

AGENDA	CORBETT SCHOOL DISTRICT REGULAR SCHOOL BOARD MEETING MPB/Board Room/ZOOM-OWL 35800 E Historic Columbia River Highway Corbett, Oregon 97019	7:00 PM Wednesday, April 20, 2022
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- 1. Preliminary Business
  - 1. Call to Order/Flag Salute
  - 2. Review and Acceptance of Agenda 3
  - 3. Board Chair Report Information Item 5
  - 4. Student Representative Report Information Item
  - 5. Approval of Minutes Action Item 8
  - 6. Introduction and Comments of Guests and Representatives 38
    - a.
    - b.
  - 1. Principal/Director/Supervisor Reports 41
    - a. Angela Davis, AD/Secondary P.E. Teacher - Athletics
    - b. Michelle Dawkins, GS Principal and Rachel Goodloomis, CAPS/MS Principal - Kindergarten
    - c. Cassie Duprey, Assistant Secondary Principal - CTE and Preschool portables
    - d.
- 7. Financial Reports/Matters
  - 1. Report Information Item 44
  - 2. Budget Committee Position No. 2 Vacancy Information Item 52
- 8. Interim Superintendent Wold's Report Information Items
  - 1. Enrollment Update
  - 2. Corbett School Campus Upgrades and / or Grants
  - 3. Future Planning / Strategic Planning / Optional Masking Plans
- 9. Consent Agenda Action Items
- 10. CURRICULUM
- 11. STUDENTS
- 12. TRANSPORTATION, BUILDINGS AND MAINTENANCE
  - 1. Corbett Grade School Roofing Bids Action Item 55
  - 2. Woodard bid notice and General Contractor application Action Item 61
- 13. PERSONNEL
  - 1. Vacant Positions: Substitute Custodian, Substitute Bus Driver, .5 FTE Secondary Intervention Specialist (Temporary 2022-23), 1.0 FTE Temporary Secondary Counselor for remainder of 2021-2022 school year, 1.0 FTE 2nd/3rd Grade Teacher for 2022-23, and 1.0 FTE K/1st Grade Teacher for 2022-23.
  - 2. See Consent Agenda items under 13. 2, 13.4 - 13.10

3. Superintendent Contract for 2022-23	Action Item	78
14. POLICY		
1. See Consent Agenda item		85
2. MOU Between CEA/ECBC and CSD	Action Item	89
3. School Calendar for 2022-23	Action Item	90
4. First Reading of Policy Updates during Rewrite	Information Item	
15. COMING EVENTS		
16. MATTERS FOR THE GOOD OF THE ORDER		
a.		
17. ADJOURNMENT		

# Corbett School District 39

Code: BDDC  
Adopted: 10/16/19  
Revised/Readopted: 6/16/21  
Orig. Code(s): BDDC

## Board Meeting Agenda

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

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

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

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

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

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

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

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

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

END OF POLICY

**Legal Reference(s):**

[ORS 192.630](#)

[ORS 192.640](#)

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

Americans with Disabilities Act Amendments Act of 2008.

**Cross Reference(s):**

BDDG - Minutes of Board Meetings

BDDH - Public Comment at Board Meetings

# Corbett School District 39

Code: BD/BDA  
Adopted: 6/16/21

## Board Meetings

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).

**Cross Reference(s):**

ACA - Americans with Disabilities Act

BDC - Executive Sessions

# Minutes of Special School Board Meeting

## Board Approved \_\_\_\_\_

### The Board of Trustees

### Corbett School District

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A Special School Board Meeting of the Board of Trustees of Corbett School District was held Thursday, January 27, 2022, beginning at 7:00 PM in the ZOOM virtual platform. Board members present were; Michelle Vo, Board Chair; Todd Mickalson, Vice Chairman; Bob Buttke; David Granberg, Todd Redfern, and Rebecca Bratton. Katey Kinnear had an excused absence. Also present were Milt Dennison, Consultant for OSBA; Dan Wold, Interim Superintendent; Brie Windust; Business Office Assistant/ZOOM moderator and Robin Lindeen-Blakeley, Deputy Clerk/HR Lead. Also in attendance were members of the Superintendent Screening Committee as representatives from the community and staff: Robin Lindeen-Blakeley; Michelle Dawkins; Troy Younker; Sara Brounstein; Vanessa Lyon; David Rau; Tamie Tlustos-Arnold; Desiree Chiu; Cathy Noles; Ben Byers; Stacey Rogers and Stayce Blume. NOTE: The minutes are prepared to coincide with time scheduled matters and the numbering system of the agenda and is not necessarily the actual order of happenings at the meeting.

#### 1. Call to Order/Flag Salute

**Presenter:** Michelle Vo - Board Chair called the meeting to order and led the pledge of allegiance to the flag at 7:11 p.m.

**Description:** to join the webinar:

<https://us02web.zoom.us/j/82488037256>

Or One tap mobile :

US: +13462487799,,82488037256# or +16699006833,,82488037256#

Or Telephone:

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

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

Webinar ID: 824 8803 7256

International numbers available: <https://us02web.zoom.us/j/82488037256>

#### 2. Introductory Comments

**Presenter:** Michelle Vo - Board Chair, Milt Dennison - OSBA

Michelle Vo asked each member of the Board and Superintendent Search Committee to introduce themselves.

#### 3. Superintendent search application screening training Information Item

**Presenter:** Milt Dennison, OSBA Executive Search

**Attachments:** (4)

Milt Dennison introduced himself and gave a quick overview (shared slide presentation) of the role and steps of the confidential screening committee/board members and the process of reviewing applications, screening and ranking candidates from 1 to 10 in an online software

platform. Deadline is February 1. The Board ultimately decides who to interview from those who are in the top 10.

4. Recess from Public Session

**Presenter:** Michelle Vo - Board Chair – recessed the Board/Screening Committee at 7:42 p.m. and read aloud to the Board and Screening Committee, Mr. Dennison and Ms. Windust:

**Description:** To Executive Session under ORS 192.660(2)(a) - To consider the employment of a public officer, employee, staff member or individual agent. 7:45 p.m. All members as stated at the beginning of the meeting were in attendance as stated except Mr. Wold.

5. Reconvene to Public Session

**Presenter:** Michelle Vo - Board Chair reconvened the Board/Screening Committee to public session at 8:04 p.m.

6. Adjournment

**Presenter:** Michelle Vo - Board Chair, adjourned the meeting at 8:05 p.m.

Minutes 12722



# Minutes of Special School Board Meeting

## Board Approved \_\_\_\_\_

### The Board of Trustees

### Corbett School District

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A Special School Board Meeting of the Board of Trustees of Corbett School District was held Wednesday, February 2, 2022, beginning at 5:30 PM in the ZOOM virtual platform. Board members present were; Michelle Vo, Board Chair; Todd Mickalson, Vice Chairman; Bob Buttke; David Granberg, Todd Redfern, and Rebecca Bratton. Katey Kinnear was absent. Also present were Milt Dennison, Consultant for OSBA; Dan Wold, Interim Superintendent; Holly Elvins-Dearixon, TOSA/ZOOM moderator and Robin Lindeen-Blakeley, Deputy Clerk/HR Lead. Also in attendance were members of the Superintendent Screening Committee as representatives from the community and staff: Robin Lindeen-Blakeley; Michelle Dawkins; Troy Younker (out at 7:00 p.m.); Sara Brounstein; Vanessa Lyon; David Rau; Tamie Tlustos-Arnold (in at 5:44 p.m.) Desiree Chiu; Cathy Noles; Ben Byers and Stacey Rogers. Stayce Blume may have been at the meeting via phone and/or video. NOTE: The minutes are prepared to coincide with time scheduled matters and the numbering system of the agenda and is not necessarily the actual order of happenings at the meeting.

#### 1. Call to Order/Flag Salute

**Presenter:** Michelle Vo - Board Chair called the meeting to order and led the pledge of allegiance to the flag at 5:41 p.m.

**Description:** to join the webinar:

<https://us02web.zoom.us/j/82488037256>

Or One tap mobile :

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Webinar ID: 824 8803 7256

International numbers available: <https://us02web.zoom.us/j/82488037256>

#### 2. Introductory Comments

**Presenter:** Michelle Vo - Board Chair, Milt Dennison - OSBA

Michelle Vo noted there are no action items this meeting.

#### 3. Recess from Public Session

**Presenter:** Michelle Vo - Board Chair – recessed the Board/Screening Committee at 5:45 p.m. and read aloud to the Board and Screening Committee.

**Description:** To Executive Session under ORS 192.660(2)(a) - To consider the employment of a public officer, employee, staff member or individual agent.

5:49 p.m. Ms. Vo became the ZOOM moderator and all members as stated at the beginning of the meeting were in attendance except Mr. Wold and Ms. Elvins-Dearixon.

Mr. Dennison entered the meeting at 5:50 p.m.

Executive Session was recessed at 7:24 p.m.

4. Reconvene to Public Session

**Presenter:** Michelle Vo - Board Chair reconvened the Board/Screening Committee to public session at 7:25 p.m. David Granberg joined at 7:26 p.m.

6. Adjournment

**Presenter:** Michelle Vo - Board Chair, adjourned the meeting at 7:27 p.m.

Minutes 2222



# Minutes of Special School Board Meeting

## Board Approved \_\_\_\_\_

### The Board of Trustees

### Corbett School District

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A Special School Board Meeting of the Board of Trustees of Corbett School District was held Tuesday, February 15, 2022, beginning at 5:00 PM in the ZOOM virtual platform. Board members present were; Michelle Vo, Board Chair; Todd Mickalson, Vice Chairman; Bob Buttke; David Granberg, Todd Redfern, Katey Kinnear and Rebecca Bratton. Also present were Milt Dennison, Consultant for OSBA (in at 5:03 p.m. and left at 5:29 p.m.); Dan Wold, Interim Superintendent was present during public session; Brie Windust, Business Office Asistant/ZOOM moderator and Robin Lindeen-Blakeley, Deputy Clerk/HR Lead. Also in attendance were members of the Superintendent Screening Committee as representatives from the community and staff: Robin Lindeen-Blakeley; Michelle Dawkins; Troy Younker; Sara Brounstein; Vanessa Lyon; Desiree Chiu; Cathy Noles (in at 5:18 p.m.); Ben Byers and Stacey Rogers. Screening Committee members Stayce Blume, David Rau, and Tamie Tlustos-Arnold were not in attendance. NOTE: The minutes are prepared to coincide with time scheduled matters and the numbering system of the agenda and is not necessarily the actual order of happenings at the meeting.

#### 1. Call to Order/Flag Salute

**Presenter:** Michelle Vo - Board Chair called the meeting to order and led the pledge of allegiance to the flag at 5:02 p.m.

**Description:** to join the webinar:

<https://us02web.zoom.us/j/82488037256>

Or One tap mobile :

US: +13462487799,,82488037256# or +16699006833,,82488037256#

Or Telephone:

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

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

Webinar ID: 824 8803 7256

International numbers available: <https://us02web.zoom.us/u/kwYA6daew>

#### 2. Introductory Comments

**Presenter:** Michelle Vo - Board Chair, Milt Dennison - OSBA

Michelle Vo noted we were in open public session meeting.

Milt Dennison expressed that the rest of the meeting would be held in Executive Session.

#### 3. Recess from Public Session

**Presenter:** Michelle Vo - Board Chair – recessed the Board/Screening Committee at 5:05 p.m. and announced to the Board and Screening Committee.

**Description:** To Executive Session under ORS 192.660(2)(a) - To consider the employment of a public officer, employee, staff member or individual agent. 17 participants at this time in the meeting.

5:07 p.m. All members as stated at the beginning of the meeting were in attendance except Mr. Wold.

Executive Session was recessed at 9:52 p.m.

#### 4. Reconvene to Public Session

**Presenter:** Michelle Vo - Board Chair reconvened the Board/Screening Committee to public session at 9:53 p.m. and announced Regular Board meeting at 7:00 p.m. on February 16 and Special School Board meeting at 5:30 p.m. on February 17.

#### 6. Adjournment

**Presenter:** Michelle Vo - Board Chair, adjourned the meeting at 9:54 p.m.

Minutes 21522



# Minutes of Special School Board Meeting

## Board Approved \_\_\_\_\_

### The Board of Trustees

### Corbett School District

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A Special School Board Meeting of the Board of Trustees of Corbett School District was held Thursday, February 17, 2022, beginning at 5:30 PM in the ZOOM virtual platform. Board members present were; Michelle Vo, Board Chair; Todd Mickalson, Vice Chairman; Bob Buttke; David Granberg, Todd Redfern, Katey Kinnear and Rebecca Bratton. Also present were Brie Windust, Business Office Asistant/ZOOM moderator and Robin Lindeen-Blakeley, Deputy Clerk/HR Lead. Also in attendance were members of the Superintendent Screening Committee as representatives from the community and staff: Robin Lindeen-Blakeley; Michelle Dawkins; Troy Younker; Sara Brounstein; Vanessa Lyon (late); Desiree Chiu; Cathy Noles; Ben Byers; Stacey Rogers; Stayce Blume (out about 8:37 p.m.) and Tamie Tlustos-Arnold (by phone and then in person later, out about 8:37 p.m.). Screening Committee member David Rau was not in attendance. Milt Dennison, OSBA Consultant, was in attendance at 8:42 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. Call to Order

**Presenter:** Michelle Vo - Board Chair called the meeting to order at 5:31 p.m. with 18 participants at this time.

**Description:** to join the webinar:

<https://us02web.zoom.us/j/82488037256>

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US: +13462487799,,82488037256# or +16699006833,,82488037256#

Or Telephone:

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Webinar ID: 824 8803 7256

International numbers available: <https://us02web.zoom.us/j/82488037256>

#### 2. Introductory Comments

**Presenter:** Michelle Vo - Board Chair, noted we are on schedule to return about 9:30 p.m.

#### 3. Recess from Public Session

**Presenter:** Michelle Vo - Board Chair – recessed the Board/Screening Committee at 5:32 p.m. and announced to the Board and Screening Committee.

**Description:** To Executive Session under ORS 192.660(2)(a) - To consider the employment of a public officer, employee, staff member or individual agent. All members as stated at the beginning of the meeting were in attendance.

Executive Session was recessed for screening committee at 10:03 p.m. Only the seven board members, Ms. Windust, Ms. Lindeen-Blakeley, and Mr. Dennison were in Executive session attendance from 10:05 p.m. – 10:49 p.m.

4. Reconvene to Public Session

**Presenter:** Michelle Vo - Board Chair reconvened the Board to public session at 9:50 p.m.

Katey Kinnear announced boys' basketball game at 7:00 p.m. 2/18/22.

6. Adjournment

**Presenter:** Michelle Vo - Board Chair, adjourned the meeting at approximately 10:51 p.m.

Minutes 21722



# Minutes of Special School Board Meeting

## Board Approved \_\_\_\_\_

### The Board of Trustees

### Corbett School District

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A Special School Board Meeting of the Board of Trustees of Corbett School District was held Monday, March 14, 2022, beginning at 5:45 PM in person in the MPB/HS side or via ZOOM/Meeting Owl Pro. Board members present were Michelle Vo, Board Chair; Todd Mickalson, Vice Chairman; Bob Buttke; David Granberg, Todd Redfern and Katey Kinnear. Board member Rebecca Bratton was present through ZOOM/Meeting Owl Pro. Also present was Milt Dennison, Consultant for OSBA (leaving at 6:12 p.m. and returning at 7:26 p.m.) Dan Wold, Interim Superintendent was present during public session. Brie Windust, Business Office Assistant/ZOOM/Meeting Owl Pro moderator and Robin Lindeen-Blakeley, Deputy Clerk/HR Lead were also present. NOTE: The minutes are prepared to coincide with time scheduled matters and the numbering system of the agenda and is not necessarily the actual order of happenings at the meeting.

