the position beginning work no later than July 1, 2022. While we have included information about our search services, prior searches and what the Corbett School District search might include, we want to emphasize that each of our executive searches can be customized to meet the school's needs and maximize use of the school's resources.

OSBA has a long history of providing an array of comprehensive services to its members - Oregon school boards. In addition to the search process, OSBA can provide customized services to support the new leadership team - Board and Director.

For this search **Steve Kelley** will be the lead consultant with **Sarah Herb** providing support where needed. During the search you may be introduced to other members of our search team, as needed. Biographies for each consultant on our search team are enclosed. Annually, we assist with searches for about 10-15 superintendent and other executive director positions in Oregon.

Our fundamental beliefs about a successful executive leadership search revolve around three core principals - Relationships, Recruiting, and Results.

## RELATIONSHIPS

Successful searches are not the result of having a remote headquarters in a big city in another state which handles all the core search services. On the contrary, director searching is about local connections, networks and easy access to all elements of the search process. Building a strong relationship with the board and other relevant stakeholder groups is a key characteristic of our success in superintendent/director searches. We focus on:

- Community, staff and student engagement to develop the search criteria
- Frequent and thorough coaching, training, facilitation and reporting with the Board
- Strict attention to candidate confidentiality to safeguard their current positions
- Involving staff and community in appropriate search activities asking for their advice
- OSBA provides board development/training to follow up after the search
- Simply, working harder than other search organizations

In most candidate fields for medium-sized districts and larger about 30-40% of the candidates are typically diverse candidates depending on one's definition of diversity. This high percentage is attributable to regular contact by direct e-mail with virtually all school administrators in most states with high numbers of diverse education administrators, e.g., California, Texas, Nevada and New Mexico. This marketing strategy is supplemented by also networking with associations representing diverse candidates such as Oregon Association of Latino Administrators (OALA) and placing job vacancy advertising on their websites.

Our philosophy about director searches is slightly different from other search firms and associations. Basically, we want to become the District's search partner, not just serve as consultant and supervise a process - a subtle, but important difference in our working relationship. **Together** we look for the right candidate.

## RECRUITING

Here is where we differ significantly from other search organizations and national search firms. We **do not** just bring forward to the Board a group of our favorite candidates/applicants who have signed up with the firm to find a job. Instead, we reach out via e-mail messages directly to the computer screens, tablets and smart phones to over 40,000 superintendents, school administrators, and education college faculty across the country, with heavy emphasis on the western United States. This method of communication and marketing for positions has proven to be enormously successful. We also take full advantage of electronic social media to recruit candidates and advertise and recruit regionally and nationally in a more traditional sense by posting on online educator job boards. Not only do we passively recruit by posting/advertising the position, but we also actively recruit viable candidates with direct e-mail communication and telephone calls.

## RESULTS

Our method of recruiting has resulted in candidate fields significantly larger than our competition and we deliver to the Board **all** qualified applications for review, not just a select few. We report actual applications and not merely candidates who expressed interest or submitted an inquiry. Over the past 5 years the average-size search fields for districts looking for a full-time superintendent/director has ranged from 20-30 applicants for each position. If working together we do not find a suitable fit for your district in the initial candidate field, we simply keep working the project until someone acceptable is found.

Our search experience for Oregon school superintendent/director searches is unmatched. OSBA has conducted over 500 executive searches for school districts, charter schools, education service districts, community colleges and other state agencies since 1984. **We know and serve the state of Oregon better than anyone in the business.** We are committed to your success!

## TRANSITION PLAN

Because the first year is so critical for setting the tone of professional relationships, OSBA, in conjunction with Coalition of Oregon School Administrators (COSA), provides a unique collaboration designed to support the Director and Board. OSBA will meet with you and your new chief executive to:

- a) Review your district's vision, mission and goals (strategic plan) with the new Board and Director team
- b) Design effective communication and PR strategies designed to introduce your new executive to the community
- c) Discuss the roles and responsibilities of the Board and Director
- d) Create an effective operating agreement
- e) Establish/review the Director's performance evaluation system and timeline.

## PRICE

Based on the scope of work anticipated for this search, the **Base Fee** price for a full-service Consultant supervised search as described in the Search Overview later in this Proposal is **\$9,975** which includes a standard package of advertising and up to 9 hours of professional development for the Board and new Director. **Reimbursable expenses** incurred by the Consultants **are additional** which typically include travel, lodging, and meals.

Please circulate this Proposal to the Board for their consideration. We want to help find a difference-maker for your District. We are available to answer questions related to a director search in general and this Proposal specifically. For additional information, please do not hesitate to ask.

Best Regards,



**Steve Kelley**

Director of Board Development and Executive Searches  
Oregon School Boards Association  
503-588-2800

SECTION A

# Proposed Search Plan



# Search Process Overview

All searches conducted by Oregon School Boards Association are customizable to meet the needs of the School/District and a specific calendar is developed in the Planning Phase to fit the School/District's schedule. For illustration purposes, a "sample" search might include the following components along with a projected general timetable that positions the School/District in the candidate market at the time needed for optimal exposure to prospective candidates.

## DATE

## ACTIVITY

### Planning Phase

Oct, 2021

Search organization and planning meeting with Consultant(s), Board  
Board and Board Secretary (probably during regular board meeting)  
Scope of work  
Develop draft search calendar  
Discuss search literature and marketing strategy Identify  
advertising/posting targets  
Identify application requirements

### Qualifications Phase

Nov, 2021

Conduct survey for candidate qualifications, criteria and candidate profile with  
some or all of the following groups:  
Community & business leaders Local government leaders  
Union leaders  
Administrators Teachers Classified staff  
Confidential staff Student leaders

Board meeting (public meeting - open session)  
Report results of candidate qualifications process  
Take public input on qualifications  
Board adopt qualifications  
Board adopt search calendar  
Board declare position vacant  
Adopt salary range (Consultant provides salary comparison)

### Advertising Phase

Dec - Feb, 2022

Consultants prepare search literature and post the position

Open the application period

Post notice of vacancy on District website

Distribute notice of vacancy to direct e-mail distribution list  
Over 40,000 educators nationwide  
Focus distribution on Western US

Advertise vacancy on association and search websites  
OSBA included in contract price  
COSA included in contract price  
WASA included in contract price  
LinkedIn notice to connections  
Others as agreed with Board

## Recruitment Phase

Dec - Feb, 2022

- Consultants recruit candidates
  - Distribute application packets to prospective candidates
  - Correspond with prospective candidates
  - Receive, process and organize applications
  - Board appoints screening committee

- Close application period
  - Consultant assembles applications and screening packets

## Screening Phase

Feb - Mar , 2022

- Board meeting (public meeting - open session)
  - Screening group and Board training for application review
  - Begin reviewing applications (executive session)

- Continue reviewing applications individually

- Special Board meeting
  - Debrief screening results (executive session)
  - Identify interview candidates (executive session)
  - Interview training for Board (public session)
  - Board conducts social media and internet checks
  - Organize initial candidate interviews (public session)

## Interview Phase

Mar - Apr, 2022

- Board meeting (executive session) (exact dates/times TBD)

- Conduct initial interviews with selected candidates

- Board meeting (executive session) (after last interview)
  - Debrief candidate interviews
  - Select finalist(s)

- Consultant notifies finalists

- Board and Consultants conduct reference checks
  - Telephone contact with references
  - Internet searches
  - Licensure investigation
  - Organize site visits in finalists' home district

- Organize "day in the district" for finalists
  - 2<sup>nd</sup> interviews with board (executive session)

## Selection Phase

Apr - May, 2022

- Board meeting (executive session)
  - Debrief "day in the district,"
  - 2<sup>nd</sup> interviews, ref. checks
  - Select new Director

- Board negotiate contract with "top choice" candidate
- Announce selection of new director

- Board meeting (public meeting - open session)
  - Formal contract offer to "top choice" candidate
  - Introduce new Director

July 1, 2022

- Director begins work

TBD, 2022

- Board/New Director Development Workshop and Transition Plan



# Frequently Asked Questions

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## 1. What are the key elements in your process?

*Answer:*

Key elements of our search process are:

- flexibility in the process
- stakeholder involvement to build support for the selection
- spending more time in the district than other search firms
- keeping the Board involved and informed at every step
- partnering with district to maximize use of available resources
- recruiting – not just advertising the position
- sticking with the search until we find the “right fit”
- working harder for your search than other consultants

## 2. How is your process different than other executive search firms?

*Answer:*

The steps in a search process for most consultants are relatively similar. However, one important difference is our commitment to **your** search. We are not like a Costco of search consultants where volume counts. We are more of a boutique search firm specializing in customer service. We do not simply want to find a new director. We want to help you find a difference-maker who is the right fit for **your** district.

## 3. Do you prepare and mail a print brochure advertising the vacancy?

*Answer:*

Preparing a print brochure advertising the position and promoting the school district and community is just not current reality. We have the graphics design capacity to create a first quality electronic brochure instead. In the last few years, no candidates have asked for a mailed print brochure. We prepare a colorful brochure about the position and the district suitable for electronic distribution and, if necessary, print a copy on request.

## 4. Describe the role of the School Board in the screening/selection process?

*Answer:*

Ultimately, the Board makes the decision about who to interview after screening the applications. However, we strongly encourage the Board to seek the advice of a screening committee whose composition might include administrators, other staff, and parent/community representatives. An effective screening committee size might be 15-18 others in addition to the Board members.

Usually, the Board members conduct the initial interviews. Sometimes, a few members of the screening committee are observers during the interview process. Observers do not ask questions - just observe. More eyes and ears during the interviews often result in a richer discussion by the Board when narrowing the field of interviewees to finalists.

## **5. How do you recruit quality candidates for the position?**

*Answer:* The range of advertising for a vacancy posting is a part of the planning process for each search. The vacancy will be posted in a traditional manner state-wide, regionally and nationally, as the Board chooses. We have multiple options for regional and national advertising. These traditional posting opportunities include multiple diversity group job placement websites to be sure minority candidates are aware of the vacancy. But we do more.

In addition to posting widely, we directly notify superintendents and other administrators in Oregon, Washington, Idaho, Montana, Utah, Alaska, Nevada, Wyoming, Colorado, Arizona, New Mexico, Texas, California and other states about the vacancy by electronic message. We also send the electronic messages to the faculties for colleges of education in the western U.S and other highly regarded colleges of education. The list of direct marketing groups grows each year. Currently, we have approximately 40,000 prospective candidates and other educators in our e-messaging data base. This approach puts the availability of the position directly in front of prospective candidates on their computer screens, tablets or smart phones. Because we use an e-marketing service for the vacancy announcements, the notification can be sent multiple times and will be sent at least twice during the application period.

Unlike some other search firms, we will also directly recruit candidates who might fit the profile the board seeks for its next superintendent. We network with superintendents about other qualified candidates who we will also contact. In other words, we work the phones and e-mails.

## **6. What involvement will District staff have in the search process? How much time will this take away from their other duties?**

*Answer:* The short answer is that the search process generally takes very little of the staff's time. The work of the search process is largely an activity for the Board, consultant and Board Secretary. Since the search for a superintendent often involves candidates who need confidentiality in the early stages, keeping the application process off-site with a consultant provides the candidates some comfort that their names will not be exposed prematurely to the existing staff. However, administrators and other staff or their representatives may be involved at various stages that might include:

- communications coordination
- implementing a marketing strategy
- interviews and focus groups for desired qualities and qualifications
- participation on a committee to screen applications
- observe candidate interviews
- accompany a finalist for a "day in the district"

## **7. What items are usually included in “costs and expenses” related to the search?**

*Answer:* The amount for costs and expenses the District can expect to spend (both District and consultant combined) varies depending on the scope of advertising, the geographic location of interview candidates, and the resources the District has available to assist with the search. However, as a “general rule” for most searches, the District can expect to spend an amount equal to no more than one-half the search fee for additional costs and expenses. However, in our experience the “costs and expenses” are frequently substantially less than the general rule usually not exceeding \$2,000-\$3,500 total even for larger districts.

### **Typical items of expense are:**

- Fees for advertising/posting of vacancy
- Travel expenses (mileage, meals, lodging) for consultant
- Interview candidate transportation and lodging costs

## **8. How will our community and staff be involved in the search?**

*Answer:* Community and staff engagement is a vital part of a successful superintendent search. Typically, we arrange a series of meetings with community groups, staff, students and others to explain the search process. At that meeting we also solicit suggestions and comments about the characteristics sought in the next superintendent. For those unable to attend one of the meetings, we provide an online survey with the same questions. We telephone interview local business and community leaders for the same purpose. This information is presented to the Board in a consultant’s report to be used when deciding the qualities and profile characteristics sought for the new superintendent. Community members and staff will often also serve on the screening committee for applicants and participate as observers for interviews. When the finalist candidates are invited to the district for a “day in the district,” the community and staff will have an opportunity to interact with the finalists and report their observations.

## **9. How do you take advantage of technology and social media to aid in the search?**

*Answer:* We use electronic technology when it provides effective assistance in marketing the vacant position, contributes to finding the right fit, and is user-friendly. For example, we market the vacant position taking full advantage of a multi-media approach that includes online job postings, website information, online surveys, e-marketing and social networking. However, while we sometimes accept online applications from those candidates who choose that method, we also accept applications electronically in PDF format, traditional mail/UPS/FedEx, and personal delivery of a hard copy. In this respect we are candidate friendly. For some searches we set up an all-electronic application screening process allowing the application reviewers to do their work at their convenience. Note: this method requires extraordinary precautions to maintain confidentiality of application materials. While this method offers more convenience, we believe much of the value of screener interaction, discussion, and questions are lost in this method. Basically, we follow a technology rule that says, “use it if it works – otherwise don’t change just because it’s new technology.”

SECTION B

# Consultant Profiles & Information



## Steve Kelley

Steve Kelley joined the Oregon School Boards Association (OSBA) staff in July, 2015 as Director of Board Development. He is responsible for Board training and also leads the Executive Search team. Steve has 38 years of experience in public education, including six years as superintendent of the South Umpqua School District. His career includes stops in Florida, Wyoming and New Mexico, and the last 19 years in Oregon. Steve lives in Stayton, Oregon (east of Salem).

### Education

Education Leadership Certification/Coursework University of North Florida  
University of Oregon Master of Arts – Adult Education  
University of South Florida Bachelor of Science - Secondary Education  
Flagler College (graduated Cum Laude)

### Education Employment

2015-present	Director of Board Development – OSBA
2009-2015	Superintendent – South Umpqua SD
2001-2009	Assistant Superintendent – Lebanon Community SD
2000-2001	Founding Principal – East Mountain Charter HS, Albuquerque PS (NM)
1998-2000	Middle School Principal – Uinta County SD (WY)
1995-1998	Middle School Principal/Asst. Principal – Nassau County SD (FL)
1982-1995	Teacher of math/science – Baker & Marion County SDs (FL)

### Education & Community Service

Confederation of Oregon School Administrators  
Oregon Association of School Executives  
OASE Funding Coalition Subcommittee  
Canyonville Lions Club “Educator of the Year” for 2012  
Local service clubs including Chamber of Commerce and Elks



## Sarah Herb

Sarah Herb joined the Oregon School Boards Association (OSBA) staff in 2016 bringing with her a background in vocational education and public service.

Sarah graduated with degrees in Natural Resources and Watershed Management from Oregon State University. She worked as a registrar and acting assistant to the campus president at two vocational colleges, working directly with students to ensure degree completion, as well as planning graduations and other events.

At OSBA, Sarah has assisted with over 50 superintendent searches and is the event planner for OSBA's multiple major annual statewide conferences. She believes that selecting the right educational leader for a district is one of the most important functions of a school board and is passionate about supporting and facilitating that process.

### Education

Bachelor of Science - Natural Resources, Watershed Management, Oregon State University

### Education Employment

2018-present	Executive Search and Events Specialist- OSBA
2016-2018	Board Development Assistant- OSBA
2013-2014	Registrar-ITT Technical Institute
2010-2013	Registrar-Institute of Technology Salem



## Milt Dennison

Milt Dennison has 13 years of superintendent and administrator search experience in both Oregon and Washington. He also knows what it takes to be a successful superintendent having served as a K-12 superintendent in Washington, a K-8 superintendent in Oregon and an ESD superintendent. He brings valuable on-the-ground experience to the search team. Milt lives in Oregon City, Oregon.

### Education

1980	Ed.D. Educational Administration and Curriculum, Univ. of Southern California
1975	M.A. Educational Administration California State University, Sacramento
1970	B.A. Mathematics and Physical Education, Western State College

### Education Employment

2016-2017	Interim Superintendent, Columbia Gorge ESD
2004-2016	Superintendent, Clackamas Education Service District
1993-2004	Superintendent, Camas School District (WA)
1986-1993	Superintendent, Canby Elementary School District
1984-1986	Director of Curriculum & Instruction, West Linn School District
1975-1984	Middle and Elementary School Principal

### College Instructor

2011-2013	Adjunct Professor, University of Portland Education Leadership Program
2006-2009	Adjunct Professor, Lewis & Clark College Educational Leadership Doctoral Program
1986-1994	Adjunct Professor, Lewis & Clark College Administrative Leadership, Community Relations

### Education & Community Activities

Oregon Teacher Standards and Practices Commission (2007-13)  
Oregon Association of Education Service Districts board member (Zone A Chair)  
Cascade Council of the Boys Scouts of America board member (Senior Vice-President)  
Washington State Association of School Administrators board member

### Awards & Honors

American Association of School Administrators “Civic Star Award” Camas-Washougal Chamber of Commerce “Citizen-of-the-Year” Camas-Washougal Rotary Club “Rotarian-of-the-Year” Washington Association of School Administrators “Award of Merit”



## References

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### **Bandon SD - 2021**

Angela Cardas, Board Chair - [cardasphotography@gmail.com](mailto:cardasphotography@gmail.com); 541-936-2755  
Shauna Schmerer, Superintendent - [sschmerer@bandon.k12.or.us](mailto:sschmerer@bandon.k12.or.us); 541-347-4411

### **Central Curry SD - 2021**

Andy Wright Board Chair - [awright@ccsd.k12.or.us](mailto:awright@ccsd.k12.or.us); 541-373-3296  
Eric Milburn, Superintendent - [emilburn@ccsd.k12.or.us](mailto:emilburn@ccsd.k12.or.us); 541-247-2003

### **Colton SD - 2021**

Sid Gunter, Board Chair - [gunters@colton.k12.or.us](mailto:gunters@colton.k12.or.us); 503-780-8874  
Dave Kline, Interim Superintendent - [klined@colton.k12.or.us](mailto:klined@colton.k12.or.us); 503-824-3535

### **Ione SD - 2021**

Rob Crum, Board Chair - [rob.crum@ionesd.org](mailto:rob.crum@ionesd.org); 541-314-5179  
Kevin Dinning, Superintendent - [kevin.dinning@ionesd.org](mailto:kevin.dinning@ionesd.org); 541-422-7131

### **Junction City SD - 2021**

Daniel Allred, Board Chair - [danielallredjc@gmail.com](mailto:danielallredjc@gmail.com); 541-998-2060  
Troy Stoops, Superintendent - [tstoops@junctioncity.k12.or.us](mailto:tstoops@junctioncity.k12.or.us); 541-998-6311

### **Mt. Angel SD - 2021**

Shari Riedman, Board Chair - [shari.riedman@masd91.org](mailto:shari.riedman@masd91.org); 503-989-1945  
Rachel Stucky, Superintendent - [rachel.stucky@masd91.org](mailto:rachel.stucky@masd91.org); 503-845-2345

### **South Coast ESD - 2021**

Corinne Potts, Board Chair - [cpotts.screl@orcca.us](mailto:cpotts.screl@orcca.us); 503-290-9449  
Charis McGaughy, Interim Superintendent - [charism@scesd.k12.or.us](mailto:charism@scesd.k12.or.us); 541-269-1611

### **Spray SD - 2021**

David Newton, Board Chair - [newton.david83@gmail.com](mailto:newton.david83@gmail.com); 541-934-2205  
Glen Butler, Interim Superintendent - [gbutler@spray.k12.or.us](mailto:gbutler@spray.k12.or.us); 541-408-0763

### **Sweet Home SD - 2021**

Jason Redick, Board Chair - [jason.redick@sweethome.k12.or.us](mailto:jason.redick@sweethome.k12.or.us); 541-401-8601  
Lisa Riggs, Superintendent - [lisachildressriggs@gmail.com](mailto:lisachildressriggs@gmail.com); 775-842-1282

### **Woodburn SD - 2021**

Anthony Medina, Board Chair - [Anthony.medina@alumni.stanford.edu](mailto:Anthony.medina@alumni.stanford.edu); 503-710-5900  
Juan Larios, Superintendent - [jlarios@woodburnsd.org](mailto:jlarios@woodburnsd.org); 503-981-9555

### **Yamhill-Carlton SD - 2021**

Susan FitzGerald, Board Chair - [fitzgerald.susan263@gmail.com](mailto:fitzgerald.susan263@gmail.com); 503-662-4832  
Clint Raever, Superintendent - [raeverc@ycschools.org](mailto:raeverc@ycschools.org); 541-875-2942

### **Brookings-Harbor SD - 2020**

Alan Nidiffer, Board Chair - [alann@brookings.k12.or.us](mailto:alann@brookings.k12.or.us); 541-251-0145  
David Marshall, Superintendent - [dmarshall@brookings.k12.or.us](mailto:dmarshall@brookings.k12.or.us); 541-667-6020

**Corbett SD - 2020**

Michelle Vo, Board Chair - [mvo@corbett.k12.or.us](mailto:mvo@corbett.k12.or.us); 503-381-9989  
Dan Wold, Superintendent - [dwold@corbett.k12.or.us](mailto:dwold@corbett.k12.or.us); 503-261-4200

**Dayton SD - 2020**

Christopher Wytoski, Board Chair - [christopher.wytoski@dayton.k12.or.us](mailto:christopher.wytoski@dayton.k12.or.us); 541-520-5119  
Steve Sugg, Superintendent - [steven.sugg@dayton.k12.or.us](mailto:steven.sugg@dayton.k12.or.us); 503-864-2215

**Eagle Point SD - 2020**

Nita Lundberg, Board Chair - [lundbergn@eaglepnt.k12.or.us](mailto:lundbergn@eaglepnt.k12.or.us) ; 541-261-8023  
Andy Kovach, Superintendent - [kovacha@eaglepnt.k12.or.us](mailto:kovacha@eaglepnt.k12.or.us); 541-830-1200

**Marcola SD - 2020**

Jim Smith, Board Chair - [jsmith@marcola.k12.or.us](mailto:jsmith@marcola.k12.or.us); 541-933-2256  
Terry Augustadt, Superintendent - [taugustadt@marcola.k12.or.us](mailto:taugustadt@marcola.k12.or.us); 541-933-2512

**Rainier SD - 2020**

Kari Hollander, Board Chair - [karij.olsen@gmail.com](mailto:karij.olsen@gmail.com); 503-397-4555  
Joseph Hatrick, Superintendent - [jhatrick@rsd.k12.or.us](mailto:jhatrick@rsd.k12.or.us); 503-556-3777

**Sheridan SD - 2020**

Scott Burke, Board Chair - [scott.burke@sheridan.k12.or.us](mailto:scott.burke@sheridan.k12.or.us); 503-490-7263  
Dorie Vickery, Superintendent - [dorie.vickery@sheridan.k12.or.us](mailto:dorie.vickery@sheridan.k12.or.us); 971-261-6959

**Silver Falls SD - 2020**

Jonathan Edmonds, Board Chair - [Edmonds\\_jonathan@silverfalls.k12.or.us](mailto:Edmonds_jonathan@silverfalls.k12.or.us); 503-856-5370  
Scott Drue, Superintendent - [drue\\_scott@silverfalls.k12.or.us](mailto:drue_scott@silverfalls.k12.or.us); 503-873-5303

**South Lane SD - 2020**

Sherry Duerst-Higgins, Board Chair - [sherr@duerst-higgins.com](mailto:sherr@duerst-higgins.com); 541-953-6689  
Yvonne Curtis, Superintendent - [Yvonne.curtis@slane.k12.or.us](mailto:Yvonne.curtis@slane.k12.or.us); 541-942-3381 x 131

**Yamhill-Carlton SD - 2020**

Susan FitzGerald, Board Chair - [fitzgerald.susan263@gmail.com](mailto:fitzgerald.susan263@gmail.com); 503-662-4832  
Bill Rhoades, Superintendent - [rhoadesb@ycschools.org](mailto:rhoadesb@ycschools.org); 503-852-6980

**Camas Valley SD - 2019**

Rochelle Herberger, Board Chair - [ylowmom@gmail.com](mailto:ylowmom@gmail.com); 541-430-0226  
Don Wonsley, Superintendent - [don.wonsley@camasvalley.k12.or.us](mailto:don.wonsley@camasvalley.k12.or.us); 541-445-2131

**Days Creek SD - 2019**

Troy Michaels, Board Chair - [michaelsranch@frontier.com](mailto:michaelsranch@frontier.com); 541-825-3760  
Diane Swingley, Charter Board Chair - [dswingley@citlink.net](mailto:dswingley@citlink.net); 541-825-3352  
Steve Woods, Superintendent - [steve.woods@dayscreek.k12.or.us](mailto:steve.woods@dayscreek.k12.or.us); 541-825-3296

**Jefferson 14J SD - 2019**

Kaye Jones, Board Chair - [kaye.jones@jefferson.k12.or.us](mailto:kaye.jones@jefferson.k12.or.us); 541-327-3514  
Brad Capener, Superintendent - [brad.capener@jefferson.k12.or.us](mailto:brad.capener@jefferson.k12.or.us); 541-327-3337

**North Douglas SD - 2019**

Jeff Frieze, Board Chair - [jdfrieze10@gmail.com](mailto:jdfrieze10@gmail.com); 541-670-9427  
Terry Bennett, Superintendent - [terry.bennett@northdouglas.k12.or.us](mailto:terry.bennett@northdouglas.k12.or.us); 541-836-2223

**Creswell SD - 2019**

Mike Anderson, Board Chair - [mikpen7@hotmail.com](mailto:mikpen7@hotmail.com); 541-915-6286  
Michael Johnson, Superintendent - [mjohnson@creswell.k12.or.us](mailto:mjohnson@creswell.k12.or.us); 541-895-6000

**Cove SD - 2018**

Steve McLean, Board Chair - [stevemclean.dmd@gmail.com](mailto:stevemclean.dmd@gmail.com); 541-568-4256

Earl Pettit, Superintendent - [earl.pettit@covesd.org](mailto:earl.pettit@covesd.org); 541-568-4424

**Klamath County SD - 2018**

Jill O'Donnell, Board Chair - [odonnellj@kcsd.k12.or.us](mailto:odonnellj@kcsd.k12.or.us); 541-891-5179

Glen Szymoniak, Superintendent - [szymoniakg@kcsd.k12.or.us](mailto:szymoniakg@kcsd.k12.or.us); 541-883-5000

**Mitchell SD - 2018**

Miesha Bennett, Board Chair - [alaskamlb@hotmail.com](mailto:alaskamlb@hotmail.com); 541-462-3022

Vince Swagerty, Superintendent - [vswagerty@mitchell.k12.or.us](mailto:vswagerty@mitchell.k12.or.us); 541-462-3311

**Oakridge SD - 2018**

Tami Edmunds, Board Chair - [tedmunds@oakridge.k12.or.us](mailto:tedmunds@oakridge.k12.or.us); 541-913-1600

Reta Doland, Superintendent - [rdoland@ohswarriors.net](mailto:rdoland@ohswarriors.net); 541-782-2813

**Reedsport SD - 2018**

Eric Brandon, Board Chair - [ebrandon@reedsport.k12.or.us](mailto:ebrandon@reedsport.k12.or.us)

Jon Zwemke, Superintendent - [jzwemke@reedsport.k12.or.us](mailto:jzwemke@reedsport.k12.or.us); 541-271-3656

**Forest Grove SD - 2018**

Kate Grandusky, former Board Chair - [kgradusky@fgsd.k12.or.us](mailto:kgradusky@fgsd.k12.or.us); 503-359-5746

Valyrie Ingram, Board Chair - [valyriewenzl@hotmail.com](mailto:valyriewenzl@hotmail.com)

Dave Parker, Superintendent, - 503-359-2427

**North Marion 15 SD - 2017**

Patrick McArthur, former Board Chair - [Patrick.mcarthur@nmarion.k12.or.us](mailto:Patrick.mcarthur@nmarion.k12.or.us);

Heidi Torian, Board Chair - [heiditorian@yahoo.com](mailto:heiditorian@yahoo.com)

Ginger Redlinger, Superintendent - [ginger.redlinger@nmarion.k12.or.us](mailto:ginger.redlinger@nmarion.k12.or.us); 503- 678-7100

**Jefferson County 509J SD - 2017**

Laurie Danzuka, Board Chair - [ldanzuka@509j.net](mailto:ldanzuka@509j.net)

Ken Parshall, Superintendent - [kparshall@509j.net](mailto:kparshall@509j.net); 541-475-6192

**Pleasant Hill 1 SD - 2017**

Wylda Cafferata, Board Chair - [wyldac@gmail.com](mailto:wyldac@gmail.com); 541-937-3114

Scott Linenburger, Superintendent. - [slinenberger@pleasanthill.k12.or.us](mailto:slinenberger@pleasanthill.k12.or.us); 541-746-9646



# Search History

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## 2021

- Bandon SD
- Central Curry SD
- Crow-Applegate-Lorane SD
- Dayville SD
- Lone SD
- Junction City SD
- Mt. Angel SD
- Sweet Home SD
- Yamhill-Carlton SD
- Colton SD (interim)
- Enterprise SD (interim)
- Falls City SD (interim)
- South Coast ESD (interim)
- Spray SD (interim)
- Woodburn SD (interim)

## 2020

*All jointly with NextUp Leadership*

- Arlington SD
- Blachly SD
- Brookings-Harbor SD
- Dayton SD
- Eagle Point SD
- Knappa SD
- Lake County SD
- Marcola SD
- Pilot Rock SD
- Sheridan SD
- Silver Falls SD
- South Lane SD
- Corbett SD (interim)
- Philomath SD (interim)
- Rainier SD (interim)
- Yamhill-Carlton SD (interim)

## 2019

*All jointly with NextUp Leadership*

- Arco Iris Spanish Immersion School
- Camas Valley SD
- Creswell SD
- Days Creek SD
- Jefferson 14J SD
- Newberg Public Schools
- North Douglas SD
- Roseburg Public Schools
- Spray SD
- Brookings Harbor SD (interim)
- Dayton SD (interim)
- Philomath SD (interim)
- Silver Falls SD (interim)
- Woodburn SD (interim)

## 2018

- Cove SD Oakridge SD
- Forest Grove SD (joint search)
- Klamath County SD
- Mitchell SD
- Reedsport SD
- South Lane SD
- Days Creek SD (interim)
- Jefferson SD (interim)
- Wallowa SD (interim)

## 2017

- Jefferson County SD 509J
- North Marion SD
- Pleasant Hill SD



# Search Comments

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## WHAT BOARDS HAVE SAID

“Our board made a great choice in deciding to work with OSBA in our superintendent search. They quickly developed a timeline to fit our needs, assisted us at every step, and did an excellent job moderating difficult discussions. The staff quickly pivoted with the changing climate around COVID-19 to make sure we stayed on target. I have especially enjoyed the transition training with our new superintendent and board. Such a great value for the services they provide, I would not hesitate to use OSBA in a future superintendent search!”

**Marcola School District**  
Enrollment: 320

“We might have thought, once our selection was made, the executive search process was over, but no, it was not. Impressively, it became clear that you wanted the board-superintendent relationship to get off on a good track and are eager to teach us processes to meet that goal. By helping us outline board expectations of the superintendent and superintendent expectations of the board, by helping us set priorities for the new superintendent’s first three months and my reviewing basic boardsmanship with us, we are on a far firmer footing than we would otherwise have been.”

**Pleasant Hill School District**  
Enrollment: 1,000

“I wish to thank you for facilitating a flawless superintendent search for the Philomath SD. The process was thorough, methodical, and well organized. It made the administrative effort for the School Board as minimal as possible while creating excellent community engagement. Most notably, by all measures it created an excellent result.”

**Philomath School District**  
Enrollment: 1,700

## WHAT CANDIDATES HAVE SAID

“After the extensive hiring process, I believe the board knows more about me than I know myself.”

**New Superintendent, 2017**

“I appreciated the guidance and support through the selection process but more so with the trainings and directions from OSBA after I was selected; with focused guidance on building relationships with my board - a priceless resource. I believe those initial first steps are critical for a superintendents district vision and success.”

**New Superintendent, 2020**

“As a candidate my experience was great. The OSBA staff was very professional, organized and efficient. When the time comes, I will recommend the board use OSBA for their next search.”

