

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, May 18, 2022
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- 1. Preliminary Business
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  - 3. Board Chair Report Information Item 8
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  - 6. Introduction and Comments of Guests and Representatives
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    - 1. Report Information Item 24
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  - 9. Consent Agenda Action Items
- 10. CURRICULUM 43
- 11. STUDENTS
- <https://policy.osba.org/corbett/J/index.asp>
- 12. TRANSPORTATION, BUILDINGS AND MAINTENANCE
  - 1. Corbett Grade School Roofing Bids Action Item 44
  - 2. HASS Annual Statement Information Item 47
- 13. PERSONNEL
  - 1. Vacant Positions: Substitute Custodian, Substitute Bus Driver, 1.00 FTE CAPS Learning Specialist for 2022-23, .5 FTE Campus Monitor for 2022-23, 1.00 FTE K-8 Music Teacher for 2022-23, 1.00 FTE Temporary 2nd/3rd Grade Teacher for 2022-23 and Curriculum Director for 2022-23.
  - 2. See Consent Agenda items under 13.2 - 13.6

3. MOA between CSD and CEA for 2022-23	Action Item	51
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# 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

# Corbett School District 39

Code: BCBA  
Adopted: 10/16/97  
Revised/Readopted: 6/16/21  
Orig. Code(s): BCBA

## Student Representative to the Board

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

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

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

# Corbett School District 39

Code: BDDG  
Adopted: 9/17/14  
Revised/Readopted: 6/16/21  
Orig. Code: BDDG

## Minutes of Board Meetings

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

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

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

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

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

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

END OF POLICY

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### Legal Reference(s):

[ORS 192.610 - 192.710](#)

[ORS 332.061](#)

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

# 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, April 20, 2022, beginning at 7:00 PM in the Hybrid in person/ZOOM-Owl virtual platform. Board members present were; Michelle Vo, Board Chair (in person); Todd Mickalson, Vice Chairman (virtual); Bob Buttke (in person); David Granberg (in person); Todd Redfern (in person); Katey Kinnear (virtual) and Rebecca Bratton (virtual). Also present were Administrators Dan Wold, Interim Superintendent (virtual); Brie Windust, Business Office Assistant/ZOOM-Owl moderator (in person); Robin Lindeen-Blakeley, Deputy Clerk/HR Lead (in person) and Cindy Duley, Business Manager (virtual). Galilea Rios-Schultz, HS Student Representative was also in attendance (in person). 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

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)

Ms. Lindeen-Blakeley noted new format to Item 13. From information obtained at OSPA conference, suggestion from Brian Hungerford that classified personnel changes are informational, not requiring board action.

#### 3. Board Chair Report Information Item

**Presenter:** Michelle Vo, Board Chair – No information at this meeting.

**Attachments:** (1)

4. Student Representative Report Information Item

**Presenter:** Galilea Rios-Schultz, HS Student Representative – reported that prom was a great experience with the help of CHAMPS. Seniors are talking about graduation and COVID-19 and thinking about going off to college with financial and academic discussions. Spring sports are going well in softball and track. More and more students not wearing masks since mask mandate lifted.

5. Approval of Minutes Action Item

David Granberg moved and Bob Buttke seconded:

**RESOLUTION NO. 4.117-22 - RESOLVED** that the Board approved the minutes of the Special School Board meetings of January 27, 2022, February 2, 2022, February 15, 2022, February 17, 2022, and March 14, 2022 and the Regular School Board meetings of February 16, 2022 and March 9, 2022.

**Attachments:** (7)

The vote of the Board was 7-0.

6. Introduction and Comments of Guests and Representatives – no sign ups at this meeting.

**Attachments:** (1)

6.1. Principal/Director/Supervisor Reports

**Presenter:** Dan Wold, Interim Superintendent – spoke about the athletics study team moving closer to vision with another meeting next month. Ms. Davis attended state and national conferences regarding value of athletics.

a. Angela Davis, AD/Secondary P.E. Teacher – spoke about the value of athletics and her year as Athletic Director, thanking the Board for the opportunity to speak. She noted the data collected during the pandemic and the survey voices of MS/HS 6<sup>th</sup>-12<sup>th</sup> graders and rankings of importance were shared. Leadership skills from athletics are different from what they learn in the classroom. Addressed during the meetings she attended was the premise that participation and funding in athletics is a global necessity for mental as well as physical importance. Hoping to provide student athletic and coaching handbooks including social media and a platform for athletic registration.