#### 1. Call to Order/Flag Salute

**Presenter:** Michelle Vo - Board Chair called the meeting to order and led the pledge of allegiance to the flag at 5:50 p.m.

**Description:** to join the webinar:

<https://us02web.zoom.us/j/82488037256>

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Webinar ID: 824 8803 7256

International numbers available: <https://us02web.zoom.us/j/82488037256>

#### 2. Introductory Comments

**Presenter:** Michelle Vo - Board Chair, Milt Dennison - OSBA

Michelle Vo noted agenda is OK.

Milt Dennison announced that after the second interview and deliberation we won't need a Wednesday meeting. He thanked Mr. Wold and Ms. Lindeen-Blakeley for their help coordinating visits for Superintendent candidates.

#### 3. Recess from Public Session

**Presenter:** Michelle Vo - Board Chair – recessed the Board Committee at 5:53 p.m. and announced to the Board.

**Description:** To Executive Session under ORS 192.660(2)(a) - To consider the employment of a public officer, employee, staff member or individual agent.

All members as stated at the beginning of the meeting were in attendance except Mr. Wold.

Executive Session was recessed at 9:09 p.m.

4. Reconvene to Public Session

**Presenter:** Michelle Vo - Board Chair reconvened the Board to public session at 9:12 p.m. There were no public comments.

5. Contract Parameters Information/Discussion/Action Items  
Board Discussion.

David Granberg moved and Bob Buttke seconded:

**RESOLUTION NO. 3.116-22- RESOLVED** that the Board designated Board Members Michelle Vo and Todd Mickalson to begin the negotiations process with new Superintendent candidate to begin position on July 1, 2022.

**Attachments:** (1)

The vote of the Board was 7-0.

6. Adjournment

Michelle Vo - Board Chair, adjourned the meeting at 9:15 p.m.



# Minutes of Regular Board Meeting

## Board Approved \_\_\_\_\_

### The Board of Trustees

### Corbett School District

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A Regular Board Meeting of the Board of Trustees of Corbett School District was held Wednesday, February 16, 2022, beginning at 7:00 PM in the ZOOM virtual platform. Board members present were; Michelle Vo, Board Chair; Todd Mickalson, Vice Chairman; Bob Buttke; David Granberg, Todd Redfern, Katey Kinnear and Rebecca Bratton. Also present were Administrators Dan Wold, Interim Superintendent; Brie Windust; Business Office Assistant/ZOOM moderator; Robin Lindeen-Blakeley, Deputy Clerk and Cindy Duley, Business Manager. Galilea Rios-Schultz, HS Student Representative, was in attendance at 7:19 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

**Presenter:** Michelle Vo, Board Chair – the wrong public link was originally posted to this meeting agenda and then updated around 7:19 p.m.

**Description:**

Please click the link below to join the webinar:

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

Or iPhone one-tap :

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

Or Telephone:

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

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

Webinar ID: 864 3251 0383

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

#### 1.1. Call to Order / Flag Salute

**Presenter:** Michelle Vo, Board Chair – Called the meeting to order at 7:03 p.m. and led the Pledge of Allegiance to the flag. **Attachments:** (1) 7:04 p.m.

#### 1.2. Review and Acceptance of Agenda

**Presenter:** Michelle Vo, Board Chair and Board discussed - a. removal of Resolution No. 2.92-22, b. Resolution No. 2.93-22 has new attachment (item tabled from December and not acted on at January meeting) and c. Resolution Item No. 2.94-22 should be changed to be Item 2.100-22. No reports under Item No. 4. a-c.

**Attachments:** (1)

#### 1.3. Board Chair Report Information/Discussion Items- Ms. Vo announced:

a. Update on the Superintendent search – on schedule per last fall’s calendar

approval and details are confidential moving forward.

b. Face coverings after March 31, 2022 – this is moved to Item 5.

2. Student Representative to the Board Report Information Item

7:22 p.m.

**Presenter:** Galilea Rios-Schultz - HS Student Representative – spoke about winter sports over soon, prom and future dances, more community building, penny wars for fundraising for organization, what to do after March 31 for mask wearing, Student Council established, Ms. Hanefeld’s change in teaching duties allowed new extra study time.

**Attachments:** (1)

3. Approval of Minutes Action Item – Removed from this month’s agenda under Item 1.2

~~**Presenter:** Michelle Vo, Board Chair~~

~~**Description:** **RESOLUTION NO. 2.92-22 – RESOLVED** that the Board approve the minutes of the Regular School Board meeting of January 19, 2022, and the Special School Board meetings of January 27, 2022, and February 2, 2022.~~

~~**Attachments:** (1)~~

4. Introduction and Comments of Guests and Representatives

a. No comments at this meeting.

Principal, Director, Supervisor Reports

~~a. Cassie Duprey – Assistant Secondary Principal and students~~

~~b. Holly Elvins-Dearixon – Curriculum Coordinator/TOSA – Safe Return Plan~~

~~c. Angela Davis – Athletic Director~~

d. Kathy Childress - Secondary Principal – spoke about curriculum changes coming up with next trimester three and CTE changes, college preparation for AP, and a partnership with MHCC Careers and Applied Technologies to discuss on February 18 regarding automotive technology, machine tool, etc. There are non-profits in Portland for apprenticeships and jobs. Cathy Noles, YTP Specialist, has folks lined up for an introductory construction and IT projects class starting up on February 23 for about four weeks. After that time period, Cathy and Holly Elvins-Dearixon are working on something else. Ms. Childress has been working on a \$125,000 competitive grant since November that was approved on February 15 to free up classroom space. David Granberg helped on electrical and plumbing, \$50,000-\$80,000 for moving two portables from Salem, with extra money for buying furniture and equipment. The Engineering and Manufacturing will be on one side with classroom and Computer Science on the other. This opens up the woodworking area. She thanked Cathy, Holly and David and also those who are doing work for Superintendent Search.

Board discussion.

**Attachments:** (1)

7:30 p.m.

#### 4.1. FINANCIAL REPORTS/MATTERS

**Presenter:** Cindy Duley, Business Manager

**Description:** Monthly Reports Information Item – in the board packet updated through January 31. A change in our business software platform on February 9, so growing pains and be aware. Service plan selections this month for next year, so that gives us a heads up on budget guidance. Most costs up 6% or more.

Board discussion.

EFB on GF (Fund 01) Actual doesn't match BFB '21-'22 yet, but they will eventually Nothing material to report in change to EFB.

Financial Audit Information Item – auditors to finalize and report in March.

Corbett GS Roof Bid Action Item – no action at this meeting due to less than 24 hours view by the board on the attachment.

**RESOLUTION NO. 2.93-22 - RESOLVED** that the Board approve the Corbett Grade School Roof bid as proposed in the attachment in the Board packet and proceed with publication.

**Attachments:** (4)

Board discussion.

Chair Vo asked Mr. Wold to look into metal possibilities and call to Gorge Commission. Board members to input on contractors, resources, etc.

4.1.a. Budget Committee Position No. 2 Vacancy Information Item  
This is for a three-year term to expire or renew on December 31, 2024.

**Presenter:** Michelle Vo - Board Chair read this aloud.

**Attachments:** (1)

7:56 p.m.

5. Interim Superintendent Wold's Report – included masking piece (g.) and in attendance from National Superintendent Conference in Nashville TN (Feb. 17-19)

a. Woodard Road Property Project – planning is ongoing

b. Upcoming Lottery - February 22-March 8 – draw 46 seats after lottery closes at noon on March 8. Most are Kindergarten, and then First, Second, Fifth and Ninth grades.

c. Athletics Study Team – met again in February to look at what program could/would be. Survey out to students the week of February 21 on ideal athletic program.

d. Enrollment Update – 1056, up one from last month.

e. School Campus Upgrades/Grants – already discussed.

f. MESD Budget Committee representative – Ben Byers is our representative and has met with Mr. Wold on priorities.

g. mask mandate beginning March 31, as show hospital/transmissions manageable by then. May be able to drop prior if all groups want to work on it for HB 4404 issues. Examples include insurance liability, quarantine all still being considered with 41 states dropping mask mandates and taking another look. Careful and mindful of

population areas and required to have a board conversation. CDC/ODE/OHA recommendations after March 31 optional.

Board discussion.

Possible board action item for clarity on March 9 or 17.

**Attachments:** (1)

6. Consent Agenda                      Action Items

**Requested by:** Robin Lindeen-Blakeley

Todd Redfern moved and Bob Buttke seconded:

**Description: Consent Agenda \*\*Resolution Items 2.94-22\*\* through 2.99-22\*\***

**10.3\*\*RESOLUTION NO. 2.94-22\*\* - RESOLVED** that the Board approved the dates for Helen Leedom, 1.0 FTE HS Counselor, from April 7, 2022-May 19, 2022.

**10.4\*\*RESOLUTION NO. 2.95-22\*\* - RESOLVED** that the Board confirmed the resignation of Samantha Petrie, 1.0 FTE HS Science Teacher, last day of work, February 3, 2022.

**10.5\*\*RESOLUTION NO. 2.96-22\*\* - RESOLVED** that the Board confirmed the hire of Sophia Hanefeld, 1.00 FTE Temporary HS Science Teacher, effective February 4, 2022.

**10.6\*\*RESOLUTION NO. 2.97-22\*\* - RESOLVED** that the Board confirmed the hire of Denise Papin, .85 FTE Special Education Assistant 1, effective January 31, 2022.

**10.7\*\*RESOLUTION NO. 2.98-22\*\* - RESOLVED** that the Board confirmed the hire of Cynthia Deibert, .4 FTE Bus Driver, effective February, 2022 when her school bus permit is approved by ODE.

**10.8\*\*RESOLUTION NO. 2.99-22\*\* - RESOLVED** that the Board confirmed the rehire of Patrick Carey, .4 FTE Bus Driver, effective March 7, 2022.

The vote of the Board was 6-1; Rebecca Bratton opposed.

## 7. STUDENTS

**Presenter:** Dan Wold, Interim Superintendent – none at this time in the meeting.

## 8. TRANSPORTATION/BUILDINGS/MAINTENANCE

**Presenter:** Dan Wold, Interim Superintendent – we now have enough bus drivers, but we are looking for substitute bus drivers.

## 9. CO-CURRICULAR ACTIVITIES

**Presenter:** Dan Wold, Interim Superintendent – One wrestler and three swimmers to state meet. Girls basketball game against Gladstone exciting and boys' basketball in second place behind Madras.

9.1. Concessions, etc.                      Discussion Item

**Presenter:** David Granberg - Board Member, referred to previous email. We are missing out on revenue source, especially with people bringing in their own food so they can take their masks off. Other schools are selling concessions. There is a sense of community, expectations, with small children as spectators able to go get their

own food and drink. Memories are made, no issues with outdoor sports, we should give the thumbs up to proceed.

Board discussion.

Mr. Wold said he would check with Multnomah County and Athletic Director and HS Principal are looking into it too.

## 10. PERSONNEL

### 10.1 Staffing Discussion Item

Mr. Wold stated that the CBA for certified positions says that before any cuts are made there should be Board discussion with current teacher goals, etc.

Considerations: two teachers are leaving, if we don't replace, stay same size, federal funding slope, shift around or be at limits under our plans, we don't know how many students are coming back, let staff be?

Board discussion regarding retaining smaller class size, counselor(s), wait for budget discussion, what is best for kids, attrition/Rob Saxton report.

Mr. Wold said we have fewer at MS and HS than staffing formula, lots of TOSA but could get by. If reduce MS and HS position could fill empty position(s) at grade school, would be 26.1 MS, 24 GS, 24 CAPS. With counseling one at 250 students is recommendation, so could add one within those guidelines. Administrative team has had discussions. We need to think about for budget and get ideas, we have dollars, goals for successor, but not a simple thing. We have gone from 1400 to almost 1050, so lose per pupil funding.

#### 10.1.a. MESD Local Service Plan Action Item

Todd Mickalson moved and Bob Buttke seconded;

**RESOLUTION NO. 2.100-22 - RESOLVED** that the Board approved the MESD Local Service Plan for 2022-2023, as attached in the Board packet.

**Presenter:** Dan Wold, Interim Superintendent – Standard plan, nothing new, 6% plus increases.

The vote of the Board was 7-0.

**Attachments:** (1)

10.2 Vacant Positions - We have position openings for Substitute Bus Drivers and Substitute Custodian.

**Description:** Also See Consent Agenda Items 10.3\*\*-10.8\*\*

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## 11. POLICY

11.1. First Reading of Policy Section K/L Information Items

**Attachments:** (1)

8:54 p.m.

12. Matters for the Good of the Order and Coming Events- Todd Mickalson said emails will be going out about spring sports K-8.

**Presenter:** Michelle Vo - Board Chair read aloud 12.1-12.8:

- 12.1. Thursday, February 17, 2022 - Special School Board meeting - Superintendent Search 5:30 p.m. via ZOOM
- 12.2. Friday, February 18, 2022 - tentative if needed  
Special School Board meeting for Superintendent Screening Committee meets at 7:00 p.m. via ZOOM.
- 12.3. Monday, February 21, 2022, No School - Presidents' Day Holiday
- 12.4. Friday, February 25, 2022 - School Day
- 12.5. March 3, 2022, Thursday, end of Trimester 2 / March 4, 2022, Friday, Assessment day
- 12.6. Regular School Board Meeting, Wednesday, March 9, 2022, 7 p.m. via ZOOM
- 12.7. Thursday and/or Friday, March 10-11, 2022 - Finalist Forum/Interviews with Superintendent Candidates – TBD
- 12.8. OSBA Listening Session, Friday, April 8, 2022, Portland Airport Sheraton

13. ADJOURNMENT – 8:55 p.m.

**Presenter:** Michelle Vo - Board Chair

Minutes 21622



# Minutes of Regular Board Meeting

## Board Approved \_\_\_\_\_

### The Board of Trustees

### Corbett School District

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A Regular Board Meeting of the Board of Trustees of Corbett School District was held Wednesday, March 9, 2022, beginning at 7:00 PM in the ZOOM virtual platform. Board members present were; Michelle Vo, Board Chair; Todd Mickalson, Vice Chairman; Bob Buttke; David Granberg, Todd Redfern, Katey Kinnear and Rebecca Bratton (leaving at 9:17 p.m. and returning at 9:20 p.m.). Also present were Administrators Dan Wold, Interim Superintendent; Holly Elvins-Dearixon, TOSA/ZOOM moderator; Robin Lindeen-Blakeley, Deputy Clerk and Cindy Duley, Business Manager. Galilea Rios-Schultz, HS Student Representative, was not in attendance. NOTE: The minutes are prepared to coincide with time scheduled matters and the numbering system of the agenda and is not necessarily the actual order of happenings at the meeting.