**New Superintendent, 2020**

SECTION C

# **Sample Search Contract for Services**



# Sample Search Contract for Services

**PARTIES: Oregon School Boards Association (OSBA) (“Contractor”)**

An Oregon Non-Profit Corporation  
1201 Court St., NE, Suite 400  
Salem, Oregon 97301

**Corbett School District (“District”)**

35800 E Historic Columbia River Hwy  
Corbett, OR 97019

1. **Services.** Contractor agrees to provide Executive Search professional services to the District.
2. **Scope of Work.** The scope of the services provided by Contractor will include search consulting, facilitating, recruiting and transition services associated with a director search with the position beginning work on July 1, 2022, including:
  - Attending meetings with the Board, staff, students, and community groups as necessary to carry out the search plan.
  - Working with the District leadership to establish a search calendar, facilitate meetings with Board, staff, students and community members to establish candidate qualities and qualifications, and establish a process to be used by any in-district candidates.
  - Preparing and distributing search forms and promotional material needed for collecting applications and advertising the vacancy both within the State of Oregon as well as regionally and nationally as agreed with the District.
  - Managing candidate applications and information; assist with screening applications; assist with organizing interviews; provide Board members with guidelines for interviews and reference checks; conduct reference checks at the Board’s request; organizing site visits when requested; and keeping applicants informed of their status during the search process.
  - Conducting a series of board/director workshops (up to 9 hours of professional development conducted by OSBA) to create and execute a Transition Plan for establishing a solid foundation for the new leadership team over the first six (6) months of the new director’s contract.
3. **Term.** The term of this Agreement shall begin on September 13, 2021, and continue until:
 

completion of Scope of Work outlined above     
  ending date of \_\_\_\_\_
4. **Base Fee for Services.** District will pay a base fee for Contractor services as follows:
 

\$9,975

hourly rate of \$120/hr. for professional time

hourly rate of \$32/hr. clerical support services
5. **Expenses.** District will reimburse Contractor for Contractor’s expenses incurred while providing services on the basis of actual expenses incurred including:
 

<input checked="" type="checkbox"/> mileage (at the federal rate) <input checked="" type="checkbox"/> lodging <input checked="" type="checkbox"/> meals <input type="checkbox"/> photocopying, supplies, printing, postage and shipping costs	<input checked="" type="checkbox"/> travel time (\$60 per hour) <input type="checkbox"/> ground transportation (rental car) <input checked="" type="checkbox"/> advertising/posting fees beyond base package as agreed by District
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6. **Terms for Payment.** OSBA will provide fiscal services for the performance of this Agreement. District agrees to pay billings within 30 days after invoice on the following schedule:
- One-half of the Base Fee (\$4,987.50) upon execution of this agreement.
  - The remaining one-half of the Base Fee (\$4,987.50) plus all applicable expenses incurred in Section 5 above will be invoiced upon board approval of the new director's contract.
7. **Independent Contractor Status.**
- A. Contractor is an independent contractor. This Agreement shall not be construed to establish an employer-employee relationship between the District and the Contractor, including subcontractors or employees thereof. Contractor is free to contract with other parties on other matters. Contractor will not receive any benefits normally accruing to District employees unless required by applicable law.
  - B. The manner of providing these services are under sole control of Contractor, including providing all tools and equipment necessary for the performance of these services. The services provided must, however, meet the general approval of the District and shall be subject to the District's general right of inspection and supervision in order to secure satisfactory performance.
  - C. Contractor, in carrying out the services provided under this Agreement, is not an employee of District, and as such accept full responsibility for any taxes or other obligations associated with payment for services under this Agreement.
  - D. None of the services covered by this Agreement shall be subcontracted without prior written consent of the District. Contractor shall be fully responsible to the District for all acts and omissions of any subcontractor, employee, agent or servant, whether employed directly or indirectly by Contractor. Steve Kelley and Sarah Herb may provide primary consulting services to District for this search.
8. **Worker's Compensation.** Contractor shall comply with state worker's compensation law for all employees who work under the terms of this Agreement. If Contractor hires employees, they shall provide District with certification of Workers' Compensation Insurance, with employee's liability in the minimum of \$100,000 upon request by District.
9. **Termination of Agreement.** This Agreement may be terminated under the following conditions:
- A. By written mutual agreement of all parties and may be immediate.
  - B. Upon ten (10) calendar days written notice by any party to the other.
  - C. Immediately on material breach of contract.
  - D. Upon expiration of the term specified above.

If this Agreement is terminated prior to the expiration date, District shall pay Contractor for services provided prior to the termination.

**Force Majeure.** Neither Corbett School District nor Contractor shall be responsible for delay, default, or termination of contract caused by any contingency beyond their control, including, but not limited to war or insurrection (whether declared or not); plague, epidemic, pandemic, outbreaks of infectious disease or any other public health crisis, including, but not limited to quarantine or other restrictions as directed by state or federal government; compliance with any law or governmental order, rule, regulation or direction; strikes or lockouts by the Parties' own employees; walkouts by the Parties' own employees; fires; natural calamities; riots; or requirements of governmental agencies.

**Defense, Indemnity, and Insurance Provision.** Subject to any and all limitations, exclusions, and notice requirements of the Oregon Tort claims Act (ORS 30.260 through 30.300) and the constitution of the State of Oregon, each party shall be responsible for their own acts and those of its officers, employees, or agents. The parties agree that they will hold harmless, waive, release, indemnify, defend, and discharge each other from all liability and claims arising from each party's

own acts and omissions. The parties agree to this defense and indemnification to the fullest extent allowed by law, which includes liability and claims arising from negligent acts or omissions. Each party agrees to have adequate general liability coverage to cover any tort claim that could arise from this agreement including coverage for sexual molestation and injuries to the head and brain.

**Choice of Law Provision.** This Agreement shall be construed and enforced in accordance with the laws of the State of Oregon.

- 10. **Standard of Services.** Contractor agrees to perform services with a standard of care, skill and diligence normally provided by a professional individual in the performance of similar services. It is understood that Contractor must perform the services based in part on information furnished by District and that Contractor shall be entitled to rely on such information. Contractor agrees that the recommendations, guidance and performance of any person assigned under this Agreement shall be in accordance with professional standards and the requirements of this Agreement. District agrees not to take any action which will adversely interfere with Contractor's ability to perform to this standard.
  
- 11. **Guarantee.** Provided the District follows the steps outlined in the search process proposed by Contractor and engages in good faith attempts to recruit and retain a new chief executive officer, but one is not hired, or if the new chief executive officer leaves for any reason prior to completing two (2) years of service and the District has followed the Transition Plan proposed by Contractor, Contractor will conduct a new search for the cost of expenses only.
  
- 12. **Written Notice.** Any notice of termination or other communication having a material effect on the performance of this Agreement shall be served by U.S. Mail or by confirmed e-mail delivery on the signatories listed below at the addresses listed above.

**It is agreed.** Date: September 13, 2021

**OREGON SCHOOL BOARDS ASSOCIATION (Contractor)**



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Steve Kelley, Director of Board Development and Executive Searches

**It is agreed.** Date:

**CORBETT SCHOOL DISTRICT (District)**

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Michelle Vo, Board Chair

# 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

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### 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

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### 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).

WHEREAS, the Oregon Health Authority, the Oregon Department of Education, and the Oregon Governor revoked local control regarding some COVID-related issues; and

WHEREAS, being leaders of Corbett School District and role models, we are committed to obeying directives lawfully issued; and

WHEREAS, penalties for not following legally issued mandates could have a negative financial impact on the district, and therefore our ability to serve our community; and

WHEREAS, teachers not following legally issued mandates or administrators not enforcing legally issued mandates could have their licenses negatively affected, with suspension or revocation;

Therefore, be it resolved on this 18th day of August, 2021, by the Board of Directors of Corbett School District, that:

The Corbett School Board of Directors objects to the Oregon State Leadership usurpation of local control; and,

The Corbett School District will make every reasonable effort to comply with mandates that are lawfully issued; and,

The Corbett School District will make every reasonable effort to keep our students, staff and visitors safe, while simultaneously respecting the rights and choices of our students and their parent(s)/guardian(s); and,

The Corbett School District will continue to maintain a welcoming, accepting, and civil school learning environment for all during challenging times.

Adopted by the Board of Directors of the Corbett School District #39, Multnomah County, Oregon, this 18th day of August, 2021.

By:  (Board Chair)

Attest:  (Superintendent)

# Minutes of Regular Board Meeting, August 18, 2021

Board Approved \_\_\_\_\_  
Corbett School District

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A Regular Meeting of the Board of Trustees of Corbett School District was held Wednesday, August 18, 2021, beginning at 7:00 PM in the Virtual via ZOOM. Board Members present were Bob Buttke; David Granberg; Michelle Vo, Rebecca Bratton; Katey Kinnear and Todd Mickalson. Board Member Todd Redfern had an excused absence. Also present were Dan Wold, Interim Superintendent; Cindy Duley, Business Manager; Holly Elvins-Dearixon, Curriculum Coordinator/TOSA/ZOOM Moderator and Robin Lindeen-Blakeley, Deputy Clerk/HR Lead. Student Representative, Spencer Arnold was also in attendance beginning at 7:03 p.m. 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

**Presenter:** Michelle Vo-Board Chair, called the meeting to order at 7:02 p.m. There were 15 participants in the meeting.

### 1.2. Review and Acceptance of Agenda

**Presenter:** Michelle Vo- Board Chair, announced the agenda OK as written.

### **Attachments:** (1)

### 1.3. Board Chair Report Information Item

**Presenter:** Michelle Vo - Board Chair – introduced information on pages 5-6 of the Board packet reading the resolution aloud.

Board discussion regarding edits suggested by the Board.

Chair Vo suggested the Board agree on language and then make a motion.

Mr. Wold suggested the order extends until February 8, 2022 and this is about giving local control away but we are not going to not do Governor's mandates. We are trying to watch our parents' and staffs' backs, i.e. won't put you at risk and must follow law.

Todd Mickalson moved and Bob Buttke seconded:

1.3.a. **RESOLUTION NO. 8.24-21 - RESOLVED** that the Board adopt the resolution as attached in the Board packet regarding local Board decisions.

### **Attachments:** (1)

The Board discussed amending the motion.

David Granberg moved and Todd Mickalson seconded:

Resolved that the Board adopted and amended Resolution No. 8.24-21(a) as read by David Granberg with miscellaneous language changes and with strikes and adds in the document included as an attachment in the Board packet.

The vote of the Board was 5-1; Rebecca Bratton opposed.

Michelle Vo moved and Rebecca Bratton seconded:



- a. Summer Learning – book club and math in CMS (Corbett Middle School) and 8<sup>th</sup>/9<sup>th</sup> Academy bonding with CMS.
- b. Woodard Road property project – G.O. Bond Oversight Committee in two weeks. To have architects and two contractors a blessing.
- c. Fall opening plans – athletes in and most teachers are setting up rooms with positive talks, as we are not broken. We pulled together last year and get to go back all day every day now. The Back to School conference group dinner was changed to ice cream.
- d. Goals for 2021-2022 as requested but not required and presented by Mr. Wold:
  - 1. Maintain or improve Corbett High School's high graduation rate.**
  - 2. Relocate the middle school and district office by the fall of 2022.**
  - 3. Increase relevance of curriculum to student interest.**
 Mr. Wold will talk at inservice on the dreams and focus.
  - 4. Complete a study of Directors and Principals salaries relative to other school districts our size and make recommendations to the board.**
 No salary schedules at this time, so seeing what can be justified, since we all work hard and look at staffing fairness.
  - 5. Lead a committee to study K-12 athletics in Corbett and make recommendations to the board.**
 Mr. Wold met on 8/18 with A.D. regarding OSAA reclassification and models.  
 Board discussion and input on expectations and focus points with positive insights given.

Mr. Wold added that the Youth Truth Survey rated highly, but is a while away now.

Bob Buttke moved and Todd Mickalson seconded;

**RESOLUTION NO. 8.26-21 - RESOLVED** that the Board approved the Superintendent Goals for 2021-2022.

The vote of the Board was 6-0.

5.1. Enrollment Update – Mr. Wold reported that Erin Gibbs, Secondary Administrative Assistant, ran numbers on August 18. 147 CAPS, 370 GS, 428 HS, 142 MS for 1087 total. We can take a look at end of second week of school to decide if a late lottery is needed. More discussion under item 8.0.

Board discussion.

8:17 p.m.

5.2. Update on Corbett School campus upgrades and/or grants – Mr. Wold reported that Steve Salisbury, Maintenance/Custodial Supervisor, and his crew are working on rooms/furniture moving, portable air scrubbers in the MS and CAPS.

## 6. CONSENT AGENDA

Todd Mickalson moved and Bob Buttke seconded:

### 6.1. Consent agenda **\*\*Resolution items 8.27-21\*\* through 8.36-21\*\* Action Items**

**8.1\*\*RESOLUTION NO. 8.27-21\*\* - RESOLVED** that the Board approved CSD offerings of the following alternative education programs and other student services as determined by each student's multi-disciplinary teams as required under ORS 336.631, ORS 336.655 (Board Policy IGBHA): CAL, Serendipity, Helensview, Arata Creek, Wheatley School, Rosemary Anderson High School; FLS Classrooms (located in Centennial School District), Burlingame, Northwest Regional ESD School Programs and Knot Creek Schools.

**11.2\*\*RESOLUTION NO. 8.28-21\*\* - RESOLVED** that the Board confirmed the resignation of Stacey Rogers, .85 FTE HS SPED/Educational Assistant II, effective June 4, 2021.

**11.3\*\*RESOLUTION NO. 8.29-21\*\* - RESOLVED** that the Board confirmed the resignation of Trisha Sweeney, .85 FTE SPED Assistant I, effective June 4, 2021.

**11.4\*\*RESOLUTION NO. 8.30-21\*\* - RESOLVED** that the Board confirmed the fall 2021 Head Varsity coaches as follows: Nathan Aazzerah, Football; Angela Davis, Volleyball; Brian Paul, Boys Soccer; Mark McIntire, Girls Soccer; and Paul Rondema, Cross Country.

**11.5\*\*RESOLUTION NO. 8.31-21\*\* - RESOLVED** that the Board confirmed the hire of Mallory

Spanjer, .5 FTE Temporary HS Social Studies Teacher, effective August 20, 2021.

**11.6\*\*RESOLUTION NO. 8.32-21\*\* - RESOLVED** that the Board confirmed the hire of .83 FTE Secondary Educational Assistant I, Sophia Hanefeld, effective August 20, 2021.

**11.7\*\*RESOLUTION NO. 8.33-21 - RESOLVED** that the Board confirmed the hire of Rachel Najjar, .83 FTE Educational Assistant I CAPS, effective August 20, 2021.

**11.8\*\*RESOLUTION NO. 8.34-21 - RESOLVED** that the Board confirmed the hire of .85 FTE Special Education Assistant I, Janene Mabbott, effective August 20, 2021.

**11.9\*\*RESOLUTION NO. 8.35-21\*\* - RESOLVED** that the Board confirmed the hire of .83 FTE MS Educational Assistant I, Ciara O'Neal, effective August 20, 2021.

**12.3\*\*RESOLUTION NO. 8.36-21\*\* - RESOLVED** that the Board confirmed the second reading and adopt Policies or deletions of Section D, as were first read at July 21, 2021, Board meeting. The vote of the Board was 6-0 in favor of Consent Agenda **\*\*Resolution items 8.27-21\*\***

**through 8.36-21\*\***

**Attachments:** (1)

7. CURRICULUM – Mr.Wold explained that adoption process through ODE.

Ms. Elvins-Dearixon talked about the world language standards in place in full with this adoption of secondary curriculum of TPRS materials. Teachers were trained on this in the summer and chose this as the better match for standards, cultures and philosophies.

Bob Buttke moved and David Granberg seconded:

**RESOLUTION NO. 8.37-21 - RESOLVED** that the Board approved the independent textbook adoption for Secondary Spanish as attached in the Board packet.

The vote of the Board was 6-0.

**Attachments:** (2)

8. STUDENTS

Mr. Wold said 1050 students was goal number mentioned last year. Is there leeway? We have 1087 students right now with room in some grades and/or rooms. Is your guidance 81 per grade? Goal or cutoff?

Board discussion regarding intent, flexibility, buildings, community process, looking at bubbles, unknowns with pandemic, attrition student siblings, etc.

Michelle Vo moved and Bob Buttke seconded;

**RESOLUTION NO. 8.38-21 - RESOLVED** that the Board approved the standards for the out of district charter lottery process to approve a path of enrollment of 1095 students K-12 for 2021-22.

The vote of the Board was 6-0.

9. TRANSPORTATION, BUILDINGS AND MAINTENANCE

The Transportation department did their annual training with Estacada the week of August 9.

Bob Buttke asked about the GS Roof.

Mr. Wold said the bid didn't get done in time with a 28-day quarantine, so we will wait until next year.

We also needed to prepare for back up plans if a pivot to CDL (Comprehensive Distance Learning) is necessary.

10. CO-CURRICULAR ACTIVITIES

High School sports started conditioning on the 16<sup>th</sup> with our first contests on Thursday, August 26, with four teams away.

Todd Mickalson noted that CMS has first football game on September 15.

11. Personnel

**Presenter:** Dan Wold, Interim Superintendent – with grant funding, we have some openings still. Also have to fill for late resignations and leaves of absences/FMLA/OFLA in Educational Assistants, Music and HS LA.

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See Consent Agenda 6.1 for Items 11.2, 11.3, 11.4, 11.5, 11.6, 11.7, 11.8 and 11.9.

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## 11.1. Vacant Positions Information Item

### 11.1.a.

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We have vacant positions open for the 2021-2022 school year for: Substitute Bus Drivers; .4 FTE Teacher temporary; 1.0 FTE 6th-12th Learning Specialist; .85 FTE Special Education Assistant and CAPS; 1.0 FTE Temporary K-8 Music Specialist; .5 FTE Head Cook and High School Assistant Boosters.

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

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## 12. Policy

**Presenter:** Board Chair - See Item 6.1 for 12.3

### 12.1. Corbett Education Association Wellness Incentive Action Item

**Presenter:** Dan Wold, Interim Superintendent

Mr. Wold brought forward last month an MOU that was in the contract for a while, as the cost savings for not hiring subs, and it was dropped in oversight on the most recent CEA CBA. In June we talked about more guidance around personal days. Professionalism there to be studied and needed to prepare for trends to address at next bargaining.

Desiree Chiu, 4<sup>th</sup>/5<sup>th</sup> grade teacher and Co-President CEA, thanked the Board for their work.

The MOU was a win-win for the District and teachers. With the confusion of pandemic and leadership changes, it was missed. It was agreed to look at personal days and critical times for being at school for a year and was well communicated to members. The processing in the order requested and conversations with administration for up to only 40% of building being granted leave looked at more closely this year.

Board discussion.

Michelle Vo moved and Todd Mickalson seconded:

**RESOLUTION NO. 8.39-21 - RESOLVED** that the Board approved the Wellness Incentive

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MOU with Corbett Education Association as written in the attachment in the Board packet.

The vote of the Board for Resolution No. 8.39-21 was 6-0.

**Attachments:** (1)

12.2. First Reading of Policy Section E Information Item

**Attachments:** (1) about 150 pages

13. Matters for the Good of the Order

**Presenter:** Board of Directors – Todd Mickalson said they are looking for CMS football players for contest on September 15 and also 3<sup>rd</sup>/4<sup>th</sup> grade players. He is working with Athletic Director to update website pages as well as working with administration on doing communication blasts on Blackboard Connects.

Spencer Arnold, Student Representative to the Board, thanked the School Board and Administration for being cool. This was his last meeting as HS representative.

14. COMING EVENTS

**Presenter:** Board Chair, Michelle Vo read aloud:

14.1. New hire workshop, Friday, August 20, 2021

14.2. Monday-Thursday, August 23-26, 2021 - Teacher In-service and Preparation

14.3. Community Open House / Conference (eve), Thursday, August 26, 2021 – Mr. Wold said time was 4:30-7:30 p.m. and building principals will be sending out agenda.

14.4. First Day of School for all students, Monday, August 30, 2021

Bond Oversight Committee Meeting, Tuesday, August 31, 2021, 7:00 p.m. ZOOM virtual

14.5. Monday, September 6, 2021, Labor Day Holiday - no school

14.6. Friday, September 10, 2021 - School Day

Wednesday, September 15, 2021 - Regular School Board Meeting at 7:00 p.m. via ZOOM –

As we will all still be masking.

14.7. OSBA Annual Convention - November 11-13, 2021 - Salem Convention Center/Hybrid

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15. ADJOURNMENT – The Board adjourned at 9:13 p.m.

Minutes 81821

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# 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 aids<sup>1</sup> 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.

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<sup>1</sup> 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

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#### **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.<sup>1</sup> No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation<sup>2</sup>, 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

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<sup>1</sup> 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.

<sup>2</sup> 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

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**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).



# Student Investment Account(SIA) Annual Report Questions Corbett School District - September 2021



The Student Investment Account(SIA) Annual Report consists of the following four questions. The narrative responses will be submitted to the Oregon Department of Education(ODE) by September 30, 2021. The final report will be posted on the district's website.

## Annual Report Questions

Annual Report Questions	District Response
<p>1. There are clear impacts from the reduction in SIA funding and from the direct efforts to respond to COVID-19. While you can't fully set those aside, what is important for your community, including focal student groups, families, and educators, to understand about your SIA implementation efforts during the 2020-21 school year and the positive impacts that have occurred? How were you able to make progress towards the goals and outcomes you were aiming at with SIA funding and processes? (500 words or less)</p> <p><i>Explainer: In your response to this question, consider what is most important to share with your community about SIA implementation over the last year. As you reflect on the progress made toward the goals and outcomes you were aiming at with SIA funding, consider and speak to the impacts to student mental and behavioral health, and the reduction of academic disparities for focal students.</i></p>	<p>All students in grades K-12 had the opportunity to benefit from the partial SIA implementation during the 2020-21 school year. We were not able to implement all the activities we had planned, but we were able to make progress towards the most important priorities identified by our community and related SIA outcomes.</p> <p><b>Outcome # 1 Students in grades K-12 will show gains in emotional and mental health as measured by the YouthTruth Survey and the number of mental health referrals.</b> We hired a 1.0 FTE school counselor to serve students in grades K-8. Due to the reduced allocation, we were not able to add a .5 FTE school counselor at the secondary level. Students in grades K-8 were able to benefit from increased access to a school counselor. This was especially important in a year characterized by disruption and isolation. Throughout the year the counselor provided weekly Social-Emotional Learning (SEL) lessons to each homeroom class. In addition, small group and individual counseling sessions were offered to students both virtually and in-person.</p> <p><b>Outcome # 2 All students in grades 10-12 will have access to a CTE program of study leading to an industry recognized certificate.</b> We funded a 1.0 FTE CTE position at the secondary level. All students in grades 10-12 had the opportunity to take CTE courses in engineering, woodworking, and computer science. Thirty-six students took an engineering course, 30 students took woodworking and 77 took computer science or advanced computer science. Most of the courses offered in 2020-21 lead to more advanced coursework which is being offered the 2021-22 school year. Students in grades 11 &amp; 12 also had the opportunity to investigate and participate in trade apprenticeships and internships. The CTE teachers attended trainings and worked with an advisory group to design a robust and inclusive CTE program.</p>

# Student Investment Account(SIA) Annual Report Questions Corbett School District - September 2021



	<p><b>Outcome #3 All middle school students will have access to a safe, equitable and healthy learning environment that meets ADA requirements and provides adequate space to meet the needs of a modern middle school program.</b> The Corbett community passed a GO bond in November 2020 to fund this project. The district is working towards this outcome with plans to move the middle school program fall 2022.</p> <p><b>Outcome # 4 Students’ individual academic needs will be met through strategic, targeted class size/caseload reduction.</b> We funded one K-1 classroom teacher which reduced primary class size to an average of 24 students. As a result, the teachers had time to get to know each of their students and families. They were able to focus on individual academic and social-emotional needs. When we transitioned from CDL to hybrid instruction we were able to create small on-site cohorts (10-12 students). All students had multiple opportunities for small group and one-on-one instruction. The teachers had the opportunity to focus on specific needs and learning gaps for each student. The teachers had time to meet more frequently with families and developed strong partnerships. Students from all populations benefited from this individualized attention and family collaboration.</p>
<p>2. What barriers, impediments, or challenges to your SIA implementation have you faced or identified that are helpful for your community and/or state leaders to be aware of? (500 words or less)</p> <p><i>Explainer: Through this question, we’re aiming to understand barriers and challenges that you experienced or faced in SIA implementation that would be helpful to share with students, families, communities and ODE.</i></p>	<p>The reduced SIA allocation was the biggest barrier we faced to full implementation of the strategies and activities outlined in our April 2020 grant application. The district had to postpone plans for more mental health support for students at the secondary level, additional support for students with disabilities at the middle school level and to find money in the general fund to support small class sizes for students in grades 2-7.</p> <p>We were fortunate that in November 2020, the Corbett community passed a GO bond to fund renovating a district-owned site and moving the middle school program to that new location. The approval of this bond measure allowed the project to move forward without SIA funds.</p>

# Student Investment Account(SIA) Annual Report Questions Corbett School District - September 2021



Annual Report Questions	District Response
<p>3. SIA implementation includes ongoing engagement with focal students, the families of focal students, and educators. What successes and challenges, if any, have you experienced in maintaining engagement? (500 words or less)</p> <p><i>Explainer: What we're seeking through this question is a reflection of successes and challenges (if any) in engagement over the first year of SIA implementation. We recognize this question may feel a little redundant to one of the recent SIA Plan Update questions; however, we're hoping to get a little more depth in understanding engagement in general over the year, not just as it relates to informing updates to the SIA plan.</i></p>	<p>Community engagement efforts for the 2020-21 school year came with successes and challenges. One challenge was the need to focus most of our community engagement on COVID-19 issues. There was little time or community interest in other topics. We received positive feedback on our communication efforts related to COVID-19. That was a small success. Another challenge was not being able to hold in-person engagement events. On-site events had represented much of our engagement efforts in the past.</p> <p>This challenge turned into a success. We worked to find creative ways to engage families and the community without inviting them on-site. The pivot to virtual engagement included school board meetings, principal chats, site council meetings, parent-teacher conferences, and other informational events. Over time we noticed that the virtual nature of the meetings increased parent/guardian and community attendance. Many participants credited the convenience of being able to join an event from their living room as an incentive to attend. Virtual events also offer increased access to working families who sometimes struggle to attend in-person events. Our teachers reported a higher percentage of families, including families in the focal populations, who participated in virtual conferences than had attended in-person conferences previous years. We are investigating ways to continue these virtual opportunities as we plan community engagement for 2021-22 and beyond.</p> <p>Another success related to engagement has been the implementation of two new engagement tools:</p> <p><b>YouthTruth Survey</b> - As part of our District Improvement Plan and SIA implementation plans, we administered the YouthTruth Survey in the fall of 2020. Students in grades 3-12, parents/guardians, and staff members were invited to participate. This online survey allows participants to respond anonymously and in their home language. We had high levels of participation among all groups. Although this engagement did not specifically ask for feedback related to SIA activities, it surveyed our school community on topics such as engagement, academic challenge, relationships, culture, diversity, equity &amp; inclusion, and school safety. We will use data from fall 2020 as baseline measures when we evaluate SIA activities and strategies for effectiveness. We plan to conduct the YouthTruth Survey annually to measure</p>

# Student Investment Account(SIA) Annual Report Questions Corbett School District - September 2021



	<p>growth towards SIA outcomes and Continuous Improvement Plan goals.</p> <p><b>ThoughtExchange</b> - This spring we were able to sign a three-year contract with ThoughtExchange. This online tool allows participants to respond to questions anonymously and in their home language. Participants can also rate the ideas of others. We often hear the same voices during meetings. This tool allows those who might be reluctant to speak publicly to express their ideas and opinions. It removes barriers to participation by translating information into home languages in real time. ThoughtExchange provides immediate information about responses and participants' ratings. It can serve as a jumping off point for discussions. It provides disaggregated response analysis to assist in making sure all subgroups and focal populations are being heard. We plan to use this communication tool in the coming years to support our community engagement processes, encourage participation, and reach out to traditionally underserved populations.</p>
<p>4. Please share your professional assessment of what guided your choices and prioritization efforts in the first year of SIA implementation? What stands out? Anything important or surprising to report back or reflect on? How were key decisions on scaled down implementation made? What impacts, if any, are helpful to name in how you navigated through the last year, specifically as it relates to SIA implementation? (500 words or less)</p> <p><i>Explainer: In your response to this year, we'd like to hear specifically what guided your prioritization of some activities/strategies over others in light of the reduction in funding and/or shifting community needs. Within this question, you may also offer learnings or surprises that were unanticipated.</i></p>	<p>Corbett School District received approximately 30% of the initial SIA grant allocation. When choosing activities and strategies to implement, the leadership team reviewed the results of the community engagement activities conducted during the initial SIA grant process. Spending categories that the community had identified as the most important were given the highest priority. We also considered the activities that would have the most impact on students, especially students in our focal populations. It was extremely helpful to have the community engagement results. It gave the leadership, school board, staff, and the community confidence that we had a solid roadmap for spending the reduced allocation.</p> <p>In the end, decisions regarding scaled down SIA implementation were not difficult. We were able to fund three activities. These activities had been identified as high priority and we could document a direct link between them and our goals for the SIA funds.</p> <p>Increasing student access to mental health professionals was our community's highest priority. We added a 1.0 FTE school counselor to serve students in grades K-8.</p> <p>Throughout the year we heard often from staff and families</p>

**Student Investment Account(SIA) Annual Report Questions  
Corbett School District - September 2021**



	<p>that this activity, especially in a time of so much uncertainty, had a positive impact on our students' social and emotional health.</p> <p>Increasing access to a well-rounded education through CTE at the secondary level was also a high priority for the community. We were able to fund a 1.0 FTE CTE position at the secondary level to begin the development of a focused and robust CTE program. This program is intended to eventually reach all secondary students, with an emphasis on recruiting students from focal populations.</p> <p>Addressing individual students' needs through strategic class size reduction was the third high priority we were able to partially fund. We did this by restoring one K-1 classroom teacher position that would have been cut due to a reduction in enrollment.</p>
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**Corbett School District**  
**Financial Report to the Board of Directors**  
**Wednesday, September 15, 2021**

The attached reports show year-to-date expenditures compared to the legally-appropriated budget for the fiscal year 2021-22, as recorded to date, and year-to-year comparison with 2020-21. Some recordkeeping for the month of August remains to be completed, primarily revenue recognition.

During August the business office on-boarded new staff, completed the first pay cycle for licensed staff for 2021-22, paid bills, invoiced for grants, and completed required reporting. The Wellness MOU payment approved at the August meeting has been processed.

We are working to get the 2020-21 books wrapped up in preparation for the financial audit beginning September 20. Auditors are expected to be “in the office” for two weeks to conduct sampling and to request data and analysis.