7:20 p.m.

b. Michelle Dawkins, GS Principal – Kindergarten registration for the class of 2035 was done through advertisement on reader board, newsletter, etc. and lottery students were invited. Goal is for 71-72 incoming with 61 families (42 through lottery and 19 in district). April 13 was kindergarten kickoff with 40 families showing. There are approximately 11-12 slots left for in-district spaces. August 8-11 from 9 a.m. to 3 p.m. is set for kindergarten teachers to meet their students this summer. There is possibility we will hold a second lottery for siblings of kindergarten students and staff, etc.

7:24 p.m.

c. Cassie Duprey, Assistant Secondary Principal – mentioned the one year MOU under item 14.2 to preserve the preschool for staff at \$750 per month next year. Others are 10 payments per year August 5-May 5 at \$1000.00 per month. Fiscally OK this year with daycare and would like to create a reserve for 2023 preschool. Three slots for intervention students with grants to cover and six slots for staff kids. 2030 is the date for preschool for all.

Board discussion.

7:28 p.m.

d. Kathy Childress, Secondary Principal – spoke about portables. Salem-Keizer backed out so now looking at Modern Systems. One priced at \$119,000.00 which doesn't include electrical, grant is \$125,000.00. Soderstrom was taking this through permit process. A portable is needed for woodshop and CTE for at least five years.

Board discussion for ideas on gutters and PGE allowance.

**Attachments:** (1)

7. Financial Reports/Matters

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

7.1. Report Information Item

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

Ms. Duley referred the Board to the financial report and cover letter in the Board packet. A supplemental resolution will be in the May Board packet to true up the BFB and shift appropriation of funds from one to another. Auditor call on April 19 has plans for August 15 as week for preliminary field work and November 21-28 for final fieldwork, so should be complete by the end of December and present in January 2023. Projected Actuals doesn't seem correct, so will have that corrected in May. Fund 9 \$228,926 G.O. Bond fund will be grant for OSCIM claim in April. \$193,00 has been received in matching OSCIM grant dollars.

7:38 p.m.

**Attachments:** (1)

Chair Vo announced:

7.2. Budget Committee Position No. 2 Vacancy Information Item

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

**Attachments:** (2)

7:38 p.m.

8. Interim Superintendent Wold's Report Information Items

8.1. Enrollment Update – Up three students from last meeting, projecting 1080 for next year, and up three students from the beginning of this year. Hiring at least one to three additional staff for students K-12.

Board discussion.

7:41 p.m.

8.2. Corbett School Campus Upgrades and / or Grants – Covered by Principal reports.  
8.3. Future Planning / Strategic Planning / Optional Masking Plans – Viral strain wave more infectious and more masking the week of April 17. Nothing reported on the students.

7:44 p.m.

9. Consent Agenda Action Items

**Presenter:** Dan Wold, Interim Superintendent

David Granberg moved and Bob Buttke seconded:

**9.1\*\*RESOLUTION ITEMS NO. 4.118-22 through 4.125-22\*\* and**

**4.131-22\*\* Action Items**

**13.2\*\*RESOLUTION NO. 4.118-22- RESOLVED** that the Board reconfirmed the FMLA dates for Helen Leedom, 1.00 FTE HS Counselor, effective March 14, 2022 - June 1, 2022.

**13.4 \*\*RESOLUTION NO. 4.119-22 - RESOLVED** that the Board confirmed the hire of Julie Trisel, 1.00 FTE Secondary Science Teacher, effective with the 2022-23 school year and completed hiring paperwork.

**13.5\*\*RESOLUTION NO. 4.120-22 - RESOLVED** that the Board confirmed the resignation of R. Callie Uleners, 1.00 FTE Secondary Learning Specialist, effective with the 2022-23 school year.

**13.6\*\*RESOLUTION NO. 4.121-22 - RESOLVED** that the Board confirmed the FMLA for R. Callie Uleners effective March 7- June 7, 2022.