#### 1. PRELIMINARY BUSINESS

**Presenter:** Michelle Vo, Board Chair

**Description:**

Please click the link below to join the webinar:

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

Or iPhone one-tap :

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

Or Telephone:

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

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

Webinar ID: 864 3251 0383

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

#### 1.1. Call to Order / Flag Salute

**Presenter:** Michelle Vo, Board Chair – Called the meeting to order at 7:01 p.m. and led the Pledge of Allegiance to the flag. There were 24 participants at this time in the meeting.

#### 2. Review and Acceptance of Agenda

**Presenter:** Michelle Vo, Board Chair

**Attachments:** (1)

We have no public comment under item 6.a. and item 14.11\*\* should include the word “Administrative” between Probationary and contracts.

#### 3. Board Chair Report Information Item

**Presenter:** Michelle Vo, Board Chair – She will be at new hearing with Multnomah County on Friday, March 11. Approval for Woodard Rd. property shortly thereafter hopefully.

Board discussion.

**Attachments:** (1)

7:06 p.m.

3.1. Financial Audit Report for 2020-2021 Information Item

**Presenter:** Dan Miley and Tim Gillette, TKW auditors – Chair Vo welcomed both to the meeting. Mr. Gillette presented the approximately 81-page report as attached in the board packet. Highlighted: their page 14 Balance Sheet to Statement of Net Position, similar to stockholder interest, would be about 3.25 million underwater. Their page 67 – Schedule of Expenditures of Federal Awards, their pages 80-81 – Independent Auditor’s Report on Compliance and Internal Control over Financial Reporting Based on Audit of Financial Statements Performed in Accordance with Oregon State Regulations, stating their concerns. Letters to the Board were communicated separately. Suggested timeliness of this would have been better to report in November, that they work for the Board and Board Members should feel free to reach out to them.

Chair Vo thanked them and stated it is lots of reading.

**Attachments:** (1)

3.2. OSBA LPC Member Sought in Multnomah Region Information Item

**Presenter:** Michelle Vo - Board Chair mentioned to the Board.

**Attachments:** (3)

4. Student Representative Report Information Item

**Presenter:** Galilea Rios-Schultz, HS Student Representative – no representative at this month’s meeting.

5. Approval and Extension of Minutes Action Item

**Requested By:** Robin Lindeen-Blakeley

Todd Mickalson moved and Bob Buttke seconded:

**Description: RESOLUTION NO. 3.101-22 - RESOLVED** that the Board approved the minutes of the Regular School Board meeting of January 19, 2022, and extended the approval of minutes for the Special School Board meetings of January 27, 2022, February 2, 2022, February 15, 2022, and February 17, 2022, and the Regular School Board meeting of February 16, 2022.

**Attachments:** (1)

Board discussion.

The vote of the Board was 7-0.

6. Introduction and Comments of Guests and Representatives – no comments at this meeting. 30 participants at this time in the meeting.

a. ~~Charis Smith-parent~~ withdrew request to speak

6.1. Principal/Director/Supervisor Reports 7:25 p.m.

a. Rachel Bassell, CHS Math Teacher, read aloud letter on behalf of student council, regarding access, privacy and safety issue in the bathrooms for 8<sup>th</sup>-12<sup>th</sup> graders.

**Presenter:** Dan Wold, Interim Superintendent – leadership of high school wants new bathrooms, but it is more than our entire annual budget. Administration has done a lot of work to solve issues and our kids matter.

Board discussion.

#### 7. Financial Reports/Matters

**Presenter:** Cindy Duley, Business Manager

7.1. Report Information Item- in the Board packet.

Ms. Duley reported that we are moving along as expected in RV/XP as expected. It doesn't include all of February, but does cover all of payroll done for February. The last page of the report is fairly comprehensive. Since the audit is now complete, we should expect SSF (State School Fund) money in March. There should be appropriation resolution in April for preschool modular and CTE modular grant money, which was not anticipated last year.

Board discussion.

Michelle Vo asked about GF EFB reconciliation for April.

**Attachments:** (1)

7:44 p.m.

7.2. Budget Committee Position No. 2 Vacancy Information Item

**Description: This is for a three-year term to expire or renew on December 31, 2024.**

**Attachments:** (2)

Ms. Lindeen-Blakeley expressed that the applicant be a registered voter and be a resident of the district.

7.3. Response to 2020-2021 Audit Action Item

Todd Mickalson moved and Bob Buttke seconded;

**RESOLUTION NO. 3.102-22 - RESOLVED** that the Board approved the response plan of action for the 2020-21 financial audit as attached in the Board packet.

**Attachments:** (2)

Ms. Duley addressed the comment from Mr. Gillette about the district being under water and said that most districts in Oregon are in this situation, and has lots to do with PERS. In context, without a lot more employees, can't do a lot about it.

Reconciling issue was mainly due to a journal entry for July payroll that was paid in June, and not done in timely manner. Other issues include bank reconciliation, internal controls and workflow. The software upgrade throws a monkey wrench in going forward, but we will establish a schedule. The deficiencies are addressed in the letter attached in the Board packet.

Board discussion.

The vote of the Board was 7-0.

8. Interim Superintendent Wold's Report Information Items

A couple of kids are coming back on Monday, March 14.

### 8.1. Enrollment Update and Lottery for 2022-23

**Presenter:** Dan Wold, Interim Superintendent – lottery held on March 8. Slots filled by 36 kindergartners; two 1<sup>st</sup> graders; three 2<sup>nd</sup> graders; one 4<sup>th</sup> grader; five 5<sup>th</sup> graders and three 9<sup>th</sup> graders. Won't need to do a supplemental lottery in July after preschool enrollment. Nice to bring in families, and expecting about 1080 students next year.

Board discussion.

### 8.2. Corbett School Campus Upgrades and / or Grants

**Presenter:** Dan Wold, Interim Superintendent – Update on roof for GS. The roof was originally permitted through Gorge Commission for asphalt shingle roofing, so to go to anything else, like metal, would have to go to another use permit, and another three to six months. An inspector would be hard to find.

Board discussion.

Ms. Childress, Secondary Principal, talked about two modular buildings to come between July 7-12. \$125,000.00 grant money to be spent before July 2023. The preschool modular building grant of \$80,000.00 needs to be spent before June and the following year another \$80,000.00. We may need to store modular buildings from April to October. Plan to place one parallel to gym and walkway and one by the MS/HS ramp between gym and MS. They are 28 x 64 with two classrooms and bathrooms in each.

Board discussion.

She thanked David Granberg for going on the rooter bus to Banks and Ms. Lindeen-Blakeley for going on the rooter bus on March 10 to Coos Bay.

### 8.3. Future Planning / Strategic Planning / Safe Return RSSL revision and Optional Masking Plans

**Presenter:** Dan Wold, Interim Superintendent – as has been announced, masking is optional March 12. Lots of work in preparation with health team, working on safety and physical distancing, still have obligations. We will let people know by the end of the March 6 week, in preparation for Monday. RSSL (Ready Schools, Safe Learners) is due on 30<sup>th</sup> and almost finalized. No firm guidance for facility use. Trying to be logical and intentional. When we look at data we are at pre-Delta levels. Western Governors aligned on March 12 date. PACE has never insured against infectious diseases. Vaccination plan doesn't change until June 30 when emergency order expires. 12 cases of antigen tests arrived here, enough for two each per student, so optional for families to pick up here from office. Association leadership was polled and majority strongly in favor of making masks optional. Students weren't polled, but principals have watched at recesses. Our poll of those who left because of pandemic were about 30. HB 4402 protection expired, so no reason not to follow. We will do whatever we are mandated.

Board discussion about following what is legally required.



non-renewal of .1 FTE Probationary contracts for Jennifer Radulesk and Rhiannon Young for the 2022-2023 school year.

**14.12\*\*RESOLUTION NO. 3.113-22 - RESOLVED** that the Board recognized the non-renewal of Devon Groh, Temporary HS Language Arts Teacher, for the 2022-23 school year.

**14.13\*\*RESOLUTION NO. 3.114-22 - RESOLVED** that the Board recognized the transfer of Callie Uleners, from HS Learning Specialist to K-8th Learning Specialist at CAPS and Meredith Griffith, from CAPS Learning Specialist to HS Learning Specialist, effective March 7, 2022.

**15.2\*\*RESOLUTION NO. 3.115-22 - RESOLVED** that the Board approved second reading and adoption of Policy Section K/L

**Attachments:** (1)

The vote of the Board was 6-1; Rebecca Bratton opposed on Consent Resolution Items No. 3.103-22\*\* through 3.115-22\*\*.

10. CURRICULUM

**Presenter:** Dan Wold, Interim Superintendent – No information at this time in the meeting.

11. STUDENTS

**Presenter:** Dan Wold, Interim Superintendent – spring sports started the week of February 28. We still have boys' and girls' basketball competing in winter sports with first rounds at state in 4A. Grade school has their 100-day parade on March 10.

12. TRANSPORTATION, BUILDINGS AND MAINTENANCE

Mr. Wold reported on a bus accident near Nielson Rd. where muddy and no shoulder. No students were hurt. Bus has been appraised for damages and is set to retire in two years from the fleet. We had a bus replacement plan approved last year. Mr. Salisbury is working on a project list for the maintenance/custodial budget.

9:20 p.m.

13. PERSONNEL

**Presenter:** Dan Wold, Interim Superintendent reported the following: Effective March 14, 2022 - Samantha Byron, .4 FTE Kitchen Assistant to .15 Kitchen Assistant and .85 GS SPED Educational Assistant I.

13.1. Vacant Positions: Substitute Custodian, Substitute Bus Driver and .83 Secondary Educational Assistant.

13.2. See Consent Agenda items under 14. 2\*\* - 14.13\*\*.

14. POLICY

**Description:** See Consent agenda 15.2\*\*.

**Attachments:** (1)

14.2 First Reading of Policy JEBA and JEBA-AR Information Item

**Requested By:** Robin Lindeen-Blakeley

**Description:** **Guide and Application to Early Entry to Kindergarten**

**Attachments:** (1)

15.1. Recess from Public Session

Chair Vo announced a break at 9:24 p.m.

**Description:** To Executive Session under ORS 192-.660(2)(a) - To consider the employment of a public officer, employee, staff member or individual agent.

9:27 p.m. All individuals as reported at the beginning of the meeting were in attendance except for Dan Wold, Cindy Duley and Holly Elvins-Dearixon. Milt Dennison, OSBA Consultant, was in attendance at 9:29 p.m.

15.1.a. Reconvene to Public Session – The Board reconvened to public session at 10:58 p.m.

16. COMING EVENTS

**Presenter:** Michelle Vo, Board Chair announced:

Monday, March 14, Special School Board meeting, 5:45 p.m. MPB/ZOOM

Thursday, March 17, Special School Board meeting, 7:00 p.m. MPB/ZOOM - TBD

Spring Break, March 21-March 24, 2022

OSBA Listening Session, April 8 at Portland Airport Sheraton - contact Robin **by**

**April 1** for RSVP and dinner options

Thursday, April 14 - Mid-Term

Wednesday, April 20, Regular School Board meeting, 7:00 p.m. MPB/ZOOM

Thursday, April 21 - HS Conferences in evening

Wednesday, April 27 - Budget Committee Meeting 7:00 p.m. MPB/ZOOM

**Attachments:** (1)

17. MATTERS FOR THE GOOD OF THE ORDER

a. Links worked well for this meeting.

b. There may be a Special School Board meeting on Wednesday, March 16 at 6:00 p.m. MPB/ZOOM

18. ADJOURNMENT – The Board adjourned at 10:59 p.m.



# Corbett School District 39

Code: BDDH  
Adopted: 1/17/18  
Revised/Readopted: 6/16/21  
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

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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.

interests of the individual, the district and the patrons. The information will be easily accessible and available to all patrons attending a public Board meeting.

1. Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the Board chair.
2. A visitor speaking during the meeting may introduce a topic not on the published agenda. The Board, at its discretion, may require that a proposal, inquiry or request be submitted in writing, and reserves the right to refer the matter to the administration for action or study.
3. Any person who is invited by the Board chair to speak to the Board during a meeting should state his/her name and address and, if speaking for an organization, the name and identity of the organization. A spokesperson should be designated to represent a group with a common purpose.
4. Statements by members of the public should be brief and concise. The Board chair may use discretion to establish a time limit on discussion or oral presentation by visitors.
5. Questions asked by the public, when possible, will be answered by the Board chair or referred to the superintendent for reply. Questions requiring investigation may, at the discretion of the Board chair, be referred to the superintendent for response at a later time.
6. At the discretion of the Board chair, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing the Board secretary with a completed registration card or sign-in sheet, prior to the Board meeting in order to allow the chair to provide adequate time for each agenda item.

The Board chair should be alert to see that all visitors have been acknowledged and thanked for their presence and for any contributed comments on agenda issues. Similar courtesy should be extended to members of staff who have been in attendance. Their return for future meetings should be welcomed.

### **Petitions**

Petitions may be accepted at any Board meeting. No action will be taken in response to a petition before the next regular meeting. Petitions will be referred to the superintendent for consideration and recommendation.

### **Comments Regarding Staff Members**

Speakers may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for Board consideration of a legitimate complaint involving a staff member. The association contract governing the employee's rights will be followed. A commendation involving a staff member should be sent to the superintendent.

END OF POLICY

**Legal Reference(s):**

[ORS 165.535](#)  
[ORS 165.540](#)

[ORS 192.610 to -192.690](#)  
[ORS 332.057](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).

Americans with Disabilities Act Amendments Act of 2008.

*Baca v. Moreno Valley Unified Sch. Dist.*, 936 F. Supp. 719 (C.D. Cal. 1996).

*Leventhal v. Vista Unified Sch. Dist.*, 973 F. Supp. 951 (S.D. Cal. 1997).

**Cross Reference(s):**

BDDC - Board Meeting Agenda

# Corbett School District 39

Code: BD/BDA  
Adopted: 6/16/21

## Board Meetings

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).

**Cross Reference(s):**

ACA - Americans with Disabilities Act

BDC - Executive Sessions

**Corbett School District**  
**Financial Report to the Board of Directors**  
**Wednesday, April 20, 2022**

This report includes all revenue and expenses recorded as of March 31, 2022. Some additional February revenue has yet to be recorded, and some March revenue and expenses have yet to be recorded.