Thank you,

Cindy Duley, Business Manager

[cduley@corbett.k12.or.us](mailto:cduley@corbett.k12.or.us)

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**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 August 31, 2021**

**Summary of Budget and Actual Expenditures by Fund and Major Function**

<b>Current Budget vs Actual Total Expenses</b>	<b>Current Budget</b>	<b>Aug 31 2021 YTD Actuals</b>	<b>Aug 31 2021 Balance</b>
<b>Fund: 01 General Fund</b>			
1000 Instruction	8,737,883	454,355	8,283,528
2000 Support Services	5,573,550	940,620	4,632,930
3000 Enterprise & Community Serves	11,180	7,831	3,349
4000 Facilities Acquisition/Construction	40,000	745	39,255
5100 Debt Service	296,742	-	296,742
5200 Transfers Out	198,000	-	198,000
6000 Contingencies	125,042	-	125,042
<b>Fund: 01 General Fund Total</b>	<b>14,982,397</b>	<b>1,403,550</b>	<b>13,578,847</b>
<b>Fund: 02 Food Services Fund</b>			
3000 Enterprise & Community Serves	426,000	57,787	368,213
<b>Fund: 02 Food Services Fund Total</b>	<b>426,000</b>	<b>57,787</b>	<b>368,213</b>
<b>Fund: 03 Federal Funds</b>			
1000 Instruction	259,951	7,902	252,049
2000 Support Services	13,993	-	13,993
6000 Contingencies	632,940	-	632,940
<b>Fund: 03 Federal Funds Total</b>	<b>906,884</b>	<b>7,902</b>	<b>898,982</b>
<b>Fund: 04 Student Investment Account</b>			
1000 Instruction	554,652	31,057	523,595
2000 Support Services	195,275	6,001	189,274
<b>Fund: 04 Student Investment Account Total</b>	<b>749,927</b>	<b>37,058</b>	<b>712,869</b>
<b>Fund: 09 GO Bond 2021</b>			
2000 Support Services	205,203	2,048	203,155
4000 Facilities Acquisition/Construction	3,000,000	3	2,999,997
<b>Fund: 09 GO Bond 2021 Total</b>	<b>3,205,203</b>	<b>2,051</b>	<b>3,203,152</b>
<b>Fund: 10 Bond Matching Grant</b>			
4000 Facilities Acquisition/Construction	4,000,000	2,951	3,997,049
<b>Fund: 10 Bond Matching Grant Total</b>	<b>4,000,000</b>	<b>2,951</b>	<b>3,997,049</b>
<b>Fund: 20 Energy Projects Fund</b>			
4000 Facilities Acquisition/Construction	13,708	-	13,708
5200 Transfers Out	25,000	-	25,000
<b>Fund: 20 Energy Projects Fund Total</b>	<b>38,708</b>	<b>-</b>	<b>38,708</b>
<b>Fund: 11 Debt Service Fund</b>			
5100 Debt Service	370,400	-	370,400
<b>Fund: 11 Debt Service Fund Total</b>	<b>370,400</b>	<b>-</b>	<b>370,400</b>
<b>Fund: 06 Student Body Trust Fund</b>			
1000 Instruction	300,000	2,009	297,991
<b>Fund: 06 Student Body Trust Fund Total</b>	<b>300,000</b>	<b>2,009</b>	<b>297,991</b>
<b>Grand Total - All Funds</b>	<b>24,979,519</b>	<b>1,510,357</b>	<b>19,469,162</b>

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

	Fiscal Year 2020-2021			Fiscal Year 2021-2022			
	Year End	Year to Date	% of YE	Current	Projected	Year to Date	% of
	Actuals	Aug 31 2020	Actuals	Budget	Actual	Aug 31 2021	Projected
<b>Revenues</b>							
Property Taxes	1,913,327	-	0%	1,880,900	-	-	
State School Fund	9,930,304	2,461,865	25%	9,679,300	-	1,549,748	
Local Sources	125,739	10,147	8%	1,088,600	-	87,160	
Intermediate Sources	200,000	-	0%	201,200	-	200,000	
State Sources	771,949	-	0%	618,197	-	76,101	
Federal Sources	-	-		16,736	-	1,563	
<b>Total Revenues</b>	<b>12,941,318</b>	<b>2,472,012</b>	<b>19%</b>	<b>13,484,933</b>	<b>-</b>	<b>1,914,572</b>	
<b>Expenditures</b>							
Salaries	6,614,303	671,171	10%	4,279,058	-	360,476	
Associated Payroll	4,043,811	404,545	10%	4,830,776	-	637,609	
Purchased Services	842,980	63,152	7%	4,059,357	-	285,692	
Supplies & Materials	665,396	104,415	16%	1,341,780	-	111,277	
Capital Outlay	103,137	-	0%	141,269	-	8,302	
Debt Service	252,291	65,746	26%	7,830	-	-	
Other Objects	255,174	230,152	90%	178,600	-	18,333	
Contingency	-	-		-	-	-	
<b>Total Expenditures</b>	<b>12,777,093</b>	<b>1,539,182</b>	<b>12%</b>	<b>14,838,670</b>	<b>-</b>	<b>1,421,690</b>	
<b>Other Sources (Uses)</b>							
Other Sources	-	-		115,000	-	-	
Transfer In	-	-		25,000	-	-	
Transfer Out	-	-		(49,494)	-	(1,562)	
<b>Total Other Sources (Uses)</b>	<b>-</b>	<b>-</b>		<b>90,506</b>	<b>-</b>	<b>(1,562)</b>	
<b>Change in Fund Balance</b>	<b>164,225</b>	<b>932,831</b>		<b>(1,263,231)</b>	<b>-</b>	<b>491,321</b>	
<b>Fund Balance - Beginning</b>	<b>2,315,403</b>	<b>2,315,403</b>		<b>-</b>	<b>-</b>	<b>2,479,628</b>	
<b>Fund Balance - Ending</b>	<b>2,479,628</b>	<b>3,248,234</b>		<b>(1,263,231)</b>	<b>-</b>	<b>2,970,949</b>	

	FY 2020-21	FY 2021-22	Variance	% Change
<b>YTD Revenues</b>				
Property Taxes	-	-	-	
State School Fund	2,461,865	1,549,748	(912,117)	-37%
Local Sources	10,147	87,160	77,012	759%
Intermediate Sources	-	200,000	200,000	
<b>Total Revenues</b>	<b>2,472,012</b>	<b>1,914,572</b>	<b>(557,441)</b>	<b>-23%</b>

	FY 2020-21	FY 2021-22	Variance	% Change
<b>YTD Expenditures</b>				
Salaries	671,171	360,476	(310,695)	-46%
Associated Payroll	404,545	637,609	233,064	58%
Purchased Services	63,152	285,692	222,540	352%
Supplies & Materials	104,415	111,277	6,862	7%
Debt Service	65,746	-	(65,746)	-100%
Other Objects	230,152	18,333	(211,819)	-92%
<b>Total Expenditures</b>	<b>1,539,182</b>	<b>1,421,690</b>	<b>(117,492)</b>	<b>-8%</b>

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

	Fiscal Year 2020-2021			Fiscal Year 2021-2022			
	Year End Actuals	Year to Date Aug 31 2020	% of YE Actuals	Current Budget	Projected Actual	Year to Date Aug 31 2021	% of Projected
<b>Revenues</b>							
State School Fund	-	-		-	-	-	
Local Sources	5,420	297	5%	-	-	-	
State Sources	-	-		-	-	-	
Federal Sources	105,656	-	0%	-	-	-	
<b>Total Revenues</b>	<b>111,076</b>	<b>297</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Expenditures</b>							
Salaries	86,276	11,502	13%	241,328	-	20,018	
Associated Payroll	60,071	8,545	14%	41,258	-	4,697	
Purchased Services	4,098	360	9%	334,000	-	(37,634)	
Supplies & Materials	95,785	5,049	5%	235,414	-	5,472	
Other Objects	1,106	-	0%	-	-	-	
<b>Total Expenditures</b>	<b>247,336</b>	<b>25,456</b>	<b>10%</b>	<b>852,000</b>	<b>-</b>	<b>(7,446)</b>	
<b>Other Sources (Uses)</b>							
Transfer In	-	-		-	-	-	
<b>Total Other Sources (Uses)</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>-</b>	
<b>Change in Fund Balance</b>	<b>(136,260)</b>	<b>(25,158)</b>		<b>(852,000)</b>	<b>-</b>	<b>7,446</b>	
<b>Fund Balance - Beginning</b>	<b>7,221</b>	<b>7,221</b>		<b>-</b>	<b>-</b>	<b>(129,039)</b>	
<b>Fund Balance - Ending</b>	<b>(129,039)</b>	<b>(17,938)</b>		<b>(852,000)</b>	<b>-</b>	<b>(121,593)</b>	

	FY 2020-21	FY 2021-22	Variance	% Change
<b>YTD Revenues</b>				
Local Sources	297	-	(297)	-100%
<b>Total Revenues</b>	<b>297</b>	<b>-</b>	<b>(297)</b>	<b>-100%</b>

	FY 2019-20	FY 2020-21	Variance	% Change
<b>YTD Expenditures</b>				
Salaries	11,502	20,018	8,516	74%
Associated Payroll	8,545	4,697	(3,848)	-45%
Purchased Services	360	(37,634)	(37,993)	-10560%
Supplies & Materials	5,049	5,472	423	8%
Other Objects	-	-	-	
<b>Total Expenditures</b>	<b>25,456</b>	<b>(7,446)</b>	<b>(32,902)</b>	<b>-129%</b>

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

	Fiscal Year 2020-2021			Fiscal Year 2021-2022			
	Year End Actuals	Year to Date Aug 31 2020	% of YE Actuals	Current Budget	Projected Actual	Year to Date Aug 31 2021	% of Projected
<b>Revenues</b>							
Federal Sources	-	-		12,969	-	733	
<b>Total Revenues</b>	<b>-</b>	<b>-</b>		<b>20,830</b>	<b>-</b>	<b>2,875</b>	
<b>Expenditures</b>							
Salaries	103,082	10,208	10%	79,569	-	(634)	
Associated Payroll	73,812	7,323	10%	11,852	-	(249)	
Purchased Services	3,726	1,418	38%	1,368,639	-	8,094	
Supplies & Materials	-	-		24,375	-	2,151	
Contingency	-	-		493	-	34	
<b>Total Expenditures</b>	<b>180,620</b>	<b>18,950</b>	<b>10%</b>	<b>1,484,928</b>	<b>-</b>	<b>10,918</b>	
<b>Change in Fund Balance</b>	<b>(180,620)</b>	<b>(18,950)</b>		<b>(1,428,711)</b>	<b>-</b>	<b>(5,153)</b>	
<b>Fund Balance - Beginning</b>	<b>7,726</b>	<b>7,726</b>		<b>10,000</b>	<b>-</b>	<b>(172,894)</b>	
<b>Fund Balance - Ending</b>	<b>(172,894)</b>	<b>(11,224)</b>		<b>(1,418,711)</b>	<b>-</b>	<b>(178,047)</b>	

YTD Expenditures	FY 2020-21	FY 2021-22	Variance
Salaries	10,208	(634)	(10,843)
Associated Payroll	7,323	(249)	(7,572)
Purchased Services	1,418	8,094	6,676
Supplies & Materials	-	2,151	2,151
<b>Total Expenditures</b>	<b>18,950</b>	<b>10,884</b>	<b>(8,066)</b>

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

	Fiscal Year 2020-2021			Fiscal Year 2021-2022			
	Year End Actuals	Year to Date Aug 31 2020	% of YE Actuals	Current Budget	Projected Actual	Year to Date Aug 31 2021	% of Projected
<b>Revenues</b>							
State Sources	293,516	-	0%	-	-	-	
<b>Total Revenues</b>	<b>293,516</b>	<b>-</b>	<b>0%</b>	<b>51,262</b>	<b>-</b>	<b>2,831</b>	
<b>Expenditures</b>							
Salaries	-	-		259,534	-	16,258	
Associated Payroll	-	-		126,802	-	9,142	
Purchased Services	44,280	-	0%	813,372	-	2,603	
Supplies & Materials	-	-		109,019	-	(38,323)	
Capital Outlay	-	-		-	-	-	
Debt Service	-	-		-	-	-	
<b>Total Expenditures</b>	<b>44,280</b>	<b>-</b>	<b>0%</b>	<b>1,308,727</b>	<b>-</b>	<b>(10,320)</b>	

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

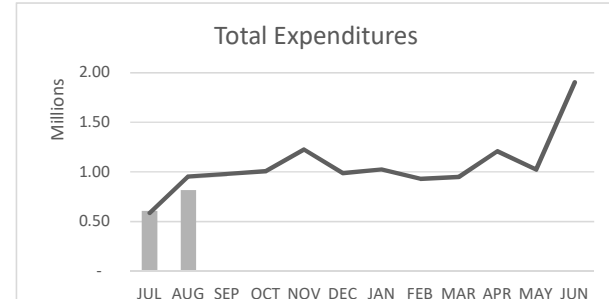
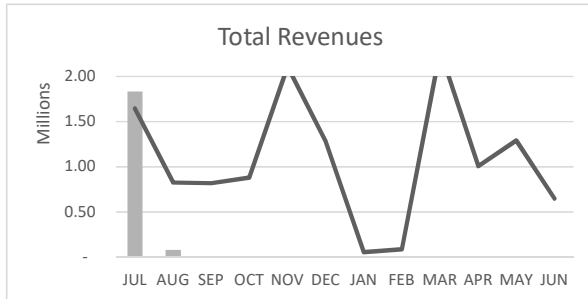
	Fiscal Year 2020-2021			Fiscal Year 2021-2022			
	Year End Actuals	Year to Date Aug 31 2020	% of YE Actuals	Current Budget	Projected Actual	Year to Date Aug 31 2021	% of Projected
<b>Revenues</b>							
State Sources	-	-		-	-	-	
<b>Total Revenues</b>	-	-		-	-	-	
<b>Expenditures</b>							
Purchased Services	-	-		-	-	-	
Capital Outlay	-	-		-	-	-	
Other Objects	-	-		-	-	-	
<b>Total Expenditures</b>	-	-		-	-	-	
<b>Other Sources (Uses)</b>							
Transfer In	-	-		-	-	-	
<b>Total Other Sources (Uses)</b>	-	-		-	-	-	
<b>Change in Fund Balance</b>	-	-		-	-	-	
<b>Fund Balance - Beginning</b>	-	-		-	-	-	
<b>Fund Balance - Ending</b>	-	-		-	-	-	

YTD Expenditures	FY 2020-21	FY 2021-22	Variance
Capital Outlay	-	-	-
<b>Total Expenditures</b>	-	-	-

**FUND 01: GENERAL FUND  
Revenues and Expenditures by Month**

<b>FY 2020-2021</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>TOTAL</b>
<b>Revenues</b>													
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	993,576.00	974,975.17	-	9,930,303.58
Local Sources	5,041.64	5,105.72	4,010.13	57,637.99	3,625.47	3,710.28	3,396.00	2,921.02	5,704.81	4,010.57	307.38	30,267.98	125,738.99
Intermediate Sources	-	-	-	-	-	-	-	-	-	-	-	200,000.00	200,000.00
State Sources	-	-	-	-	-	-	18,652.69	68,928.53	-	630.23	309,062.59	374,674.85	771,948.89
Federal Sources	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>1,646,613.64</b>	<b>825,398.72</b>	<b>819,210.54</b>	<b>880,714.88</b>	<b>2,111,714.17</b>	<b>1,283,968.24</b>	<b>55,153.32</b>	<b>86,796.71</b>	<b>2,282,953.89</b>	<b>1,006,909.37</b>	<b>1,292,663.47</b>	<b>649,221.14</b>	<b>12,941,318.09</b>
<b>Expenditures</b>													
Salaries	125,269.06	545,902.25	529,015.72	523,004.90	537,915.10	540,058.84	536,053.29	539,469.69	556,598.33	576,695.83	578,982.10	1,025,338.37	6,614,303.48
Associated Payroll	91,994.82	312,550.32	316,413.07	356,076.63	322,608.74	323,899.92	338,243.99	329,206.79	338,737.79	357,650.28	354,436.58	601,992.41	4,043,811.34
Purchased Services	32,558.29	30,593.67	86,687.84	48,220.24	87,363.22	41,278.44	77,778.43	44,532.61	46,709.52	208,290.40	56,533.44	82,433.80	842,979.90
Supplies & Materials	63,011.53	41,403.58	47,107.55	28,129.65	256,693.82	11,369.83	18,046.85	5,831.92	855.87	41,426.39	26,758.74	124,760.76	665,396.49
Capital Outlay	-	-	-	-	-	-	38,500.00	-	-	-	-	64,637.12	103,137.12
Debt Service	56,485.82	9,260.59	(924.59)	49,259.23	17,479.34	62,137.60	15,041.84	9,590.12	4,168.00	21,457.00	4,168.00	4,168.00	252,290.95
Other Objects	215,928.10	14,223.75	2,240.18	577.41	2,952.46	7,488.18	2,075.39	2,015.14	3,366.86	1,971.63	785.08	1,549.67	255,173.85
<b>Total Expenditures</b>	<b>585,247.62</b>	<b>953,934.16</b>	<b>980,539.77</b>	<b>1,005,268.06</b>	<b>1,225,012.68</b>	<b>986,232.81</b>	<b>1,025,739.79</b>	<b>930,646.27</b>	<b>950,436.37</b>	<b>1,207,491.53</b>	<b>1,021,663.94</b>	<b>1,904,880.13</b>	<b>12,777,093.13</b>

<b>FY 2021-2022</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>TOTAL</b>
<b>Revenues</b>													
Property Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-
State School Fund	1,549,748.00	-	-	-	-	-	-	-	-	-	-	-	1,549,748.00
Local Sources	15,429.23	71,730.54	-	-	-	-	-	-	-	-	-	-	87,159.77
Intermediate Sources	200,000.00	-	-	-	-	-	-	-	-	-	-	-	200,000.00
State Sources	69,587.82	6,513.11	-	-	-	-	-	-	-	-	-	-	76,100.93
Federal Sources	-	1,562.88	-	-	-	-	-	-	-	-	-	-	1,562.88
Other Sources	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>1,834,765.05</b>	<b>79,806.53</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,914,571.58</b>
<b>Expenditures</b>													
Salaries	139,596.84	220,879.57	-	-	-	-	-	-	-	-	-	-	360,476.41
Associated Payroll	344,521.63	293,087.59	-	-	-	-	-	-	-	-	-	-	637,609.22
Purchased Services	89,349.12	196,343.03	-	-	-	-	-	-	-	-	-	-	285,692.15
Supplies & Materials	23,315.10	87,962.26	-	-	-	-	-	-	-	-	-	-	111,277.36
Capital Outlay	2,684.26	5,617.46	-	-	-	-	-	-	-	-	-	-	8,301.72
Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Objects	7,200.94	11,131.77	-	-	-	-	-	-	-	-	-	-	18,332.71
<b>Total Expenditures</b>	<b>606,667.89</b>	<b>815,021.68</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,421,689.57</b>



# Corbett School District 39

Code: EA/EAA  
Adopted: 1/15/98  
Orig. Code: EA/EAA



## Support Service Goals

(OSBA has removed this policy from its samples)

Through its support services operations, it is the intention of the Board to:

1. Ensure proper operation and maintenance of district buildings, vehicles, equipment and services; set high standards of safety; promote and protect the health of students and staff; and support the efforts of staff to provide good instruction;
2. Establish efficient and businesslike procedures for management of buildings and grounds, office equipment, vehicles, supplies and the food program;
3. Establish a thorough, effective and economical maintenance program, including preventive maintenance, that will provide a maximum useful life of district property, vehicles, buildings and equipment;
4. Adhere to generally accepted management principles and to conform to applicable laws and regulations.

END OF POLICY

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### Legal Reference(s):

[OAR 437-001-0760](#)  
[OAR 437-002-0020 to -0081](#)  
[OAR 437-002-0260 to -0268](#)

[OAR 437-002-0360](#)  
[OAR 437-002-0377](#)  
[OAR 581-022-0705](#)

[OAR 581-022-1420](#)  
[OAR 581-022-1530](#)  
[OAR 581-022-1610](#)



# Corbett School District 39

Code: EB  
Adopted: 3/15/17  
Orig. Code: EB

## Safety Program

Safe buildings, grounds and equipment will be maintained in order to prevent accidents or injury to students, employees and others from fire, natural disasters, mechanical and electrical malfunction and other hazards.

Buildings will be planned, constructed, equipped and maintained in accordance with appropriate local, state and federal safety regulations.

Buildings will be provided with alarm systems, fire extinguishers and other safety devices required by state and federal laws and regulations.

The superintendent will develop and implement a safety program which will include, but not be limited to, compliance with and enforcement of all state and federal laws, rules and regulations.

END OF POLICY

### Legal Reference(s):

[ORS 329.095](#)  
[ORS 654.003 to -654.022](#)

[OAR 437-001-0760](#)  
[OAR 437-002-0020 to -0081](#)  
[OAR 437-002-0100](#)  
[OAR 437-002-0140](#)

[OAR 437-002-0144](#)  
[OAR 437-002-0145](#)  
[OAR 437-002-0180 to -0182](#)  
[OAR 437-002-0260 to -0268](#)  
[OAR 437-002-0360](#)  
[OAR 437-002-0368](#)  
[OAR 437-002-0377](#)

[OAR 437-002-0390](#)  
[OAR 437-002-0391](#)  
[OAR 581-022-2030](#)  
[OAR 581-022-2225](#)  
[OAR 581-022-2250](#)

Fazzolari v. Portland Sch. Dist. No. 1J, 303 Or. 1 (1987).

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2006); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2006).

# Corbett School District 39

Code: EBA  
Adopted: 3/15/17  
Orig. Code: EBA

D

## Buildings and Grounds Inspection

(OSBA has removed this policy from its samples.)

All buildings and grounds will be inspected regularly for evidence of health and safety hazards.

Such hazards will be reported immediately to the district safety officer.

END OF POLICY

E

### Legal Reference(s):

[OAR 437-001-0760](#)  
[OAR 437-002-0020](#) to -0081  
[OAR 437-002-0140](#)  
[OAR 437-002-0144](#)  
[OAR 437-002-0145](#)

[OAR 437-002-0360](#)  
[OAR 437-002-0368](#)  
[OAR 437-002-0377](#)  
[OAR 437-002-0390](#)  
[OAR 437-002-0391](#)

[OAR 581-022-0705](#)  
[OAR 581-022-1420](#)  
[OAR 581-022-1530](#)

L

Fazzolari v. Portland Sch. Dist. No. 1J, 303 Or. 1 (1987).

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2006); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2006).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).  
Americans with Disabilities Act Amendments Act of 2008.

E

T

F

# Corbett School District 39

Code: EBAA  
Adopted: 1/15/98  
Orig. Code: EBAA

## Reporting of Hazards

(OSBA has removed this policy from its samples.)

Through routine inspection of all facilities, materials and equipment, as well as through training of staff, hazardous or potentially hazardous conditions should be identified, reported and corrected.

The superintendent will develop and maintain a written hazard communication program for the district. All personnel who, during the performance of their duties, or in a foreseeable emergency, may be exposed to hazardous chemicals will be so informed and trained to deal appropriately with these chemicals. All employees will be trained to recognize and respond appropriately to the presence of hazardous chemicals.

END OF POLICY

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### Legal Reference(s):

[OAR 437-001-0760](#)  
[OAR 437-002-0080 to -0081](#)  
[OAR 437-002-0100](#)  
[OAR 437-002-0120 to -0139](#)  
[OAR 437-002-0140](#)

[OAR 437-002-0144](#)  
[OAR 437-002-0145](#)  
[OAR 437-002-0180 to -0182](#)  
[OAR 437-002-0360](#)  
[OAR 437-002-0368](#)

[OAR 437-002-0377](#)  
[OAR 437-002-0390](#)  
[OAR 437-002-0391](#)  
[OAR 581-022-1420](#)  
[OAR 581-022-1530](#)

Fazzolari v. Portland School District No. 1J, 78 Or. App. 608 (1986); aff'd, 303 Or. 1 (1987).  
Toxic Substances Control Act, 15 U.S.C. Sections 2601-2629, as amended by the Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. Sections 2641-2656.

# Corbett School District 39

Code: EBAC  
Adopted: 1/15/98  
Orig. Code: EBAC

## Safety Committee \*

Safety committees shall be established to implement the district’s safety program as part of an ongoing effort to help ensure the safety of students, staff and others while on district property.

The superintendent will coordinate the district’s safety committee efforts and maintain all necessary records.

The superintendent will develop administrative regulations as may be necessary to implement this policy and meet the applicable Oregon Occupational Safety and Health Division requirements.

END OF POLICY

### Legal Reference(s):

[ORS 654.176](#)  
[ORS 654.182](#)

[OAR 437-001-0765](#)  
[OAR 581-022-2225\(7\)](#)

# Corbett School District 39

Code: EBAC-AR  
Revised/Reviewed: 5/15/17  
Orig. Code: EBAC-AR

## Safety Committee

### District Safety Officer

The superintendent shall designate a district safety officer. The safety officer shall:

1. Establish a district safety committee, advisory to the safety officer, to implement and monitor the district safety program;
2. Be responsible for writing and implementing a district safety program (The written program shall include reporting procedures and in-service safety training program.);
3. Coordinate all matters relating to safety and shall make, or cause to be made, periodic inspections of sites and review with the site safety manager the status of record keeping, reports and meeting agendas;
4. Maintain liaison with applicable agencies outside the district;
5. Assist all administrators and department supervisors as necessary in the preparation and implementation of their site safety programs;
6. Maintain the accident record system; make necessary reports, personally investigate fatal, serious and potentially serious accidents; and check corrective action taken by teachers or other personnel to eliminate causes of accidents;
7. Establish specific goals for the district's safety program and evaluate goals and accomplishments on a regular basis.

### District Safety Committee

A district safety committee may be established. The primary functions of this committee shall be to assist the district safety officer in planning, implementing and evaluating a comprehensive district safety program and to assist site safety committees in the coordination of district safety activities. Reasonable efforts shall be made to ensure that committee members are representative of the district's various sites where employees work and students and patrons of the district may gather. This committee shall be chaired by the district safety officer. This committee shall meet at least three times each year. The members of the committee may change but shall include at least the following employees:

1. The district safety officer;
2. The transportation supervisor;
3. The maintenance supervisor;

4. The food service supervisor;
5. One elementary school representative;
6. One middle school representative;
7. One high school representative.

### **~~Centralized Safety Committee~~**

~~A centralized safety committee shall be established to represent the safety and health concerns of district employees and students.~~

~~The centralized safety committee shall be composed of an equal number of employer and employee representatives. A centralized safety committee must represent health and safety concerns of all district sites. When agreed upon by employees and the district, the number of employees on the committee may be greater than the number of district representatives. The committee will consist of no fewer than 4 members for districts with more than 20 employees.~~

~~A reasonable attempt will be made to ensure that committee members represent major work activities (i.e., teacher, custodian, food service worker, administrator).~~

~~Employee representatives shall be volunteers or elected by their peers unless there is a provision in the collective bargaining agreement that addresses the selection of employee representatives. Members of the committee shall serve at least a continuous one-year term. Terms shall be staggered to provide continuity. There shall be a chair elected by the site safety committee.~~

~~Employee representatives attending safety committee meetings outside regularly scheduled workday shall be compensated by the employer at the regular hourly wage.~~

~~The centralized safety committee will:~~

- ~~1. Hold regular meetings at least once a month except months when quarterly workplace safety inspections are made. This does not exclude other months from site safety committee meetings if more frequent safety inspections are conducted. Quarterly safety committee meetings may be substituted for monthly meetings when the committee's sole area of responsibility involves low hazard work environments such as the district office;~~
- ~~2. Provide written agendas for each meeting which shall set the order of business;~~
- ~~3. Make written records of each meeting which the district shall review and maintain for three years for inspection;~~
- ~~4. Post and send copies of meeting records to committee members;~~
- ~~5. Assist in creating a hazard-free work environment by:
  - ~~a. Recommending to the district how to eliminate hazards in the workplace and promoting employee adherence to safe work practices; and~~~~

- b. ~~Using lines of communications to promote cooperative attitudes between all persons involved in the operations of the workplace.~~

~~Duties of the centralized safety committee will include:~~

- ~~1. Establishing procedures for minimum quarterly workplace safety inspections of a safety committee inspection team to locate and identify safety and health hazards. The safety inspection team shall include employer and employee representatives. The team shall document the location and identity of the hazards and make recommendations as to how and when the hazards will be corrected;~~
- ~~1. Establishing procedures for investigating all significant safety related incidents including injury accidents, illnesses and deaths for the purpose of recommending corrective action necessary to prevent similar events from recurring;~~
- ~~2. Evaluating district policies which may affect safety and health in the workplace and making recommendations for changes to existing policies or adoption of new policies;~~
- ~~3. Evaluating all the accident and illness prevention programs brought to the committee's attention and making recommendations necessary to make the programs more applicable to the workplace;~~
- ~~4. Establishing a system whereby the safety committee can obtain information that would help in creating a hazard-free work environment, directly from all persons involved in the operations of the workplace. The information obtained shall be reviewed at the next safety committee meeting;~~
- ~~5. Establishing procedures for the review of all safety and health inspection reports made by the committee and making necessary recommendations;~~
- ~~6. Establishing procedures for the review of corrective action taken on the committee's recommendations or determining the reasons why no corrective action was taken;~~
- ~~7. Making all reports, evaluations and recommendations of the safety committee a part of the minutes of the safety committee;~~
- ~~8. Evaluating employee/supervisor training needs.~~

### **Degree of Authority**

The ~~centralized~~ safety committee is authorized to make written suggestions to the district safety officer, based on its experiences, inspections and input from other employees, students and district patrons, as appropriate.

# Corbett School District 39

Code: EBB  
Adopted: 3/11/15  
Orig. Code: EBB

## Integrated Pest Management

To ensure the health and safety concerns of student, staff and community members, the district shall adopt an integrated pest management plan (IPM)<sup>1</sup> which emphasizes the least possible risk to students, staff and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:
  - a. Protect the health and safety of students and staff;
  - b. Protect the integrity of district buildings and grounds;
  - c. Maintain a productive learning environment; and
  - d. Protect local ecosystem health.
2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;
3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;
4. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;
5. Evaluates the need for pest control by identifying acceptable pest population density levels;
6. Monitors and evaluates the effectiveness of pest control measures;
7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;
8. Excludes the application of pesticides for purely aesthetic purposes;
9. Includes school staff education about sanitation, monitoring, inspection and pest control measures;

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<sup>1</sup> See Integrated Pest Management Program for Oregon Schools at <http://blogs.oregonstate.edu/schoolipm/>. The program includes access to Resources & Forms including Model plans for large school districts and small school districts.

10. Gives preference to the use of nonchemical pest control measures;
11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and
12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The district shall designate the head of maintenance as the Integrated Pest Management Plan Coordinator give them the authority for overall implementation and evaluation of the IPM plan.

### **Integrated Pest Management Plan Coordinator**

The IPM Plan Coordinator shall:

1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;
2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;
3. Oversee pest prevention efforts;
4. Ensure identification and evaluation of pest situation;
5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property and the environment;
6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;
7. Evaluate pest management results; and
8. Keep for at least four years following the application date, records of applied pesticides that include:
  - a. A copy of the label;
  - b. A copy of the Safety Data Sheet (SDS);
  - c. The brand name and U.S. Environmental Protection Agency (USEPA) registration number of the product;
  - d. The approximate amount and concentration of pesticide applied;
  - e. The location of where the pesticide was applied;
  - f. The type of application and whether the application was effective;
  - g. The name(s) of the person(s) applying the pesticide;
  - h. The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;
  - i. The dates and times for the placement and removal of warning signs; and
  - j. Copies of all required notices given, including the dates the IPM Coordinator gave the notices.
9. Respond to inquiries about the IPM plan and refer complainants to Board policy KL - Public Complaints;

10. Conduct outreach to district staff about the district's IPM plan.

END OF POLICY

**Legal Reference(s):**

[ORS 634.116](#)

[ORS 634.700 - 634.75](#)

# Corbett School District 39

Code: EBBA  
Adopted: 1/15/98  
Orig. Code: EBBA

## First Aid\*\*

In cases of sudden illness or injury to a student or a member of the staff, first aid will be given by school staff. Further medical attention ~~to~~ for a students is the responsibility of the parents or guardian, or of someone the parents or guardian designate in the case of an emergency.

Each principal is charged with providing for the immediate care of ill or injured persons within his/her area of control.

Staff members shall report self-administered first-aid treatment to an immediate supervisor.

In each school district facility, procedures for handling health emergencies will be established and made known to the staff. Each school district facility and school district vehicle will be equipped with appropriate first-aid equipment and supplies.

All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Designated employees in each building shall hold current first-aid cards. In compliance with Oregon Administrative Rules, each school shall have, at a minimum, at least one staff member with a current first-aid card for every 60 students enrolled or an emergency response team per building. Such team shall consist of no less than six persons who hold current first-aid/CPR cards and who are trained annually in the district and building emergency plans. Names of the designated employees will be posted.

END OF POLICY

### Legal Reference(s):

[ORS 30.800](#)

[OAR 437-002-0042](#)

[OAR 437-002-0120 to -0139](#)

[OAR 437-002-0161](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-2050](#)

[OAR 581-022-2220](#)

[OAR 581-022-2225](#)

[OAR 581-053-0003\(37\)](#)

[OAR 581-053-0220\(3\)\(B\)\(iii\)](#)

[OAR 581-053-0320\(5\)\(b\)](#)

[OAR 581-053-0420\(2\)\(f\)\(B\)](#)

# Corbett School District 39

Code: EBBA-AR  
Revised/Reviewed: 1/27/98  
Orig. Code: EBBA-AR

## First Aid - Infection Control

Health Division information about the transmission of diseases including Human Immunodeficiency virus (HIV), Acquired Immune Deficiency Syndrome (AIDS) and Hepatitis B (HBV) focuses on “body fluids” as a possible carrier of organisms that can infect others. The term includes drainage from cuts and scrapes, vomit, urine, feces, respiratory secretions (nasal discharge), saliva, semen and blood. While any contact with the body fluids of another person represents a risk, the level of risk is very low. The risk is increased if the fluid comes in contact with a break in the skin of another individual. Generally, simple, consistent standards and procedures of cleanliness minimize risk.

The following procedures are precautionary measures against the transmission of diseases. Prudent actions are to be employed by all members of the staff but focus primarily on steps that employees can take to ensure their own well-being.

Those who administer first aid or provide physical care or may otherwise incur occupational exposure to blood or other potentially infectious materials as determined by the district will be specifically protected through the district’s exposure control plan.