**13.7\*\*RESOLUTION NO. 4.122-22 - RESOLVED** that the Board confirmed the retirement of Holly Elvins-Dearixon, .7 FTE Curriculum Coordinator, effective June 30, 2022, and returning to the District for 2022-23 for 35 days.

**13.8\*\*RESOLUTION NO. 4.123-22 - RESOLVED** that the Board confirmed the resignation of Simone B. Soo, 1.00 FTE Elementary Music Teacher, effective June 7, 2022.

**13.9\*\*RESOLUTION NO. 4.124-22 - RESOLVED** that the Board confirmed the Corbett SD employees hired for spring coaching as Paul Rondema, Assistant Varsity Track and Samantha Byron, Head Varsity Softball.

**14.1\*\*RESOLUTION NO. 4.125-22 - RESOLVED** that the Board approved the second reading and Adoption of Policy JEBA and JEBA-AR.

**13.10\*\*RESOLUTION NO. 4.131-22 - RESOLVED** that the Board approved the request for LOA for Michelle Dorr, 1.0 FTE 2nd/3rd Grade Teacher, effective for the 2022-23 school year.

The vote of the Board was 7-0 for Consent Resolution Items **4.118-22 through 4.125-22\*\* and 4.131-22\*\*.**

10. CURRICULUM

**Presenter:** Dan Wold, Interim Superintendent – A rotation year for English language materials this year.

## 11. STUDENTS

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

## 12. TRANSPORTATION, BUILDINGS AND MAINTENANCE

### 12.1. Corbett Grade School Roofing Bids Action Item

**Presenter:** Dan Wold, Interim Superintendent – same as previously brought forward with a new timeline. See page 55 of the Board packet.

Board discussion.

Todd Redfern moved and Bob Buttke seconded:

**RESOLUTION NO. 4.126-22 - RESOLVED** that the Board amended the Corbett Grade School Roof bid as proposed in the attachment in the Board packet to proceed with publication in our area's Oregon Contractors Plan Center and The Daily Journal of Commerce on April 22, proposals due May 13 at noon and walk through on April 27 at 10:30 a.m.

The vote of the Board was 7-0.

**Attachments:** (1)

7:52 p.m.

### ~~12.2. Woodard bid notice and General Contractor application – Action Item~~

~~**Presenter:** Dan Wold, Interim Superintendent~~

~~**Description:** **RESOLUTION NO. 4.127-22 - RESOLVED** that the Board approve the bid notice and General Contractor application for the Woodard Rd. property as attached in the Board packet.~~

~~**Attachments:** (2)~~

~~Board discussion with no motion or vote.~~

## 13. PERSONNEL

Effective April 14, 2022 - Nafeesa Pascu, .53 FTE Secondary Educational Assistant I

Effective June 3, 2022 - Last day of work for Connie Renner, .83 FTE SPED Assistant II and retiring effective July 1, 2022 with PERS.

Revised effective date of March 7, 2022 - Cynthia Deibert, .4 FTE Bus Driver.

**Presenter:** Dan Wold, Interim Superintendent announced vacancies:

13.1. 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.

13.2. See Consent Agenda items under 13. 2, 13.4 - 13.10

### 13.3. Superintendent Contract for 2022-23 Action Item

**Presenter:** Michelle Vo - Board Chair summarized that in late November, early December we posted for a Superintendent. With the help of about 12 committee members to select finalists, three candidates came to interview. We looked at all comments gathered for the process. Todd Mickalson and Michelle Vo put together

with the review of Nancy Hungerford the information for the negotiated contract beginning July 1, 2022, and Mr. Fialkiewicz agreed.

David Granberg moved and Bob Buttke seconded:

**RESOLUTION NO. 4.128-22 - RESOLVED** that the Board hired Derek Fialkiewicz, Superintendent, to begin July 1, 2022. Contract terms discussed and approved at this meeting.

The vote of the Board was 7-0.

Chair Vo congratulated Mr. Fialkiewicz and said we were excited to have him and look forward to his letter. She thanked Mr. Wold for his work at CSD.

Mr. Fialkiewicz said he was excited to begin working with the team.

Mr. Wold answered that it was his privilege and thanked all.