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 March 31, 2022**

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

<b>Current Budget vs Actual Total Expenses</b>	<b>Current Budget</b>	<b>Mar 31 2022 YTD Actuals</b>	<b>Mar 31 2022 Balance</b>
<b>Fund: 01 General Fund</b>			
1000 Instruction	8,737,883	5,369,024	3,368,859
2000 Support Services	5,573,550	3,381,251	2,192,299
3000 Enterprise & Community Services	11,180	76,578	(65,398)
4000 Facilities Acquisition/Construction	40,000	5,880	34,120
5100 Debt Service	296,742	165,528	131,214
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>8,998,261</b>	<b>5,984,136</b>
<b>Fund: 02 Food Services Fund</b>			
3000 Enterprise & Community Serves	426,000	225,382	200,618
<b>Fund: 02 Food Services Fund Total</b>	<b>426,000</b>	<b>225,382</b>	<b>200,618</b>
<b>Fund: 03 Federal Funds</b>			
1000 Instruction	259,951	237,564	22,387
2000 Support Services	13,993	930	13,063
6000 Contingencies	632,940	-	632,940
<b>Fund: 03 Federal Funds Total</b>	<b>906,884</b>	<b>238,495</b>	<b>668,389</b>
<b>Fund: 04 Student Investment Account</b>			
1000 Instruction	554,652	404,286	150,366
2000 Support Services	195,275	113,597	81,678
<b>Fund: 04 Student Investment Account Total</b>	<b>749,927</b>	<b>517,883</b>	<b>232,044</b>
<b>Fund: 09 GO Bond 2021</b>			
2000 Support Services	205,203	-	205,203
4000 Facilities Acquisition/Construction	3,000,000	228,946	2,771,054
<b>Fund: 09 GO Bond 2021 Total</b>	<b>3,205,203</b>	<b>228,946</b>	<b>2,976,257</b>
<b>Fund: 10 Bond Matching Grant</b>			
4000 Facilities Acquisition/Construction	4,000,000	-	4,000,000
<b>Fund: 10 Bond Matching Grant Total</b>	<b>4,000,000</b>	<b>-</b>	<b>4,000,000</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	44,800	325,600
<b>Fund: 11 Debt Service Fund Total</b>	<b>370,400</b>	<b>44,800</b>	<b>325,600</b>
<b>Fund: 06 Student Body Trust Fund</b>			
1000 Instruction	300,000	-	300,000
<b>Fund: 06 Student Body Trust Fund Total</b>	<b>300,000</b>	<b>-</b>	<b>300,000</b>
<b>Grand Total - All Funds</b>	<b>24,979,519</b>	<b>10,253,767</b>	<b>10,725,752</b>

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

	Fiscal Year 2020-2021			Fiscal Year 2021-2022			
	Year End Actuals	Year to Date Mar 31 2021	% of YE Actuals	Current Budget	Projected Actual	Year to Date Mar 31 2022	% of Projected
<b>Revenues</b>							
Property Taxes	1,930,112	1,852,037	96%	1,880,900	1,880,900	1,932,497	103%
State School Fund	9,933,199	7,961,752	80%	9,679,300	9,679,300	7,832,150	81%
Local Sources	140,495	91,153	65%	420,500	290,380	143,351	49%
Intermediate Sources	202,439	-	0%	201,200	201,200	-	0%
State Sources	878,424	87,581	10%	1,273,238	341,898	136,285	40%
Federal Sources	67,864	-	0%	49,172	23,851	-	0%
<b>Total Revenues</b>	<b>13,152,532</b>	<b>9,992,524</b>	<b>76%</b>	<b>13,504,310</b>	<b>12,417,529</b>	<b>10,044,283</b>	<b>81%</b>
<b>Expenditures</b>							
Salaries	6,323,502	4,433,287	70%	7,108,728	4,634,697	4,738,389	102%
Associated Payroll	3,948,580	2,729,732	69%	4,137,524	3,337,800	2,541,364	76%
Purchased Services	1,137,858	500,591	44%	1,889,203	2,928,553	858,960	29%
Supplies & Materials	655,225	493,329	75%	788,508	2,511,959	393,115	16%
Capital Outlay	192,927	38,500	20%	146,750	444,497	(126)	0%
Debt Service	359,374	222,498	62%	296,742	231,004	165,528	72%
Other Objects	256,466	251,466	98%	291,900	647,372	301,032	47%
Contingency	-	-	-	125,042	1,208,014	-	0%
<b>Total Expenditures</b>	<b>12,873,933</b>	<b>8,669,403</b>	<b>67%</b>	<b>14,784,397</b>	<b>15,943,896</b>	<b>8,998,261</b>	<b>56%</b>
<b>Other Sources (Uses)</b>							
Other Sources	128,290	-	0%	115,000	115,000	-	0%
Transfer In	62,200	-	0%	25,000	25,000	-	0%
Transfer Out	(120,000)	-	0%	(198,000)	(125,282)	-	0%
<b>Total Other Sources (Uses)</b>	<b>70,490</b>	<b>-</b>	<b>0%</b>	<b>(58,000)</b>	<b>14,718</b>	<b>-</b>	<b>0%</b>
<b>Change in Fund Balance</b>	<b>349,089</b>	<b>1,323,121</b>		<b>(1,338,087)</b>	<b>(3,511,649)</b>	<b>1,046,022</b>	
<b>Fund Balance - Beginning</b>	<b>2,315,403</b>	<b>2,315,403</b>		<b>2,790,757</b>	<b>2,790,757</b>	<b>2,664,492</b>	
<b>Fund Balance - Ending</b>	<b>2,664,492</b>	<b>3,638,524</b>		<b>1,452,670</b>	<b>(720,892)</b>	<b>3,710,514</b>	

YTD Revenues	FY 2020-21	FY 2021-22	Variance	% Change
Property Taxes	1,852,037	1,932,497	80,460	4%
State School Fund	7,961,752	7,832,150	(129,602)	-2%
Local Sources	91,153	143,351	52,198	57%
State Sources	87,581	136,285	48,704	56%
<b>Total Revenues</b>	<b>9,992,524</b>	<b>10,044,283</b>	<b>51,759</b>	<b>1%</b>

YTD Expenditures	FY 2020-21	FY 2021-22	Variance	% Change
Salaries	4,433,287	4,738,389	305,101	7%
Associated Payroll	2,729,732	2,541,364	(188,368)	-7%
Purchased Services	500,591	858,960	358,369	72%
Supplies & Materials	493,329	393,115	(100,214)	-20%
Capital Outlay	38,500	(126)	(38,626)	-100%
Debt Service	222,498	165,528	(56,970)	-26%
Other Objects	251,466	301,032	49,565	20%
<b>Total Expenditures</b>	<b>8,669,403</b>	<b>8,998,261</b>	<b>328,857</b>	<b>4%</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 Mar 31 2021	% of YE Actuals	Current Budget	Projected Actual	Year to Date Mar 31 2022	% of Projected
<b>Revenues</b>							
State School Fund	2,197	-	0%	2,000	-	-	
Local Sources	11,636	3,183	27%	120,000	-	412	
State Sources	-	-		3,000	-	3,250	
Federal Sources	121,202	42,728	35%	121,000	-	150,630	
<b>Total Revenues</b>	<b>135,035</b>	<b>45,911</b>	<b>34%</b>	<b>246,000</b>	<b>-</b>	<b>154,292</b>	
<b>Expenditures</b>							
Salaries	86,276	62,482	72%	91,577	-	69,166	
Associated Payroll	60,071	43,632	73%	59,509	-	41,422	
Purchased Services	4,179	3,770	90%	6,000	-	7,149	
Supplies & Materials	95,785	61,441	64%	265,414	-	106,604	
Debt Service	-	-		-	-	(586)	
Other Objects	1,201	953	79%	3,500	-	1,627	
<b>Total Expenditures</b>	<b>247,512</b>	<b>172,278</b>	<b>70%</b>	<b>426,000</b>	<b>-</b>	<b>225,382</b>	
<b>Other Sources (Uses)</b>							
Transfer In	120,000	-	0%	180,000	-	-	
<b>Total Other Sources (Uses)</b>	<b>120,000</b>	<b>-</b>	<b>0%</b>	<b>180,000</b>	<b>-</b>	<b>-</b>	
<b>Change in Fund Balance</b>	<b>7,523</b>	<b>(126,366)</b>		<b>-</b>	<b>-</b>	<b>(71,090)</b>	
<b>Fund Balance - Beginning</b>	<b>7,221</b>	<b>7,221</b>		<b>-</b>	<b>-</b>	<b>14,743</b>	
<b>Fund Balance - Ending</b>	<b>14,743</b>	<b>(119,146)</b>		<b>-</b>	<b>-</b>	<b>(56,347)</b>	

	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Variance</b>	<b>% Change</b>
<b>YTD Revenues</b>				
Local Sources	3,183	412	(2,771)	-87%
State Sources	-	3,250	3,250	
Federal Sources	42,728	150,630	107,902	253%
<b>Total Revenues</b>	<b>45,911</b>	<b>154,292</b>	<b>108,381</b>	<b>236%</b>

	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Variance</b>	<b>% Change</b>
<b>YTD Expenditures</b>				
Salaries	62,482	69,166	6,684	11%
Associated Payroll	43,632	41,422	(2,210)	-5%
Purchased Services	3,770	7,149	3,379	90%
Supplies & Materials	61,441	106,604	45,163	74%
Debt Service	-	(586)	(586)	
Other Objects	953	1,627	674	71%
<b>Total Expenditures</b>	<b>172,278</b>	<b>225,382</b>	<b>53,104</b>	<b>31%</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 Mar 31 2021	% of YE Actuals	Current Budget	Projected Actual	Year to Date Mar 31 2022	% of Projected
<b>Revenues</b>							
Local Sources	-	-		-	-	543	
Federal Sources	351,376	-	0%	906,884	-	-	
<b>Total Revenues</b>	<b>351,376</b>	<b>-</b>	<b>0%</b>	<b>906,884</b>	<b>-</b>	<b>543</b>	
<b>Expenditures</b>							
Salaries	148,572	70,014	47%	109,199	-	143,024	
Associated Payroll	120,839	50,002	41%	73,173	-	75,988	
Purchased Services	39,375	2,568	7%	81,572	-	5,117	
Supplies & Materials	44,020	70	0%	10,000	-	14,117	
Other Objects	-	-		-	-	249	
Contingency	-	-		632,940	-	-	
<b>Total Expenditures</b>	<b>352,806</b>	<b>122,654</b>	<b>35%</b>	<b>906,884</b>	<b>-</b>	<b>238,495</b>	
<b>Change in Fund Balance</b>	<b>(1,430)</b>	<b>(122,654)</b>		<b>-</b>	<b>-</b>	<b>(237,952)</b>	
<b>Fund Balance - Beginning</b>	<b>7,726</b>	<b>7,726</b>		<b>-</b>	<b>-</b>	<b>6,296</b>	
<b>Fund Balance - Ending</b>	<b>6,296</b>	<b>(114,928)</b>		<b>-</b>	<b>-</b>	<b>(231,656)</b>	

YTD Revenues	FY 2019-20	FY 2020-21	Variance
Local Sources	-	543	543
<b>Total Revenues</b>	<b>-</b>	<b>543</b>	<b>543</b>

YTD Expenditures	FY 2020-21	FY 2021-22	Variance
Salaries	70,014	143,024	73,010
Associated Payroll	50,002	75,988	25,986
Purchased Services	2,568	5,117	2,549
Supplies & Materials	70	14,117	14,047
Other Objects	-	249	249
<b>Total Expenditures</b>	<b>122,654</b>	<b>238,495</b>	<b>115,841</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 Mar 31 2021	% of YE Actuals	Current Budget	Projected Actual	Year to Date Mar 31 2022	% of Projected
<b>Revenues</b>							
State Sources	293,516	-	0%	749,927	-	-	
<b>Total Revenues</b>	<b>293,516</b>	<b>-</b>	<b>0%</b>	<b>749,927</b>	<b>-</b>	<b>-</b>	
<b>Expenditures</b>							
Salaries	245,311	-	0%	449,211	-	315,595	
Associated Payroll	48,205	-	0%	254,257	-	150,972	
Supplies & Materials	-	-		46,459	-	48,814	
Other Objects	-	-		-	-	2,502	
<b>Total Expenditures</b>	<b>293,516</b>	<b>-</b>	<b>0%</b>	<b>749,927</b>	<b>-</b>	<b>517,883</b>	
<b>Change in Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>(517,883)</b>	
<b>Fund Balance - Ending</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>(517,883)</b>	

YTD Expenditures	FY 2019-20	FY 2020-21	Variance
Salaries	-	315,595	315,595
Associated Payroll	-	150,972	150,972
Supplies & Materials	-	48,814	48,814
Other Objects	-	2,502	2,502
<b>Total Expenditures</b>	<b>-</b>	<b>517,883</b>	<b>517,883</b>

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

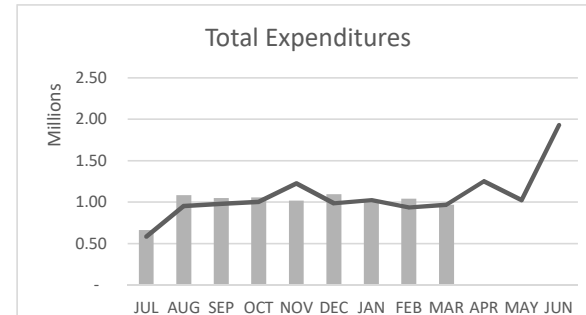
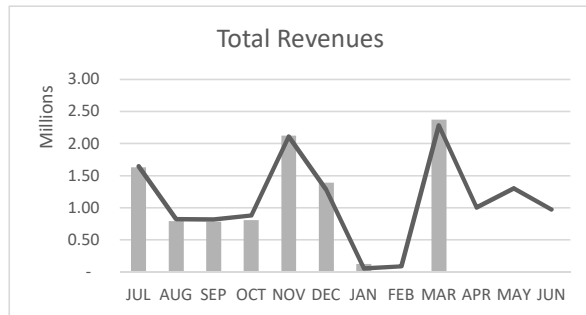
	Fiscal Year 2020-2021			Fiscal Year 2021-2022			
	Year End Actuals	Year to Date Mar 31 2021	% of YE Actuals	Current Budget	Projected Actual	Year to Date Mar 31 2022	% of Projected
<b>Revenues</b>							
Local Sources	-	-		-	-	2,683	
<b>Total Revenues</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>2,683</b>	
<b>Expenditures</b>							
Purchased Services	19,388	5,378	28%	3,205,203	-	199,617	
Capital Outlay	-	-		-	-	21,984	
Debt Service	2,923,886	-	0%	-	-	-	
Other Objects	77,823	-	0%	-	-	7,345	
<b>Total Expenditures</b>	<b>3,021,097</b>	<b>5,378</b>	<b>0%</b>	<b>3,205,203</b>	<b>-</b>	<b>228,946</b>	
<b>Other Sources (Uses)</b>							
Other Sources	4,000,000	-	0%	-	-	-	
Transfer Out	(37,200)	-	0%	-	-	-	
<b>Total Other Sources (Uses)</b>	<b>3,962,800</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Change in Fund Balance</b>	<b>941,703</b>	<b>(5,378)</b>		<b>(3,205,203)</b>	<b>-</b>	<b>(226,263)</b>	
<b>Fund Balance - Beginning</b>	<b>37,200</b>	<b>37,200</b>		<b>3,205,203</b>	<b>-</b>	<b>978,903</b>	
<b>Fund Balance - Ending</b>	<b>978,903</b>	<b>31,822</b>		<b>-</b>	<b>-</b>	<b>752,640</b>	

YTD Revenues	FY 2019-20	FY 2020-21	Variance
Local Sources	-	2,683	2,683
<b>Total Revenues</b>	<b>-</b>	<b>2,683</b>	<b>2,683</b>