The procedures, however, are a review for all staff and students of appropriate and often forgotten hygienic and sanitation procedures.

1. Standard precautions are to be followed at all times. Standard precautions require the assumption that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV and/or other bloodborne pathogens.
2. Whenever possible, students should be directed to care for their own minor bleeding injury. This includes encouraging students to apply their own bandaids. If assistance is required, bandaids may be applied after removal of the caregiver removed their gloves, if the caregiver will not come into contact with blood or wound drainage.
3. Food and Drug Administration (FDA) approved gloves are required for all tasks in which an individual may come into contact with blood or other potentially infectious materials. Such tasks include cleaning body fluid spills, emptying trash cans, handling sharps/containers, handling contaminated broken glass, cleaning contaminated equipment and handling contaminated laundry/clothing. This also includes assisting with any minor wound care, treating bloody noses, handling clothes soiled by incontinence, diaper changing and cleaning up vomit.
4. Immediate, complete and effective hand washing with soap and running water of at least 30 seconds duration should follow any first aid or health care given to a student or contact with potentially infectious materials.

5. If exposure to blood or other potentially infectious materials occurs through coughing, any first-aid procedure or through an open sore or break in the skin, thorough washing, preferably with germicidal soap, is necessary.
6. In the event handwashing facilities are not readily available, thorough cleaning using an antiseptic cleanser and clean cloth/paper towels or antiseptic towelettes provided by the district as an alternative is necessary. In the event alternatives are used, hands must be washed with soap and running water as soon as feasible.
7. ~~Any surface contaminated with blood or other potentially infectious materials must be cleaned after each use and at the end of the day with soap and water and then rinsed with an Environmental Protection Agency (EPA)<sup>1</sup> approved disinfectant following labeling instructions for use, or a freshly made solution of one part bleach to nine parts water, and allowed to air dry. Other disinfectants as recommended by the Center for Disease Control may be used. These surfaces include equipment, counters, mats (including those used in physical education and athletic events), toys or changing tables.~~ Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have become contaminated since the last cleaning. Clean surfaces with soap and water and then rinse with an Environmental Protection Agency (EPA) approved disinfectant<sup>1</sup> following labeling instructions for use, or a freshly made solution of one part bleach to nine parts water, and allow to air dry. These surfaces include equipment, counters, mats (including those used in physical education classes and athletic events), toys or changing tables.
8. An EPA-approved disinfectant must be used when cleaning fluids such as blood or vomit from the floor or other such contaminated surfaces.
9. Contaminated laundry such as clothing and towels must be placed and transported in bags and containers in accordance with the district's standard precautions. All such items must be laundered in hot or cold water and soap and placed in a dryer.
10. Needles, syringes, broken glassware and other sharp objects found on district property must not be picked up by students at any time, nor by staff without appropriate puncture-proof gloves or mechanical device such as a broom, brush and dust pan. Any such items found must be disposed of in closable puncture resistant, leakproof (sharps) containers that are appropriately labeled or color-coded. Disposal will be by an authorized handler.
11. All wastebaskets used to dispose of potentially infectious materials must be lined with a plastic bag liner that is changed daily.
12. Gloves and repellent gowns, aprons or jackets are required for tasks in which exposure to blood or other potentially infectious materials can be reasonably anticipated to contaminate street clothing. Type and characteristics of such protective clothing will depend on the task. Such tasks may include

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~~<sup>1</sup>Disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers.~~

<sup>1</sup> Disinfectants which can be used include Lysol, Purex, Clorox, Tough Act bathroom cleaner, Dow bathroom cleaner, Real Pine liquid cleaner, Pine Sol, Spic and Span, Tackle liquid, Comet and other products with EPA numbers. Other disinfectants as recommended by the Center for Disease Control may be used.

diapering/toileting with gross contamination, assisting with wound care, sorting or bagging contaminated laundry/clothing and disposing of regulated waste with gross contamination.

13. Maximum protection with gloves, face and/or eye protection and gowns are required whenever splashes, spray, spatter or droplets of blood or other potentially infectious materials may be generated and eye, nose or mouth contamination can be reasonably anticipated. Such tasks may include feeding a student with a history of spitting or forceful vomiting and assisting with severe injury and wound with spurting blood.
14. If a first-aid situation occurs, students should report to a person in authority, staff should report to a supervisor.

### **Additional Precautions**

The following additional precautions should be applied in all school settings. These procedures will help prevent transmission of many infections in addition to HIV and HBV:

1. A sink with soap, hot and cold running water and disposable towels should be available close to the classroom;
2. Sharing of personal toilet articles, such as toothbrushes and razors, should not be permitted;
3. Skin lesions that may ooze blood or serum should be kept covered with a dressing;
4. Exchange of saliva by kissing on the mouth, by sharing items that have been mouthed and by putting fingers in others' mouths should be discouraged.

# Corbett School District 39

Code:  
Adopted:

EBBAA

## Infection Control and Bloodborne Pathogens

The Board recognizes that staff and students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials. While the risk to staff and students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

Consequently, the Board directs adherence to standard precautions. Standard precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, AIDS, HBV<sup>1</sup> and/or other bloodborne pathogens<sup>2</sup>.

The district shall develop an Exposure Control Plan that includes infection control procedures, and procedures to minimize and eliminate exposure incidents to bloodborne pathogens.

### Infection Control

Staff and students shall receive an annual in-service that includes correct procedures for cleaning up body fluid spills and for personal cleanup, appropriate disposal, immunization and personal hygiene, as well as the location and a content review of first-aid and clean-up kits. Kits shall be available for each room in the building and in each district vehicle.

In addition to an annual in-service, staff and students on a regular basis will receive HIV, AIDS and HBV information.

The information shall emphasize infection — how infection is spread as well as how it is not spread.

### Bloodborne Pathogens

The Exposure Control Plan shall be reviewed and updated at least annually and when necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update shall also:

1. Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens;
2. Annually, document consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

The plan shall include training followed by an offer of immunization with Hepatitis B vaccine and vaccination series for all staff who are required to provide first aid to students and/or for all staff who have

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<sup>1</sup> HIV - Human Immunodeficiency Virus; AIDS - Acquired Immune Deficiency Syndrome; HBV - Hepatitis B Virus

<sup>2</sup> “Bloodborne pathogens” are pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV).

occupational exposure as determined by the district. Training shall be provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter. Personal protective equipment appropriate to job tasks shall be provided by the district. A post-exposure evaluation and follow-up shall be made available to any employee sustaining an occupational exposure.

The district recognizes that, as required by Oregon Administrative Rule (OAR) 437-002-1030, employees who use medical sharps in the performance of their duties (e.g., administering injectable medicines to students, such as epinephrine and glucagon) must, at least annually, be provided with the opportunity to identify, evaluate and select engineering and work practice controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems). The district will implement such work practice controls, as appropriate.

Documentation, including a sharps injury log, will be maintained as required by OAR 437-002-1030(3) and 437-002-1035.

The district will cooperate with [the Oregon Department of Education] [the Oregon Health Authority, Public Health Division,] [the local health department] [the education service district] in delivering HIV, AIDS and HBV education.

END OF POLICY

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**Legal Reference(s):**

[OAR 437-002-0360](#)  
[OAR 437-002-0377](#)  
[OAR 437-002-1030](#)

[OAR 437-002-1035](#)  
[OAR 581-022-2050](#)  
[OAR 581-022-2220](#)

[OAR 581-053-0240\(23\)](#)  
[OAR 581-053-0250\(1\)](#)  
[OAR 581-053-0517\(13\)\(c\),\(e\)](#)

Occupational Safety and Health Standards, Bloodborne Pathogens, 29 C.F.R. §1910.1030 (2019).

# Corbett School District 39

Code: EBBAB/GBEBAA/JHCCBA  
Adopted: 2/21/07  
Orig. Code: EBBAB/GBEBAA/JHCCBA

## HBV/Bloodborne Pathogens

(OSBA has removed this policy in preference to EBBAA)

The Board recognizes that staff/students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials. While the risk to staff/students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

Consequently, the Board directs adherence to standard precautions. Standard precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV and/or other bloodborne pathogens<sup>1</sup>.

In order to reduce the risk to staff/students by minimizing or eliminating staff exposure incidents to bloodborne pathogens, the Board directs the superintendent to develop and implement an Exposure Control Plan. The plan shall be reviewed and updated at least annually and when necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update shall also:

1. Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens;
2. Annually, document consideration and implementation of appropriate commercially available and effective safer medical devices designed to eliminate or minimize occupational exposure.

The plan shall include training followed by an offer of immunization with Hepatitis B vaccine and vaccination series for all staff who are required to provide first aid to students and/or for all staff who have occupational exposure as determined by the district. Training shall be provided at the time of initial assignment to tasks where occupational exposure may take place and at least annually thereafter. Personal protective equipment appropriate to job tasks shall be provided by the district. A postexposure evaluation and follow-up shall be made available to any employee sustaining an occupational exposure.

The district recognizes that, as required by OAR 437-002-1030, employees who use medical sharps in the performance of their duties (e.g., administering injectable medicines to students, such as epinephrine and glucagon) must, at least annually, be provided with the opportunity to identify, evaluate and select engineering and work practice controls (e.g., sharps disposal containers, self-sheathing needles, safer medical devices, such as sharps with engineered sharps injury protections and needleless systems). The district will implement such work practice controls, as appropriate.

Documentation, including a sharps injury log, will be maintained as required by OAR 437-002-1035 and 437-002-1030(3).

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<sup>1</sup>Bloodborne pathogens - pathogenic microorganisms that are present in human blood and can cause disease in humans. These include, but are not limited to, Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV).

END OF POLICY

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**Legal Reference(s):**

[OAR 437-002-0360](#)  
[OAR 437-002-0377](#)  
[OAR 437-002-1030](#)

[OAR 437-002-1035](#)  
[OAR 581-022-2050](#)  
[OAR 581-022-2220](#)

[OAR 581-053-0240\(23\)](#)  
[OAR 581-053-0250\(1\)](#)  
[OAR 581-053-0517\(13\)\(c\),\(e\)](#)

Occupational Safety and Health Standards, Bloodborne Pathogens, 29 C.F.R. §1910.1030 (2019).

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# Corbett School District 39

Code: EBBB  
Adopted: 1/17/18  
Orig. Code: EBBB

## Injury/Illness Reports

All injuries/illnesses, sustained by the employee while in the actual performance of the duty of the employee, occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. All accidents involving students, visiting public or district property will be reported immediately to a supervisor.

A written report will be submitted within 24 hours to the district's safety officer. Reports will cover property damage as well as personal injury.

In the event of a work-related<sup>1</sup> illness or injury to an employee resulting in overnight hospitalization for medical treatment<sup>2</sup> other than first aid, the district safety officer shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA). This report will be made within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes<sup>3</sup> shall be reported to OSHA within eight hours.

**ALL** injuries/illnesses sustained by an employee, while in the actual performance of the duty of the employee or by a student or visiting public will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The district safety officer will maintain records and reports on serious injuries/illnesses, including accidents involving district property or employees, students or visiting publics, and periodic statistical reports on the number and types of injuries/illnesses occurring in the district, as well as on the measures being taken to prevent such injuries/illnesses in the future.

The records will include monthly reporting information and an analysis of the data and trends will be conducted at least annually. Such reports will be submitted to the Board for review annually<sup>4</sup>.

**END OF POLICY**

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<sup>1</sup>An injury or illness is work related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition.

<sup>2</sup>Medical treatment includes managing or caring for a patient for the purpose of combatting disease or disorder. The following are not considered medical treatment: visits to a doctor or health care professional solely for observation or counseling; diagnostic procedures including administering prescription medications used solely for diagnostic purposes; and any procedure that can be labeled first aid.

<sup>3</sup>A "catastrophe" is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility.

<sup>4</sup>~~Annual reporting is required, but may occur more often.~~

**Legal Reference(s):**

[ORS 339.309](#)

[OAR 437-001-0015](#)

[OAR 437-001-0700](#)

[OAR 437-001-0760](#)

[OAR 581-022-2225](#)

# Corbett School District 39

Code: EBBC  
Adopted: 1/15/98  
Orig. Code: EBBC

## Resuscitation Decisions

The district values the contributions of all students to the overall success of all educational environments; therefore, no employee of the district shall comply with any parental request, written or verbal, for non-resuscitation of a student. The district defines R "resuscitation" means as an attempt to restore life breathing and/or consciousness after apparent death a pulse.

In a life-threatening situation, district staff will dial 911 for paramedic assistance and resuscitate any student requiring it in order to sustain life until relieved by paramedics or other appropriate medical personnel.

END OF POLICY

### Legal Reference(s):

[ORS 30.800](#)

[OAR 437-002-0161](#)  
[OAR 581-022-2220](#)

[OAR 581-022-2225](#)

# Corbett School District 39

Code: EBC/EBCA  
Adopted: 3/15/17  
Orig. Code: EBC/EBCA

## Emergency Procedures and Disaster Plans

The superintendent will develop and maintain a plan specifying procedures to be used in such emergencies as disorderly conduct, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member, and ~~use of force~~ safety threat on school-district property. The superintendent will consult with community and county agencies while developing this plan.

The district's Emergency Procedures Plan will meet the standards of the State Board of Education.

Copies of the Emergency Procedures Plan will be available in every school office and other strategic locations throughout the district. Parents will be informed of the district's plan for the care of students during an emergency situation. The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

END OF POLICY

### Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)  
[ORS 332.107](#)  
[ORS 433.260](#)

[ORS 433.441](#)  
[OAR 437-002-0161](#)

[OAR 581-022-2030\(3\)\(c\)](#)  
[OAR 581-022-2220](#)  
[OAR 581-022-2225](#)

# Corbett School District 39

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

## Emergency Drills and Instruction

Each administrator will conduct emergency drills in accordance with the provisions of Oregon Revised Statutes (ORS).

All schools are required to instruct and drill students on emergency procedures so that students can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, which shall include tsunami procedures in a tsunami hazard zone and safety threats. Instruction on fires, earthquakes and safety threats, and drills for students, shall be conducted for at least 30 minutes each school month.

### Fire Emergencies

The district will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year. Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

### Earthquake Emergencies

At least two drills on earthquakes shall be conducted each year.

Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the district may include additional response procedures for earthquake emergencies.

### Safety Threats

At least two drills on safety threats shall be conducted each year.

Drills and instruction on safety threats shall include procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate actions to take when there is a threat to safety.

The Board may use ORS 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the district with the instruction and the conducting of drills for students in these emergency procedures.

END OF POLICY

**Legal Reference(s):**

[ORS 192.660\(2\)\(k\)](#)  
[ORS 336.071](#)

[ORS 476.030\(1\)](#)

[OAR 581-022-2225](#)

OREGON STATE FIRE MARSHAL, OREGON FIRE CODE (2014).

# Corbett School District 39

Code: EBCC  
Adopted: 1/15/98  
Orig. Code: EBCC



## Hazardous Threats

OSBA has removed this policy from its samples)

If a call or notice that a hazardous device or substance has been placed in a school or any other building, the superintendent or designee may consider the following:

1. Evacuation;
2. Immediate notification to the fire and/or law enforcement departments unless the call was originally received by these departments;
3. Searching of the premises with direction from a law enforcement officer or firefighter;
4. Removal procedures of any “strange” or foreign object;
5. Re-entry procedures if evacuation has occurred;
6. Investigation with local law enforcement assisted by state fire marshal’s office if requested.

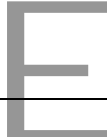
Any decision concerning students’ dismissal and subsequent action after the above procedures have been followed are the superintendent’s or designee’s prerogative.

END OF POLICY

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### Legal Reference(s):

[OAR 581-022-1420](#)



# Corbett School District 39

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

## Emergency Closures\*\*

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students.

The superintendent will develop and maintain such plans and procedures as are necessary to carry out alternate school and bus schedules.

At the beginning of each school year students, parents and staff will be informed of the procedures used to notify them in case of an emergency closure.

END OF POLICY

### Legal Reference(s):

[OAR 437-002-0360](#)  
[OAR 437-002-0377](#)

[OAR 581-022-2225](#)  
[OAR 581-022-2320](#)

[OAR 581-053-0004](#)

# Corbett School District 39

Code: ECA/ECAA  
Adopted: 1/15/98  
Orig. Code: ECA/ECAA



## Buildings and Grounds Security/Access

(OSBA has removed this policy from its samples)

The Board encourages close cooperation with local police and fire authorities and insurance company personnel in planning and carrying out proper security measures to preserve and protect the district's investment in its physical plant.

The superintendent will control access to district buildings as is appropriate and necessary to protect property, students and personnel.

Principals will control access to school buildings and will provide safeguards against unauthorized access to these buildings. Each principal, with approval of the superintendent, will develop regulations designed to control the use of building keys and to ensure that buildings are adequately closed and locked when no authorized personnel are present. Staff or students who fail to obey such regulations may be disciplined, suspended or dismissed.

The building principal shall be responsible for the care of the building and its property and all damage should be promptly reported to the superintendent. The principal is concerned about the condition and use of the building during all the hours it is open. Either he/she/they should be present or he/she/they should assign a responsible person to be present at all functions within the building.

Building keys are used to maintain the security of the building. Those people assigned district keys have the responsibility of maintaining continuous security of district property. Keys should not be loaned, given to students or made available for unauthorized use.

Staff or students who fail to conform to established building security regulations may be disciplined, suspended or dismissed.

END OF POLICY

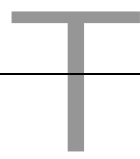
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### Legal Reference(s):

[ORS 164.205 to -164.270](#)

[ORS 332.107](#)

[ORS 332.172](#)



# Corbett School District 39

Code: ECAB  
Adopted: 7/21/04  
Orig. Code: ECAB

## Vandalism, Malicious Mischief or Theft\*\*

Students and ~~citizens~~ patrons are urged to cooperate in reporting any incidents of vandalism, malicious mischief, or theft and the name or names of the person or persons believed to be responsible.

Each employee of the district will report to the principal or other person in authority every incident of vandalism, malicious mischief, or theft and the name of the person or persons responsible, if known.

Principals will submit a ~~full and detailed~~ report of ~~significant~~ any incidents of vandalism, malicious mischief, or theft or damage to their buildings, to the superintendent. The superintendent will make a report to the Board regarding any major vandalism, malicious mischief, or theft or damage to any school property.

The district may offer a reward to an individual(s) who provides information that results in the apprehension of a person(s) guilty of vandalism, malicious mischief, or theft or other criminal acts against the district or persons acting in the interest of the district. The reward shall be determined by the superintendent on a case by case basis within any guidelines set by the Board.

The superintendent is authorized to sign a criminal complaint and to press charges against those committing acts of vandalism, malicious mischief, or theft against school property. ~~Because incidents of willful or malicious abuse, destruction, defacing and theft of property of the district are clearly contrary to the best interests of the district and injurious to the rights and welfare of the entire community, it~~ is the policy of the Board to seek all legal remedies against persons found to have committed such acts. Full restitution for the damage will be sought from such persons, or, in the case of minors, from their parents. Grade reports, diplomas and records may be withheld for failure to make restitution for assessed damages. Records requested by another school district to determine a student's appropriate placement may not be withheld.

Students who willfully destroy school property through vandalism, malicious mischief, or theft or arson, who commit larceny or who create a hazard to the safety of other people on district property will be suspended and/or expelled in accordance with state law and the Board's policies on student suspension or expulsion<sup>1</sup> and referred to law enforcement authorities.

Any staff member who fails to report such an act, or willfully destroys district property through vandalism, malicious mischief, theft or arson, who commits larceny or who creates a hazard to the safety of other people on district property ~~will~~ may be disciplined, up to and including dismissal and referred to law enforcement.

The district is not liable or responsible for personal property brought onto district property.

<sup>1</sup> Use of suspension or expulsion as discipline for a student in violation of this policy is limited to criteria found in Oregon Revised Statute 339.250.

END OF POLICY

**Legal Reference(s):**

[ORS 30.765](#)  
[ORS 164.345](#)  
[ORS 164.365](#)

[ORS 326.575](#)  
[ORS 332.107](#)  
[ORS 339.240](#)

[ORS 339.250](#)  
[ORS 339.270](#)  
[ORS 419C.680](#)

# Corbett School District 39

Code: ECACB  
Adopted: 8/15/18  
Orig. Code: ECACB

## Unmanned Aircraft System (UAS) a.k.a. Drone

(this policy is required if drones are use in a class or part of curriculum)

Any employee or representative of the district operating a district unmanned aircraft system shall do so in accordance with this policy and all applicable Federal Aviation Administration (FAA) regulations.

An “unmanned aircraft system” (UAS) means an unmanned flying machine, commonly known as a drone, and its associated elements, including communication links and the components that control the machine.

The district recognizes the academic value of student operation of a UAS as one component of curricula pertaining to principles of flight, aerodynamics and airplane design and construction, which can also serve as an academic tool in other areas such as television, film production or the arts in general. Therefore, in compliance with the Federal Aviation Administration Modernization and Reform Act of 2012, Section 336, students may operate a UAS as part of a course requirement, as long as that student does not receive compensation directly or incidentally from such operation. District staff teaching a class that allows use of a UAS may assist a student in their operation of the UAS, provided the assistance is needed as part of the curriculum and assistance is to a student enrolled in the course. The staff member’s participation must be limited to the student’s operation of the UAS.

District employees shall work with administrators to ensure that proper insurance, registration and authorization are in place prior to adoption of curriculum that allows operation of a UAS as part of the curriculum.

A UAS shall be operated in accordance with the policies of the Oregon School Activities Association (OSAA)<sup>1</sup> at OSAA<sup>1</sup>-sanctioned events. Use of a UAS at other district-sponsored athletics or activities is prohibited.

A student in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

A staff member in violation of this policy may be subject to disciplinary action, up to and including dismissal.

All data gathered by the district as part of a UAS operation will belong to the district. The data gathering by the district will follow appropriate state and federal laws. Retention of such data will follow state and federal laws.

The superintendent shall develop procedures for the implementation of this policy.

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<sup>1</sup> <http://www.osaa.org/governance/handbooks>

The district shall post a copy of this policy, associated procedures and a copy of Oregon Revised Statute (ORS) 192.345 on the district's website.

### Third Party Use

Third party use of a UAS on district property or at district-sponsored events for any purpose is prohibited, unless granted permission from the superintendent or designee.

If permission is granted by the superintendent or designee, the third party operating a UAS will comply with all FAA regulations and shall provide the following to the district:

1. Proof of insurance that meets the liability limits established by the district;
2. Appropriate registration and authorization issued by the FAA and the Oregon Department of Aviation when required; and
3. A signed agreement holding the district harmless from any claims of harm to individuals or damage to property.

END OF POLICY

#### Legal Reference(s):

[ORS 164.885](#)  
[ORS 174.109](#)  
[ORS 192.345](#)

[ORS 837.300 - 837.390](#)  
[ORS 837.995](#)

[OAR 738-080-0015 - 080-0045](#)  
Senate Bill 581 (2019)

Federal Aviation Administration Reauthorization Act of 2018, 49 U.S.C. §§ 44801-44810 (2012).  
Small Unmanned Aircraft Systems, 14 C.F.R. Part 107 (2018).  
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).  
OREGON SCHOOL ACTIVITIES ASSOCIATION HANDBOOK.

# Corbett School District 39

Code: ECB  
Adopted: 1/15/98  
Orig. Code: ECB

## Buildings and Grounds Maintenance

The superintendent will develop and execute a continuing program of maintenance for all district-owned buildings and grounds. This program will be administered in such a manner as to preserve the capital investment of the district and to prevent deterioration due to lack of proper care. The program will include:

1. Planning for buildings and grounds improvements and additions as approved by the Board;
2. An adequate custodial program for all schools;
3. Improvement and maintenance of school grounds and fields;
4. Repairs and painting;
5. Determination and disposal of obsolete equipment.

END OF POLICY

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### Legal Reference(s):

[ORS 332.172](#)

[OAR 437-002-0140](#)

[OAR 437-002-0360](#)

[OAR 437-002-0144](#)

[OAR 437-002-0368](#)

[OAR 437-001-0760](#)

[OAR 437-002-0145](#)

[OAR 437-002-0377](#)

[OAR 437-002-0020 to -0081](#)

[OAR 437-002-0180 to -0182](#)

[OAR 581-022-1530](#)

Toxic Substances Control Act, 15 U.S.C. Sections 2601-2629, as amended by the Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. Sections 2641-2656.

# Corbett School District 39

Code: ECD  
Adopted: 1/15/98  
Orig. Code: ECD

## Traffic and Parking Controls

The superintendent will authorize parking areas and post notices on district property designated for staff, student, visitor parking and parking for persons with disabilities and other classifications of parking areas as may be necessary.

Any vehicle not parked in authorized areas may be towed away and stored. All charges for such towing and storing will be the responsibility of the owner or operator of the vehicle.

Any person failing to abide by the parking regulations of the district may be further prohibited from bringing any vehicle on school-district property.

Building principals will establish such regulations as are necessary for the use and control of staff and student parking areas around their buildings. Such regulations will be made available to staff, students and parents.

END OF POLICY

### Legal Reference(s):

[ORS 332.172](#)  
[ORS 332.445](#)

[ORS 447.233](#)

[OAR 581-022-2405](#)

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.

# Corbett School District 39

Code: ECE  
Adopted: 1/15/98  
Orig. Code: ECE

## Buildings and Grounds Records and Reports

(OSBA has removed this policy from its samples)

Significant losses incurred through fire, theft, accident or vandalism will be reported to the superintendent as soon as discovered. The superintendent will report all major losses to an appropriate law enforcement or other agency as well as to the Board.

END OF POLICY

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### Legal Reference(s):

[ORS 332.172](#)

Toxic Substances Control Act, 15 U.S.C. Sections 2601-2629, as amended by the Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. Sections 2641-2656.

# Corbett School District 39

Code: ECF  
Adopted: 1/15/98  
Orig. Code: ECF

## Energy Conservation

The district encourages and supports an energy conservation and education program to substantially lower consumption of electricity, oil, gasoline, natural gas and/or water. It will be the responsibility of each district employee and student to participate in conservation efforts in order to reduce consumption to levels prescribed by state and federal guidelines while maintaining programs.

It is the responsibility of district administrators, through the superintendent's office, to implement, direct, monitor, evaluate and document district energy conservation efforts.

END OF POLICY

### Legal Reference(s):

[ORS 332.107](#)

[ORS 455.560 to -455.575](#)

# Corbett School District 39

Code: EDB  
Adopted: 1/15/98  
Orig. Code: EDB

D

## Maintenance and Control of Materials

(OSBA has removed this policy from its samples)

District administrators will be responsible for district materials housed within their individual buildings and/or areas.

END OF POLICY

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Legal Reference(s):

[ORS 332.107](#)  
[ORS 332.172](#)

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# Corbett School District 39

Code: EDBA  
Adopted: 1/15/98  
Orig. Code: EDBA

D

## Maintenance and Control of Athletic Equipment

(OSBA has removed this policy from its samples)

In the event that an athletic activity is no longer funded or sponsored by the district, the equipment used for that activity may be sold or donated at the Board's discretion.

END OF POLICY

E

Legal Reference(s):

[ORS 332.107](#)  
[ORS 332.172](#)

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# Corbett School District 39

Code: EDC/KGF  
Adopted: 1/15/98  
Orig. Code: EDC/KGF

## Authorized Use of District Equipment and Materials \*

District materials and equipment will be used only for school purposes by district personnel on district properties.

Exceptions to this policy must be approved by the superintendent and/or Board and authorized use shall be consistent with Oregon Revised Statute (ORS), Chapter 244.

END OF POLICY

### Legal Reference(s):

[ORS Chapter 244](#)

[ORS 332.107](#)

[OAR 584-020-0040](#)

OREGON GOVERNMENT ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).

# Corbett School District 39

Code: EEA  
Adopted: 8/16/17  
Orig. Code: EEA

## Student Transportation Services \*

School transportation services will be provided for students to and from school transporting from one school or facility to another and school-sponsored field trips that are extensions of classroom learning experiences. Transportation will be provided for homeless students to and from the student's school of origin<sup>1</sup> as required by the Every Student Succeeds Act of 2015 (ESSA). These services shall be provided throughout the regularly scheduled year and during the regular school day as determined by the Board.

Students living within specified attendance boundaries shall receive transportation services to their respective schools. In addition, students, including those receiving special education, may be eligible for transportation for health or safety reasons.

Miles from school will be determined by the transportation supervisor in accordance with Oregon Administrative Rule (OAR) 581-023-0040(1)(e).

The district may use Type 10 School Activity Vehicles to transport students from home to school, school to home and from district-sponsored activities.

The district may also provide transportation using federal funds<sup>2</sup> or through cooperative agreements with local victims assistance units for a student to attend a safe district school<sup>3</sup> out of the student's attendance area for any student who is a victim of a violent criminal offense occurring in or on the grounds of the school the student attends or the student attends a school identified as persistently dangerous.

If there are no other schools within the district a student may transfer to, the district may establish a cooperative agreement with other districts in the area for a transfer. Transportation for students who transfer for such purposes will be provided in accordance with the agreement.

Students attending any private, parochial or public charter school under the compulsory school attendance laws will, where the private, parochial or public charter school is along or near the bus route, be provided equally the riding privileges given to public school students.

Transportation will be provided for students whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and who is living in a licensed, certified or approved

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<sup>1</sup> "School of origin" means the school that a student attended when permanently housed or the school in which the student was last enrolled. When the student has completed the final grade served by the school of origin, the term "school of origin" shall include the designated receiving school at the next grade level for all feeder schools.

<sup>2</sup> "Federal funds" means funds available through Title IV, Part A, and Title V, Part A.

<sup>3</sup> If there is not another school in the district to which students can transfer, districts are encouraged, but not required, to explore other appropriate options, i.e., an agreement with a neighboring district.

substitute care program, and whose residency is established pursuant to Oregon Revised Statute (ORS) 339.134.

Preschool students with disabilities who have transportation as a related service and children from birth to age three who are enrolled in an eligible program shall be provided home to school transportation.

A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times. A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Oregon Department of Transportation under Oregon Revised Statute (ORS) 815.055. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until he/she is four feet nine inches tall or age eight and the adult belt properly fits.<sup>4</sup> A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. In accordance with ORS 811.210 and 811.215 vehicles in excess of 10,000 pounds used for student transportation are exempt from statutory requirements unless they have been equipped with lap belts. Vehicles in excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

School buses carrying students will be considered extensions of the school experience. All students using school transportation will abide by the code of conduct posted in each school bus or school activity vehicle. Violations of such code, as well as other conduct which is improper or which jeopardizes the safety of self or others, will be reported by the school bus or vehicle driver to the supervisor. The transportation supervisor will, as soon as possible, inform the appropriate principal of such occurrence. Violators may be denied use of transportation for a period of time as deemed proper by the principal and/or transportation supervisor.

The principal or designee shall ensure transportation officials and drivers receive notification of students having special medical or behavioral protocols identified in student records.

Appropriate training related to specific protocols, including confidentiality requirements, will be provided to drivers.

Aides or assistants that ride a school bus shall receive training on emergency procedures and their role in the safe transportation of all students on the bus.

The school bus or vehicle driver will be responsible for the school bus or vehicle at all times from departure until return. The driver will not participate in any activities that might impair his/her driving abilities.

The district will comply with all state and federal laws and regulations pertaining to school bus transportation.

**END OF POLICY**

**Legal Reference(s):**

<sup>4</sup> “Proper fit” means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

[ORS 327.006](#)  
[ORS 327.033](#)  
[ORS 327.043](#)  
[ORS 332.405](#)  
[ORS 332.415](#)  
[ORS 339.240 - 339.250](#)  
[ORS 343.155 - 343.246](#)  
[ORS 343.533](#)  
[ORS 811.210](#)  
[ORS 811.215](#)  
[ORS 815.055](#)

[ORS 815.080](#)  
[ORS 820.100 - 820.190](#)  
  
[OAR 581-021-0050 - 0075](#)  
[OAR 581-022-2345](#)  
[OAR 581-023-0040](#)  
[OAR 581-053-0002](#)  
[OAR 581-053-0003](#)  
[OAR 581-053-0004](#)  
[OAR 581-053-0004](#)  
[OAR 581-053-0010](#)  
[OAR 581-053-0031](#)

[OAR 581-053-0040](#)  
[OAR 581-053-0053](#)  
[OAR 581-053-0060](#)  
[OAR 581-053-0070](#)  
[OAR 581-053-0210](#)  
[OAR 581-053-0220](#)  
[OAR 581-053-0230](#)  
[OAR 581-053-0240](#)  
[OAR 735-102-0010](#)

Senate Bill 905 (2019)

Every Student Succeeds Act of 2015, 20 U.S.C. §§ 6315, 7912 (2018).  
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§ 11431-11435 (2012).