**Attachments:** (1)

14. POLICY

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**Presenter:** Dan Wold, Interim Superintendent and Michelle Vo, Board Chair

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14.1. See Consent Agenda item

**Attachments:** (1)

14.2. MOU Between CEA/ECBC and CSD      Action Item

**Presenter:** Dan Wold, Interim Superintendent – announced that Ms. Duprey already addressed.

Todd Redfern moved and Bob Buttke seconded;

**RESOLUTION NO. 4.129-22 - RESOLVED** that the Board approved the MOU between Corbett Education Association/East County Bargaining Council and Corbett School District for discounted tuition for dependents of enrolled members in CSD's childcare, preschool or daycare program effective for the 2022-23 school year. Board discussion about making sure it is in the next negotiated agreement.

The vote of the Board was 7-0.

The vote of the Board was 7-0.

**Attachments:** (1)

14.3. School Calendar for 2022-23      Action Item

**Presenter:** Dan Wold, Interim Superintendent – suggested this calendar is pretty near last year's except that the holidays fall later so there will be four Friday school days and a May 12 in-service.

David Granberg moved and Todd Redfern seconded:

**RESOLUTION NO. 4.130-22 - RESOLVED** that the Board approved the school calendar for 2022-23 as attached in the Board packet.

The vote of the Board was 7-0.

**Attachments:** (1)

14.4. First Reading of Policy Updates during Rewrite      Information Item

**Presenter:** Michelle Vo, Board Chair – noted there is lots of reading.

**Attachments:** (1)

15. COMING EVENTS

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

Thursday, April 21 - HS Conferences in evening

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

Wednesday, May 4 - Budget Committee Meeting 7:00 p.m. MPB/ZOOM

Wednesday, May 11 - Budget Committee Meeting if needed 7:00 p.m. MPB/ZOOM

Wednesday, May 18 - Regular Board Meeting 7:00 p.m. MPB/ZOOM

July 8-10 Summer OSBA Board Conference – Bend, OR

Ms. Vo added that the summer OSBA Board conference is super helpful for the Board and recommended they attend.

16. MATTERS FOR THE GOOD OF THE ORDER

a. no information at this meeting.

17. ADJOURNMENT – The Board adjourned at 8:10 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, May 18, 2022**

This report includes all expenses incurred through April 30, 2022, and revenue that has been recorded to date. Additional revenue received remains to be recorded, including the State School Fund payment received in April, and some grant receipts.

At the next meeting in June the Board will receive a supplemental budget resolution to update budgeted beginning fund balances to audited values and make any transfer of appropriation authority between categories needed to reflect projected actual results for the fiscal year.