YTD Expenditures	FY 2020-21	FY 2021-22	Variance
Purchased Services	5,378	199,617	194,239
Capital Outlay	-	21,984	21,984
Other Objects	-	7,345	7,345
<b>Total Expenditures</b>	<b>5,378</b>	<b>228,946</b>	<b>223,568</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	61,063.93	1,930,112.25
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	2,895.64	9,933,199.22
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	9,865.89	35,465.23	140,494.75
Intermediate Sources	-	-	-	-	-	-	-	-	-	-	2,438.65	200,000.00	202,438.65
State Sources	-	-	-	-	-	-	18,652.69	68,928.53	-	630.23	309,062.59	481,149.60	878,423.64
Federal Sources	-	-	-	-	-	-	-	-	-	-	-	67,863.58	67,863.58
Other Sources	-	-	-	-	-	-	-	-	-	-	-	128,290.00	128,290.00
<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>1,304,660.63</b>	<b>976,727.98</b>	<b>13,280,822.09</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	734,536.89	6,323,502.00
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	506,761.33	3,948,580.26
Purchased Services	32,558.29	30,593.67	86,687.84	48,220.24	88,103.56	41,278.44	77,712.13	44,545.60	50,891.03	252,570.40	56,537.44	328,159.57	1,137,858.21
Supplies & Materials	63,011.53	41,403.58	47,107.55	28,421.65	256,811.68	11,369.83	18,046.85	9,616.56	17,539.76	41,426.39	28,438.90	92,031.10	655,225.38
Capital Outlay	-	-	-	-	-	-	38,500.00	-	-	-	-	154,427.12	192,927.12
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	111,250.88	359,373.83
Other Objects	215,928.10	14,223.75	2,240.18	577.41	3,002.46	7,488.18	2,075.39	2,015.14	3,915.85	1,971.63	785.08	2,242.99	256,466.16
<b>Total Expenditures</b>	<b>585,247.62</b>	<b>953,934.16</b>	<b>980,539.77</b>	<b>1,005,560.06</b>	<b>1,225,920.88</b>	<b>986,232.81</b>	<b>1,025,673.49</b>	<b>934,443.90</b>	<b>971,850.76</b>	<b>1,251,771.53</b>	<b>1,023,348.10</b>	<b>1,929,409.88</b>	<b>12,873,932.96</b>
<b>FY 2021-2022</b>													
<b>Revenues</b>													
Property Taxes	-	-	-	2,746.55	1,313,451.34	590,300.54	25,998.75	-	-	-	-	-	1,932,497.18
State School Fund	1,549,748.00	774,409.00	774,409.00	774,409.00	791,835.00	791,835.00	-	-	2,375,505.00	-	-	-	7,832,150.00
Local Sources	12,316.65	20,676.54	11,483.66	33,128.60	18,633.93	12,473.61	34,637.61	-	-	-	-	-	143,350.60
Intermediate Sources	-	-	-	-	-	-	-	-	-	-	-	-	-
State Sources	68,928.53	-	-	671.63	-	-	66,685.03	-	-	-	-	-	136,285.19
Federal Sources	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>1,630,993.18</b>	<b>795,085.54</b>	<b>785,892.66</b>	<b>810,955.78</b>	<b>2,123,920.27</b>	<b>1,394,609.15</b>	<b>127,321.39</b>	<b>-</b>	<b>2,375,505.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,044,282.97</b>
<b>Expenditures</b>													
Salaries	142,445.67	581,019.11	610,000.66	582,704.46	566,132.14	555,835.41	552,826.20	587,733.18	559,691.70	-	-	-	4,738,388.53
Associated Payroll	105,625.73	322,324.84	220,388.89	212,312.59	316,412.37	346,533.12	348,194.86	337,799.22	331,772.50	6,602.87	-	-	2,547,966.99
Purchased Services	48,226.25	80,836.62	142,826.54	172,503.36	95,171.38	140,348.00	77,066.90	80,508.45	21,472.21	3,281.61	-	-	862,241.32
Supplies & Materials	94,478.89	93,748.69	49,134.49	62,543.72	35,684.27	18,201.79	18,778.80	13,994.92	6,549.10	-	-	-	393,114.67
Capital Outlay	-	(125.61)	-	-	-	-	-	-	-	-	-	-	(125.61)
Debt Service	47,874.09	4,168.00	20,286.00	27,473.64	4,168.00	29,005.12	4,168.00	24,217.00	4,168.00	4,168.00	-	-	169,695.85
Other Objects	227,003.38	3,876.70	7,130.80	3,150.42	1,963.41	9,094.75	2,241.62	400.99	46,169.60	-	-	-	301,031.67
<b>Total Expenditures</b>	<b>665,654.01</b>	<b>1,085,848.35</b>	<b>1,049,767.38</b>	<b>1,060,688.19</b>	<b>1,019,531.57</b>	<b>1,099,018.19</b>	<b>1,003,276.38</b>	<b>1,044,653.76</b>	<b>969,823.11</b>	<b>14,052.48</b>	<b>-</b>	<b>-</b>	<b>9,012,313.42</b>



**CORBETT SCHOOL DISTRICT NO.39**

**CANDIDATE INFORMATION SHEET  
BUDGET COMMITTEE**

Please fill out and return to the school district office.

Name \_\_\_\_\_  
Last First Initial Date

Home Address \_\_\_\_\_

Mailing Address if different \_\_\_\_\_ Phone \_\_\_\_\_

Home e-mail address \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Business e-mail Address \_\_\_\_\_ Phone \_\_\_\_\_

Occupation \_\_\_\_\_

No. of years in District \_\_\_\_\_

Do you have children in the school district? \_\_\_\_\_

Which schools? \_\_\_\_\_

\_\_\_\_\_

Have you worked on any school committees? \_\_\_\_\_

If so, which committees? \_\_\_\_\_

\_\_\_\_\_

Other community or business activities \_\_\_\_\_

\_\_\_\_\_

Do you have other commitments which may conflict with your participation and attendance at school budget meetings? \_\_\_\_\_

Why do you wish to be appointed to the school budget committee? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Corbett School District 39

Code: DBEA  
Adopted: 3/12/14  
Revised/Readopted: 8/18/21  
Orig. Code: DBEA

## Budget Committee

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

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

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

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

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

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

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

### **Budget Committee Responsibilities**

The following items explain the budget committee's responsibilities:

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

END OF POLICY

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

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

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

#### **Cross Reference(s):**

DBD - Budget Priorities

**CORBETT SCHOOL DISTRICT**  
**ROOF REMOVAL AND REPLACEMENT SERVICES**  
**REQUEST FOR PROPOSALS**

**Proposals Due: Friday, May 13, 2022, 12:00 PM Noon**

With **optional walk through** on Wednesday, April 27, 2022 at 10:30 AM

Corbett School District  
Administrative Offices  
35800 E. Historic Columbia River Highway  
Corbett, OR 97019

Person to Receive Proposals  
Dan Wold  
Email: [dwold@corbett.k12.or.us](mailto:dwold@corbett.k12.or.us)

## **INTRODUCTION**

Corbett School District 39 (the “District”) is requesting proposals from qualified firms with expertise in removing and replacing roofs to repair the roof of the District’s Grade School building.

Proposals will be accepted at **Corbett School District located at 35800 E. Historic Columbia River Highway, Corbett, Oregon, until 12:00 PM (Noon), May 13, 2022.**

The accepted proposer may begin work on June 24, 2022 and work shall be 100% complete by August 14, 2022.

### **Proposals must be submitted to:**

Corbett School District  
Dan Wold, Superintendent  
35800 E. Historic Columbia River Highway  
Corbett, Oregon 97019

Or by email to [dwold@corbett.k12.or.us](mailto:dwold@corbett.k12.or.us)

An **optional pre-proposal walk through** will be held for perspective proposers on April 27, 2022 at 10:30 AM at the Corbett School District Administrative Offices located at 35800 E. Historic Columbia River Highway, Corbett, Oregon, 97019.

## **SUBMISSION**

Submit three hard copies and one electronic copy, or one electronic copy, of your written proposal to the address shown above.

Emailed proposals will also be accepted. It is the sender’s responsibility to ensure delivery of electronically-transmitted proposals prior to the deadline. Late materials will not be considered.

For questions regarding the RFP process please contact Cindy Duley, Business Manager, by email at [cduley@corbett.k12.or.us](mailto:cduley@corbett.k12.or.us).

## **SCOPE OF WORK REQUIRED**

All roofing, flashing, felt and all fasteners will be removed and disposed of during the work effort. Contractor shall inspect the entire roof for dry rot, and will replace any rot found with new material prior to roofing. Any dry rot repairs will be provided at additional cost, to be part of original quote, i.e. cost of sheet of plywood and labor cost. Cost must be negotiated and approved prior to replacement. After removal, down to the sheathing, the entire roof deck will be covered with 30# felt or equivalent. All eaves plus overhangs, roof to wall and valleys shall be covered with ice and water underlayment to extend a minimum of 24" past the warm wall. All perimeter metals to be installed per manufacturer's specification using 24ga pre-painted metals. All step lashing, vents, and roof penetration flashings will be pre-painted. All plumbing flashings will be replaced with lead pipe flashings. All installers shall be a manufacturer-certified installer.

1. Contractor shall provide all labor, licenses, materials, permits, and test for proper workmanship and warranty performance in regard to the roofing replacement.
2. Materials and workmanship shall be guaranteed for 5 years from the date of completion.
3. Provide Corbett School District with proof of insurance, bonding and licensing prior to work commencement, and compliance with COVID-19 practices.
4. Remove and dispose of existing shingles, underlayment, fasteners, and flashing.
5. Inspect for dry rot. Provide plywood cost per sheet along with labor and disposal costs.
6. Install fiberglass-reinforced felt, 30#.
7. Install ice and water shield to all eaves, valleys and sidewalls to extend a minimum of 24" inside all warm walls.
8. Install Limited Lifetime Architectural shingle. Approved materials will be as follows:
  - a. Roofing will be GAF Timberline HD Limited Lifetime shingle (charcoal), includes Owens Corning Duration or Certainteed Landmark, and/or equivalent.
9. Nail per 6 nail spec.

10. Install new metal pre-painted flashings at sidewalls and roof penetrations.
11. Replace all vents with new pre-painted metal.
12. Replace all perimeter metals with 24ga pre-painted flashings.
13. Replace all plumbing stacks with lead flashings.
14. Clean up and haul away all related debris.
15. Appropriate roofing permit.
16. Manufacturer Limited Lifetime warranty.
17. Re-flash skylights.
18. Metal in valleys.
19. Gutters stay.
20. Prevailing wage requirements must be met.

## **PROPOSAL REQUIREMENTS**

1. Provide information about your experience with similar size and scope projects.
2. Provide pricing, fees and a total cost estimate for this project.
3. Provide information about your ability to complete the project on time.
4. Provide a list of Oregon K-12 schools for which you have provided roofing services in the last 10 years.

## **EVALUATION CRITERIA**

Proposals will be scored as follows (100 points maximum):

1. Experience with similar scope and size roofing projects. (20 pts)
2. Fee structure and total cost (20 pts)
3. Experience and expertise of installers. (20 pts)
4. References from previous projects. (20 pts)
5. Ability to work within the compact time period (20 pts)

## **SELECTION PROCESS**

This Request for Proposals and the selection process will be conducted pursuant to the terms of this RFP and Oregon Attorney General's Model Rules for Consultant Selection, OAR Chapter 137, Division 48.

## **PROPRIETARY INFORMATION AND DISCLOSURES**

All proposals become the property of the District and will not be returned. If any item is deemed by the Proposer to be confidential or proprietary and not appropriate for review or release, the Proposer must mark it "Confidential" or "Proprietary," as appropriate, and highlight each portion or page that may not be released.

All costs of the proposal process, interview, contract negotiation, and related expenses, are solely the responsibility of the Proposer.

Award of a contract is subject to the availability of funds at the discretion of the District Board of Directors.

After submittal of proposals, the District reserves the right to individually contact Proposers, if necessary, to seek clarification of proposal elements.

The District reserves the right to waive minor informalities and, in conjunction with seeking clarification, to permit minor modifications to proposals consistent with the intent of the proposal as originally written.

The District reserves the right to reject any or all proposals, or to modify or cancel this solicitation.

The District reserves the right to make the award based on its best judgment as to which proposal best meets the District's expectations, balancing high standards of quality, timeliness, and service, with the best value.

No officer of the District nor any person employed in its service is, or shall be, permitted to share or be part of this contract or any benefit, which may arise there from. The successful Proposer further agrees to make payment promptly as due, to all persons supplying labor or material for the implementation of the work provided herein.

The successful Proposer shall not permit any lien or claim to be filed or prosecuted against the District for or on account of any labor or material furnished.

## **PROPOSAL RESULTS**

The successful proposer will be notified of the results of the proposal evaluation. The name of the successful Proposer will be posted by the District. The scores of unsuccessful proposers will remain confidential, but each proposer may be provided a debrief session at the discretion of the Superintendent. Awarded proposal files are public records and available for review, by appointment only, at the District Office between 8:00 am and 4:00 pm, Monday through Friday.

## **CONTRACT COORDINATION**

After award, all coordination for services required shall be with the Superintendent or his designee. The successful firm shall designate, in writing, a contact person, and all coordination between the District and the successful firm shall be the responsibility of the two respective coordinators.

# Corbett School District 39

## Call for GC Bidding Pre-Qualification

### NOTICE

### CORBETT SCHOOL DISTRICT IS SEEKING A GENERAL CONTRACTOR TO REMODEL WOODARD CAMPUS MIDDLE SCHOOL

THIS INITIAL REQUEST IS FOR LICENSED GENERAL CONTRACTORS TO SUBMIT APPLICATIONS SHOWING THEY QUALIFY TO BID ON SUCH A PROJECT. TIMELY SUBMISSION OF AN APPLICATION TO PRE-QUALIFY IS A PRE-REQUISITE FOR ACTUAL BIDDING

**PROJECT DESCRIPTIONS: *Woodard Campus Middle School, 31520 E. Woodard Road, Troutdale, OR 97060***

Scope includes structural, architectural, mechanical, plumbing, and electrical upgrades to the existing facility 1-story buildings (approximate 7,055 SF) and new building addition (approximate 7,522 SF). Existing construction is wood frame on concrete stem wall foundations. The addition is wood frame and Hybrid PEMB on concrete slab on grade. Remodel of other buildings on site consist of t 1,488 SF tenant improvement of existing 3,598 SF office building. Upgrades include, but are not limited to, the following: **Site** - Demolition of exiting storage building, correcting grades to provide drainage away from structures, addition and modification of site sidewalks to meet ADA requirements, modifications to building entrances to meet ADA requirements, addition of paved parking to meet ADA requirement, and structural/seismic upgrades. **Building** - Removal of interior finishes (carpet, wall coverings, ceilings as required for access, casework, etc.), demolition required for seismic upgrades (roofing, drywall, framing, etc.), demolition required for remodel of existing buildings, seismic upgrades as required to meet applicable codes (shear walls, roof sheathing, increased nailing patterns, etc.), modification of building transitions to meet ADA requirements, addition of ACT ceilings to allow for mechanical chases, new interior finishes (acoustical wall panels, abuse resistant panels in the corridors, casework, ceramic wainscot in restrooms, sheet goods at classroom sinks, sheet goods at entrances, carpeting in common areas and classrooms, and new paint throughout), new door hardware to meet current codes, all work associated with the modification of interior wall layout to account for required improvements, upgrades and replacement of mechanical, plumbing, and electrical systems, modification and additions to existing fire alarm/sprinkler system and windows, exterior trim, exterior flashing, and interior window wraps as required. The scope of work must conform to the highest standards prevalent in the commercial building construction industry. Prevailing wages will be as determined by the Bureau of Labor and Industries of Oregon.