# Corbett School District 39

Code: EEAB  
Adopted: 1/15/98  
Orig. Code: EEAB

## School Bus Scheduling and Routing

Actual bus stops and routes will be determined by the superintendent and transportation supervisor and will be based upon efficiency, safety, Board policy and applicable state and federal laws and rules.

The determination of safe roads for school bus travel will be made by the transportation supervisor.

The superintendent will:

1. Annually review and assess school bus routes, stops and loading zones for safety, changing student population, and supervision of students;
2. Advise parents of any changes in transportation policy affecting their students as early as possible and be responsive to parents' calls for assistance in seeking alternatives to busing; and
3. Work with cities, the county and other appropriate governmental agencies on a continuing basis regarding transportation issues.

END OF POLICY

### Legal Reference(s):

[ORS 332.405](#)

[OAR 581-023-0040](#)  
[OAR 581-053-0004](#)

[OAR 581-053-0031](#)

# Corbett School District 39

Code: EEAC  
Adopted: 10/17/12  
Orig. Code: EEAC

## School Bus Safety Program

The superintendent will ensure instruction for all students in school bus safety and emergency evacuation procedures is provided. Drivers shall assist in the instruction.

Students who are regularly transported by the district shall receive the following instruction within the first six weeks of each half of the each school year:

1. Safe school bus riding procedures, including but not limited to loading, unloading, and crossing-ete;
2. Use of emergency exits; and
3. Planned and orderly evacuation of the school bus in case of emergency, including participation in actual evacuation drills.

Students who are not regularly transported by the district will be given the following instruction at least once in the first half of each school year:

1. Safe school bus riding procedures, including but not limited to loading, unloading, and crossing; and
2. Use of emergency exits.

The district will document and maintain records of the content and dates of instruction.

Buses will not exceed vehicle design capacity for seating at any time unless an unforeseen or unusual circumstance arises. Passengers will be provided a seat that fully supports them. A seat that fully supports each person and meets the minimum standards and specifications of law will be provided at all times.

A person who weighs 40 pounds or less must be properly secured with a child safety system that meets the minimum standards and specifications established by the Oregon Department of Transportation under Oregon Revised Statute (ORS) 815.055. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until he/she is four feet nine inches tall or age eight and the adult belt properly fits.<sup>1</sup> A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. In accordance with ORS 811.210 and 811.215 vehicles used for student transportation in excess of 10,000 pounds are exempt from this requirement unless they have been equipped with lap belts. Vehicles in excess of 10,000 pounds that have been equipped with lap belts must meet child car seat requirements as set forth in law.

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<sup>1</sup> "Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

During adverse weather conditions, the superintendent may alter bus schedules or temporarily suspend bus services. The superintendent or his/her designee will advise local radio stations and other media of any changes in bus schedules or services.

In the case of emergency or disaster, evacuation of students will be carried out according to the district's emergency plan.

An accident review board will study accidents involving district buses and will make recommendations to avoid similar accidents.

**END OF POLICY**

**Legal Reference(s):**

[ORS 811.210](#)  
[ORS 811.215](#)  
[ORS 815.055](#)  
[ORS 815.080](#)  
[ORS 820.100 to -820.190](#)

[OAR 437-002-0220 to -0227](#)  
[OAR 581-022-2225](#)  
[OAR 581-053-0002](#)  
[OAR 581-053-0003](#)

[OAR 581-053-0004](#)  
[OAR 581-053-0010](#)  
[OAR 581-053-0021](#)  
[OAR 581-053-0031](#)  
[OAR 581-053-0210](#)  
[OAR 581-053-0240](#)  
[OAR 581-053-0310](#)  
[OAR 581-053-0320](#)  
[OAR 581-053-0330](#)  
[OAR 581-053-0340](#)

[OAR 581-053-0410](#)  
[OAR 581-053-0420](#)  
[OAR 581-053-0430](#)  
[OAR 581-053-0440](#)  
[OAR 581-053-0445](#)  
[OAR 581-053-0510](#)  
[OAR 581-053-0520](#)  
[OAR 581-053-0530](#)  
[OAR 735-102-0010](#)

# Corbett School District 39

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

## School Bus Driver Examination and Training

The district or transportation provider shall verify that a school bus drivers' physical examinations were certified by a medical examiner, ~~whose certificate was~~ This medical examiner's certification must have been listed in the Federal Motor Carrier Safety Administration's National Registry of Certified Medical Examiners as of the date of the issuance of for the school bus driver's examination certificate, and Bus drivers shall also meets other criteria as established by state and federal law and by the Oregon Department of Education regulations including the requirements for a commercial driver's license (CDL).

A school bus manufacturer, school bus dealer or school bus mechanic is not required to have a school bus endorsement while operating a school bus that is not transporting students.

END OF POLICY

### Legal Reference(s):

[ORS 659.840](#)

[ORS 659A.300](#)

[ORS 659A.306](#)

[ORS Chapters 801, 802, 807, 809, 811, 813](#)

[ORS 807.038](#)

[ORS 820.110](#)

[OAR 581-053-0002](#)

[OAR 581-053-0003](#)

[OAR 581-053-0004](#)

[OAR 581-053-0031](#)

[OAR 581-053-0040](#)

[OAR 581-053-0060](#)

Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. §§ 31301-31317; 49 C.F.R. Parts 40, 382, 391-395 (2016).  
Federal Motor Carrier Safety Administration Regulations, 49 C.F.R. Part 391, §§ 391.42, 391.43 (2016).

# Corbett School District 39

Code: EEACB  
Adopted: 1/15/98  
Orig. Code: EEACB

## School Bus Maintenance

(OSBA has removed this policy from its samples.)

District-owned and operated buses will be constructed, equipped and inspected in accordance with federal and Oregon law and administrative rules and requirements adopted by the State Board of Education. Buses will be maintained in safe operating conditions through a sound preventive maintenance program.

1. Each driver will make pre-trip inspections using the form included in the Transportation Procedures and Requirements Handbook.
2. Each driver will make a written report to the transportation supervisor regarding any mechanical defects as soon as defects are discovered.
3. Defects will be corrected, the driver notified, and a written report submitted as soon as possible.
4. A thorough inspection will be conducted and inspection results will be reported each time the vehicle is serviced. Records will be maintained in accordance with Oregon Administrative Rules. Vehicles will be serviced according to factory specifications and recommendations.
5. All buses will be thoroughly inspected both at the beginning and end of each school year with continual inspections throughout the year. Written reports of each inspection will be maintained.
6. All buses will have stop signal arms mounted in accordance with state law and rules after August 1, 1995. Buses purchased after September 1, 1993 will have stop signal arms mounted as required.

Adequate maintenance and storage facilities will be provided for all equipment.

Adequate mechanical services with trained personnel will be available.

END OF POLICY

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### Legal Reference(s):

[ORS 820.105](#)  
[ORS 820.120](#)

[OAR 581-053-0008](#)  
[OAR 581-053-0512 to -0550](#)

Education of the Handicapped Act of 1975, as amended, 20 U.S.C. Sections 1400-1427, as amended and renamed Individuals with Disabilities Education Act (IDEA), P.L. 101-476, 104 Stat 1103 (1990), as amended P.L. 105-17 (1997). [P.L. 94-142 is a well-known "short" reference to this federal legislation.].

Rehabilitation Act of 1973, 29 U.S.C. Sections 791, 793 and 794.

# Corbett School District 39

Code: EEACC  
Adopted: 12/19/12  
Orig. Code: EEACC

## Student Conduct on School Buses

The following regulations will govern student conduct on school buses and Type 10 School Activity Vehicles if used for transporting students from home to school, school to home and **to and** from district-sponsored activities and will be posted in a conspicuous place in all buses:

1. Students being transported are under authority of the bus driver;
2. Fighting, wrestling or boisterous activity is prohibited on the bus;
3. Students will use the emergency door only in case of emergency;
4. Students will be on time for the bus, both morning and evening;
5. Students will not bring firearms, weapons or other potentially hazardous material on the bus;
6. Students will not bring animals, except approved ~~assistance guide~~ **service** animals, on the bus;
7. Students will remain seated while **the** bus is in motion;
8. Students may be assigned seats by the bus driver;
9. When necessary to cross the road, students will cross in front of the bus or as instructed by the bus driver;
10. Students will not extend their hands, arms or heads through **the** bus windows;
11. Students will have written permission to leave the bus other than for home or school;
12. Students will converse in normal tones; loud or vulgar language is prohibited;
13. Students will not open or close windows without permission of the driver;
14. Students will keep the bus clean and must refrain from damaging it;
15. Students will be courteous to the driver, fellow students and passersby;
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

The superintendent will establish other **administrative** regulations as necessary for the safe conduct of students riding district school buses or other forms of district transportation and for disciplinary procedures. Such regulations will be available to all parents and students and posted in each school bus or other district vehicle.

Students who violate bus rules of conduct may be denied the use of district transportation.

END OF POLICY

**Legal Reference(s):**

[ORS 339.240](#)

[ORS 339.250](#)

[ORS 820.100 to -820.190](#)

[OAR 581-021-0050 to -0075](#)

[OAR 581-023-0040](#)

[OAR 581-053-0002](#)

[OAR 581-053-0003](#)

[OAR 581-053-0004](#)

[OAR 581-053-0010](#)

[OAR 581-053-0210](#)

Letter Opinion, Office of the OR Attorney General (Nov. 22, 1988).

# Corbett School District 39

Code: EEACC-AR  
Revised/Reviewed: 9/20/17  
Orig. Code: EEACC-AR

## Discipline Procedures for District-Approved Student Transportation

All students eligible for district-approved student transportation shall receive safety instruction and be provided the behavior expectations outlined in a code of conduct for district-approved student transportation.

Violation of the code of conduct or conduct which jeopardizes the health/ or safety of self/ themselves and/or others, may result in the loss of district-approved transportation services.

The following procedures address:

- |                         |                                |
|-------------------------|--------------------------------|
| 1. Safety instructions; | 6. Right of appeal;            |
| 2. Code of conduct;     | 7. Reinstatement;              |
| 3. Violations;          | 8. Education;                  |
| 4. Suspension;          | 9. Special education students. |
| 5. Expulsion;           |                                |

### 1. Safety Instructions

- a. Each September and January, At least once, within the first six weeks of each half of each school year, the transportation supervisor will direct all bus drivers to conduct a safety review instruction with all students who are regularly transported by the district.

The instruction will include:

- (1) The drivers shall review the code of conduct which is to be posted, and consequences of a violation;
- (2) The drivers shall review the consequences of a violation as outlined in this procedure Safe school bus riding procedures, including but not limited to loading, unloading, and crossing;
- (3) The drivers shall conduct unloading, loading and Use of emergency exits evacuation drills; and
- (4) The drivers shall review all hazards such as crossing a road and bus stop conduct Planned and orderly evacuation of the school bus in case of emergency, including participation in actual evacuation drills.

- b. Each September At least once in the first half of each school year, the transportation supervisor will direct all bus drivers to conduct a safety review instruction with all other students.

The instructions will include:

- (1) ~~The drivers shall review safe bus riding procedures.~~ Safe school bus riding procedures, including but not limited to loading, unloading, and crossing; and
  - (2) ~~The drivers shall review use of emergency exits.~~ Use of emergency exits.
- c. The transportation supervisor will record dates and ~~the~~ content of safety instructions given by each driver. Such information shall be kept as a part of the district's records.

## 2. Code of Conduct

Each year the district will ~~include the following transportation rules in the student/parent handbook or issue a code of conduct for school bus privileges to all students and parents, accompanied by the following form to be acknowledgment of being read and understood.~~ The code of conduct will include a form for acknowledgement of being read and understood.

~~The district will provide interpretation to those students/parents whose primary language is not English.~~

~~While riding a school bus, students will:~~

1. ~~Obey the driver at all times;~~
2. ~~Not throw objects;~~
- \*3. ~~Not have in their possession any weapon as defined by Board policy JFCJ Weapons in the Schools;~~
- \*4. ~~Not fight, wrestle or scuffle;~~
- \*5. ~~Not stand up and/or move from seats while the bus is in motion;~~
- \*6. ~~Not extend hands, head, feet or objects from windows or doors;~~
- \*7. ~~Not possess matches or other incendiaries and concussion devices;~~
- \*8. ~~Use emergency exits only as directed by the driver;~~
- \*9. ~~Not damage school property or the personal property of others;~~
- \*10. ~~Not threaten or physically harm the driver or other riders;~~
- \*11. ~~Not do any disruptive activity which might cause the driver to stop in order to reestablish order;~~
- \*12. ~~Not make disrespectful or obscene statements;~~
- \*13. ~~Not possess and/or use tobacco, alcohol or illegal drugs;~~
14. ~~Ask for the driver's approval to eat or chew gum;~~
15. ~~Not carry glass containers or other glass objects;~~
16. ~~Not take onto the bus skateboards, musical instruments or other large objects which might pose safety risks or barriers to safe entry and exit from the bus;~~
17. ~~Accept assigned seats;~~
18. ~~Stay away from the bus when it is moving;~~
19. ~~Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses);~~
- \*\*20. ~~Answer to coaches, teachers and chaperons who are responsible for maintaining order on trips.~~

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\* ~~These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.~~

~~\*\* Coaches, teachers and chaperons: (1) must have a copy of the bus regulations and know them before going on a trip; and (2) must position themselves on the bus as to be in control of discipline at all times.~~

~~I have read the above rules and have discussed them with my student. We understand the importance of this code of conduct.~~

\_\_\_\_\_  
Parent

\_\_\_\_\_  
\_\_\_\_\_  
Student

### 3. Education

- a. Disciplinary action for violating the transportation code of conduct and/or transportation health and safety requirements shall be confined to district-approved transportation services. Therefore, students who have lost district-approved transportation services through a disciplinary action shall be expected to continue with the district's educational requirements.
- b. Students' academic grades will reflect academic achievement. Therefore, misconduct or absenteeism shall not be a sole criterion for grade reduction. However, students will be expected to continue to meet the district's attendance and educational requirements.
- c. Makeup work may be provided. If makeup work is needed, the district's policy and procedures will be followed.
- d. Alternative education may be provided. If alternative education is needed, the district's policy and procedures will be followed.

### 4. Special Education Students

Special education students will be disciplined in accordance with Board policy JGDA/JGEA - Discipline of Disabled Students and accompanying administrative regulation.

### 5. Violations

~~Each year the district will include the following procedures for violations in the student/parent handbook or issue the procedures to all students and parents accompanied by a form to be signed as an acknowledgment of being read and understood.~~ The district will include procedures for responding to violations of the code of conduct in the student/parent handbook.

The district will provide interpretation to those students/parents whose primary language is not English.

### ~~DISCIPLINARY PROCEDURES FOR VIOLATIONS~~

- ~~1. First Citation Warning\*: The driver verbally restates behavior expectations and issues a warning citation\*.~~
- ~~2. Second Citation\*: The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal.~~

- ~~3. Third Citation\* of the year: The student receives a 5 to 10 day suspension and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, the parent, the bus driver, the transportation supervisor and the principal. At this time a behavior contract will be made with the student and a bus seat may be assigned. Further violations of bus regulations will be considered a severe violation.~~
- ~~4. Severe Violations: Any severe violation will result in the immediate suspension of the student for a minimum of 10 days, and up to a 1 year expulsion. There will be a hearing at this time, arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, the parent and the principal.~~
- ~~5. In all instances, the appeal process may be used if the student and/or parent desires.~~

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~~\* All citations must be signed by the parents, the transportation supervisor, the bus driver and the principal before the student will be allowed to ride the bus again.~~

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Definitions:

~~“Suspension” means any disciplinary removal, other than expulsion, for up to 10 school days.~~

~~“Expulsion” means any disciplinary removal beyond 10 school days up to one calendar year.~~



6. Suspension Procedures

Due process procedures used by the district governing student behavior shall be applied.

7. Expulsion Procedures

a. Due process procedures used by the district governing student behavior shall be applied.

8. Right of Appeal

a. At each step of the discipline procedures used in district-approved transportation services, parents, students and/or a representative have a right to appeal.

b. All appeals must be in writing.

c. Appeals are to be made to the responsible person at the level of appeal.

d. Final appeal may be made to the Board.

e. Board decisions are final.

9. Reinstatement

a. A conference to discuss reinstatement shall be conducted under the following guidelines:

(1) When deemed necessary, parent(s) and student shall be present at the conference;

(2) The principal shall fully explain matters and permit the parties involved to fully explain their positions;

(3) The principal shall make a decision which provides guidelines for the student to follow when transportation services are reinstated.

## DISCIPLINARY PROCEDURES FOR VIOLATIONS

**First Citation - Warning\*:** The driver verbally restates behavior expectations and issues a warning citation\*. The driver may assign the student to a particular seat.

**Second Citation\*:** The student is suspended from the bus until a conference, arranged by the transportation supervisor, has been held with the student, a parent, the bus driver[, the transportation supervisor] and the principal.

**Third Citation\* of the year:** The student receives a 5- to 10-day suspension<sup>1</sup> and will not be able to ride the bus until a conference, arranged by the transportation supervisor, has been held with the student, a parent, the bus driver, the transportation supervisor and the principal. Further violations of bus regulations will be considered a severe violation.

**Severe Violations:** Any severe violation may result in the immediate suspension of the student for a minimum of 10 days, and up to a 1-year expulsion<sup>2</sup>. There will be a hearing arranged by the transportation supervisor, involving the student, the bus driver, the transportation supervisor, a parent and the principal.

In all instances, the appeal process may be used if the student and/or parent desires.

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\* All citations must be signed by a parent, the transportation supervisor, the bus driver and the principal before the student will be allowed to ride the bus again.

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<sup>1</sup> “Suspension” means any disciplinary removal, other than expulsion, for up to 10 school days.

<sup>2</sup> “Expulsion” means any disciplinary removal beyond 10 school days up to one calendar year.

**School Bus Citation**

Date: \_\_\_\_\_ Route: \_\_\_\_\_  a.m.  p.m.

Dear Parent(s):

This citation is to inform you of a disciplinary action taken against your student as a result of his/her action(s), which jeopardized the safety and well-being of all students on the bus. We urge you to support this corrective action by impressing upon your student the need for safety on school buses.

\_\_\_\_\_ (student name) has been cited for an infraction of the rules listed below: *(Check all that apply)*

**Description of incident:**

- \*Failed to obey driver.
- \*Threw an object(s).
- \*Possessed a weapon or other dangerous object(s).
- \*Fought, wrestled, scuffled.
- \*Stood/Changed seat with bus moving.
- \*Extended from bus door/window.
- \*Possessed matches, incendiaries, etc.
- \*Used emergency exit.
- \*Vandalism of property.
- \*Threatened/Harmed driver/rider.
- \*Disruption: Driver stopped bus.
- \*Disrespectful and/or obscene statements.
- \*Possessed alcohol, tobacco, unlawful drugs.
- Eating or chewing gum.
- Possessed glass container or object.
- Impeded movement of bus.

**\* May result in loss of transportation service with no warning.**

- Warning
- Second Citation: may suspend until conference
- Third Citation: 5- to 10-day suspension
- SEVERE INFRACTION: 10-day suspension to 1-year expulsion

Driver Signature: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

School Representative: \_\_\_\_\_

**CITATIONS MUST BE SIGNED BY PARENT**

## **APPEAL PROCEDURE**

If a student or parent wishes to appeal the application of the discipline policy, the steps outlined below should be used.

A student or parent that wishes to complain about a school employee's decision, will use Board policy KL - Public Complaints.

**Step 1:** The student or his/her representative will discuss the issue with the transportation supervisor and principal.

**Step 2:** If the student is not satisfied with the outcome of the discussion, he/she may file a written statement with the principal or the transportation supervisor. This is to be done within 10 school days of the act or condition which is the basis of the complaint. The administration will, within three school days, arrange a conference with the student, a parent, the transportation supervisor and the principal with the goal of resolving the issue.

**Step 3:** Within five school days, the principal is to communicate, in writing, the decision to the student and a parent.

**Step 4:** If, after five school days from receipt of the principal's reply, the issue still remains unresolved, the student or parent may appeal the decision of the principal in writing to the superintendent. The superintendent will meet with the student and a parent within three school days and will respond to the issue, in writing, within five school days after the appeal.

**Step 5:** If the issue is still unresolved, the student or parent may appeal the decision of the superintendent in writing to the Board. The Board will notify persons involved that a hearing will be held within 14 days of receipt of the appeal. The Board shall review correspondence, hear relevant facts and respond to the student within three school days following the hearing.

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Please return this signed form to the driver on or before the second day of school following receipt.

I have read and understand the transportation contract plan. I understand that transportation is an important service and that the safety of my student is the primary concern.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

Bus Route # \_\_\_\_\_ Phone Numbers: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

School \_\_\_\_\_

## **School Bus Code of Conduct**

While riding a school bus, student riders will:

10. Obey the driver at all times;
11. Not throw objects;
12. \*Not have in their possession any weapon as defined by Board policy JFCJ - Weapons in the Schools;
13. \*Not fight, wrestle or scuffle;
14. \*Not stand up and/or move from seats while the bus is in motion;
15. \*Not extend hands, head, feet or objects from windows or doors;
16. \*Not possess matches or other incendiaries and concussion devices;
17. \*Use emergency exits only as directed by the driver;
18. \*Not damage school property or the personal property of others;
19. \*Not threaten or physically harm the driver or other riders;
20. \*Not do any disruptive activity which might cause the driver to stop in order to reestablish order;
21. \*Not make disrespectful or obscene statements;
22. \*Not possess and/or use tobacco, alcohol or illegal drugs;
23. Not eat or chew gum;
24. Not carry glass containers or other glass objects;
25. Not take onto the bus skateboards, musical instruments or other large objects which might pose a safety risks or barriers to safe entry and exit from the bus;
26. Accept assigned seats;
27. Stay away from the bus when it is moving;
28. Be at the bus stop five minutes before the scheduled pick up time (schedules will be posted on all buses);
29. \*\*Answer to coaches, teachers and chaperons who are responsible for maintaining order on trips.

---

\* These regulations, if broken, are SEVERE violations with severe consequences because of the threat to the safety of others.

\*\* Coaches, teachers and chaperons: (1) must have a copy of the bus regulations and know them before going on a trip; and (2) must position themselves on the bus as to be in control of discipline at all times.

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**I have read the above rules and have discussed them with my student. We understand the importance of this code of conduct.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## SCHOOL BUS INCIDENT REPORT

Date: \_\_\_\_\_ Route: \_\_\_\_\_ AM \_\_\_\_\_ PM

Dear Parents:

This report is to inform you of disciplinary action taken as a result of your student's actions which jeopardized the safety and well being of all students on the bus. We urge you to support this corrective action by impressing upon your student the need for safety on our school buses.

has been cited for an infraction of the rules listed below:

### Description of incident:

	*Failed to obey driver.	
	*Threw an object(s).	
	*Possessed a weapon or other dangerous object(s).	
	*Fought, wrestled, scuffled.	
	*Stood/Changed seat with bus moving.	
	*Extended from bus door/window.	
	*Possessed matches, incendiaries, etc.	
	*Used emergency exit.	
	*Vandalism of property.	
	*Threatened/Harmed driver/rider.	
	*Disruption: Driver stopped bus.	
	*Disrespectful and/or obscene statements.	
	*Possessed alcohol, tobacco, unlawful drugs.	
	Eating or chewing gum.	
	Possessed glass container or object.	
	Impeded movement of bus.	

**\* An asterisk may result in loss of transportation service with no warning citation.**

(-) Warning

\_\_\_\_\_ (-) Second Citation: \_\_\_\_\_ may suspend until conference

\_\_\_\_\_ (-) Third Citation: \_\_\_\_\_ 5-10 day suspension

\_\_\_\_\_ (-) SEVERE INFRACTION: 10 day suspension to 1 year expulsion

\_\_\_\_\_ Route Number: \_\_\_\_\_ Driver Signature: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ Student Phone Number: \_\_\_\_\_  
 \_\_\_\_\_ Parent Signature: \_\_\_\_\_

District Representative: \_\_\_\_\_

**CITATIONS MUST BE SIGNED BY PARENT**

30. ~~Expulsion Procedures~~

- a. ~~Due process procedures used by the district governing student behavior shall be applied.~~

31. ~~Right of Appeal~~

- a. ~~At each step of the discipline procedures used in district approved transportation services, parents, students and/or a representative have a right to appeal.~~  
b. ~~All appeals must be in writing.~~  
c. ~~Appeals are to be made to the responsible person at the level of appeal.~~  
d. ~~Final appeal may be made to the Board.~~  
e. ~~Board decisions are final.~~

32. ~~Reinstatement~~

- a. ~~A conference to discuss reinstatement shall be conducted under the following guidelines:~~
- ~~(1) When deemed necessary, parent(s) and student shall be present at the conference;~~
  - ~~(2) The principal shall fully explain matters and permit the parties involved to fully explain their positions;~~
  - ~~(3) The principal shall make a decision which provides guidelines for the student to follow when transportation services are reinstated.~~

33. ~~Education~~

- a. ~~Disciplinary action for violating the transportation code of conduct and/or transportation health and safety requirements shall be confined to district approved transportation services. Therefore, students who have lost district approved transportation services through a disciplinary action shall be expected to continue with the district's educational requirements.~~
- b. ~~Students' academic grades will reflect academic achievement. Therefore, misconduct or absenteeism shall not be a sole criterion for grade reduction. However, students will be expected to continue to meet the district's attendance and educational requirements.~~
- c. ~~Makeup work may be provided. If makeup work is needed, the district's policy and procedures will be followed.~~
- d. ~~Alternative education may be provided. If alternative education is needed, the district's policy and procedures will be followed.~~

34. ~~Special Education Students~~

~~Special education students will be disciplined in accordance with Board policy JGDA/JGEA—Discipline of Disabled Students and accompanying administrative regulation.~~

# Corbett School District 39

Code: EEACD  
Adopted: 12/19/12  
Orig. Code: EEACD

## Use of District Activity Vehicles for Student Transportation

The Board may provide for the use of vehicles, either district owned or rented, commonly designated as Types 10, 20 or 21 pupil transportation vehicles, which do not meet the requirements of a “school bus” for the purpose of transporting students, licensed, classified or other supervisory personnel to and from curricular and extracurricular activities sponsored by the district.

The vehicle shall be insured for bodily injury, property damage, uninsured motorist coverage and personal injury protection. The business manager will recommend amounts to adequately protect the district against loss.

The district will meet or exceed minimum driver requirements and procedures as set forth in OAR, Section 53. The district will require in-class instruction as part of its driver training approval process. The district shall meet child safety system requirements and minimum standards and specifications as set forth in ~~ORS 811.210, 815.055 and 815.080 and OAR 735-102-0010~~ state law.

END OF POLICY

### Legal Reference(s):

<a href="#">ORS 811.210</a>	<a href="#">OAR 581-053-0310</a>	<a href="#">OAR 581-053-0521</a>
<a href="#">ORS 815.055</a>	<a href="#">OAR 581-053-0320</a>	<a href="#">OAR 581-053-0531</a>
<a href="#">ORS 815.080</a>	<a href="#">OAR 581-053-0330</a>	<a href="#">OAR 581-053-0540</a>
<a href="#">ORS 820.110</a>	<a href="#">OAR 581-053-0340</a>	<a href="#">OAR 581-053-0610</a>
<a href="#">ORS 820.190</a>	<a href="#">OAR 581-053-0410</a>	<a href="#">OAR 581-053-0620</a>
	<a href="#">OAR 581-053-0420</a>	<a href="#">OAR 581-053-0630</a>
<a href="#">OAR 437-002-0220 to -0227</a>	<a href="#">OAR 581-053-0430</a>	<a href="#">OAR 581-053-0640</a>
<a href="#">OAR 581-053-0010</a>	<a href="#">OAR 581-053-0440</a>	<a href="#">OAR 735-102-0010</a>
<a href="#">OAR 581-053-0220</a>	<a href="#">OAR 581-053-0511</a>	

# Corbett School District 39

Code: EEAD  
Adopted: 1/15/98  
Orig. Code: EEAD

## Special Use of School Buses/Activity Transportation

~~Transportation for field trips shall be arranged by the building principal and shall be restricted to the school vehicle, vehicles belonging to the carrier contracted by the district or a private vehicle driven by an adult driver approved by the building principal.~~

~~Recognizing that total student participation in the various activities, either as participants or as spectators, contributes to the total effectiveness of any school, the Board approves of making spectator buses available when deemed desirable by the school administrator, provided requests have been made under district regulations.~~

~~Spectators may not ride on the bus that carries the participants to and from the activity unless directly approved by the building principal.~~

*(Note: the policy is meant to address non-district use of buses.)*

Although the primary purpose of school buses is to transport district students, the district may also provide transportation services to non-school groups, nonpublic organizations, staff or patrons for field trips, school-related or nonschool-related activities with prior written approval by the superintendent. The district may contract with other public or nonpublic entities to provide transportation services to persons other than district students.

Individuals or groups requesting to use district transportation will complete a form and submit it to the district office. Before final approval, special use of district transportation will also require a signed liability release prior to district authorization.

Approval or denial will be based on capacity, routes, local conditions, adequate supervision, scheduling or other factors deemed appropriate by the superintendent.

To help the district ensure the safe operation of district transportation, passengers will be notified of conduct requirements and rules of conduct will be posted in a conspicuous place on the school bus. A passenger may be denied future use of district transportation for violating a rule of conduct.

END OF POLICY

### Legal Reference(s):

[ORS 332.405 to -332.427](#)  
[ORS 801.460](#)  
[ORS 811.215](#)

[OAR 581-023-0040](#)  
[OAR 581-053-0002](#)  
[OAR 581-053-0004](#)

[OAR 581-053-0031](#)  
[OAR 581-053-0210](#)  
[OAR 581-053-0230](#)

# Corbett School District 39

Code: EEAE  
Adopted: 10/17/12  
Orig. Code: EEAE

## Student Transportation in Private Vehicle

Transportation of students will be by the district's transportation system or by a district employee's vehicle, properly insured, except as provided below.

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or other school activities if the following conditions have been met prior to the activity:

1. The school administrator has approved the activity;
2. A permission slip signed by the student's parent(s) has been received by the principal or his/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle;
3. The parents, employee or other adult driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the state of Oregon and as set by the district;
4. The vehicle contains an adequate number of seat restraints, including when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person over 40 pounds or who has reached the upper weight limit for the forward-facing car seat must use a booster seat until four feet nine inches or age eight and the adult belt properly fits.<sup>1</sup>
5. A person who is taller than four feet nine inches or eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under **Oregon Revised Statute (ORS) 815.055**. Training in the proper installation and use of child safety system may be required.

The district will develop procedures to implement this policy.

END OF POLICY

### Legal Reference(s):

[ORS 332.107](#)  
[ORS 801.455](#)

[ORS 811.210](#)  
[ORS 815.055](#)

[ORS 815.080](#)  
[OAR 735-102-0010](#)

<sup>1</sup> "Proper fit" means the lap belt of the safety belt or safety harness is positioned low across the thighs and the shoulder belt is positioned over the collarbone and away from the neck.

# Corbett School District 39

Code: EEAE-AR  
Revised/Reviewed: 1/27/99  
Orig. Code: EEAE-AR

## Proof of Auto Liability Insurance\*\* (For Volunteers)

Dear \_\_\_\_\_,

You have agreed to transport students of the district to a field-trip function or for some other school approved purpose. Please be aware that in the event of an accident, your insurance will be primary coverage. In order to serve as a volunteer driver you will be required to provide proof of automobile liability insurance. Your insurance must meet or exceed minimum requirements as established by the state of Oregon and as set by the district. Your driving record will also be checked for insurance company acceptability.

Please COMPLETE the following information, providing information requested. SIGN where indicated and RETURN to the school office four working days PRIOR TO THE DATE OF THE EVENT.

Insurance Company Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(not agent's name)

Phone number for verification of insurance: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Policy Limits: \_\_\_\_\_

Current minimum limits are: \$25,000 per person and \$50,000 per accident for bodily injury; \$120,000 per accident for property damage; \$25,000 per person and \$50,000 per accident for uninsured motorist coverage; and \$1015,000 per accident for personal injury protection. State maximums are: \$50,000 property; \$100,000 general for single accident or occurrence; and \$500,000 for any number of claims from a single occurrence.

Date of Birth: \_\_\_\_\_ Oregon Driver License No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Volunteer Name: \_\_\_\_\_  
(as it appears on your driver's license)

Address: \_\_\_\_\_  
\_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Return form to athletic director or principal. If you do not have required coverage, you will not be allowed to transport students. (Insurance companies usually increase coverage for specific dates.)

# Corbett School District 39

Code: EEBA  
Adopted: 1/15/98  
Orig. Code: EEBA

D

## District Vehicles

(OSBA has removed this policy from its samples)

The Board may approve the purchase of vehicles to be used by staff for district business, including transportation services. The superintendent will develop and maintain regulations which define the appropriate use and care of district vehicles and the responsibilities of district staff using those vehicles.