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 April 30, 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>Apr 30 2022 YTD Actuals</b>	<b>Apr 30 2022 Balance</b>
<b>Fund: 01 General Fund</b>			
1000 Instruction	8,737,883	6,038,255	2,699,628
2000 Support Services	5,573,550	3,840,509	1,733,041
3000 Enterprise & Community Services	11,180	87,580	(76,400)
4000 Facilities Acquisition/Construction	40,000	5,880	34,120
5100 Debt Service	296,742	186,985	109,757
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>10,159,210</b>	<b>4,823,187</b>
<b>Fund: 02 Food Services Fund</b>			
3000 Enterprise & Community Serves	426,000	258,170	167,830
<b>Fund: 02 Food Services Fund Total</b>	<b>426,000</b>	<b>258,170</b>	<b>167,830</b>
<b>Fund: 03 Federal Funds</b>			
1000 Instruction	259,951	281,816	(21,865)
2000 Support Services	13,993	1,321	12,672
6000 Contingencies	632,940	-	632,940
<b>Fund: 03 Federal Funds Total</b>	<b>906,884</b>	<b>283,138</b>	<b>623,746</b>
<b>Fund: 04 Student Investment Account</b>			
1000 Instruction	554,652	465,951	88,701
2000 Support Services	195,275	128,592	66,683
<b>Fund: 04 Student Investment Account Total</b>	<b>749,927</b>	<b>594,543</b>	<b>155,384</b>
<b>Fund: 09 GO Bond 2021</b>			
2000 Support Services	205,203	-	205,203
4000 Facilities Acquisition/Construction	3,000,000	261,487	2,738,513
<b>Fund: 09 GO Bond 2021 Total</b>	<b>3,205,203</b>	<b>261,487</b>	<b>2,943,716</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>11,601,347</b>	<b>9,378,172</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 Apr 30 2021	% of YE Actuals	Current Budget	Projected Actual	Year to Date Apr 30 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	420,500	153,151	36%
Intermediate Sources	202,439	-	0%	201,200	201,200	-	0%
State Sources	878,424	87,581	10%	1,273,238	1,273,238	136,285	11%
Federal Sources	67,864	-	0%	49,172	49,172	-	0%
<b>Total Revenues</b>	<b>13,152,532</b>	<b>9,992,524</b>	<b>76%</b>	<b>13,504,310</b>	<b>13,504,310</b>	<b>10,054,083</b>	<b>74%</b>
<b>Expenditures</b>							
Salaries	6,323,502	4,433,287	70%	7,108,728	7,108,728	5,296,182	75%
Associated Payroll	3,948,580	2,729,732	69%	4,137,524	4,137,524	2,899,487	70%
Purchased Services	1,137,858	500,591	44%	1,889,203	1,889,203	1,016,489	54%
Supplies & Materials	655,225	493,329	75%	788,508	788,508	452,977	57%
Capital Outlay	192,927	38,500	20%	146,750	146,750	(126)	0%
Debt Service	359,374	222,498	62%	296,742	296,742	186,985	63%
Other Objects	256,466	251,466	98%	291,900	291,900	307,215	105%
Contingency	-	-	-	125,042	125,042	-	0%
<b>Total Expenditures</b>	<b>12,873,933</b>	<b>8,669,403</b>	<b>67%</b>	<b>14,784,397</b>	<b>14,784,397</b>	<b>10,159,210</b>	<b>69%</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)	(198,000)	-	0%
<b>Total Other Sources (Uses)</b>	<b>70,490</b>	<b>-</b>	<b>0%</b>	<b>(58,000)</b>	<b>(58,000)</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>(1,338,087)</b>	<b>(105,127)</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>1,452,670</b>	<b>2,559,365</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	153,151	61,998	68%
State Sources	87,581	136,285	48,704	56%
<b>Total Revenues</b>	<b>9,992,524</b>	<b>10,054,083</b>	<b>61,559</b>	<b>1%</b>

YTD Expenditures	FY 2020-21	FY 2021-22	Variance	% Change
Salaries	4,433,287	5,296,182	862,895	19%
Associated Payroll	2,729,732	2,899,487	169,755	6%
Purchased Services	500,591	1,016,489	515,899	103%
Supplies & Materials	493,329	452,977	(40,352)	-8%
Capital Outlay	38,500	(126)	(38,626)	-100%
Debt Service	222,498	186,985	(35,513)	-16%
Other Objects	251,466	307,215	55,749	22%
<b>Total Expenditures</b>	<b>8,669,403</b>	<b>10,159,210</b>	<b>1,489,806</b>	<b>17%</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 Apr 30 2021	% of YE Actuals	Current Budget	Projected Actual	Year to Date Apr 30 2022	% of Projected
<b>Revenues</b>							
State School Fund	2,197	-	0%	2,000	2,000	-	0%
Local Sources	11,636	3,183	27%	120,000	120,000	488	0%
State Sources	-	-		3,000	3,000	3,250	108%
Federal Sources	121,202	42,728	35%	121,000	121,000	195,501	162%
<b>Total Revenues</b>	<b>135,035</b>	<b>45,911</b>	<b>34%</b>	<b>246,000</b>	<b>246,000</b>	<b>199,238</b>	<b>81%</b>
<b>Expenditures</b>							
Salaries	86,276	62,482	72%	91,577	91,577	77,201	84%
Associated Payroll	60,071	43,632	73%	59,509	59,509	46,852	79%
Purchased Services	4,179	3,770	90%	6,000	6,000	7,771	130%
Supplies & Materials	95,785	61,441	64%	265,414	265,414	125,185	47%
Debt Service	-	-		-	-	(586)	
Other Objects	1,201	953	79%	3,500	3,500	1,746	50%
<b>Total Expenditures</b>	<b>247,512</b>	<b>172,278</b>	<b>70%</b>	<b>426,000</b>	<b>426,000</b>	<b>258,170</b>	<b>61%</b>
<b>Other Sources (Uses)</b>							
Transfer In	120,000	-	0%	180,000	180,000	-	0%
<b>Total Other Sources (Uses)</b>	<b>120,000</b>	<b>-</b>	<b>0%</b>	<b>180,000</b>	<b>180,000</b>	<b>-</b>	<b>0%</b>
<b>Change in Fund Balance</b>	<b>7,523</b>	<b>(126,366)</b>		<b>-</b>	<b>-</b>	<b>(58,932)</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>(44,189)</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	488	(2,695)	-85%
State Sources	-	3,250	3,250	
Federal Sources	42,728	195,501	152,772	358%
<b>Total Revenues</b>	<b>45,911</b>	<b>199,238</b>	<b>153,327</b>	<b>334%</b>