**PRE-QUALIFICATION APPLICATION FORMS:** Interested general contractors, who are licensed as such by the Oregon Construction Contractor Board, need to first fill out and return a pre-qualification application. Only general contractors, not subs, need to apply at this time. The intention of the pre-qualification is to enable the Selection Committee to pre-select those general contractors capable of doing the construction based on expertise, resources, track record and ability to meet the time table. The final bidding on the project will be limited to those who meet the criteria as determined solely by the Committee. The necessary forms are available from Robin at [rlindeen@corbett.k12.or.us](mailto:rlindeen@corbett.k12.or.us) The fully completed pre-qualification application (three original and one electronic with attachments) must be received in the District Office, Corbett School District 39, 35800 E. Historic Columbia River Highway, Corbett, OR 97019 no later than **5:00 pm May 5, 2022** to be considered for permission to subsequently bid on the project.

**FOR THOSE WHO TIMELY PRE-QUALIFY:** Bid packages will be provided to qualifying bidders on May 16, 2022. A mandatory pre-bid meeting for the successful pre-qualified applicants will be held at the job site TBA. The deadline for actual bids on the projects is currently 4:00 pm June 1, 2022. Faxes and e-mails are not acceptable for either the pre-qualification applications or the subsequent actual bids. To the extent permitted by law, the decision on what bid to accept, if any, is entirely discretionary with

the District Board which also reserves the right to cancel the procurement or reject any or all bids in accordance with ORS 279.

**Preliminary Project Schedule**

<b>Advertise Invitation for GC Prequalification</b>	<b>April 20, 2022</b>
<b>GC Prequalification due to CSD</b>	<b>May 5, 2022</b>
<b>Selected GC's Announced</b>	<b>May 11, 2022</b>
<b>Issue bid documents to selected GC's</b>	<b>May 16, 2022</b>
<b>Mandatory pre-bid meeting</b>	<b>TBA</b>
<b>Bid Opening</b>	<b>June 1, 2022 before 4 pm</b>
<b>Subcontractor breakdown from all bidders</b>	<b>June 2, 2022 before 4 pm</b>
<b>Notice of Intent to Award</b>	<b>June 6, 2022</b>
<b>Value Engineering if required</b>	<b>June 6 to 15, 2022</b>
<b>Contract approval/Notice to Proceed with Demo</b>	<b>June 22, 2022</b>
<b>Substantial Completion</b>	<b>December 20, 2022</b>

# Corbett School District 39

35800 E. Historical Columbia River Highway  
Corbett, Oregon 97019

## Woodard School Remodel

### GENERAL CONTRACTOR PREQUALIFICATION APPLICATION

<b>Application Deadline:</b>	<b>5 PM PST May 5, 2022</b>
<b>Submit Applications to:</b>	<b>Corbett School District 39</b> Dan Wold, Superintendent 35800 E. Historic Columbia River Highway Corbett, Oregon 97019  The applicant is solely responsible for assuring the application is delivered to Corbett School District by the application due date and time.
<b>Direct Questions to:</b>	Robin Lindeen Blakley Email: <a href="mailto:rlindeen@corbett.k12.or.us">rlindeen@corbett.k12.or.us</a> Phone: 503-261-4200
<b>Electronic Responses:</b>	Electronic or faxed responses shall not be accepted or considered.

## Introduction

Corbett School District (“District”) requires mandatory prequalification of general contractor (prime) prospective bidders for the following Work:

### **Woodard Campus Middle School, 31520 E. Woodard Road, Troutdale, OR 97060**

Scope includes structural, architectural, mechanical, plumbing, and electrical upgrades to the existing facility 1-story buildings (approximate 7,055 SF) and new building addition (approximate 7,522 SF). Existing construction is wood frame on concrete stem wall foundations. The addition is wood frame and Hybrid PEMB on concrete slab on grade. Remodel of other buildings on site consist of 1,488 SF tenant improvement of existing 3,598 SF office building. Upgrades include, but are not limited to, the following: **Site** - Demolition of exiting storage building, correcting grades to provide drainage away from structures, addition and modification of site sidewalks to meet ADA requirements, modifications to building entrances to meet ADA requirements, addition of paved parking to meet ADA requirement, and structural/seismic upgrades. **Building** - Removal of interior finishes (carpet, wall coverings, ceilings as required for access, casework, etc.), demolition required for seismic upgrades (roofing, drywall, framing, etc.), demolition required for remodel of existing buildings, seismic upgrades as required to meet applicable codes (shear walls, roof sheathing, increased nailing patterns, etc.), modification of building transitions to meet ADA requirements, addition of ACT ceilings to allow for mechanical chases, new interior finishes (acoustical wall panels, abuse resistant panels in the corridors, casework, ceramic wainscot in restrooms, sheet goods at classroom sinks, sheet goods at entrances, carpeting in common areas and classrooms, and new paint throughout), new door hardware to meet current codes, all work associated with the modification of interior wall layout to account for required improvements, upgrades and replacement of mechanical, plumbing, and electrical systems, modification and additions to existing fire alarm/sprinkler system and windows, exterior trim, exterior flashing, and interior window wraps as required. The scope of work must conform to the highest standards prevalent in the commercial building construction industry. Prevailing wages will be as determined by the Bureau of Labor and Industries of Oregon.

The project will be bid with the intent of the District to do as this project beginning summer of 2022 as funding allows. Fire sprinklers and alarms for the entire project are included in this project.

The project construction budget for project is 4.5 million.

<b>Advertise Invitation for GC Prequalification</b>	<b>April 20, 2022</b>
<b>GC Prequalification due to CSD</b>	<b>May 5, 2022</b>
<b>Selected GC's Announced</b>	<b>May 11, 2022</b>
<b>Issue bid documents to selected GC's</b>	<b>May 16, 2022</b>
<b>Mandatory pre-bid meeting</b>	<b>TBA</b>
<b>Bid Opening</b>	<b>June 1, 2022 before 4 pm</b>
<b>Subcontractor breakdown from all bidders</b>	<b>June 2, 2022 before 4 pm</b>
<b>Notice of Intent to Award</b>	<b>June 6, 2022</b>
<b>Value Engineering if required</b>	<b>June 6 to 15, 2022</b>
<b>Contract approval/Notice to Proceed with Demo</b>	<b>June 22, 2022</b>
<b>Substantial Completion</b>	<b>December 20, 2022</b>

The estimated bidding schedule and construction schedule for the Project are subject to change. Applicant shall be responsible for obtaining bid documents that may contain modifications to the schedule set forth above.

## **I. Instructions**

1. Applications are due no later than 5 PM PST, May 5, 2022. **Submit one original, two copies and one electronic copy of the application in a sealed envelope. Label envelope Woodard Campus Middle School Remodel GC Application and your company name.**
2. Type or print all answers and other entries on the application, except where signatures are required.

3. Applicants may submit their own computer-generated forms provided the layout and required information conform to the district's application included in this document.
4. It is the responsibility of the applicant to provide all requested information and materials. Failure to do so will delay the review of the application and may be grounds for denial of prequalification.
5. Required Documents  
The following hard copy documentation must be submitted with the prequalification application.
  - A copy of this prequalification application, complete with responses to each question or request for information.
  - A letter from applicant's surety indicating applicant's single project and aggregate bonding capacity for Payment and Performance bonding and contact information for the surety's representative.
  - Certificates of insurance indicating limits for worker's compensation, public liability, and property damage.
  - Affidavit, attached, on behalf of applicant signed by a person authorized to execute contracts for applicant.
6. All answers and entries must be specific and complete in detail.
7. Provide information only for the specific company applying for prequalification.
8. Any false statement or material omission may be grounds for rejection.
9. Application signature
  - a. The prequalification application must be signed by the applicant, if a sole proprietor.
  - b. If a partnership, the application should be signed by an authorized partner.
  - c. If a corporation, the application should be signed by an authorized officer.
  - d. If a limited liability company, the application should be signed by an authorized member.
10. The signatory of the affidavit guarantees the truth and accuracy of all answers, statements, and any additional information submitted to process this application.
11. The District reserves the right to request additional or supporting documents.
12. Retain a copy of your application for your records.

## **II. Application Review and Determination**

1. Upon receipt of the application, the District will review it for completeness and will notify the applicant if additional information is required.
2. The date on which applicant has submitted *all* required information will be considered the receipt date of the prequalification application.
3. If a prequalification application, or any portion thereof, is submitted after the Application Deadline, the District may process the application, or reject it at the District's sole discretion.
4. The District reserves the right to request supplemental or supporting documentation, including but not limited to project history details, safety records and insurance details, or reports or citations of regulatory violation.
5. If the District does not receive the requested information within 1 days of request, the District may make a determination on the basis of available information, or may deny the application as incomplete.
6. The date on which all of the required information has been received by the District will be considered the date of prequalification application.

7. District will review only General contractor project history for work completed within the past 3 years. The District may, but will not be required to, make independent inquiries concerning any information provided in the application.
8. This application form complies with the requirements of ORS 279C.430 and the District's Public Contracting Rules

### **III. Notification of Prequalification Status**

1. The District will notify the applicant of applicant's prequalification status within fourteen (14) days of receipt of the application.
2. If after prequalifying an applicant, the District has reasonable cause to believe that due to a substantial change in the applicant's conditions the applicant is no longer qualified under the standards applicable to this Project, the District may revoke prequalification after reasonable notice to the applicant, which notice will specify the reasons for disqualification and inform the applicant of applicant's right to a hearing as provided above.

### **IV. Appeals**

If an applicant has been denied prequalification for the Project (provided the application was submitted prior to the published Application Deadline), the applicant may appeal the prequalification denial pursuant to ORS 279C.445. In order to appeal, the applicant must submit a hardcopy written appeal to the District within three (3) business days after receipt of the District's prequalification status notification. The written appeal must include basis for the appeal and be addressed and delivered to:

Corbett School District  
Dan Wold, Superintendent  
35800 E. Historic Columbia River Highway  
Corbett, Oregon 97019

### **V. Confidentiality**

All prequalification information submitted by applicants shall be public record and subject to disclosure pursuant to the Oregon Public Records Act (ORS 192.410 et seq.), except such portions of the prequalification for which the applicant requests exception from disclosure consistent with Oregon Law. Financial, trade secret or proprietary information will be kept confidential (e.g. bonding limits). If a public records request to review a company's prequalification application is made, the District will notify the applicant company of the request before releasing any records.

Application of \_\_\_\_\_

(Applicant's Registered Company Name)

- Individual Sole Proprietorship
- General Partnership
- Corporation
- Joint Venture (JV)
- Member of Joint Venture
- Limited Liability Company (LLC)
- Limited Liability Partnership (LLP)
- Limited Partnership (LP)
- Assumed Business Name (ABN)

Address to which all correspondence should be mailed:  
 Contact Name \_\_\_\_\_  
 Physical Address \_\_\_\_\_  
 PO Box \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone No. \_\_\_\_\_  
 Fax No. \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Date Application Prepared \_\_\_\_\_

This Prequalification Application is submitted for the purpose determining the applicant's qualification to bid as general contractor for the project known as Woodard Campus Middle School Corbett School District. The scheduled bid opening date for the completed construction bid as noted in schedule above.

**1. BUSINESS STRUCTURE**

Complete only sections that apply to applicant.

**Assumed Business Name**

**If applicant is doing business under an assumed business name, complete this section.**

Assumed business name \_\_\_\_\_

Owner's name & address \_\_\_\_\_

\_\_\_\_\_

ABN Registration number and date \_\_\_\_\_

**Sole Proprietorship**

If applicant is a **sole proprietorship**, complete this section.

Individual's name & address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

**General Partnership**

If applicant is a **general partnership**, complete this.

Date of organization \_\_\_\_\_

Partners' names and addresses \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Foreign (out of state) partnership or persons domiciled in another state engaging in business in Oregon under an assumed name indicate whether the applicant is registered in compliance with ORS Chapter 648.  Yes  No**

Printed names and titles of officers authorized to execute contracts:

\_\_\_\_\_  
\_\_\_\_\_

**Oregon Corporation**

If applicant is an **Oregon corporation**, complete this section.

When incorporated \_\_\_\_\_

Registry Number \_\_\_\_\_

President \_\_\_\_\_

1<sup>st</sup> Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Printed names and titles of officers authorized to execute contracts:

\_\_\_\_\_  
\_\_\_\_\_

**Foreign Corporation**

**If applicant is a foreign corporation, complete this section.**

When incorporated \_\_\_\_\_  
State of incorporation \_\_\_\_\_

**Is applicant authorized to transact business in Oregon?**  Yes  No

Oregon registration no. \_\_\_\_\_  
President \_\_\_\_\_  
1<sup>st</sup> Vice President \_\_\_\_\_  
Secretary \_\_\_\_\_  
Treasurer \_\_\_\_\_

Printed names and titles of officers authorized to execute contracts:

\_\_\_\_\_  
\_\_\_\_\_

**Limited Liability Entity**

**If applicant is a limited liability entity, select one and complete this section.**

**Limited Liability Company**

**Limited Liability Partnership**

**Limited Partnership**

When organized \_\_\_\_\_  
Registration no. \_\_\_\_\_  
Registered agent (R/A) \_\_\_\_\_  
R/A address \_\_\_\_\_

Printed names of members authorized to execute contracts:

\_\_\_\_\_  
\_\_\_\_\_

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## 2. LICENSES AND REGISTRATIONS

**Oregon Secretary of State Corporation**

**Division – Active Business Registry No.**

**[www.filinginoregon.com/bizreg/index.htm](http://www.filinginoregon.com/bizreg/index.htm)**

**Phone: (503) 986-2200**

\_\_\_\_\_

**Oregon Construction Contractors Board No.**

**[www.ccb.state.or.us](http://www.ccb.state.or.us)**

**Phone: (503) 378-4621**

\_\_\_\_\_

**Metro Business License**

\_\_\_\_\_

**Other Licenses**

\_\_\_\_\_

License No. \_\_\_\_\_

\_\_\_\_\_

License No. \_\_\_\_\_

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## 3. INSURANCE

Provide certificates of insurance showing that applicant will be able to maintain insurance meeting the minimum project requirements as follows:

	Statutory Limits
a. Workers' Compensation.	
b. Employer's Liability.	
Each Accident:	\$1,000,000
Each Bodily Injury Disease:	\$1,000,000
Aggregate Bodily Injury Disease:	\$1,000,000
c. Commercial General Liability.	
Each Occurrence:	\$1,000,000
General Aggregate:	\$2,000,000
Product/Completed Operations:	\$2,000,000
Personal & Advertising Injury:	\$1,000,000
Fire Damage Limit:	\$100,000
Medical Expense Limit:	\$10,000
d. Automobile Liability.	
Combined Single Limit:	\$1,000,000
e. Pollution Liability.	
Single Limit:	\$1,000,000
Aggregate:	\$1,000,000
f. Errors and Omission MEP subs.	
Combined Single Limit:	\$1,000,000

- g. Commercial Umbrella/Excess Coverage.  
Each Occurrence: \$5,000,000

Liability insurance policies will include the District and its officers, employees, agents, volunteers, partners, successors, and assigns as additional insureds. The policy endorsement must extend premise operations and products/completed operations to the additional insureds. The additional insured endorsement for the CGL insurance must be written on ISO Form CG 2010 (11/85), a CG 2037 (07/04) together with CG 2033 (07/04), or the equivalent; but will not use the following forms: CG 20 10 (10 93) or CG 20 10 (03 94). Minimum A.M. Best rating of A VII

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#### **4. SURETY BONDS**

Required minimum per project limit and remaining aggregate bonding capacity is \$10,000,000. Provide letter from applicant's surety, as listed below, indicating applicants per project and aggregate bonding limits for like work, surety's record of successful continuous operations in Oregon for five years, and current A.M. Best rating of A VII\_or better.