The use of seat belts in district-owned vehicles is mandatory for all personnel using vehicles which are equipped with seat belts.

The driver of any district-owned vehicle, except school buses, is responsible for determining that the proper number of seat belts is available for passengers and that all passengers utilize the belts. The driver will not begin to move the vehicle until the driver and all passengers are belted.

Personal use of district vehicles is prohibited.

END OF POLICY

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### Legal Reference(s):

- [ORS 332.107](#)
- [ORS 332.155](#)
- [ORS 332.405](#)
- [ORS 332.415](#)
- [ORS 332.427](#)
- [ORS 801.455](#)
- [ORS 811.210](#)
- [ORS 820.105](#)
- [ORS 820.110](#)
- [ORS 820.120](#)
  
- [OAR 437-002-0220 to -0227](#)
- [OAR 581-053-0002 to -0015](#)
- [OAR 581-053-0512 to -0555](#)

E

T

F

# Corbett School District 39

Code: EEBB  
Adopted: 1/15/98  
Orig. Code: EEBB

## Use of Private Vehicles for District Business

The Board discourages the use of private vehicles for district business, including the transportation of students. District staff will use district-owned vehicles whenever possible and should schedule both activities and transportation far enough in advance to avoid any non-emergency use of private vehicles.

Authorization to use a private vehicle must be obtained from the building principal before actual use of the vehicle. Staff members who are authorized to use a personal vehicle on district business will be reimbursed in an amount established by the Board.

The superintendent will develop regulations for staff use of private vehicles which will safeguard the district, its employees and students in matters of safety, insurance and liability. The Board will review such regulations.

At least two ~~staff members~~ **adults** must accompany a student being transported in a private vehicle unless an exception is approved by ~~the~~ **a** building principal **or superintendent**.

No student will be allowed to perform district business with his/her own automobile, a staff member's automobile or a district-owned vehicle.

END OF POLICY

### Legal Reference(s):

[ORS 30.260 to -30.265](#)  
[ORS 332.107](#)  
[ORS 801.455](#)

[ORS 811.210](#)  
[ORS 815.055](#)  
[ORS 815.080](#)

[OAR 735-102-0010](#)

# Corbett School District 39

Code: EEBC  
Adopted: 1/15/98  
Orig. Code: EEBC

D

## Vehicle Insurance

(OSBA has removed this policy from its samples)

The district will carry liability and comprehensive insurance on all district-owned vehicles in amounts determined by the Board in consultation with the insurance agent of record.

END OF POLICY

E

Legal Reference(s):

[ORS 30.260 - 30.265](#)

L

E

T

F

# Corbett School District 39

Code: EF  
Adopted: 1/15/98  
Orig. Code: EF

D

## Management of Food Services

(OSBA has removed this policy from its samples)

The district may provide food services for students and staff within guidelines established by state and federal laws and regulations and Board-adopted policy.

The superintendent will have responsibility for the supervision of the program and may delegate to others the direct operation of the services.

E

The Board will receive a report on food services at least annually.

In keeping with health department guidelines, only food prepared in an inspected kitchen should be available in the schools.

END OF POLICY

L

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### Legal Reference(s):

- [OAR 581-022-1530](#)
- [OAR 581-051-0100](#)
- [OAR 581-051-0305](#)
- [OAR 581-051-0310](#)
- [OAR 581-051-0400](#)

E

T

F

# Corbett School District 39

Code: EFA  
Adopted: 8/16/17  
Orig. Code: EFA

## Local Wellness Program

The district is committed to the optimal development of every student and believes that a positive, safe and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental and social success.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that fosters healthy eating through nutrition education and promotion, serving healthy and appealing foods at district schools, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.

The input of staff (including, but not limited to, physical education and school health professionals), students, parents, the public, the Board, school administrators, representatives of the school food authority and public health professionals will be encouraged in the development of wellness policy. The superintendent or designee will develop guidelines as necessary to implement the goals of the local wellness plan and ensure compliance of such policy.

### **WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT**

#### **Implementation Plan**

The district shall develop and maintain a plan to manage and coordinate the implementation of this wellness policy.

The plan will:

1. Delineate roles, responsibilities, actions and timelines specific to each school;
2. Include information about who will be responsible to make what change, by how much, where and when;
3. Include specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, and in food and beverage marketing; and
4. Include specific goals and objectives for nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

In an effort to measure the implementation of this policy, the Board designates the district principals as the people who will be responsible for ensuring each school meets the goals outlined in this policy.

## **Record Keeping**

The district will retain the following records to document compliance with the requirements of the wellness policy at the district's administrative offices.

1. The written wellness policy;
2. Documentation demonstrating that the policy has been made available to the public;
3. Documentation of efforts to review and update the local wellness policy, including an indication of who is involved in the update and the methods the district uses to make stakeholders aware of their ability to participate;
4. Documentation to demonstrate compliance with the annual public notification requirements;
5. The most recent assessment on the implementation of the local wellness policy;
6. Documentation demonstrating the most recent assessment on the implementation of the local wellness policy has been made available to the public.

## **Annual Notification of Policy**

The district will make available to the public annually, an assessment of the implementation, including the extent to which the schools are in compliance with policy, how the policy compares to model policy and a description of the progress being made in attaining the goals of the policy. The district will make this information available through the district website and/or districtwide communications. The district will also publicize the name and contact information of the district or school official(s) leading and coordinating the policy, as well as information on how the public can get involved with the local wellness policy.

## **Triennial Progress Assessments**

At least once every three years, the district will evaluate compliance with the local wellness policy, to assess the implementation of the policy and produce a triennial progress report that will include:

1. The extent to which schools under the jurisdiction of the district are in compliance with the policy;
2. The extent to which the district's policy compares to model wellness policy; and
3. A description of the progress made in attaining the goals of the district's policy.

The district or school will actively notify households/families of the availability of the triennial progress report.

## **Revisions and Updating the Policy**

The district will update or modify the local wellness policy based on the results of the triennial assessments and/or as district priorities change; community needs change; wellness goals are met; new health science, information and technology emerge; and new federal or state guidance or standards are issued. The local wellness policy will be assessed and updated as indicated at least every three years following the triennial assessment.

## **Community Involvement, Outreach and Communications**

The district will actively communicate ways in which the community can participate in the development, implementation and periodic review and update of the local wellness policy through a variety of means appropriate for the district. The district will also ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

## **NUTRITION PROMOTION AND NUTRITION EDUCATION**

Nutrition promotion and nutrition education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, by creating food environments that encourage healthy nutrition choices and by encouraging participation in school meal programs. Students and staff will receive consistent nutrition messages throughout the school environment. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by staff, teachers, parents, students and the community.

### **School Meals**

All schools within the district participate in U.S. Department of Agriculture (USDA) child nutrition programs, administered through the Oregon Department of Education (ODE), including the National School Lunch Program (NSLP), the School Breakfast Program (SBP) or fresh Fruit & Vegetable Program (FFVP).

### **Staff Qualifications and Professional Development**

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition Professionals.

### **Water**

Free, safe, unflavored, drinking water will be available to all students throughout the school day and throughout every school campus. The district will make drinking water available where school meals are served during mealtimes.

### **Competitive Foods and Beverages**

All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards<sup>1</sup>. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

### **Celebrations and Rewards**

All foods offered on the school campus are encouraged to meet the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, classroom snacks brought by parents, rewards and incentives.

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<sup>1</sup> Oregon Department of Education, [Oregon Smart Snacks Standards](#)

## **Fund Raising**

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fund raisers on the school campus during the school day.

## **Food and Beverage Marketing in Schools**

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards.

“Food and beverage marketing” is defined as advertising and other promotion in schools. Food and beverage marketing often includes an oral, written or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

## **PHYSICAL ACTIVITY**

Physical activity should be included in the school’s daily education program for grades pre-K through 12 and include regular, instructional physical education, as well as co-curricular activities and recess.

The Board realizes that a quality physical education program is an essential component for all students to learn about and participate in physical activity. The district will develop and assess student performance standards in order to meet the ODE’s physical education content standards.

## **Other Activities that Promote Student Wellness**

The district will integrate wellness activities throughout the entire school environment (districtwide), not just in the cafeterias, other food and beverage venues and physical activity facilities. The district will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complimentary, not duplicated and work toward the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

**END OF POLICY**

### **Legal Reference(s):**

[ORS 329.496](#)  
[ORS 332.107](#)  
[ORS 336.423](#)

[OAR 581-051-0100](#)  
[OAR 581-051-0305](#)  
[OAR 581-051-0306](#)

[OAR 581-051-0310](#)  
[OAR 581-051-0400](#)

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b (2012).  
National School Lunch Program, 7 C.F.R. Part 210 (2017).  
School Breakfast Program, 7 C.F.R. Part 220 (2017).

# Corbett School District 39

Code: EFA-AR  
Revised/Reviewed: 6/21/17  
Orig. Code: EFA-AR

## Local Wellness Program

The district's comprehensive age-appropriate nutrition program will be implemented in district schools in accordance with the following requirements:

### Definitions

1. "Accompaniment foods" means food items served along with another food to enhance palatability such as butter, jelly, cream cheese, salad dressing, croutons and condiments.
2. "Combination foods" means products that contain two or more components, representing two or more of the recommended food groups: fruit; vegetable; dairy; protein; or grains.
3. "Competitive foods" means any food or drink sold in competition with the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) during the school day.
4. "Entree item" means an item that is either:
  - a. A combination food of meat or meat alternate and whole grain rich food; or
  - b. A combination food of vegetable or fruit and meat or meat alternate; or
  - c. A meat or meat alternate alone with the exception of yogurt, low-fat or reduced fat cheese, nuts, seeds and nut or seed butters and meat snacks (such as dried beef jerky); or
  - d. Grains only when served in the SBP.
5. "Food service area" means any area on school premises where NSLP or SBP meals are both served and eaten, as well as any areas in which NSLP or SBP meals are either served or eaten.
6. "Meal period" means the period(s) during which breakfast or lunch meals are served and eaten, and as identified on the school schedule.
7. "Nutrition education" means a planned sequential instructional program that provides knowledge and teaches skills to help students adopt and maintain lifelong healthy eating habits.
8. "Oregon Smart Snacks Standards"<sup>1</sup> means the minimum nutrition standards for competitive foods and beverages.
  - a. Food items, including accompaniment foods, must:
    - (1) Be a grain product that contains 50 percent or more whole grains by weight or have as the first ingredient a whole grain (e.g., flour, flake or meal); or

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<sup>1</sup> Oregon Department of Education, [Oregon Smart Snacks Standards](#)

- (2) Have as the first ingredient, one of the non-grain major food groups: fruits; vegetables; dairy or protein foods (e.g., meat, beans, poultry, seafood, eggs, nuts, seeds); or
- (3) Be a combination food that contains one-quarter cup of fruit and/or vegetable; or
- (4) Have one of the food items above as a second ingredient if water is the first ingredient; and
- (5) Meet all the competitive food nutrient standards:
  - (a) Calories:
    - (i) Snacks contain no more than:
      - 1) 150 calories as packaged or served for elementary level;
      - 2) 180 calories as packaged or served for middle school level; and
      - 3) 200 calories as packaged or served for high school level.
    - (ii) Entrees contain no more than 350 calories as packaged or served.
  - (b) Total fat: contains 35 percent or less of total calories from fat per item as packaged or served.  
  
Exemptions to the total fat standard are granted for reduced fat cheese and part-skim mozzarella cheese, nuts, seeds, nut or seed butters, products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat and seafood with no added fat.
  - (c) Saturated fat: contains no more than 10 percent of total calories from saturated fat per item as packaged or served.  
  
Exemptions to the saturated fat standard are granted for reduced fat cheese and part-skim mozzarella cheese, nuts and products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat.
  - (d) Transfat: contains 0 grams of trans fat per item as packaged or served.
  - (e) Sugar must be no more than 35 percent by weight.
    - (i) Exempt from the sugar standard are:
      - 1) Dried whole fruits or vegetables;
      - 2) Dried whole fruit or vegetable pieces;
      - 3) Dehydrated fruits or vegetables with no added nutritive sweeteners; and
      - 4) Dried fruits with nutritive sweeteners that are required for processing and/or palatability purposes (i.e., cranberries, blueberries, tart cherries).
  - (f) Sodium:
    - (i) Snacks contain no more than 200 mg sodium per item as packaged or served.
    - (ii) Entrees contain no more than 480 mg sodium per item as packaged or served.

- (g) Caffeine free, except for naturally occurring trace amounts, for elementary and middle school level.
- (h) Exempt from all nutrients standards on any day are:
  - (i) Fresh, canned and frozen fruits or vegetables with no added ingredients except water.
  - (ii) Fruit packed in 100 percent juice, extra light or light syrup.
  - (iii) Canned vegetables that contain a small amount of sugar for processing purposes.
  - (iv) Sugar-free chewing gum.
- (i) Entrees in same or smaller portion served on the day or the day following in the National School Lunch or School Breakfast Programs are exempt from the nutrient standards for:
  - (i) Calories;
  - (ii) Total fat;
  - (iii) Saturated fat;
  - (iv) Transfat;
  - (v) Sodium; and
  - (vi) Sugar.

b. Beverages must be:

(1) For elementary level students:

- (a) Plain water, carbonated or uncarbonated, with portion size unlimited;
- (b) Lowfat milk (unflavored), with portion size not to exceed 8 ounces and 150 calories;
- (c) Nonfat milk (including flavored), with portion size not to exceed 8 ounces and 150 calories;
- (d) Nutritionally equivalent milk alternatives, portion size not to exceed 8 ounces and 150 calories;
- (e) Full strength, unsweetened fruit or vegetable juices, portion size not to exceed 8 ounces and 120 calories;
- (f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 8 ounces and 120 calories;
- (g) Caffeine free, except for naturally occurring trace amounts.

(2) For middle school level students:

- (a) Plain water, carbonated or uncarbonated, with portion size unlimited;
- (b) Lowfat milk (unflavored), portion size not to exceed 10 ounces and 190 calories;
- (c) Nonfat milk (including flavored), portion size not to exceed 10 ounces and 190 calories;
- (d) Nutritionally equivalent milk alternatives, portion size not to exceed 10 ounces and 190 calories;

- (e) Full strength, unsweetened fruit or vegetable juices, portion size not to exceed 10 ounces and 150 calories;
- (f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 10 ounces and 150 calories;
- (g) Caffeine free, except for naturally occurring trace amounts.

(3) For high school level students:

- (a) Plain water, carbonated or uncarbonated, with portion size unlimited;
- (b) Lowfat milk (unflavored), portion size not to exceed 12 ounces and 225 calories;
- (c) Nonfat milk (including flavored), portion size not to exceed 12 ounces and 225 calories;
- (d) Nutritionally equivalent milk alternatives, portion size not to exceed 12 ounces and 225 calories;
- (e) Full strength, unsweetened fruit or vegetable juices, portion size not to exceed 12 ounces and 180 calories;
- (f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 12 ounces and 180 calories;
- (g) Low or no calorie beverage is less than 5 calories per 8 ounce serving or less than or equal to 10 calories per 20 fluid ounces, portion size not to exceed 20 ounce serving;
- (h) Other beverages are not to exceed 40 calories per 8 fluid ounces (or 60 calories per 12 fluid ounces) with portion size not to exceed 12 ounces.

c. Use the nutrient standard for the lowest grade group when mixed grades have open access to competitive foods.

- 9. “School day” means a student education day beginning at midnight and ending at the conclusion of afternoon student activities, such as athletic, music or drama practices, clubs, academic support and enrichment activities.
- 10. “School campus” means all areas of property under the jurisdiction of the school that are accessible to students during the school day.
- 11. “Snack” means a food that is generally regarded as supplementing a meal and includes, but is not limited to, chips, crackers, onion rings, nachos, french fries, doughnuts, cookies, pastries, cinnamon rolls and candy.

### **Nutrition Promotion and Nutrition Education**

Nutrition promotion and nutrition education shall be a sequential and integrated focus on improving students’ eating behaviors, reflect evidence-based strategies and be consistent with state and local district health education standards.

Nutrition education at all levels of the district’s curriculum shall include the following essential components designed to help students learn:

1. Age-appropriate nutritional knowledge, including the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, handling and storage and cultural diversity related to food and eating;
2. Age-appropriate nutrition-related skills, including but not limited to, planning a healthy meal, understanding and using food labels and critically evaluating nutrition information, misinformation and commercial food advertising; and
3. How to assess one’s personal eating habits, set goals for improvement and achieve those goals.

### **Food and Beverage Marketing**

The district (i.e., school nutrition services, athletics department, PTA, PTO) will review existing contracts, new contracts and equipment and product purchase or replacement to reflect the applicable food and beverage marketing guidelines established by the district wellness policy.

“Food and beverage marketing” is defined as advertising and other promotions in schools. Food and beverage marketing often include oral, written or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

This term includes, but is not limited to, the following:

1. Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container;
2. Displays, such as on vending machine exteriors;
3. Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards;

Note: Immediate replacement of these items is not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance;

4. Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, student assignment books or school supplies displayed, distributed, offered or sold by the district;
5. Advertisements in school publications or school mailings;
6. Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

## **Physical Activity and Physical Education**

In order to insure students are afforded the opportunity to engage in physical activity and physical education in the school setting, the following guidelines apply:

1. Physical activity will be integrated across curricula and throughout the school day. Movement will be made a part of all classes or courses as part of a well-rounded education;
2. Physical education will be a course of study that focuses on students' physical literacy and development of motor skills;
3. Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate knowledge, skills and confidence to become physically literate;
4. All physical education classes will be taught by licensed physical education teachers and/or appropriately licensed teachers as outlined by the Teacher Standards and Practices Commission (TSPC);
5. Daily recess period(s) will be provided that will not be used as a punishment or a reward.

## **Nutrition Guidelines and Food Services Operation**

In order to support a school's nutrition and food services operation as an essential partner in the educational mission of the district and its role in the district's comprehensive nutrition program, the principal is responsible for ensuring:

1. The school encourages all students to participate in the school's NSLP and SBP meal opportunities;
2. The school notifies families of need-based programs for free or reduced-price meals and encourages eligible families to apply;
3. The school's NSLP and SBP maintains the confidentiality of students and families applying for or receiving free or reduced-priced meals or free milk in accordance with the National School Lunch Act;
4. The school's NSLP and SBP operates to meet dietary specifications in accordance with the Healthy, Hunger-Free Kids Act of 2010 and applicable state laws and regulations;
5. The school sells or serves varied and nutritious food choices consistent with the applicable nutrition standards set by the USDA and the Oregon Smart Snacks Standards. A school or district, that operates or contracts the food service component of their NSLP and SBP, shall form a nutrition advisory committee comprised of staff, students and parents. Cultural norms and preferences will be considered;
6. Food prices set by the district are communicated to students and parents. District pricing strategies will encourage students to purchase full meals and nutritious items;
7. Procedures are in place to provide families, on request, information about the ingredients and nutritional value of the foods served;

8. Modified meals are prepared for students with special dietary needs:
  - a. The district will provide substitute foods to students with a disability<sup>2</sup> that restricts their diet, when supported by a written statement from a state-licensed health care professional who is authorized to write medical prescriptions.
  - b. Such substitutions will be provided only when a medical statement from the licensed health care professional is on file at the school. The medical statement must state the nature of the child's impairment so its effect on the student's diet is understood, and what must be done to accommodate the impairment.
9. Food service equipment and facilities meet applicable local and state standards concerning health, safe food preparation, handling and storage, drinking water, sanitation and workplace safety;
10. Students are provided adequate time and space to eat meals in a pleasant and safe environment. School dining areas will be reviewed to ensure:
  - a. Tables and chairs are of the appropriate size for students;
  - b. Seating is not overcrowded;
  - c. Students have a relaxed environment;
  - d. Noise is not allowed to become excessive;
  - e. Rules for safe behavior are consistently enforced;
  - f. Tables and floors are cleaned between meal periods;
  - g. The physical structure of the eating area is in good repair; and
  - h. Appropriate supervision is provided.
11. The guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. § 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. § 1758(f)(1), § 1766(a)), as those regulations and guidance apply to schools.

### **Competitive Food Sales**

In keeping with federal regulations, the district controls the sale of all competitive foods. Accordingly, the district will select food items that meet the Oregon Smart Snacks Standards.

The sale of foods and beverages in competition with the district's NSLP and SBP meals shall be permitted when all income from the food sales accrues to the benefit of the district's nutrition and food services operation or a school or student organization as approved by the Board.

#### **Other Foods Offered or Sold**

Foods and beverages sold [or offered] in classrooms or school-sponsored activities during the school day shall follow the Oregon Smart Snacks Standards.

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<sup>2</sup>To comply with Section 504 as it relates to a student's severe food allergy, such as milk, gluten, nut or soy, and including but not limited to diabetes, colitis, etc.

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fund raisers on the school campus during the school day.

### **Other Activities that Promote Student Wellness**

The district will provide the following activities and encourage the following practices which promote local wellness:

1. Physically active community engagement (e.g., skate night, fun run, dance night);
2. The use of alternates to food as rewards in the classroom.

### **Staff Development**

Ongoing pre-service and professional development training opportunities for staff will be encouraged. Staff responsible for nutrition education will be encouraged to participate in professional development activities to effectively deliver the nutrition education program as planned. Nutrition and food service personnel will receive opportunities to participate in professional development activities that address strategies for promoting healthy eating behavior; food safety; maintaining safe, orderly and pleasant eating environments; and other topics directly relevant to the employee's job duties. The principal is responsible to ensure such training is made available, including but not limited to, the following:

1. Personnel management;
2. Financial management and record keeping;
3. Cost- and labor-efficient food purchasing and preparation;
4. Sanitation and safe food handling, preparation and storage;
5. Planning menus for students with special needs and students of diverse cultural backgrounds;
6. Customer service and student and family involvement;
7. Marketing healthy meals;
8. Principles of nutrition education, including selected curriculum content and innovative nutrition teaching strategies; and
9. Assessment by staff of their own eating practices and increased awareness of behavioral messages staff provide as role models.

### **Family and Community Involvement**

In order to promote family and community involvement in supporting and reinforcing nutrition education in the schools, the principal is responsible for ensuring:

1. Nutrition education materials and cafeteria menus are sent home with students;

2. Parents are encouraged to send healthy snacks/meals to school;
3. Parents and other family members are invited to periodically eat with their student in the cafeteria;
4. Families are invited to attend exhibitions of student nutrition projects or health fairs;
5. Nutrition education workshops and screening services are offered;
6. Nutrition education homework that students can do with their families is assigned (e.g., reading and interpreting food labels, reading nutrition-related newsletters, preparing healthy recipes, etc.);
7. Staff are encouraged to cooperate within their own schools and with other agencies and community groups to provide opportunities for student volunteer or paid work related to nutrition, as appropriate;
8. Staff encourages and provides support for parental involvement in their children's physical education.

### **Program Evaluation**

In order to evaluate the effectiveness of the local wellness program in promoting healthy eating, increased physical activity among students, and to implement program changes as necessary to increase its effectiveness, the superintendent or designee is responsible for ensuring:

1. Board policy and this administrative regulation are implemented as written;
2. All building, grade-level nutrition education curricula and materials are assessed for accuracy, completeness, balance and consistency with state and local district educational goals and standards;
3. Nutrition education is provided throughout the student's school years as part of the district's age-appropriate, comprehensive nutrition program, and is aligned and coordinated with the Oregon Health Education Standards and school health education programs;
4. Teachers deliver nutrition education through age-appropriate, culturally relevant, participatory activities that include social learning strategies and activities that are aligned and coordinated with the Oregon Health Education Standards and school health education programs;
5. Teachers and school nutrition and food service personnel have undertaken joint project planning and action;
6. Teachers have received curriculum-specific training;
7. Families and community organizations are involved, to the extent practicable, in nutrition education; and
8. One or more persons within the district or at each school, as appropriate, will be charged with the operational responsibility of ensuring that the policy and administrative regulations are followed and will develop an evaluation plan to be used to assess the district's level of compliance with state and federal requirements.

# Corbett School District 39

Code: EFAA  
Adopted: 3/15/17  
Orig. Code: EFAA

## District Nutrition and Food Services

The district may enter into an agreement with the Oregon Department of Education (ODE) to operate the National School Lunch Program (NSLP) and the Commodity Food Distribution Program (CFDP) by signing a permanent Sponsor-ODE Agreement entitling the district to receive reimbursement for all meals that meet program requirements and to earn USDA Food entitlement based on the number of lunches served.

The permanent agreement shall be signed by the superintendent or other school official with authority to obligate the district to legally binding contracts, subject to annual ODE renewal and will include, at the district's option, an agreement to operate the School Breakfast Program (SBP), Summer Food Service Program (SFSP), the Child and Adult Care Food Program (CACFP) and the Special Milk Program (SMP). The district recognizes that meals and snacks served by the district will not be eligible for reimbursement until the annual program update is received and approved by ODE.

The permanent Sponsor-ODE Agreement shall include assurances by the district that it will follow all Child Nutrition Program regulations for which the district is approved to operate:

1. Free and reduced price process (updated annually);
2. Financial management of the nonprofit school food service;
3. Civil rights and confidentiality procedures;
4. Meal pattern and nutrition content of meals served;
5. Use and control of commodity foods;
6. Accuracy of reimbursement claims;
7. Food safety and sanitation inspections;
8. Nutrition standards for foods and beverages sold to students.

The superintendent will develop an administrative regulation as necessary to implement this policy and meet the requirements of state and federal law. The administrative regulation will be reviewed and adopted by the Board as required by law.

END OF POLICY

### Legal Reference(s):

[ORS 327.520 to -327.537](#)

[ORS 336.423](#)

[OAR 581-022-2345](#)  
[OAR 581-051-0100](#)

[OAR 581-051-0305](#)  
[OAR 581-051-0310](#)

[OAR 581-051-0400](#)

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2017).

U.S.D.A., ELIGIBILITY GUIDANCE FOR SCHOOL MEALS MANUAL.

U.S.D.A., FNS INSTRUCTION 765-7 REV. 2: HANDLING LOST, STOLEN AND MISUSED MEAL TICKETS.

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §§ 1758, 1760 (2012).

National School Lunch Program 7 C.F.R. Part 210 (2017)

U.S.D.A. Instruction 113-1 Civil Rights

Donation of Foods for Use in the United States, Its Territories and Possessions and Areas Under its Jurisdiction, 7 C.F.R. Part 250 (2017)

Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. 200 (2017).

# Corbett School District 39

Code: EFAA-AR  
Adopted: 5/17/17  
Orig. Code: EFAA-AR

## Reimbursable School Meals and Milk Programs

(National School Lunch Program, School Breakfast Program, Special Milk Program and other meal programs)

The district's nutrition and food services will be operated in accordance with the following requirements:

### Meal Pricing Procedures

1. The district may operate the Special Milk Program (SMP) at schools where students do not have access to program meals. Under SMP, the district will choose one of the following options:
  - a. Nonpricing (serve SMP milk at no charge to all students);
  - b. Pricing programs without a free option (charge all students for SMP milk); or
  - c. Pricing programs with a free option (distribute confidential applications for free milk and charge only those students for SMP milk who do not qualify for free milk based on the household's application or direct certification from Supplemental Nutrition Assistance Programs (SNAP)).
2. Reimbursable meals will be priced as a unit.
3. Reimbursable meals will be served free or at a reduced price to all children who are determined by the district to be eligible for free or reduced-price meals.
4. Annually, the district will establish prices for reimbursable student meals. The price charged to students who do not qualify for free or reduced-price meals will be established annually by the district in compliance with state and federal laws.
5. The price charged to students who qualify for reduced-price meals will be established annually by the district in compliance with state and federal laws.

### Application Procedures

1. Households receiving SNAP or Temporary Assistance to Needy Families (TANF) benefits, as identified by Oregon Department of Education (ODE), will be automatically eligible for free meals for the students listed on the official document. Districts must access this document at least three times per year.
2. Students receiving support through the migrant education program, Runaway and Homeless Youth Act, McKinney-Vento Homeless Assistance Act, federal Head Start and state-funded prekindergarten programs with income eligibility criteria identical or more stringent than federal Head Start or are in state or court placement foster care, will be automatically eligible for free meals, for the students listed on the official documents.
3. Households that submit a confidential application will be notified of their student's eligibility for free or reduced-price meals. Households that are denied free or reduced-price benefits will be notified in writing using the ODE template letter distributed to the district annually.

4. On a case-by-case basis when a student is known to be eligible for free or reduced-price meal benefits, and the household fails to submit a confidential application, the superintendent or designee may complete an application for the student documenting how he/she knows the household income qualifies the student for free or reduced-price meal benefits. Parents of a student approved for free or reduced-price benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.
5. Students who do not qualify for free or reduced-price meals [or free milk] are eligible to participate in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and will be charged “paid” prices set by the district. “Paid” category students will be treated equally to students receiving free or reduced-price benefits in every aspect of the district’s NSLP and SBP.
6. The district has established a fair hearing process under which a household can appeal a decision with respect to the household’s application for benefits or any subsequent reduction or termination of benefits.
7. In the event of major employers contemplating large layoffs in the attendance area of the district, the district will provide confidential applications and eligibility criteria for free and reduced-price meals to the employer for distribution to affected employees.

### **Financial Management of the Nonprofit School Food Service**

1. The district will maintain a nonprofit school nutrition and food service operation.
2. Revenues earned by the school nutrition and food services will be used only for the operation or improvement of NSLP and SBP.
3. Lunch and breakfast meals served to teachers, administrators, custodians and other adults not directly involved with the operation of the district’s nutrition and food services will be priced to cover all direct and indirect cost of preparing and serving the meal.<sup>1</sup>
4. District nutrition and food services revenues will not be used to purchase land or buildings.
5. The district will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.
6. The district will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services’ cash, real and personal property, equipment and other assets, and ensure they are used solely for nutrition and food services purposes.
7. The district will meet the requirements for allowable NSLP and SBP costs as described in 2 C.F.R. 200.
8. In purchasing nutrition and food services goods or services, the district will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions or other documents for proposals used to conduct the procurement.

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<sup>1</sup>For meals with portion sizes equivalent to student meals, the adult meal price will be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.

9. All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal and district procurement standards using the applicable cost thresholds.
10. In the operation of its nutrition and food services program, the district will purchase food products where at least 50 percent of the ingredients are produced or processed in the United States, whenever possible.

### **Civil Rights and Confidentiality Procedures**

1. The district will not discriminate against any student because of his/her eligibility for free or reduced-price meals.
2. The district will not discriminate against any student or any nutrition and food services employee because of race, color, national origin, marital status, sex, sexual orientation, parental status, religion, age or disability.
3. The district will assure that all students and nutrition and food services employees are not subject to different treatment, disparate impact or a hostile environment.
4. Established district procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP and SBP benefits and services, and employment practices with regard to the operation of its NSLP and SBP. The district will forward any civil rights complaint regarding the district's nutrition and food services to ODE's director of Child Nutrition Programs within three days of receiving the complaint.
5. The district will make written or oral translations of all nutrition and food services materials available to all households who do not read or speak English.
6. The district will maintain strict confidentiality of all information obtained through a confidential application for free and reduced-price meals or direct certification, including students' eligibility for free or reduced-price meals and all household information. The district's NSLP and SBP operators are not required to release any information from a student's confidential application for free or reduced-price meals. No information may be released from a student's eligibility information without first obtaining written permission from the student's parent or legal guardian/adult household member signing the application, except as follows:
  - a. An individual student's name and eligibility status may be released without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state, education assessment; or persons who operate or administer any other NSLP, SBP, SMP, Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP) or SNAP;
  - b. Any other confidential information contained in the confidential application for free and reduced-price meals or free milk (e.g., family income, address, etc.) may be released without written consent only to persons who operate or administer the NSLP, SBP, SMP, CACFP, SFSP and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC); the Comptroller General of the United States for audit purposes; and federal, state or local law enforcement officials investigating alleged violation of any of the programs listed above.

## **Nutrition and Menu Planning**

1. Meals and afterschool snacks served for reimbursement will meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and Oregon Smart Snacks Standards.
2. Meals served for reimbursement will meet at least the minimum NSLP and SBP requirements for food items and quantities.
3. Meals served for reimbursement will:
  - a. Meet all calorie range requirements by grade level;
  - b. Meet the maximum standards set for saturated fat;
  - c. Meet the maximum standards set for sodium by grade level; and
  - d. Meet the requirement for zero grams of trans fats.
4. The district will use the offer versus serve option when serving NSLP lunches to senior high school students. High school students must take at least three of five different food items including one-half cup of fruit or vegetable offered in program lunches.
5. The district will use the offer versus serve option when serving program breakfasts to senior high school students. High school students must take at least three of four food items, including one-half cup of fruit or vegetable offered in program breakfasts.
6. The district will use the offer versus serve option when serving program lunches to students below senior high school grades. Students below high school grades will be required to take three of the five food items, including one-half cup of fruit or vegetable offered in program lunches.
7. The district will use the offer versus serve option when serving program breakfasts to students below senior high school grades. Students below high school grades will be required to take three of the four food items, including one-half cup of fruit offered in program breakfasts.
8. A copy of the Board minutes adopting the offer versus serve policy for students below high school grades for program lunches and/or for all students in the district for program breakfasts, as applicable, will be made available upon request.