	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>Variance</b>	<b>% Change</b>
<b>YTD Expenditures</b>				
Salaries	62,482	77,201	14,718	24%
Associated Payroll	43,632	46,852	3,220	7%
Purchased Services	3,770	7,771	4,001	106%
Supplies & Materials	61,441	125,185	63,745	104%
Debt Service	-	(586)	(586)	
Other Objects	953	1,746	794	83%
<b>Total Expenditures</b>	<b>172,278</b>	<b>258,170</b>	<b>85,893</b>	<b>50%</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 Apr 30 2021	% of YE Actuals	Current Budget	Projected Actual	Year to Date Apr 30 2022	% of Projected
<b>Revenues</b>							
Local Sources	-	-		-	-	543	
Federal Sources	351,376	-	0%	906,884	906,884	-	0%
<b>Total Revenues</b>	<b>351,376</b>	<b>-</b>	<b>0%</b>	<b>906,884</b>	<b>906,884</b>	<b>543</b>	<b>0%</b>
<b>Expenditures</b>							
Salaries	148,572	70,014	47%	109,199	109,199	163,250	149%
Associated Payroll	120,839	50,002	41%	73,173	73,173	89,931	123%
Purchased Services	39,375	2,568	7%	81,572	81,572	8,092	10%
Supplies & Materials	44,020	70	0%	10,000	10,000	21,615	216%
Other Objects	-	-		-	-	249	
Contingency	-	-		632,940	632,940	-	0%
<b>Total Expenditures</b>	<b>352,806</b>	<b>122,654</b>	<b>35%</b>	<b>906,884</b>	<b>906,884</b>	<b>283,138</b>	<b>31%</b>
<b>Change in Fund Balance</b>	<b>(1,430)</b>	<b>(122,654)</b>		<b>-</b>	<b>-</b>	<b>(282,595)</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>(276,299)</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	163,250	93,237
Associated Payroll	50,002	89,931	39,929
Purchased Services	2,568	8,092	5,523
Supplies & Materials	70	21,615	21,546
Other Objects	-	249	249
<b>Total Expenditures</b>	<b>122,654</b>	<b>283,138</b>	<b>160,484</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 Apr 30 2021	% of YE Actuals	Current Budget	Projected Actual	Year to Date Apr 30 2022	% of Projected
<b>Revenues</b>							
State Sources	293,516	-	0%	749,927	749,927	627,986	84%
<b>Total Revenues</b>	<b>293,516</b>	<b>-</b>	<b>0%</b>	<b>749,927</b>	<b>749,927</b>	<b>627,986</b>	<b>84%</b>
<b>Expenditures</b>							
Salaries	245,311	-	0%	449,211	449,211	356,083	79%
Associated Payroll	48,205	-	0%	254,257	254,257	174,816	69%
Supplies & Materials	-	-		46,459	46,459	61,143	132%
Other Objects	-	-		-	-	2,502	
<b>Total Expenditures</b>	<b>293,516</b>	<b>-</b>	<b>0%</b>	<b>749,927</b>	<b>749,927</b>	<b>594,543</b>	<b>79%</b>
<b>Change in Fund Balance</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>33,443</b>	
<b>Fund Balance - Ending</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	<b>33,443</b>	