Per project limit for public works payment and performance bonds: \$ \_\_\_\_\_

Aggregate limit for public works payment and performance bonds: \$ \_\_\_\_\_

Available limits for public works payment and performance bonds: \$ \_\_\_\_\_

State the name of the agent and name, address and telephone number of the surety company applicant expects to provide the bonds.

Agent's name: \_\_\_\_\_

Agent's address: \_\_\_\_\_

Agent's telephone #: \_\_\_\_\_

Surety name: \_\_\_\_\_

Surety address: \_\_\_\_\_

Surety telephone #: \_\_\_\_\_

**5. EXPERIENCE**

List all projects, commenced or completed within three years of the date of this application, in which the applicant performed or is performing as general contractor for new construction and major remodeling or renovation, with initial contract values between \$500,000 and \$5,000,000.

Required minimum experience is the successful completion of at least 2 complex remodeling or renovation projects with initial contract values greater than \$1,000,000, and at least 2 public improvement projects in the five-year period.

<b>PROJECT #1</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	
<b>PROJECT #2</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	
<b>PROJECT #3</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	
<b>PROJECT #4</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	

<b>PROJECT #5</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	
<b>PROJECT #6</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	
<b>PROJECT #7</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	
<b>PROJECT #8</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	
<b>PROJECT #9</b>	Name, Address, Contact Name & Phone No. of Owner	Contract Value (initial contract price)	Month/Year Commenced	Month/Year Completed
Architect/Engineer Name & Phone No. (if applicable)		Description of Project	Project Location	

- A.** Has the applicant had experience with MEP Design-Build Projects
- a.** (Check one)  Yes  No **If yes, please attach job details**
- B.** On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.
- C.** Provide resumes for proposed Project Manager and Superintendent

- D. Provide proposed timeline for procurement of long lead items and what will need to be expedited or offer substitution(s)
- E. List categories of work that your organization normally performs with its own forces.
- F. State total worth of work in progress and under contract with percentage complete of each project.

## **6. PERFORMANCE AND INTEGRITY**

Applicant must answer each of the following questions. Any “yes” response may result in denial of prequalification. Any unanswered question will be deemed a “yes” response for purposes of this application. For each “yes” response, the applicant may submit an explanation detailing the circumstances and resolution of the matter which the District may, but is not obligated to, consider in evaluating this application. If no explanation is provided, the prequalification application will be denied.

- A. Has the applicant, or any principal, officer, director, or member of applicant been convicted, or received a citation, under any state or federal antitrust statutes?  
 (Check one)     Yes             No            **If yes, please attach an explanation.**
- B. Has the applicant, or any principal, officer, director, or member of applicant, been convicted of a criminal offense as an incident in obtaining or attempting to obtain a public or private contract, or in the performance of such contract?  
 (Check one)     Yes             No            **If yes, please attach an explanation.**
- C. Has the applicant, or any principal, officer, director, or member of applicant, been convicted under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or business honesty?  
 (Check one)     Yes             No            **If yes, please attach an explanation.**
- D. Has the business license, or construction contractor’s license of any applicant’s firm, or any firm with which any applicant principal, officer, director, or member was previously associated, been revoked within the last 5 years? (Check one)     Yes     No            **If yes, please attach an explanation.**
- E. Within the last five years, has the applicant ever been denied prequalification, disqualified or had prequalification suspended or revoked by any state, local or federal agency in this or any other state?  
 (Check one)     Yes             No            **If yes, please attach an explanation.**
- F. Within the last five years, has the applicant, or any firm with which any officer or partner of the applicant was previously associated, been debarred from bidding on contracts by any state, local or federal agency in this or any other state under any state or federal law?  
 (Check one)     Yes             No            **If yes, please attach an explanation.**
- G. Within the last five years, has the applicant, or any firm with which any officer or partner of the applicant was previously associated, failed or refused to honor a bid for a state, local or federal public improvement contract; failed to complete work under a public improvement contract; had a state, local or federal public improvement contract terminated for cause or otherwise had its rights to proceed under such a contract

terminated; or been otherwise declared in material breach or default of a state, local or federal public improvement contract by the contracting agency?

**(Check one)**    Yes         No        **If yes, please attach an explanation.**

**H.** Within the last three years has the applicant, or any officer, principal, agent or employee of applicant been found to have violated any state or federal prevailing wage statute or regulation (including the federal Davis-Bacon and related Acts and ORS 279C.800 et. seq.) in any Final Order issued by the Oregon Bureau of Labor and Industries or the United States Department of Labor, or by any court of competent jurisdiction?

**(Check one)**    Yes         No        **If yes, please attach an explanation.**

**I.** Within the last three years has the applicant, or any officer, principal, agent or employee of applicant been found to have violated any state or federal statute or regulation, including but not limited to Environmental Protection Agency, Department of Environmental Quality, US Fish and Wildlife Service, Department of Fish and Wildlife, US Army Corps of Engineers, Division of State Lands, Department of Agriculture or Department of Interior, or any permit issued by one of these agencies, in any agency Final Order or by any court of competent jurisdiction?

**(Check one)**    Yes         No        **If yes, please attach an explanation.**

**J.** Within the last five years has your any organization filed any law suits or requested arbitration with regard to construction contract?

**(Check one)**    Yes         No        **If yes, please attach an explanation.**

**K.** Within the last five years has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract?

**(Check one)**    Yes         No        **If yes, please attach an explanation.**

## 7. References

### Trade References:

Name/City,State/Phone: \_\_\_\_\_

Name/City,State/Phone: \_\_\_\_\_

Name/City,State/Phone: \_\_\_\_\_

Name/City,State/Phone: \_\_\_\_\_

Name/City,State/Phone: \_\_\_\_\_

### Bank references:

Name/City,State/Phone: \_\_\_\_\_

Name/City,State/Phone: \_\_\_\_\_

Name/City,State/Phone: \_\_\_\_\_

Name/City,State/Phone: \_\_\_\_\_

Name/City,State/Phone: \_\_\_\_\_

## 8. Financial Statement

**Attach a financial statement, preferable audited, including your organizations latest balance sheet and income statement showing the following items:**

- A. Current assets (e.g., cash, joint venture accounts, accounts receivable, accrued income, deposits, materials inventory and prepaid expenses)
- B. Net fixed assets
- C. Other assets
- D. Who has prepared the financial statement you have supplied with prequalification statement and also would you give us permission to verify the banking and financial information you have supplied?
- E. Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provisions for income taxes, advances, accrued salaries and accrued payroll taxes):
- F. Other liabilities, (e.g., capital stock, authorized and outstanding shares par value)
- L. Is the attached financial statement for the identical organization names listed as applicant at the beginning of the application?

**(Check one)**     Yes             No

**If no, please attach an explanation of the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent/subsidiary)**

- M. Will the organization whose financial statement is attached act as guarantor of the contract for construction?  
**(Check one)**     Yes             No            **If no, please attach an explanation.**

**AFFIDAVIT**

STATE OF \_\_\_\_\_

**ss.**

County of \_\_\_\_\_

I, \_\_\_\_\_ being duly sworn, certify that I am \_\_\_\_\_  
*(Title)*

of the applicant herein and that the foregoing statements and answers in all sections of this application are correct and true as of the date of this affidavit, and that any additional information submitted to process this application will be correct and true; that should there be a material reduction in my ability to carry out the project for which I intend to submit a bid, I will give written notice of such change or changes to the public office to whom this statement is submitted at least 10 days prior to the bid opening; and that it is understood that such notice may change my eligibility to submit the bid.

\_\_\_\_\_  
*(Original Signature of Individual Authorized to Execute Bids and Contracts)*

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Original Notary Public Signature

My Commission expires: \_\_\_\_\_

EMPLOYMENT CONTRACT  
BETWEEN  
DEREK FIALKIEWICZ  
AND THE  
BOARD OF DIRECTORS OF  
CORBETT SCHOOL DISTRICT NO. 39

This Employment Contract made and entered into this 20<sup>th</sup> day of April, 2022 by and between the Board of Directors of the Corbett School District No. 39, hereinafter referred to as DISTRICT, and Derek Fialkiewicz, hereinafter referred to as SUPERINTENDENT.

WHEREAS, DISTRICT and SUPERINTENDENT believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of effective communication between them as they fulfill their governance and administrative functions in the operation of the education program of the schools; and,

NOW, THEREFORE, DISTRICT and SUPERINTENDENT, for the consideration herein specified, agree as follows:

**1. TERM**

- A. DISTRICT, in consideration of the promises, herein contained, of SUPERINTENDENT, hereby employs, and SUPERINTENDENT hereby accepts employment, as Superintendent of Schools for a three (3) year term commencing July 1, 2022, and ending June 30, 2025.
- B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of DISTRICT or SUPERINTENDENT to terminate this Agreement at any time subject only to the provisions herein relating to termination. This contract is only for the time specified above and it shall not be otherwise extended or renewed by any “automatic” provision. The DISTRICT may elect to extend this Agreement at any time. This paragraph satisfies the requirement for notice of nonrenewal required by ORS 342.513.

**2. PROFESSIONAL CERTIFICATION AND RESPONSIBILITIES**

- A. SUPERINTENDENT’S LICENSE: The SUPERINTENDENT shall obtain a valid and appropriate license to act as Superintendent of Schools as required by the State of Oregon and shall maintain such license throughout the life of this agreement. Should the Superintendent fail to maintain such a license in good standing, the district may seek any appropriate remedy under this agreement.

The SUPERINTENDENT shall take no action on behalf of the DISTRICT until the effective date of their license.

- B. DUTIES: As chief executive officer of the District, the Superintendent shall perform the duties of district Superintendent as prescribed by the laws of the State of Oregon.

SUPERINTENDENT shall have charge of the administration of the schools under the direction of the BOARD.

SUPERINTENDENT shall be the chief executive officer of the DISTRICT;

shall direct and assign teachers and other employees of the schools under SUPERINTENDENT supervision;

shall organize, reorganize and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the DISTRICT;

shall select all personnel subject to the approval of the BOARD;

shall from time to time suggest regulations, rules and procedures deemed necessary for the well ordering of the school DISTRICT;

and in general, perform all duties as described in the position description, incident to the office of SUPERINTENDENT and such other duties as listed in the SUPERINTENDENT job description and as may be prescribed by the BOARD from time to time.

The BOARD, individually and collectively, shall promptly refer all criticisms, complaints and suggestions called to its attention to SUPERINTENDENT for study and recommendation.

SUPERINTENDENT shall attend all Board meetings, unless excused with mutual agreement between the BOARD or Chairperson of the Board and SUPERINTENDENT, except executive sessions held to discuss SUPERINTENDENT employment status.

- C. BOARD RESPONSIBILITIES

BOARD shall allow the SUPERINTENDENT to present their recommendation to the BOARD on any subject under consideration by BOARD prior to action being taken on the subject by the BOARD.

Notwithstanding, BOARD may exclude SUPERINTENDENT from all or part of an executive session called to discuss SUPERINTENDENT'S performance or employment under ORS 192.660(2)(b) or (i).

- D. GOALS AND OBJECTIVES: Prior to or within 90 days after the beginning of the term of this agreement, the parties shall meet to establish DISTRICT goals and objectives for the ensuing school year. Said goals and objectives shall be reduced

to writing and shall be among the criteria by which the Superintendent is evaluated as hereafter provided. Any changes to the Goals and Objectives dates mentioned herein shall require mutual consent by both parties.

### **3. PROFESSIONAL DEVELOPMENT and GROWTH**

- A. The DISTRICT shall pay for the SUPERINTENDENT's reasonable expenses in connection with activities that relate to the required professional growth of the Superintendent as required for licensure.
- B. The DISTRICT encourages the continuing professional growth of the SUPERINTENDENT through his participation in;
  - The operations, programs and other activities conducted or sponsored by local, state and school board activities;
  - Seminars and courses offered by public or private educational institutions;
  - Informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Superintendent to perform his professional responsibilities for the District.
- C. In its encouragement, the DISTRICT shall permit a reasonable amount of release time for the Superintendent to attend to such matters and shall pay for the necessary membership, travel, conference/workshop registration and subsistence expenses with prior Board approval.

### **4. COMPENSATION**

- A. Salary: DISTRICT shall pay SUPERINTENDENT an annual salary of One Hundred Fifty Thousand Dollars per 12 month contract year. This annual salary rate shall be paid monthly to SUPERINTENDENT in accordance with the schedule of salary payment in effect for other administrative employees or in such other way as is mutually agreed to by both parties.
- B. The DISTRICT will pay the employer portion of the Oregon Public Employees Retirement System (PERS) contribution as required by law. The SUPERINTENDENT shall pay their PERS employee contribution to the extent required by law.
- C. The DISTRICT shall pay \$800 monthly into a tax-sheltered annuity of SUPERINTENDENT'S choice during SUPERINTENDENT'S employment.

### **5. OTHER BENEFITS**

- A. Vacations: The SUPERINTENDENT shall be required to render full and regular service to the DISTRICT during each annual period covered by this agreement, except that they shall be entitled to 25 days of paid vacation per contract year in

addition to holidays as indicated below. Vacation shall be front loaded for the upcoming 12 months on July 1<sup>st</sup> of each year. On July 1<sup>st</sup> of each year, the SUPERINTENDENT may carry forward to the commencing 12 month period a maximum of 10 vacation days and may opt to have the DISTRICT buy back up to 10 unused vacation days. At no time shall the SUPERINTENDENT have more than 50 vacation days available. Accrued vacation days in excess of 50 shall be forfeited without compensation.

- B. Holidays: The SUPERINTENDENT may take holidays that are observed by the District (12 Days). Those presently include the Independence Day, Labor Day, Veterans' Day, Thanksgiving Day and the following Friday, Christmas Break (2 days), New Year's Day, Martin Luther King, Jr Day, Presidents' Day and Memorial Day, and Juneteenth.
- C. The DISTRICT will not recognize or compensate for compensatory time.
- D. Memberships: DISTRICT shall pay the SUPERINTENDENT'S membership charges to the American Association of School Administrators, (AASA), the Oregon Coalition of School Administrators (COSA) and other professional groups in which SUPERINTENDENT feels it is necessary to maintain and improve professional skills, as permitted by state law and as approved by DISTRICT in the annual budget.
- E. Civic and Service Associations: Recognizing the importance of a strong working relationship between the schools and the community, DISTRICT shall pay dues, membership fees and related expenses for membership in service and civic associations as provided in the Board-adopted budget.
- F. Health, Dental and Vision Benefits: The District shall provide to the SUPERINTENDENT the same health insurance benefits as it does to licensed employees.
- G. Sick Leave: The SUPERINTENDENT is allowed up to twelve (12) paid sick days pursuant to ORS 332.507. The SUPERINTENDENT shall have the rights accorded under ORS 332.597(5) concerning sick leave and retirement benefits.
- H. Disability and Life Insurance: The DISTRICT will provide SUPERINTENDENT with long-term and short-term disability insurance and life insurance coverage the same as it does to other licensed employees. The DISTRICT will provide SUPERINTENDENT with additional life insurance coverage that the SUPERINTENDENT is medically and otherwise qualified to receive equal to the annual salary, at the next available open enrollment period following the start of the contract year.
- I. Travel and Meals: The DISTRICT will provide SUPERINTENDENT reimbursement for travel upon claim at the IRS rate per mile, \$35.00 per day for meals, and \$85 per day for lodging. Actual costs exceeding the meals and lodging amounts will be reimbursed with receipts.