## **Use and Control of Commodity Foods**

1. The district will accept and use commodity foods in as large a quantity as may be efficiently utilized in the NSLP and SBP.
2. The district will maintain necessary safeguards to prevent theft or spoilage of commodity foods.
3. The value of commodity foods used for any food production other than NSLP SBP, SFSP or afterschool snacks shall be replaced in the food service inventory.

## **Accuracy of Reimbursement Claims**

1. The district will claim reimbursement only for reimbursable meals served to eligible children.
2. All meals claimed for reimbursement will be counted at each dining site at a “point of service” where it can be accurately determined that the meal meets NSLP and SBP requirements for reimbursement.

3. The person responsible for determining reimbursability of meals will be trained to recognize a reimbursable meal.
4. The district official signing the claim for reimbursement will review and analyze monthly meal counts to ensure accuracy of the claim, before submitting the claim to ODE.
5. Annually, by November 15, the district will verify a random sample of applications according to NSLP verification requirements. Instructions for completing the verification process will be sent by ODE to the district in October each year.

**Food Safety and Sanitation Inspections**

1. The district will maintain necessary facilities for storing, preparing and serving food and milk.
2. Semiannually, the district will schedule food safety inspections with the county Environmental Health Department for each school or dining site under its jurisdiction.
3. The district will maintain health standards in compliance with all applicable state food safety regulations at each school or dining site under its jurisdiction.

**General USDA NSLP/SBP/SMP Requirements**

1. The district will ensure that no student is denied a meal as a disciplinary action.
2. Breakfast will be served in the morning hours, at or near the beginning of the student’s school day.
3. Lunch will be served between the hours of 10 a.m. and 2 p.m.
4. The district will provide substitute foods for students with a disability<sup>2</sup> that restricts their diet when supported by a written statement from a state-licensed health care professional, who is authorized to write medical prescriptions. Substitutions will be provided only when a medical statement from the licensed health care professional is on file at the school. The medical statement must state the nature of the child’s impairment so its effect on the student’s diet is understood, and what must be done to accommodate the impairment. The district will not charge more than the price of the school meal, as determined by the child’s eligibility status, for meals with the accommodation.
5. The district will control the sale of competitive foods.
6. The district will ensure that potable, drinking water will be available to students, free of charge for consumption in the place where meals are served during meal service.
7. The district will notify all households and appropriate staff of its meal charge requirements early in the year at the beginning of each school year, upon enrollment of a student or the transfer of a student. The meal charging requirement will be posted on the district website, published in the student/parent handbook and made available in the information on free and reduced-priced meals.

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<sup>2</sup>To comply with Section 504 as it relates to a student’s severe food allergy, such as milk, gluten, nut or soy, and including but not limited to diabetes, colitis, etc.

~~†~~Regardless of the ability to pay, a student shall be provided a reimbursable meal upon request. Parents or guardians may provide written permission to the district to withhold a meal from a student. After five meal charges the district will attempt to certify the student for free or reduced-price meals. At least two attempts to contact the student's parent or guardian for completing a meal application will be made by the district, including offering assistance filling out the application, if appropriate. Communications regarding student charges will be directed to parents or guardians, only.† The district may refer delinquent meal charges to third parties for collection. Collection fees will not be charged to the parent or guardian.†

8. The sale of foods in competition with the district's lunch (NSLP) or breakfast (SBP) programs will be allowed in dining sites during lunch and breakfast periods with Board approval only when all income from the food sales accrues to the benefit of the district's nutrition and food services or accrues to a school or student organization approved by the Board. A copy of the Board minutes approving and defining competitive food sales will be made available upon request.
9. Students will not be charged for second servings of meals or portions of meals served.

### **Record Keeping**

The following documents will be maintained by the district for three years after the current school year or longer, in the event of an unresolved audit(s), until the audit(s) has been completed:

1. All currently approved and denied confidential applications for free and reduced-price meals all current direct certification documents, eligibility verification documents and school membership or enrollment lists;
2. Financial records that account for all revenues and expenditures of the district's nonprofit nutrition and food services programs, including procurement documents;
3. Records (i.e., recipes, ingredient lists and nutrition fact labels or product specifications) that document the compliance with nutrition standards for all program and competitive foods available for sale to students at a school campus;
4. Documents of participation data (i.e. meal counts) from each school in the district to support claims for reimbursement;
5. Production and menu records;
6. Records to document compliance with Paid Lunch Equity;
7. Records to document compliance with Revenue from Nonprogram Foods; and
8. Internal program monitoring documents for NSLP and SBP.

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~~† Pursuant to ORS 327.535 the following language reflects required practice, but the language is not required to be in policy.†~~

# Corbett School District 39

Code: EFAB  
Adopted: 1/15/98  
Orig. Code: EFAB

## Handling Lost, Stolen and Misused Meal Tickets\*\*

In lieu of meal tickets, tokens or other such methods of exchange, the district shall implement a roster/check-off system for all students participating in the school's breakfast and lunch programs.

The district's roster/check-off system shall ensure the anonymity of students receiving free and reduced-price meals and free milk. It is the intent of the Board that students who meet the required eligibility guidelines always receive a free meal. Students qualifying for reduced-price meal programs are expected to keep their accounts current. Students failing to keep their accounts current as required by the Board shall be denied a meal until the account has been paid in full. At least three written warnings shall be provided to students and parents prior to any such denial of service.

Notice of the district's policy will be provided to parents and students at the time of registration each year.

END OF POLICY

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### Legal Reference(s):

7 CFR Part 245.8 (revised annually)

FNS Instruction 765-7 Revision 2, Department of Agriculture

# Corbett School District 39

Code: EFAE  
Adopted: 7/17/13  
Orig. Code: EFAE

## Child Nutrition - Hearings Procedure/Appeal Process

The district shall establish and use a fair hearing procedure under which a household can appeal a decision made by the school food authority with respect to the household's application for benefits and/or any subsequent reduction or termination of benefits. During the appeal and hearing, the student who was determined to be eligible based on the face of the application submitted will continue to receive free or reduced-price meals or free milk. Prior to initiating the hearing procedure, the school official or the parents may request a conference to provide an opportunity for the parents and school officials to discuss the situation, present information, obtain an explanation of data submitted in the application, and the decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.

END OF POLICY

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### Legal Reference(s):

Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance, 7 C.F.R. Part 15b (2001).  
National School Lunch Program, 7 C.F.R. Part 210 (2006).  
Special Milk Program for Children, 7 C.F.R. Part 215 (2006).  
School Breakfast Program, 7 C.F.R. Part 220 (2006).  
Determining Eligibility for Free and Reduced Price Meals and Free Milk, 7 C.F.R. § 245.8 (2006).  
Uniform Federal Assistance Regulations, 7 C.F.R. Part 3015 (2006).

# Corbett School District 39

Code: EFAE-AR  
Adopted: 7/17/13  
Orig. Code: EFAE-AR

## Child Nutrition - Hearings Procedure/Appeal Process

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

The district shall ensure that the hearing procedure provides the following for both household and the school food authority:

1. A publicly announced, simple method for making an oral or written request for a hearing;
2. An opportunity to be assisted or represented by an attorney or other person;
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal;
4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to its time and place;
5. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference;
6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witness(es);
7. That the hearing be conducted and the decision be made by an official who did not participate in the decision under appeal or any previous conference;
8. That the decision of the hearing official be based on the oral and documentary evidence presented at the hearing and entered into the hearing record;
9. That the parties concerned and any designated representatives thereof be notified in writing of the decision;
10. That for each hearing a written record be prepared, including the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefore and a copy of the notification to the parties concerned of the hearing official's decision;
11. That such written record must be retained for a period of three years after the close of the school year to which they pertain. These records must be made available for examination by the parties concerned or their designees at any reasonable time and place during such period.

# Corbett School District 39

Code: EFAJ  
Adopted: 1/15/98  
Orig. Code: EFAJ

## Child Nutrition - Meals Served Visiting Students

The district shall serve visiting students eligible for free or reduced-price meals as determined by the district's eligibility criteria.

The school records will show claim for reimbursement by recording the names of the students served lunches, the numbers served and the eligibility category of free, reduced-price and paid. Information relating to the eligibility categories will be requested from the visiting school district. An agreement shall be reached to insure one district will make claim reimbursement. Both districts may not claim reimbursement.

The district shall also record the procedures used in serving visiting students.

END OF POLICY

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### Legal Reference(s):

Nondiscrimination on the Basis of Handicap in Programs and Activities, 7 CFR Part 15b (2001).  
National School Lunch Program, 7 CFR part 210 (2001).  
Special Milk Program for Children, 7 CFR part 215 (2001).  
School Breakfast Program, 7 CFR part 220 (2001).  
Determining Eligibility for Free and Reduced Price Meals and Free Milk, 7 CFR Part 245.8 (2001).  
Uniform Federal Assistance Regulations, 7 CFR Part 3015 (2001).

# Corbett School District 39

Code: EFAL  
Adopted: 1/15/98  
Orig. Code: EFAL

## Child Nutrition - Second Meals

Students will not be charged for second servings of meals or portions of meals served.

END OF POLICY

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### Legal Reference(s):

Nondiscrimination on the Basis of Handicap in Programs and Activities, 7 CFR Part 15b (2001).  
National School Lunch Program, 7 CFR Part 210 (2001).  
Special Milk Program for Children, 7 CFR Part 215 (2001).  
School Breakfast Program, 7 CFR Part 220 (2001).  
Determining Eligibility for Free and Reduced Price Meals and Free Milk, 7 CFR Part 245.8 (2001).  
Uniform Federal Assistance Regulations, 7 CFR Part 3015 (2001).

# Corbett School District 39

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



## Vending Machines and School Stores

The superintendent may authorize the use of vending machines or the establishment of school stores when appropriate.

Food items will be commercially prepared and prepackaged. Funds received from sale of food items will be used for student activities or other uses authorized by the Board.



Building principals will be responsible for the regulation and supervision of vending machines or school stores within the buildings.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)



# Corbett School District 39

Code: EGA  
Adopted: 1/15/98  
Orig. Code: EGA

## Office Communications Services - Fax

(OSBA has removed this policy from its samples)

The district may use FAX telecopying for the purpose of prompt exchange of information.

The superintendent may develop procedures for:

1. Protecting the FAX code number from unsolicited users;
2. Securing confidential information;
3. Exchanging legal documents;
4. Developing a fee structure.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

E

T

F

# Corbett School District 39

Code: EGA-AR  
 Adopted: 12/10/03  
 Orig. Code: EGA-AR



## Fax Transmission Cover Sheet

Corbett School District      39 35800 E Historic Columbia River Hwy      Corbett Oregon 97019

<p><b>FAX</b></p> <p>To:</p> <p>Phone: _____</p> <p>Fax phone: _____</p> <p>CC: _____</p>	<p>Date: _____</p> <p>Number of pages including cover sheet: _____</p> <p>From:</p> <p>Phone: 503 695-3612</p> <p>Fax phone: 503 695-3641</p>
<p><b>Remarks:</b>    <input type="checkbox"/> Urgent            <input type="checkbox"/> For your review            <input type="checkbox"/> Reply ASAP            <input type="checkbox"/> Please comment</p>	

# Corbett School District 39

Code: EGAAA  
Adopted: 1/15/98  
Orig. Code: EGAAA

## Reproduction of All Copyrighted Materials

Among the facilities available to teachers in carrying out their educational assignments are a variety of machines for reproducing the written and spoken word, either in single or multiple copies.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video or computer-programmed materials, is a serious offense against federal law and contrary to the ethical standards required of staff and students alike. Violations may result in criminal or civil suits.

The Board therefore requires that all reproduction of copyrighted material be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

“Fair use” is not a rigidly defined term. “Fair use” is based on the following standards:

1. The purpose and character of the use;
2. The nature of the copyrighted work;
3. The amount of and the substantiality of the portion used;
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

If an individual questions the legality of duplicating materials, ~~he/she~~ they should seek permission from the copyright holders.

Employees in violation of copyright law may be required to remunerate the district in the event of loss due to litigation and may be subject to discipline up to and including dismissal.

The superintendent will develop administrative regulations ~~that provide guidelines for~~ the “fair use” of copyrighted materials that meet the requirements of Section 107 of the Copyright Act of 1976 and applicable amendments.

END OF POLICY

### Legal Reference(s):

[ORS 332.107](#)

Copyrights, 17 U.S.C. §§ 101-1332; 19 C.F.R. Part 133 (2016).

# Corbett School District 39

Code: EGAAA-AR  
Revised/Reviewed: 1/27/99  
Orig. Code: EGAAA-AR

## Guidelines for the Use of Copyrighted Materials

The superintendent is responsible for the establishment of practices which will ensure compliance with the provisions of the U.S. Copyright law as they affect the district and its employees.

### General Responsibilities

The building principal will be designated with the responsibility for disseminating and interpreting copyright regulations at the building level. ~~He/She~~ **They** will provide employee training as needed, distribute and review district policy and administrative regulations with employees, control the approval process and maintain written records regarding permissions, response to requests and license agreements as may be necessary.

1. The building principal will ensure that budget recommendations include appropriate funds for the purchase of multiple copies of needed software.
2. The building principal will ensure that appropriate warning notices are posted to educate and warn individuals using district equipment of the applicable provisions of the copyright law. Warning notices will be posted as follows:
  - (1) On or near all copiers;
  - (2) On all forms used to request copying services;
  - (3) On all video recorders;
  - (4) On all computers;
  - (5) At the library or other places where inter-library loan orders for copies of materials are accepted.
3. The building principal will ensure that building computers and computer labs are used only with proper supervision to help protect against unauthorized copying.
- 4.. The building principal will annually inspect the library/media center and any video collections to ensure all copies are acquired and maintained in accordance with applicable provisions of the copyright law.
5. All computer software license agreements must be signed by the superintendent.
6. The employee reproducing a copyrighted work will determine whether copying is permitted by law in accordance with district policy and administrative regulations.
7. The employee will obtain written permission to reproduce material from the copyright holder(s) whenever copying does not fall within the "fair use" guidelines of copyright law. ~~Permission forms, as provided by the district, will be used.~~
8. The employee using emerging technology will be responsible to ensure that the intended use of the media does not conflict with copyright law. Such technology includes, but is not limited to, digital video, ~~videodisc~~, satellite transmission, distance learning, ~~CDS-ROM~~, on-line data bases (and their down-loading), informational networks and other emerging electronic information which can be manipulated into new copyrightable forms of expression.

- a. **a.** In the absence of clearly granted rights, the employee must contact the copyright holder in writing for permission to manipulate or use these technologies in alternative ways.
- b. **b.** Any contract provided by the distributor of such technology must be submitted to the superintendent for approval.

## **Fair Use**

### 1. Printed Materials

- a. Permissible uses — district employees may:
  - (1) Make a single copy of the following for use in teaching or in preparation to teach a class:
    - (a) A chapter from a book;
    - (b) An article from a periodical or newspaper;
    - (c) A short story, short essay or short poem, whether or not from a collective work;
    - (d) A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
  - (2) Make multiple copies for classroom use (not to exceed one copy per student in a course) from the following:
    - (a) A complete poem, if it has fewer than 250 words and does not exceed two printed pages in length;
    - (b) A complete article, story or essay of less than 2,500 words;
    - (c) Prose excerpts not to exceed 10 percent of whole or 1,000 words, whichever is less;
    - (d) One chart, graph, diagram, cartoon or picture per book or per issue of a periodical;
    - (e) An excerpt from a children’s book containing up to 10 percent of the words found in the text.
- b. **b.** All permitted copying must bear an appropriate reference. References should include the author, title, date and any other pertinent information.
- c. **c.** Prohibited uses — district employees may not:
  - (1) Copy more than one work or two excerpts from a single author during one class term;
  - (2) Copy more than three works from a collective work or periodical volume during one class term;
  - (3) Copy more than nine sets of multiple copies for distribution to students in one class term;
  - (4) Copy to create or replace or substitute for anthologies or collective works;
  - (5) Copy “consumable” works, such as workbooks, exercises, standardized tests and answer sheets;
  - (6) Copy the same work from term to term;
  - (7) Copy the same material for more than one particular course being offered (may not copy every time a particular course is offered) unless permission is obtained from the copyright owner.

- d. All sound recordings, including phonograph records, audiotapes, compact discs and laser discs, will be treated under the same provisions that guide the use of print materials unless as may otherwise be excepted by regulations governing the reproduction of works for libraries/media centers.

## 2. Sheet and Recorded Music

### a. Permissible Uses — district employees may:

- (1) Make emergency copies to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies will be substituted in due course;
- (2) Make, for academic purposes other than performance, multiple copies (one per student) of excerpts not constituting an entire performance unit such as a section, movement or aria, but in no case no more than 10 percent of the whole work;
- (3) Make, for academic purposes other than performance, a single copy of an entire performable unit such as a section, movement or aria if confirmed by the copyright holder to be out of print or the “unit” is unavailable except in a larger work. The copy may be made solely for the purpose of scholarly research or in preparation to teach a class;
- (4) Edit or simplify printed copies which have been purchased provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist;
- (5) Copy complete works which are out of print or unavailable except in large works and used for teaching purposes;
- (6) Make a single copy of a recorded performance by students to be retained by the school or individual teacher for evaluation or rehearsal purposes;
- (7) Make a single copy of a sound recording, such as a tape, disc or cassette, of copyrighted music owned by the school or an individual teacher for constructing aural exercises or examinations and retained for the same purposes.

### b. Prohibited uses — district employees may not:

- (1) Copy to create or replace or substitute for anthologies, compilations or collective works;
- (2) Copy works intended to be “consumable,” such as workbooks, exercises, standardized tests and answer sheets;
- (3) Copy for the purpose of performance, except as noted above (A. 1.) in emergencies;
- (4) Copy to substitute for purchase of music except as noted above (A. 1., 2. and 3.);
- (5) Copy without inclusion of the copyright notice on the copy.

## 3. Television-Off-the-Air Taping

### a. Permissible uses — district employees may:

- (1) Record a broadcast program off-air simultaneously with the broadcast transmission, including simultaneous cable or satellite re- transmission, and retain the recording for a period not to exceed the first 45 consecutive calendar days after the date of the recording.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy will be subject to all provisions governing the original recording.

Unless authorized by the library/media-building principal, at the conclusion of the retention period, all off-air recordings shall be erased or destroyed immediately.

~~Individuals who wish to retain programs beyond the 45-day period need to complete and return the preview portion of the “Request for Off-Air Video Taping” form to the building principal for each program videotaped. The building principal will coordinate requests for permission to use or retain copyrighted television programs beyond the 45-day retention period.~~

- (2) Retain ~~videotapes~~ recordings of commercial programs only with written approval of appropriate copyright holders;
- (3) Use off-air recordings once for each class in the course of relevant teaching activities and repeat once only when instructional reinforcement is necessary and only within the first ten consecutive school days of the 45-consecutive-calendar day retention period;
- (4) Use off-air recordings for evaluation purposes only, after the first ten consecutive school days up to the end of the 45-consecutive-calendar day retention period. Evaluation purposes may include use to determine whether or not to include the broadcast program in the teaching curriculum;
- (5) Use off-air recordings made from a satellite dish if they conform to the 45-consecutive-calendar day retention period established for broadcast or cable programming and are not subscription channels;
- (6) Use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program;
- (7) Request that a library/media center record and retain for research purposes commercial television news programs from local, regional or national networks; interviews concerning current events; and on-the-spot coverage of news events. Documentary, magazine-format and public affairs broadcasts, however, are not included in the definition of daily newscasts of major events of the day.

Requests for retention of programs recorded off-air will be directed to the producers of those programs directly through the network (not affiliate).

b. Prohibited Uses — district employees may not:

- (1) Tape off-air programs in anticipation of an educator’s requests;
- (2) Request that a broadcast program be recorded off-air more than once for the same educator, regardless of the number of times the program may be broadcast;
- (3) Use the recording for instruction after 45-consecutive calendar days;
- (4) Hold the recording for weeks or indefinitely because:
  1. Units needing the program concepts are not taught within the 45-day use period;
  2. An interruption or technical problems delayed its use; or
  3. Another teacher wishes to use it, or any other supposedly “legitimate” educational reason.

- (5) Record programs off-air without written permission from the author/producer/distributor when a special notice is provided specifically prohibiting reproduction of any kind;
- (6) Alter off-air programs from their original content. Broadcast recordings may not be physically or electronically combined or merged to constitute teaching anthologies or derivative works.

Off-air recordings, however, need not be used in their entirety.

- (7) Exchange program(s) with other schools in the district or other school districts without the approval of the building principal.

Programs will be used for the specific curriculum application for which the request was intended. No other curriculum application is authorized;

- (8) Use the recording for public or commercial viewing;
- (9) Copy or use subscription programs transmitted via subscription television cable services, such as HBO or Showtime. Such programs are licensed for private home use only and cannot be used in public schools.

“Pay” programs received via satellite dish are also subject to these prohibitions.

#### 4. Rental, Purchase and Use of Videotapes

##### a. Permissible uses — district employees may:

- (1) Use purchased or rented videotapes such as feature films as part of a systematic course of instruction, in accordance with district policy. Such use shall be for direct instruction and must take place in a classroom or similar area devoted to instruction;
- (2) Use only rented lawfully-made videotapes;
- (3) Arrange for the local school to transmit videotapes over their closed circuit television systems for direct instruction;
- (4) Use off-air videotapes made at home for classroom instruction and only in accordance with television-off-air guidelines and district policy.

##### b. Prohibited uses — district employees may not:

- (1) Use rented or purchased videotapes where a written contract specifically prohibits such use in the classroom or direct teaching situation;
- (2) Use rented or purchased videotapes recordings such as feature films for assemblies, fund raising, entertainment or other applications outside the scope of direct instruction without public performance rights.

#### 5. Computer Software

##### a. Permissible uses — district employees may:

- (1) Make a copy of an original computer program for the purpose of maintaining the availability of the program should it be damaged during use. Either the copy or the

original may be retained in archives. Only one, either the original or the copy, may be used at any one time;

- (2) Make a copy of a program as an essential step in using the computer program as long as it is used in conjunction with the machine and in no other manner;
- (3) Make a new copy from the archival program in the event that the program in use is damaged or destroyed;
- (4) Use a purchased program sent from a manufacturer labeled “archival” simultaneously with the original copy of the program provided its use is permitted (not excluded) by the terms of the sales agreement;
- (5) Make an archival copy of a rightfully-owned disk that is labeled “archival” by the software manufacturer;
- (6) Load a software program from a single disk into a distribution network or to individual stand-alone computers for simultaneous use when the distribution network is only accessible to the owner-user if not otherwise prohibited by terms of a sales agreement;
- (7) Adapt a copyrighted program from one language to another for which it is not commercially available or add features to a program to better meet local needs.

b. Prohibited uses — district employees may not:

- (1) Load the contents of one disk or download a program or software into multiple computers at the same time in the absence of a license permitting the user to do so;
- (2) Load the contents of one disk or download a program or software into local network or disk-sharing systems in the absence of a license permitting the user to do so;
- (3) Make or use illegal copies of copyrighted programs on district equipment;
- (4) Allow any student to surreptitiously or illegally duplicate computer software or access any data base or electronic bulletin board;
- (5) Make copies of software provided by a software publisher for preview or approval;
- (6) Make multiple copies of copyrighted software (or a locally produced adaptation or modification) even for use within the school or district;
- (7) Make replacement copies from an archival or back-up copy;
- (8) Make copies of copyrighted software (or a locally-produced adaptation or modification) to be sold, leased, loaned, transmitted or even given away to other users;
- (9) Make multiple copies of the printed documentation that accompanies copyrighted software.

c. With permission from the copyright holder, prohibitions may be significantly modified or removed altogether.

1. Reproduction of Works for Libraries/Media Centers

a. Permissible uses — district employees may:

- (1) Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for a subscription to or purchase of a work;
- (2) Make for a requesting entity, within any calendar year, five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material;

- (3) Make single copies of articles or sound recordings or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship or research;
- (4) Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy of an out-of-print work that cannot be obtained at a fair price;
- (5) Make off-the-air recordings of daily television news broadcasts for limited distribution to researchers and scholars for research purposes;
- (6) Make one copy of a musical work, pictorial, graphic, sculptural work, motion picture or other audiovisual work if the current copy owned by the library/media center is damaged, deteriorated, lost or stolen; and it has been determined that an unused copy cannot be obtained at a fair price.

b. Prohibited uses — district employees may not:

- (1) Make copies for students if there is reason to suspect that the students have been instructed to obtain copies individually;
- (2) Copy without including a notice of copyright on the reproduced material.

1. Performances

a. Permissible uses — district employees must:

- (1) Contact the copyright holder in writing for permission whenever copyrighted works such as plays and musical numbers are to be performed.

This is particularly important if admission is to be charged or recordings of the performance are to be sold.

## NOTICES

Text of warning notice to be posted on or near copiers. It is recommended that type be at least 18 points in size:

NOTICE:

THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17 U.S. CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHTED MATERIAL. THE PERSON USING THIS EQUIPMENT IS LIABLE FOR ANY INFRINGEMENT.

Text of warning notice to be displayed at places where orders for copies of materials are accepted by libraries/media centers or archives. Type must be at least 18 points in size; the notice printed on heavy paper or other durable material and displayed prominently within the immediate vicinity of the place where orders are accepted.

The warning is also required on any form that is used to request copying service. There is no specific requirements for type size on request forms.

### NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17, UNITED STATES CODE) GOVERNS THE MAKING OF PHOTOCOPIES OR OTHER REPRODUCTIONS OF COPYRIGHTED MATERIAL.

UNDER CERTAIN CONDITIONS SPECIFIED IN THE LAW, LIBRARIES AND ARCHIVES ARE AUTHORIZED TO FURNISH A PHOTOCOPY OR OTHER REPRODUCTION. ONE OF THESE SPECIFIC CONDITIONS IS THAT THE PHOTOCOPY OR REPRODUCTION IS NOT TO BE "USED FOR ANY PURPOSE OTHER THAN PRIVATE STUDY, SCHOLARSHIP OR RESEARCH." IF A USER MAKES A REQUEST FOR, OR LATER USES, A PHOTOCOPY OR REPRODUCTION FOR PURPOSES IN EXCESS OF "FAIR USE," THAT USER MAY BE LIABLE FOR COPYRIGHT INFRINGEMENT.

THIS INSTITUTION RESERVES THE RIGHT TO REFUSE TO ACCEPT A COPYING ORDER IF, IN ITS JUDGMENT, FULFILLMENT OF THE ORDER WOULD INVOLVE VIOLATION OF COPYRIGHT LAW.

Text of warning notice to be affixed to video recorders and computers. (There is no specific requirement for type size.):

NOTICE:

ANY VIDEOTAPED MATERIALS AND COMPUTER PROGRAMS ARE PROTECTED BY COPYRIGHT (TITLE 17 U.S.CODE). UNAUTHORIZED COPYING MAY BE PROHIBITED BY LAW.

Text of warning notice to be affixed to package containing the copy of a computer program subject to loan. The notice must be printed in such a manner as to be clearly legible, prominently displayed and durably attached to the copies or to a box, reel, cartridge, cassette or other container used as a permanent receptacle for the copy of the computer program:

WARNING: THIS COMPUTER PROGRAM IS PROTECTED UNDER THE COPYRIGHT LAW. MAKING A COPY OF THIS PROGRAM WITHOUT PERMISSION OF THE COPYRIGHT OWNER IS PROHIBITED. ANYONE COPYING THIS PROGRAM WITHOUT PERMISSION OF THE COPYRIGHT OWNER MAY BE SUBJECT TO PAYMENT OF UP TO \$100,000 DAMAGES AND, IN SOME CASES, IMPRISONMENT FOR UP TO ONE YEAR.

**REQUEST FOR OFF AIR VIDEO TAPING**

I, the undersigned, having requested the (District) to videotape the following program(s) within the parameters of the policy set forth by the Board, (Date), am aware of said policy, have reviewed district policy and administrative regulations and agree to accept responsibility for the use and erasure of this material to prevent any infringement of copyright law in lieu of expressed written approval of the copyright proprietor.

Title of Program to be Copied: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Date Program is Needed: \_\_\_\_\_

Time of Program: \_\_\_\_\_ Station or Channel: \_\_\_\_\_

Length of Program: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ Location: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_ Department: \_\_\_\_\_

**PREVIEW AND EVALUATION**

\_\_\_\_\_ Yes \_\_\_\_\_ No Do you want the videotape of this program retained until information regarding the sale, lease, free loan or rental of this material is obtained?

**INSTRUCTIONAL QUALITY** (circle the appropriate number on the rating scale below)

Criteria	Suggested Guidelines for Rating Scale	5	4	3	2	1	0
Instructional Design	Well-organized, content-load appropriate, maturity level consistent with the content.	5	4	3	2	1	0
Content	Accurate, authentic, current, thorough, relevant.	5	4	3	2	1	0
Curriculum Match	Supports what is commonly taught in this subject at this grade level.	5	4	3	2	1	0
Interest	Supports or enhances communication of content.	5	4	3	2	1	0
<p>_____ 5=Exemplary _____ 4=Desirable (very good) 3=Desirable (good) 2=Fair _____ 1=Poor _____ 0=Unacceptable</p>							
OVERALL (AVERAGE) RATING OF QUALITY:							

\_\_\_\_\_ Yes (High Priority) \_\_\_\_\_ Yes (Low Priority) \_\_\_\_\_ No Do you recommend acquisition of this program?

**SENSITIVE CONTENT**

\_\_\_\_\_ Yes \_\_\_\_\_ No Is nudity, excessive violence, glamorization of drugs/dangerous substances, profanity and/or a sexual nature present in this program? **IF YES**, please verify by circling the topics present.

**ADDITIONAL INFORMATION**

Subject Area(s) \_\_\_\_\_ Grade Level \_\_\_\_\_ Ability Level \_\_\_\_\_

\_\_\_\_\_ Yes \_\_\_\_\_ No Previewed?

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain Do presently owned materials adequately cover the subject area?

**OVERALL EVALUATION (SUMMARY, USE, ETC.) AND/OR REASONS FOR REQUESTING RETENTION OF THIS TAPE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VIDEOTAPE STATUS – OFFICE USE ONLY**

Date: \_\_\_\_\_

\_\_\_\_\_ AVAILABLE: Format: \_\_\_\_\_ 16mm \_\_\_\_\_ 3/4" \_\_\_\_\_ 1/2" VHS \_\_\_\_\_ Other (Specify) \_\_\_\_\_

Price: \_\_\_\_\_

- \_\_\_\_\_ May be retained indefinitely
- \_\_\_\_\_ May be kept on an indefinite basis pending updated information on the program's future availability
- \_\_\_\_\_ May be kept permanently on a licensed basis \_\_\_\_\_ Must be erased immediately

**SAMPLE LETTER:  
REQUEST FOR PERMISSION TO COPY**

\_\_\_\_\_  
Author, Publisher or Distributor

\_\_\_\_\_  
Date:  
\_\_\_\_\_

**Permission Department**

I am requesting permission to copy and use: \_\_\_\_\_

Title: \_\_\_\_\_ Author/Editor: \_\_\_\_\_

Year Published: \_\_\_\_\_ Number of Copies: \_\_\_\_\_

Will copies be sold? (Circle) **YES NO**

Description of materials to be copied (Photocopy enclosed): \_\_\_\_\_

Intended use of materials: \_\_\_\_\_

Type of Reproduction: \_\_\_\_\_

A self-addressed, stamped envelope is enclosed for your convenience in replying to this request. Should you be unable to authorize this request, please forward this letter to the proper person/agency.

Sincerely,

Permission Granted: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions (if any): \_\_\_\_\_

**SAMPLE PRODUCER INQUIRY LETTER: REQUEST FOR INFORMATION OF AGENCY HOLDING RIGHTS TO A TV  
BROADCAST AND PERMISSION TO RETAIN PROGRAM IF IT IS NOT FOR SALE,  
RENT OR LEASE.**

\_\_\_\_\_  
Network Address (ABC, NBC, CBS -  
not affiliate) Date:  
\_\_\_\_\_

**Permission Department**

I am requesting information on the availability and retention of the following program:

Title: \_\_\_\_\_ Air Date: \_\_\_\_\_

Can a copy of this program be retained for classroom use? (Circle) **YES NO**

Is this program available for sale? (Circle) **YES NO**

If Yes, specify agency distributing this program: \_\_\_\_\_

Specify Format: \_\_\_\_\_ Cost (if known): \_\_\_\_\_

Enclosed is a self-addressed, stamped envelope for your convenience in replying to this request. Should you be unable to authorize this request, or provide the above information, please forward this letter to the proper person/agency.