YTD Expenditures	FY 2019-20	FY 2020-21	Variance
Salaries	-	356,083	356,083
Associated Payroll	-	174,816	174,816
Supplies & Materials	-	61,143	61,143
Other Objects	-	2,502	2,502
<b>Total Expenditures</b>	<b>-</b>	<b>594,543</b>	<b>594,543</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 Apr 30 2021	% of YE Actuals	Current Budget	Projected Actual	Year to Date Apr 30 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	3,205,203	232,158	7%
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>3,205,203</b>	<b>261,487</b>	<b>8%</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>(3,205,203)</b>	<b>(258,804)</b>	
<b>Fund Balance - Beginning</b>	<b>37,200</b>	<b>37,200</b>		<b>3,205,203</b>	<b>3,205,203</b>	<b>978,903</b>	
<b>Fund Balance - Ending</b>	<b>978,903</b>	<b>31,822</b>		<b>-</b>	<b>-</b>	<b>720,099</b>	

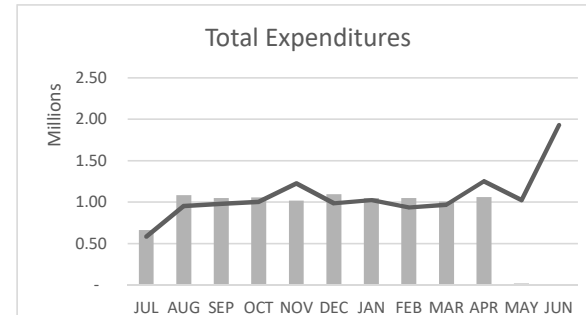
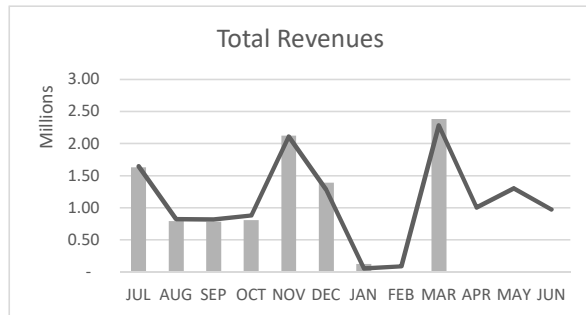
YTD Revenues	FY 2019-20	FY 2020-21	Variance
Local Sources	-	2,683	2,683
<b>Total Revenues</b>	<b>-</b>	<b>2,683</b>	<b>2,683</b>

YTD Expenditures	FY 2020-21	FY 2021-22	Variance
Purchased Services	5,378	232,158	226,780
Capital Outlay	-	21,984	21,984
Other Objects	-	7,345	7,345
<b>Total Expenditures</b>	<b>5,378</b>	<b>261,487</b>	<b>256,109</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>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	-	-	-	2,747	1,313,451	590,301	25,999	-	-	-	-	-	1,932,497
State School Fund	1,549,748	774,409	774,409	774,409	791,835	791,835	-	-	2,375,505	-	-	-	7,832,150
Local Sources	12,317	20,677	11,484	33,129	18,634	12,474	34,638	-	9,800	-	8,122	-	161,273
Intermediate Sources	-	-	-	-	-	-	-	-	-	-	-	-	-
State Sources	68,929	-	-	672	-	-	66,685	-	-	-	-	-	136,285
Federal Sources	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>1,630,993</b>	<b>795,086</b>	<b>785,893</b>	<b>810,956</b>	<b>2,123,920</b>	<b>1,394,609</b>	<b>127,321</b>	<b>-</b>	<b>2,385,305</b>	<b>-</b>	<b>8,122</b>	<b>-</b>	<b>10,062,205</b>
<b>Expenditures</b>													
Salaries	142,446	581,019	610,001	582,704	566,132	555,835	552,826	587,733	559,692	557,793	-	-	5,296,182
Associated Payroll	105,626	322,325	220,389	212,313	316,412	346,533	348,195	337,799	343,973	345,923	14,730	-	2,914,217
Purchased Services	48,226	80,837	142,827	172,503	95,171	140,348	103,885	80,578	42,188	109,926	3,026	-	1,019,516
Supplies & Materials	94,581	93,749	52,336	62,622	35,684	18,208	38,843	18,789	11,595	26,571	638	-	453,615
Capital Outlay	-	(126)	-	-	-	-	-	-	-	-	-	-	(126)
Debt Service	47,874	4,168	20,286	27,474	4,168	29,005	4,168	24,217	4,168	21,457	4,168	-	191,153
Other Objects	227,003	3,877	7,131	3,150	1,963	9,095	5,305	401	46,170	3,120	-	-	307,215
<b>Total Expenditures</b>	<b>665,756</b>	<b>1,085,848</b>	<b>1,052,968</b>	<b>1,060,766</b>	<b>1,019,532</b>	<b>1,099,024</b>	<b>1,053,222</b>	<b>1,049,518</b>	<b>1,007,785</b>	<b>1,064,790</b>	<b>22,561</b>	<b>-</b>	<b>10,181,771</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? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ budvac.app