- J. Relocation: The DISTRICT will provide SUPERINTENDENT a one-time relocation and temporary housing stipend of \$10,000 to be paid within 14 days of the date of this contract.
- K. FRINGE BENEFITS: The Superintendent shall be entitled to participate in all fringe benefits provided other administrative employees of the DISTRICT.

## **6. EXPENSES**

- A. DISTRICT shall pay or reimburse SUPERINTENDENT for reasonable expenses approved by DISTRICT and necessary expenses incurred by SUPERINTENDENT in the continuing performance of duties under this Agreement. Such reimbursements shall be based upon DISTRICT established expense schedules for meals, lodging, and other such expenses, with required procedures for documentation if such expenses exceed DISTRICT guidelines.

## **7. PROFESSIONAL LIABILITY**

- A. DISTRICT agrees that it shall defend, hold harmless and indemnify SUPERINTENDENT from any and all demands, claims, suits, actions and legal proceedings brought against SUPERINTENDENT in SUPERINTENDENT's individual capacity, or in the official capacity as agent and employee of DISTRICT, provided the incident arose when SUPERINTENDENT was acting within the scope of employment and excluding criminal litigation, as such liability coverage is within the authority of the school board to provide under state law. Except that, in no case, will individual Board members be considered personally liable for indemnifying SUPERINTENDENT against such demands, claims, suits, actions and legal proceedings when acting in an official capacity as agent and employee of DISTRICT, in accordance with applicable state law.
- B. If, in the good faith opinion of SUPERINTENDENT, conflict exists as regards the defense to such claim between the legal position of SUPERINTENDENT and the legal position of DISTRICT, SUPERINTENDENT may engage counsel in which event DISTRICT shall indemnify SUPERINTENDENT for the costs of legal defense as permitted by state law.
- C. DISTRICT shall not, however, be required to pay any costs of any legal proceedings in the event DISTRICT and SUPERINTENDENT have adverse interest in such litigation, except as stated above.
- D. The obligation under paragraph 7.A. survives termination of this contract.

## **8. EVALUATION**

- A. The BOARD shall evaluate and assess in writing the performance of SUPERINTENDENT at least once per year during the term of this contract prior to March 15 of any year of the contract. This evaluation and assessment shall be related to the position description of SUPERINTENDENT and the goals and

objectives of DISTRICT for the contract term to date. The format for this evaluation and assessment shall be mutually agreed upon between the Chairperson of the Board and SUPERINTENDENT.

## **9. RENEWAL OF EMPLOYMENT CONTRACT**

- A. At any time during the contract term, the Board may elect to offer a new contract to SUPERINTENDENT, in which case the Board and SUPERINTENDENT shall negotiate such new contract prior to expiration of this Agreement. Nothing in this Agreement shall prohibit the parties from mutually agreeing to change one or more of the terms of this Agreement in the future.

## **10. TERMINATION OF EMPLOYMENT CONTRACT**

This employment contract may be terminated by:

- A. Mutual Agreement of the Parties. SUPERINTENDENT shall give DISTRICT not less than Ninety (90) days' notice of intention to terminate this employment contract.
- B. Retirement of SUPERINTENDENT.
- C. Disability of SUPERINTENDENT. In the event of disability by illness or incapacity, after SUPERINTENDENT'S sick leave has been exhausted, the compensation shall be reinstated after SUPERINTENDENT has returned to employment and undertaken the full discharge of duties. DISTRICT may terminate this contract by written notice to SUPERINTENDENT at any time after SUPERINTENDENT has exhausted any accumulated sick leave and such other leave as may be available and has been absent from employment for whatever cause for an additional continuous period of twelve weeks. All obligations of DISTRICT shall cease upon such termination other than long term disability benefits through a third-party insurer.
- D. Termination for Cause. The DISTRICT may terminate this employment contract at any time upon good and just cause. Good and just cause shall mean gross neglect of duty or gross unfitness, as those terms are defined by the Oregon Teacher Standards and Practices Commission; mental or physical incapacity; conviction of a felony; or any grounds which a permanent teacher could be dismissed pursuant to ORS 342.895.8. Termination for adhering to Federal Law, State Law, ODE Guidelines, or District policies shall not be considered just cause. Discharge for cause may include failure to maintain in good standing a valid and appropriate certificate to act as a superintendent of schools as required by the State of Oregon.

The SUPERINTENDENT shall be entitled to due process, which shall include notice of termination given in writing at least ten (10) days prior to a hearing. Such notice shall include a statement of the reasons constituting cause. SUPERINTENDENT shall be entitled to a hearing before the BOARD and the opportunity to be heard on the charges against SUPERINTENDENT and to respond

to such charges, confront and cross-examine witnesses called by the DISTRICT and to refute, orally or in writing, such charges. SUPERINTENDENT may be represented by legal counsel at such meetings as provided by Oregon law at SUPERINTENDENT'S sole cost and expense. The burden of proving any charges shall be upon the DISTRICT and SUPERINTENDENT shall be provided the written decision regarding the results of the meeting. Such meeting may be conducted in executive session as provided by Oregon law.

- E. Termination with SUPERINTENDENT'S Concurrence. DISTRICT may propose to terminate this employment contract upon Ninety (90) days written notice to SUPERINTENDENT. If SUPERINTENDENT concurs in writing with this decision, DISTRICT shall pay to SUPERINTENDENT all aggregate salary, allowances and other compensation he would have earned under this employment contract up to the date of termination from employment.
- F. Termination at BOARD's Discretion. District may decide to terminate this employment contract upon notice to SUPERINTENDENT. District shall pay SUPERINTENDENT the remainder of the aggregate salary, allowances and other compensation he would have earned under this employment contract, to a maximum of 12 months' salary and benefits.
- G. Death of SUPERINTENDENT.

**11. SAVINGS CLAUSE**

- A. If, during the term of this contract, it is found that a specific clause of the contract is illegal in federal or state law, the remainder of the contract not affected by such ruling shall remain in force.

**12. APPLICABLE LAW**

- A. This agreement is subject to all applicable laws of the State of Oregon, rules and regulations of the State Board of Education, and rules, regulations, and policies of this DISTRICT, which pertain to the DISTRICT's Superintendent. The venue for resolving all legal disputes under this Employment Contract shall be in the circuit court of Multnomah County, Oregon.

IN WITNESS WHEREOF, DISTRICT has caused this Employment Contract to be approved on its behalf by a duly authorized officer and SUPERINTENDENT has approved this Employment Contract effective on the day and year herein above mentioned.

SUPERINTENDENT

BOARD OF DIRECTORS OF  
CORBETT SCHOOL DISTRICT #39  
IN MULTNOMAH COUNTY, OREGON

\_\_\_\_\_

By: \_\_\_\_\_

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

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

## Corbett School District 39

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

### Early Entrance\*\*

A student is considered six years of age and will be admitted into a public school if his/her sixth birthday occurs on or before September 1. A student whose sixth birthday occurs after that date may be admitted to the first grade if he/she has they have maintained regular attendance in any grade of a public full-time school during the entire school term.

A student-child will be admitted to kindergarten if his/her fifth birthday occurs on or before September 1, or is a kindergarten student transferring from a public school in another district.

Early entry into school may be allowed for a student whose needs would best be met in the school program based on an analysis by qualified professional staff of his/her the child's:

1. Academic Achievement
2. Cognitive development;
3. Adaptive functioning
4. Social/development:  
Emotional functioning
5. Physical development:  
Psychological Interview

The superintendent shall identify screening processes and instruments which will provide a dependable assessment of the preceding criteria.

Parents will be required to pay the cost of the special testing involved.

END OF POLICY

#### Legal Reference(s):

[ORS 327.006](#)  
[ORS 336.092](#)

[ORS 336.095](#)  
[ORS 339.010](#)

[ORS 339.115](#)  
[ORS 343.395](#)

↓ This process is for a child whose fifth birthday falls between September 2 and November 1. There are no exceptions to this rule.

# Corbett School District 39

Code: JEBA-AR  
Revised/Reviewed: 6/15/16  
Orig. Code: JEBA-AR

## Early Entrance

If a request for early admission to kindergarten or first grade is received by the district, the following guidelines will be used:

1. The Request for Early Entrance form must be filled out by a parent/<sup>guardians</sup> The completion of this form and receipt of a formal evaluation will activate the early entry committee. Members of that committee are: kindergarten ~~of~~ first-grade teachers, the speech and language therapist, building principal(s) and the ~~director of special services;~~ <sup>School Counselor</sup>
2. The parents/<sup>guardians</sup> will be made aware that it is their responsibility to secure testing by a qualified agency approved by the director of special services.

Three areas that must be tested include:

1. **Academic Achievement**
2. Cognitive (intelligence);
3. ~~Affective (social/emotional); and~~ **Adaptive functioning**
4. ~~Physical;~~ **Social/Emotional functioning**
5. **Psychological Interview**

Test scores should be in the top quartile for entering the requested grade level.

3. All information must be received by the ~~director of special services~~ <sup>building principal</sup> on or before August 1; **May 15**
4. The early entry committee will review the test information and the parent/<sup>guardians</sup> interview forms. ~~If a student is to be considered for early entrance, the student will also be required to participate in a one-day screening/observation conducted by the district during the second week of August;~~ <sup>on or before June 5</sup>
5. The screening committee will make recommendation to the superintendent, and parents/<sup>guardians</sup> will be notified by ~~the end of the third week in August;~~ **June 15**
6. A written appeal can be made by the parents/<sup>guardians</sup> to the superintendent who may affirm, reverse or modify the early entry committee's decision. A subsequent hearing may be held with the Board if ~~the respective decision does not meet with the approval of the parent(s). The superintendent's decision is final.~~

## Corbett School District

### A Guide to Early Entry to Kindergarten

#### **Definition:**

Early Entry to Kindergarten (EEK) refers to the process and possible placement of a student in a kindergarten program before they turn five. This process allows for children whose fifth birthday falls between September 2 and November 1 to apply for early entry. There are no exceptions to this rule. The child MUST turn five before November 1.

Early Entry is about kindergarten “readiness” which may be complex. There are many factors that determine readiness such as: date of birth in relation to the cutoff dates, academic levels, social and emotional maturity, and the ability to communicate with others. Children who are ready to enter kindergarten early must show an appropriate level of academic readiness and perform well on a cognitive assessment.

#### **Process:**

Parents/guardians who seek early entry for a child must begin the process online to access the EEK Application. This can be found on the Corbett Grade School Webpage. All required documents are outlined there. Once all documents are turned into the building administrator, the parents/guardians are notified and the child is scheduled for a brief interview and assessment. This usually takes between 30-45 minutes.

Using a body of evidence, a team made up of teachers, speech and language therapists, a school counselor, and a building administrator makes a recommendation either to allow for early entry or not. A summary is then written and a copy goes to the parents/guardians. The school principal makes the final decision on placement.

#### **EEK decisions are based on the whole child and should follow these guidelines:**

- EEK process has been followed
- Current achievement shows there is academic readiness
- Academic gaps will not be created as an unintended consequence
- The child's linguistic and cultural needs are addressed
- The social/emotional well-being of the student is seriously considered
- Ability to adapt to changing environments

#### **Timeline:**

Timing is a critical factor in making decisions for incoming students. All applications must be received on or before May 15 to be considered, no exceptions. It will be the responsibility of the parents/guardians to adhere to the schedule and/or lottery deadlines.

3/3/2022

## Corbett School District

### Application for Early Entry to Kindergarten(EEK)

#### Application Steps: (must be completed on or before May 15)

##### 1. Questionnaires and PreConference

- Complete and submit the Parent Questionnaire
  - [Parent Questionnaire](#)
- Complete and submit the Teacher/Caregiver Questionnaire (if applicable)
  - [Teacher/Caregiver Questionnaire](#)
- Interview prospective student (30-45minutes)
- Early Entry Team will review questionnaires and interview to determine
- meet with building principal

##### 2. Outside Required Assessments:

- Families are responsible for assessments in the following areas:
  - Academic (choose one)
    - Kaufman Tests of Educational Achievement, Third Edition (KTEA-3)
    - Wechsler Individual Achievement Test, Fourth Edition (WIAT-IV)
  - Cognitive (choose one)
    - Wechsler Preschool & Primary Scale of Intelligence, Fourth Edition (WPPSI-IV)
    - Differential Ability Scales, Second Edition (DAS-II)
  - Adaptive Functioning (choose one)
    - Adaptive Behavior Assessment System, Second Edition (ABAS-II)
    - Vineland Adaptive Behavior Scales, Third Edition (Vineland-3)
  - Social-Emotional Functioning (choose one)
    - Behavior Assessment Scale for Children, Third Edition (BASC-3)
    - Child Behavior Checklist (CBCL)
  - Psychological Interview to assess the child's maturity, level of responsibility, and strengths and weaknesses.

##### 3. Review of Application (completed on or before June 5)

- Early Entry Team meets to determine eligibility for Early Entry to Kindergarten.
  - Using a body of evidence, a team made up of teachers, speech and language therapists, a school counselor, and a building administrator makes a recommendation either to allow for early entry or not.
  - A summary is then written and a copy goes to the parents/guardians.
  - The school principal makes the final decision on placement.
- Letter is sent to parents/guardians notifying them of determination

3/3/2022



# DRAFT - CORBETT SD | 2022-2023 CALENDAR - DRAFT

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

4 – Independence Day

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

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

2 – New Year's Day Observed  
 3 – Return to school  
 6 – Friday School  
 16 – MLK day  
 20 – Friday School and Mid-term  
 26 – HS conf. (0.5)

18 – New Hire Day  
 23 & 24 – Teacher Inservice (2)  
 22 & 25 – Teacher Prep (2)  
 25 – Community Open House  
     8<sup>th</sup> Grade Jumpstart  
 (.5 Conference Eve)  
 29 - First day for all

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

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

3 – Inservice Day (1)  
 20 – Presidents' Day  
 24 – Friday School

5 – Labor Day No School  
 9 – Friday School  
 30 – Inservice (1)

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

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

2 – End of Trimester  
 3 – Assessment (1)  
 27- 31 – Spring Break

6 – Mid-term  
 12-13 – CAPS/MS/GS conf. (1)  
 13 – HS Conf. (0.5)

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

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

20 – Mid-term

11 – Veterans Day Observed  
 17 – End of Trimester 1  
 18 – Assessment (1)  
 23-25 – Thanksgiving Break

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

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

12 – Inservice  
 24 – Last day for Seniors  
 25 - Graduation Portfolio Night  
 (0.5 conf.)  
 29 – Memorial Day  
 31 – GS portfolio night  
 (0.5 conf.)

16 – Winter Break Begins

- 146 – Student Contact**
- 5 – Inservice**
- 3 – Assessment**
- 3 – Preparation**
- 2 – Conferences**
- 5 – Holidays**

**164 – Total**

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

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

1 – CAPS/MS portfolio night  
 (0.5 conf.)  
 2 – Friday School / Last day for  
 Students  
 5 – Assessment (1)  
 6- Teacher Preparation (1)  
 19 – Juneteenth Holiday for  
 12 month employees