Sincerely,

\_\_\_\_\_  
Permission to retain off-air copy on a free  
basis: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Conditions (if any): \_\_\_\_\_



# Corbett School District 39

Code: EGAB  
Adopted: 1/15/98  
Orig. Code: EGAB



## Mail and Delivery Services

(OSBA has removed this policy from its samples)

The interschool mail service is established for school-related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among schools and staff members.



The recognized collective bargaining units will be permitted to use the service in accordance with the terms of their contracts and Board policy on the use of school facilities.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

Perry Education Association v. Perry Local Educator's Association, 460 U.S. 37 (1983).  
University of California v. PERB, 485 U.S. 589 (1988).



# Corbett School District 39

Code: EHA  
Adopted:

## Health Insurance Portability and Accountability Act

(For districts that bill for Medicaid or use a contracted service – ESD or other – to bill for Medicaid)

The Board has determined that it meets the definition of a hybrid of covered entities<sup>1</sup> under the Health Insurance Portability and Accountability Act (HIPAA). As the district offers health care provider programs and services that include electronic billing for the reimbursement of services under Oregon Medicaid programs, or contracts with another entity to provide such services, it is subject to HIPAA.

As a covered entity, the district will meet the national electronic transaction standards and applicable requirements of federal law. In all electronic transactions involving student education records information, the district will adhere to the confidentiality requirements of the Family Educational Rights and Privacy Act (FERPA).

The superintendent will ensure that training is provided to appropriate staff with access to, and responsibility for, electronic transactions of student education record information as required by HIPAA. Notice will be provided to students and parents of their rights pertaining to the disclosure of personally identifiable information, complaint procedures and the district official to contact in the event of questions, as provided in established student education record related Board policies and administrative regulations.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. §§ 1320d to -1320d-8 (2012); 45 C.F.R. Parts 160, 164 (2016).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2012); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2016).

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<sup>1</sup> A “covered entity” is an entity subject to HIPAA. These include those entities defined under the Act as a health plan, health-care clearinghouse, health care provider or a hybrid entity. A hybrid of covered entities is a single legal entity that is a covered entity and whose covered functions are not its primary function. Self-insured health plans and Internal Revenue Service Section 125 plans with 50 or more participants operated or maintained by public schools entities are covered health plans for HIPAA privacy rule purposes. Similarly, any provider of services, a provider of medical or health services as defined in section 1861 of the Act (42 U.S.C. § 1395X(s)), and any person or organization who furnishes, bills or is paid for health care in the normal course as defined by 45 C.F.R. § 160.103 is also subject to HIPAA requirements as a health care provider. District’s should review their programs and services with their legal counsel in determining HIPAA applicability.

# Corbett School District 39

Code: EIA  
Adopted: 1/15/98  
Orig. Code: EIA

## Insurance Programs/Agent of Record

(Policy not necessary)

District insurance coverage is to be written by a company that meets industry standards with a rating of not less than Best's Key Rating of Excellent (A, A-). The superintendent will select a company with a financial size category adequate to ensure surplus resources to protect the district's assets.

Blanket building and equipment insurance will cover replacement costs at the same site with a deductible determined by the Board/superintendent to provide the lowest possible premium costs consistent with adequate protection from unanticipated expenditures.

General and personal liability insurance will cover district Board members and employees only while acting in their official capacity.

Errors and omissions and tort liability endorsements will be carried.

The district will provide liability coverage for all district-owned or leased vehicles.

The district will establish and provide the opportunity for students to purchase student accident insurance.

The Board will appoint a licensed insurance agent of record to serve for three years.

The duties of the insurance agent of record shall be as follows:

1. To formulate and maintain an adequate insurance program for the district; to recommend insurance coverages; and to assist in the administration of the insurance program;
2. To secure competitive proposals from insurance carriers;
3. To write and service all policies of fire and extended coverage and vandalism for the district; also statutory bonds and such other policies of insurance as may be authorized by the Board.

The district will not be liable for theft and damage of personal property of students that is not a requirement for attendance or participation. Additionally, the district will not be liable for theft and damage of personal property of staff.

Prior to the anniversary dates of all policies of insurance coverage in force, the agent(s) of record shall prepare quotations from qualified insurance companies to provide insurance to cover the school district requirements as per specifications prepared.

END OF POLICY

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### Legal Reference(s):

[ORS 30.260 to -30.300](#)  
[ORS 278.005 to -278.215](#)

[ORS 332.435](#)  
[ORS 332.437](#)

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# Corbett School District 39

Code: EIAA  
Adopted: 1/15/98  
Orig. Code: EIAA

D

## Insurance Loss Reporting

(policy not necessary)

Any and all losses covered by any insurance policy of the district shall be reported immediately to the superintendent. Forms and procedures as required by the insurance company and district regulations will be completed by the personnel involved. The superintendent shall report all losses to the Board.

END OF POLICY

E

### Legal Reference(s):

- [ORS 30.260 - 30.300](#)
- [ORS 278.005 - 278.215](#)
- [ORS 332.435](#)
- [ORS 332.437](#)

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PEID	Last	First	Description	Level/Ship	PCN	Index Key	Amount	Freq	Start Date	End Date	Board Mtg	In B-	Sec 1	CDH	GL Key	Payroll Notes
901374	Binschus	Royer	1 extra period per day	021002	021002		16.67% of Teaching Salary	Monthly	08/01/2021	06/30/2022		done	E0	PM Distribution	By email 8.21.21	
900603	Cropper	Timothy	1 extra period per day	021002	021002		16.67% of Teaching Salary	Monthly	08/01/2021	06/30/2022		done	E0	PM Distribution	By email 8.21.21	
900260	Ducry	Jamier	TOSC Capstone	022009	022009		01,1231,000	Once	08/01/2021	06/30/2022		done	E0	01,1231,000	By email 8.21.21	
901477	Essas	Bryan	1 extra period per day	021002	021002		16.67% of Teaching Salary	Monthly	08/01/2021	06/30/2022		done	E0	PM Distribution	By email 8.21.21	
901605	Harrow	William	1 extra period per day	021002	021002		16.67% of Teaching Salary	Monthly	08/01/2021	06/30/2022		done	E0	PM Distribution	By email 8.21.21	
900713	Heuck	Lucas	1 extra period per day	021002	021002		16.67% of Teaching Salary	Monthly	08/01/2021	06/30/2022		done	E0	PM Distribution	By email 8.21.21	
901732	Lambert	Hannah	1 extra period per day	021002	021002		16.67% of Teaching Salary	Monthly	08/01/2021	06/30/2022		done	E0	PM Distribution	By email 8.21.21	
900658	Leone	Peler	1 extra period per day	021002	021002		16.67% of Teaching Salary	Monthly	08/01/2021	06/30/2022		done	E0	PM Distribution	By email 8.21.21	
900249	Long	Aaron	1 extra period per day	021002	021002		16.67% of Teaching Salary	Monthly	08/01/2021	06/30/2022		done	E0	PM Distribution	By email 8.21.21	
902284	Lules	Brian	1 extra period per day	021002	021002		16.67% of Teaching Salary	Monthly	08/01/2021	06/30/2022		done	E0	PM Distribution	By email 8.21.21	
900242	Mczuhre	Mark	1 extra period per day	021002	021002		16.67% of Teaching Salary	Monthly	08/01/2021	06/30/2022		done	E0	PM Distribution	By email 8.21.21	
900246	Rudlask	Jennifer	1 extra period per day	021002	021002		16.67% of Teaching Salary	Monthly	08/01/2021	06/30/2022		done	E0	PM Distribution	By email 8.21.21	
901460	Thiele	Abbey	1 extra period per day	021002	021002		16.67% of Teaching Salary	Monthly	08/01/2021	06/30/2022		done	E0	PM Distribution	By email 8.21.21	
900467	Young	Rhannon	1 extra period per day	021002	021002		16.67% of Teaching Salary	Monthly	08/01/2021	06/30/2022		done	E0	PM Distribution	By email 8.21.21	
900737	Young	Anthony	1 extra period per day	021002	021002		16.67% of Teaching Salary	Monthly	08/01/2021	06/30/2022		done	E0	PM Distribution	By email 8.21.21	
901715	Rondema	Paul	1 extra period per day	021002	021002		16.67% of Teaching Salary	Monthly	08/01/2021	06/30/2022		done	E0	PM Distribution	By email 8.21.21	
901653	Wise	Andrew	1 extra period per day	021002	021002		16.67% of Teaching Salary	Monthly	08/01/2021	06/30/2022		done	E0	PM Distribution	By email 8.21.21	
901719	Isacson	Les	1 extra period per day	021002	021002		16.67% of Teaching Salary	Monthly	08/01/2021	06/30/2022		done	E0	PM Distribution	By email 8.21.21	
901648	Chidress	Kathleen	Annual Tech Stipend	per Contract		\$1,400.00	Once	07/01/2021	06/30/2022		done	done	1501	PM Distribution	Board approved June 16, 2021	
901130	Dawkins	Michelle	Annual Tech Stipend	per Contract		\$1,400.00	Once	07/01/2021	06/30/2022		done	done	1501	PM Distribution	Board approved June 16, 2021	
902380	Duprey	Cassie	Annual Tech Stipend	per Contract		\$1,400.00	Once	07/01/2021	06/30/2022		done	done	1501	PM Distribution	Board approved June 16, 2021	
901764	Goodbonds	Rachel	Annual Tech Stipend	per Contract		\$1,400.00	Once	07/01/2021	06/30/2022		done	done	1501	PM Distribution	Board approved June 16, 2021	
900346	Rudlask	Jennifer	Annual Tech Stipend	per Contract		\$1,400.00	Once	07/01/2021	06/30/2022		done	done	1501	PM Distribution	Board approved June 16, 2021	
901897	Switt	Jeanne	Annual Tech Stipend	per Contract		\$1,400.00	Once	07/01/2021	06/30/2022		done	done	1501	PM Distribution	Board approved June 16, 2021	
901770	Wohl	Danny	Annual Tech Stipend	per Contract		\$1,400.00	Once	07/01/2021	06/30/2022		done	done	1501	PM Distribution	Board approved June 16, 2021	
900467	Young	Rhannon	Annual Tech Stipend	per Contract		\$1,400.00	Once	07/01/2021	06/30/2022		done	done	1501	PM Distribution	Board approved June 16, 2021	
901770	Wohl	Danny	Annual Tech Stipend	per Contract		\$1,400.00	Once	07/01/2021	06/30/2022		done	done	1501	PM Distribution	Board approved June 16, 2021	
901648	Chidress	Kathleen	Travel and Meals	per Contract		\$500.00	Monthly	07/01/2021	06/30/2022		done	done	1502	PM Distribution	Board approved June 16, 2021	
901130	Dawkins	Michelle	Communication Stipend	per Contract		\$200.00	Monthly	07/01/2021	06/30/2022		done	done	1500	PM Distribution	Board approved June 16, 2021	
900390	Dugrey	Cassie	Communication Stipend	per Contract		\$200.00	Monthly	07/01/2021	06/30/2022		done	done	1500	PM Distribution	Board approved June 16, 2021	
901784	Goodbonds	Rachel	Communication Stipend	per Contract		\$200.00	Monthly	07/01/2021	06/30/2022		done	done	1500	PM Distribution	Board approved June 16, 2021	
900346	Rudlask	Jennifer	Communication Stipend	per Contract		\$200.00	Monthly	07/01/2021	06/30/2022		done	done	1500	PM Distribution	Board approved June 16, 2021	
901601	Switt	Jeanne	Communication Stipend	per Contract		\$200.00	Monthly	07/01/2021	06/30/2022		done	done	1500	PM Distribution	Board approved June 16, 2021	
900467	Young	Rhannon	Communication Stipend	per Contract		\$200.00	Monthly	07/01/2021	06/30/2022		done	done	1500	PM Distribution	Board approved June 16, 2021	
901148	Salsbury	Sieve	Electronics Stipend	per Adm. guidelines		\$100.00	Monthly	07/01/2021	06/30/2022		done	done	1505	PM Distribution	Board approved June 16, 2021	
901863	Williams	Todd	Electronics Stipend	per Adm. guidelines		\$100.00	Monthly	07/01/2021	06/30/2022		done	done	1505	PM Distribution	Board approved June 16, 2021	
901242	Elvins Deannon	Holly	18 extra days per year (0.70 FTE)			\$6,243.84	Monthly	07/01/2021	06/30/2022		done	done	PM	PM Distribution	Custom Calendar: 901242	
900471	Davis	Angela	30 extra days per year			\$11,190.60	Monthly	07/01/2021	06/30/2022		done	done	PM	PM Distribution	Use JP's calendar 901139	
901566	Bleuer	Karl	Elementary Music			\$66.67	Once	08/01/2021	06/30/2022		done	done	1723	PM Distribution	HREPPR > Misc Payroll	
901566	Bleuer	Nicholas	Elementary Music			\$66.67	Once	08/01/2021	06/30/2022		done	done	1723	PM Distribution	HREPPR > Misc Payroll	
901566	Bleuer	Kendal	Elementary Music			\$66.67	Once	08/01/2021	06/30/2022		done	done	1723	PM Distribution	HREPPR > Misc Payroll	
901566	Bleuer	Karl	MSHS Instrumental Music			\$200.00	Once	08/01/2021	06/30/2022		done	done	1723	PM Distribution	HREPPR > Misc Payroll	
901566	Bleuer	Nicholas	MSHS Vocal Music			\$200.00	Once	08/01/2021	06/30/2022		done	done	1723	PM Distribution	HREPPR > Misc Payroll	
901566	Bleuer	Roger	Honor Society			\$200.00	Once	08/01/2021	06/30/2022		done	done	1723	PM Distribution	HREPPR > Misc Payroll	
TBD by AC		Freshman / Soph Advisor				\$40.00	Once	08/01/2021	06/30/2022		done	done	1723	PM Distribution	HREPPR > Misc Payroll	
TBD by AC		Freshman / Soph Advisor				\$40.00	Once	08/01/2021	06/30/2022		done	done	1723	PM Distribution	HREPPR > Misc Payroll	
TBD by AC		Freshman / Soph Advisor				\$40.00	Once	08/01/2021	06/30/2022		done	done	1723	PM Distribution	HREPPR > Misc Payroll	
TBD by AC		Freshman / Soph Advisor				\$40.00	Once	08/01/2021	06/30/2022		done	done	1723	PM Distribution	HREPPR > Misc Payroll	
901187	Goode	Zachary	Robotics			\$2,351.00	Once	08/01/2021	06/30/2022		done	done	D0	0141132230 100%	HS Athletics	
900471	Davis	Angela	Athletic Director			\$4,515.00	Annual	08/01/2021	06/30/2022		done	done	D0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1/2021	6/30/2022		done	done	A0	0141132250 100%	HS Student Activities	
901187	Goode	Zachary	Robotics			\$430	Once	8/1								

Additional Pay	PEID	Last	First	Description	Level/Step	PCN	Index Key	Amount	Freq	Start Date	End Date	Board Mtg	In 6*	Sec 1 CDH	GLKey	Payroll Notes	Superintendent Approval
Full Sports	90071	Davis	Angela	HS Volleyball Coach	A/III	022004	LICN/XDL/D/03	\$5,450.00	Season	09/07/2021	11/01/2021	09/16/2021		CO	0141132230 100%	HS Athletics	Board resolution # 6.30.21
obj 0130	901715	Rondema	Paul	HS Cross Country Coach	B/III	022005	LICN/XDL/E/03	\$5,450.00	Season	09/07/2021	11/01/2021	09/16/2021		CO	0141132230 100%	HS Athletics	Board resolution # 6.30.21
obj 0130	902242	McIntire	Mark	HS Grls Soccer Coach	A/III	022004	LICN/XDL/D/02	\$6,450.00	Season	09/07/2021	11/01/2021	09/16/2021		CO	0141132230 100%	HS Athletics	Board resolution # 6.30.21
View Sports	NONE All basketball and wrestling coaches are not CSD employees																
obj 0130	none basketball job																
Full Sports	901715	Rondema	Paul	Varsity Head Golf	B/III	022005	LICN/XDL/E/03	\$5,159.00	Season					CO	0141132230 100%	HS Athletics	
obj 0130	paid Mar/Apr/May																
obj 0130	Assistant Varsity Track																

# Corbett School District 39

Code: FA  
Adopted: 1/15/98  
Orig. Code: FA

## Facilities Development Goals

(OSBA has removed this policy from its samples)

To provide and maintain facilities that offer the best possible physical environment for learning and working, the Board, in consultation with the superintendent and in consideration of the input from staff, parents and the patrons, aims specifically toward:

1. Providing buildings and renovations that will accommodate and facilitate those organizational and instructional patterns that support the district's educational philosophy and instructional goals;
2. Meeting all safety requirements through the remodeling of older structures;
3. Providing building renovations as needed to meet state and federal requirements on the accessibility and usability of facilities to persons with disabilities;
4. Building design, construction and renovation that will lend themselves to low maintenance costs and the conservation of energy.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

[ORS 332.155](#)

[OAR 437-001-0760](#)

[OAR 437-002-0020 to -0075](#)

[OAR 581-022-1530](#)

Toxic Substances Control Act, 15 U.S.C. Sections 2601-2629, as amended by the Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. Sections 2641-2656.

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

# Corbett School District 39

Code: FB  
Adopted: 1/15/98  
Orig. Code: FB

## Facilities Planning

The Board will gather and analyze appropriate data to evaluate the district's facilities needs on a long-range basis. Such data will include, but not be limited to, enrollment projections, anticipated changes in the instructional program, analysis of community building plans, analysis of sites and evaluation of present facilities.

END OF POLICY

### Legal Reference(s):

[ORS 195.110](#)  
[ORS 197.295 to -197.314](#)

[ORS 332.155](#)

[OAR 581-022-2345](#)

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).

# Corbett School District 39

Code: FBB  
Adopted: 1/15/98  
Orig. Code: FBB

## Enrollment Projections

Enrollment projections will be prepared at the direction of the superintendent and will be reviewed and updated annually.

Projections will take into consideration the following:

1. Figures from the latest school census;
2. School registration figures;
3. Review of forthcoming changes in planning and zoning;
4. Review of current and planned community land development and housing projects.

~~Whenever construction of new school facilities is being contemplated, t~~The Board may authorize outside studies of population trends and school enrollment.

END OF POLICY

### Legal Reference(s):

[ORS 195.110](#)

[ORS 332.107](#)

[OAR 581-022-2335](#)

# Corbett School District 39

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

## Capital Construction Program

The Board may submit to voters at any regular school election or at a special election called for that purpose the question of contracting a bonded indebtedness for the purpose of building or renovating school buildings or for purchasing school sites or to purchase equipment. Before such a bond election, the specific needs for facilities will be communicated to the public and careful estimates will be made as to amounts required for site purchase, construction and equipment.

All new construction or alterations to existing buildings will ensure to the maximum extent feasible that facilities are readily accessible and usable by individuals with disabilities.

Following approval by the voters, the bonds to be issued will be advertised appropriately. The date of issue will be coordinated with tax collection dates, payments on bonds already outstanding and favorable market conditions. Disposition of the bonds may be accomplished by public sale on a competitive bid or negotiated basis, as determined by the Board. The Board reserves the right to reject any and all bids.

The Board will annually appropriate district funds in the bonded debt service fund for the purpose of paying interest and principal on outstanding bonds. If sufficient funds are not available in the debt service fund, the Board will authorize by resolution an interfund loan for the purpose of meeting debt service requirements.

The capital projects fund is the fund authorized by the approval of the bond issue. Initial receipts from the sale of bonds are deposited in this fund and actual expenditures for sites, buildings and equipment are made from it. The Board will adopt an annual budget resolution authorizing withdrawal payments from the fund of the amounts needed to meet payments contractual obligations due architects, contractors and other individuals or firms. The Board will receive periodic reports on expenditures made from this fund as compared with original appropriations for the various projects included.

END OF POLICY

### Legal Reference(s):

[ORS 195.110](#)  
[ORS 197.295 to -197.314](#)  
[ORS Chapter 255](#)

[ORS Chapter 294](#)  
[ORS 328.205](#)  
[ORS 328.542 to -328.565](#)

[ORS 332.155](#)

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).  
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).  
Americans with Disabilities Act Amendments Act of 2008.

# Corbett School District 39

Code: FEA  
Adopted: 1/15/98  
Orig. Code: FEA

## Capital Improvement - Educational Program

To ensure that all new and remodeled facilities are designed to best implement the educational program, the superintendent will provide for detailed educational specifications prior to design and construction of new buildings or renovation of existing buildings. These specifications will include descriptions of:

1. All activities that will take place in the building;
2. The curriculum to be housed in the building;
3. Specific architectural characteristics desired;
4. The facilities needed, their equipment requirements and their space relationships to other facility elements and ready accessibility and usability by persons with disabilities;
5. Pertinent budget and other governing factors.

The preparation of educational specifications serves a two-fold purpose:

1. To clarify and consolidate the thinking of administration, staff, Board and patrons on the needs, desires and objectives of the educational program to be conducted within the proposed new building; and
2. To organize this information in a manner that can be easily and clearly interpreted by an architect.

The Board, superintendent, staff, student and citizen representatives and the architect should be involved in developing educational specifications. Consultants may be used when deemed necessary by the superintendent and the Board.

END OF POLICY

### Legal Reference(s):

[ORS 195.110](#)  
[ORS 197.295 to -197.314](#)

[ORS 332.107](#)  
[ORS 332.155](#)

[OAR 581-022-2345](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).  
Americans with Disabilities Act Amendments Act of 2008.

# Corbett School District 39

Code: FEB  
Adopted: 1/15/98  
Orig. Code: FEB

## Selection of Architect

(See policy DJCA – Personal Services Contracts)

The Board will employ a licensed architect/professional to design the plans of each proposed building, building addition or extensive renovation.

In selecting architects/consultants, the following criteria shall include be considered but not be limited to:

1. Experience in school construction;
2. In special situations, such facilities for persons with disabilities, evidence of relevant experience;
3. Creative design ability;
4. Technical knowledge to control the design so that the best results are obtained for the least amount of money;
5. Executive and business ability to oversee the proper performance of contracts;
6. Proven ability in all major phases of planning and construction: pre-design planning, schematic design, design development, bidding, construction;
7. Ability and temperament to work cooperatively with others, willingness to consult with staff on educational specifications;
8. Extent and experience of architectural staff in relation to the scope of the planned project.

The architect/consultant will be selected by the Board on the basis of the above criteria and will be employed under contract.

END OF POLICY

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### Legal Reference(s):

[ORS Chapter 279](#)  
[ORS 332.107](#)  
[ORS 455.642](#)

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

# Corbett School District 39

Code: FECBA  
Adopted: 1/15/98  
Orig. Code: FECBA

## Energy-Conserving Construction

**On hold**

~~Because of increasing costs and decreasing supplies of conventional energy sources, t~~The Board recognizes the importance and need for energy conservation in the construction of new school-district facilities.

Proposed construction and renovation projects that contain the most efficient energy-saving plans within an acceptable budget will have high priority. Energy-saving designs will be documented in the architectural evaluation and will comply with educational specifications and cost control checklists as determined by the Board.

A continuous study of energy problems and energy sources will be maintained for future planning.

END OF POLICY

### Legal Reference(s):

[ORS 332.107](#)

[ORS 332.155](#)

# Corbett School District 39

Code: FEF/FEFB  
Adopted: 1/15/98  
Orig. Code: FEF/FEFB

## Construction Contracts - Bidding and Awards

(See DJC – Bidding Requirements)

The Board will serve as its own contract review board.

The Board will advertise and award contracts for construction and/or renovation of facilities according to the provisions of state law. Pre-qualification of bidders may be required by the district.

Contractors shall be registered as required by Oregon law.

For every contract for which a bond is required, a bond with good and sufficient sureties will be required of the contractor. The purpose of the bond is to assure that:

1. The obligations of the contract are faithfully performed;
2. Payment is promptly made to all persons supplying labor or materials to the contractor or subcontractor for the work provided in the contract;
3. All contributions for workers' compensation and unemployment insurance are made promptly;
4. All sums required to be deducted and retained from wages of employees of the contractor and subcontractor are paid.

END OF POLICY

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### Legal Reference(s):

ORS Chapter 279

# Corbett School District 39

Code: FF  
Adopted: 1/15/98  
Orig. Code: FF

## Naming Facilities

~~Schools~~ A district facility will be named by location whenever possible. ~~Schools~~ A district facility may be named after an individual persons or person who have been outstanding in educational endeavors or who have furthered the cause for better schools and educational programs in the community and/or in the state. Such a persons or persons must be retired from active participation in educational activities **no longer be employed by the district or a current member of the Board.**

Names may be presented by petition, by chosen committees or by other representative groups in the area. The Board has the final decision in naming of ~~schools~~ district facilities.

~~The Board will officially name a school on or before the bid is let for construction of the school.~~

END OF POLICY

### Legal Reference(s):

[ORS 332.107](#)

# Corbett School District 39

Code: FFA  
Adopted: 1/15/98  
Orig. Code: FFA

## Memorials

The Board will consider the acceptance of memorial scholarships in honor of a person or persons who have special significance to the students, the district or the patrons. A room or item may be named for the person in whose honor the scholarship fund is created. A memorial plaque may be appropriately dedicated whenever a room or item is designated as a memorial in conjunction with a scholarship fund.

Offers of a memorial scholarships will be submitted to the superintendent together with information concerning the purpose of the memorial and administration of the scholarship fund.

Building principals may receive items for his/her school as a memorial to a student or person having a special significance to the students of that school. An Items received as a memorials becomes the property of the district. Principals must have the superintendent's approval to accept any item that may require additional maintenance cost to the district. The superintendent may establish guidelines for the acceptance of such a memorials.

END OF POLICY

### Legal Reference(s):

[ORS 332.107](#)

[ORS 332.385](#)

# Corbett School District 39

Code: FG  
Adopted: 1/15/98  
Orig. Code: FG

## Board Inspection and Acceptance of New Facilities

(OSBA has removed this policy from its samples)

The Board shall appoint a clerk of the works.

The clerk of the works shall personally inspect each project. When the performance meets the district's expectation, the clerk of the works will recommend acceptance of performance to the superintendent. The superintendent shall sign off the project and make payment.

The superintendent may make a final inspection with or without the Board before signing off.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

# Corbett School District 39

Code: FH  
Adopted: 1/15/98  
Orig. Code: FH

D

## Staff Orientation to New Facilities

(OSBA has removed this policy from its samples)

The Board shall provide a tour and commentary for staff when a new facility is completed.

Staff shall receive training in all systems such as safety, security, intra-communications, telephone, heating and lighting, as well as unique features.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

[OAR 437-001-0760](#)

[OAR 437-002-0020 to -0075](#)

[OAR 437-002-0140](#)

[OAR 437-002-0144](#)

[OAR 437-002-0145](#)

[OAR 437-002-0161](#)

[OAR 437-002-0180 to -0182](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

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# Corbett School District 39

Code: FI  
Adopted: 1/15/98  
Orig. Code: FI

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## Public Dedication of New Facilities

(OSBA has removed this policy from its samples)

The Board shall, upon completion of a new facility, conduct a public dedication.

A public tour and commentary shall be included in the dedication.

A ceremony may be planned.

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END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

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# Corbett School District 39

Code: FJ  
Adopted: 3/15/17  
Orig. Code: FJ

## Temporary District Facilities

The Board's ~~aim~~ goal is to have sufficient permanent facilities to meet the needs of ~~school~~ district enrollment and the ~~school~~ district program. Rented facilities, movable units and other emergency school housing may be inadequate for long-term public school purposes.

If circumstances require immediate space not available in public school buildings, facilities ~~will~~ may be leased or moveable structures ~~will~~ may be used as a temporary measure.

~~The Board encourages the involvement of staff, parents and the community in the decision-making process, whenever possible. The superintendent will give due consideration to all such input in his/her recommendations to the Board. All final decisions regarding the use of temporary district facilities will be made by the Board.~~

~~Any such facility must conform to all appropriate federal, state and local building and land use codes, health and fire laws, environmental standards and provisions for accessibility and usability as required by the Americans with Disabilities Act.~~

END OF POLICY

### Legal Reference(s):

[ORS 332.107](#)

[ORS 332.155](#)

[OAR 437-001-0760](#)

[OAR 437-002-0020 to -0081](#)

[OAR 437-002-0161](#)

[OAR 437-002-0180 to -0182](#)

[OAR 437-002-0368](#)

[OAR 437-002-0377](#)

[OAR 437-002-0390](#)

[OAR 437-002-0391](#)

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).

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.

# Corbett School District 39

Code: FK  
Adopted: 1/15/98  
Orig. Code: FK

## Facilities Renovation

The Board's priorities for funding renovation of facilities are as follows:

First priority - protection of life and health; compliance with mandated requirements governing construction codes and fire safety requirements;

Second priority - direct support of the educational program;

Third priority - urgently required projects to comply with the priorities set forth in the district's comprehensive planning program for facilities and sites;

Fourth priority - all others **Board policies.**

~~The participation of staff, parents and the patrons in the development of plans for new and renovated facilities will be actively solicited.~~

The superintendent will establish procedures for requesting, approving and scheduling facilities renovation.

~~Plans for new and remodeled buildings will be designed and offer accommodations to make them accessible to persons with disabilities. The Board will review construction plans to assure that new and remodeled buildings are made fully accessible.~~

END OF POLICY

### Legal Reference(s):

[ORS 195.110](#)  
[ORS 197.295 to -197.314](#)  
[ORS 332.107](#)  
[ORS 332.155](#)

[OAR 437-001-0760](#)  
[OAR 437-002-0020 to -0081](#)  
[OAR 437-002-0180 to -0182](#)  
[OAR 437-002-0368](#)

[OAR 437-002-0377](#)  
[OAR 437-002-0390](#)  
[OAR 437-002-0391](#)

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).  
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.

# Corbett School District 39

Code: FL  
Adopted: 1/15/98  
Orig. Code: FL

## Retirement of Facilities

Certain school buildings may no longer be adequate for instructional purposes and should be used to benefit the district or public in other ways. In determining which facility is to be retired for regular school purposes, **or should be used to benefit the district in other ways**, the Board's decision will be guided by this a combination of these factors:

1. Educational flexibility: Which school building is least adaptable for housing a modern and flexible educational program?
2. Site: Which school site is least adequate for continued use as an educational center?
3. Cost: Which school building represents the highest cost in terms of upkeep, maintenance and renovation?
4. Safety: Which school building/site poses safety concerns through continued use?

The Board may invite the viewpoints of patrons and staff in making its decision.

END OF POLICY

### Legal Reference(s):

[ORS 332.107](#)

[ORS 332.155](#)

[OAR 437-001-0760](#)

[OAR 437-002-0020 to -0075](#)

[OAR 581-022-2345](#)

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).



Robin Faye Lindeen Blakeley &lt;rlindeen@corbett.k12.or.us&gt;

## We are canceling Annual Convention

1 message

OSBA Info &lt;info@osba.org&gt;

Thu, Sep 9, 2021 at 8:22 AM

Reply-To: OSBA Info &lt;info@osba.org&gt;

To: Robin Lindeen-Blakeley &lt;rlindeen@corbett.k12.or.us&gt;

**CANCELED:** OSBA Annual Convention

[View this email in your browser](#)



## To prioritize the health and safety of our members, we have decided to cancel the 2021 Annual Convention.

Both the in-person and virtual components of the event are canceled, due in part to the potential rapid transmission of the delta variant within the anticipated large attendance. While we know this is disappointing, we hope you can understand the steps we're taking to help keep our members and staff safe. Thank you for your continued understanding as we navigate these uncertain times.

**We look forward to seeing you virtually and in person at other OSBA events this fall:**

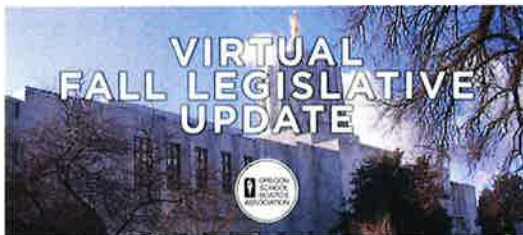


Join OSBA Executive Director Jim Green and other OSBA staff at your local **Fall Listening Session** to ask questions and talk with us face-to-face.

We want to hear from your board on how we can best meet your needs.

[Learn more...](#)

*Due to the number of regions we plan to visit in person, the session dates will be divided with some in the fall and another set of sessions in the spring. If you do not see a session planned for your region, stay tuned for more dates and locations in 2022.*



### Virtual Fall Legislative Update

Sept. 15 at noon  
Sept. 16 at 5 p.m.

[Learn more...](#)

**Questions?** Contact OSBA's Board Development team at 503-588-2800.



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