# 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 39

Code: CBA  
Adopted: 9/18/13  
Revised/Readopted: 7/21/21  
Orig. Code(s): CBA

## Qualifications and Duties of the Superintendent

POSITION: Superintendent of Schools

QUALIFICATIONS:

1. A current Oregon administrative license with an authorization for all levels, superintendent's endorsement or a transitional superintendent license;
2. Successful experience as an educational leader and administrator;
3. In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets transitional administrator or exceptional administrator licensure requirements. The Board may, jointly with the individual, submit an application for such license for Teacher Standards and Practices Commission approval pursuant to OAR 584-080-0151 and 584-080-0161;
4. Other qualifications as determined by the Board.

REPORTS TO: Board of Directors

SUPERVISES: Central office administrators and school principals; and through them, all district personnel.

JOB GOAL: Provide effective administration of all schools and departments, and educational leadership throughout the school system and community.

### Performance Responsibilities

The superintendent:

1. Serves as chief executive officer of the Board except as otherwise provided by law, makes rules not in conflict with law or with Board policies and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools;
2. Initiates and directs the development of policies for approval by the Board, delegating such responsibility to associates and subordinates as deemed desirable;
3. Attends all meetings of the Board except those concerned with his/her own contract status and takes part in the deliberations, but does not vote;

4. Assists the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve; places before the Board necessary and helpful facts, comparisons, investigations, information and reports; and makes available the personal advice on special or technical matters by those persons who are qualified to furnish it;
5. Implements and interprets Board policies;
6. Recommends the appointment, renewal, contract extension, contract nonrenewal, contract nonextension or discharge of licensed employees of the Board as provided by law, Board policies and the employee's collective bargaining agreement, as applicable, and with such recommendations reported to the Board for approval;
7. Assigns or transfers licensed employees as provided by state law, Board policies, collective bargaining agreements and meet and confer agreements, as applicable;
8. Appoints, assigns, transfers, promotes, demotes or discharges classified and nonrepresented employees as provided by state law, Board policies, collective bargaining agreements and meet and confer agreements, as applicable;
9. Directs the professional supervisory staff in visits to the schools under his/her charge; through this staff, directs, assigns and assists teachers and all other educational employees in the performance of their duties; classifies, assigns and controls the promotion of students; and performs other duties as the Board determines;
10. Directs the work of the professional staff in evaluating curriculum and instructional materials and, upon the basis of such study, makes recommendations to the Board;
11. Supervises the establishment or modification of attendance and transportation area boundaries subject to Board approval;
12. Directs the preparation of the budget showing the estimated receipts and disbursements necessary to cover the needs of the district for the ensuing budget period, and submits this estimate to the Board in accordance with law;
13. Approves and directs, in accordance with law and Board policy, purchases and expenditures, within the limits of the budget;
14. Exercises leadership in directing studies of sites and buildings, considering the population trend and the educational and cultural needs of the district, to ensure timely decisions by the Board and electorate regarding construction and renovation projects;
15. Represents the district in dealings with other school systems, social institutions, business firms, government agencies and the general public;
16. Keeps the public informed about current educational practices, educational trends and issues confronting the district.

The specific enumeration of the superintendent’s duties as detailed above will not act to limit the broad authority and responsibility of the office.

END OF POLICY

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**Legal Reference(s):**

[ORS 342.125](#)  
[ORS 342.143](#)  
[ORS 342.173](#)  
[ORS 342.175](#)  
[ORS 342.850](#)

[OAR 581-023-0006 to -0041](#)  
[OAR 581-023-0104](#)  
[OAR 581-023-0112](#)  
[OAR 581-023-0220 to -0240](#)  
[OAR 584-020-0000 to -0045](#)

[OAR 584-036-0035\(1\)](#)  
[OAR 584-046-0003 to -0055](#)  
[OAR 584-080-0151 to -0153](#)  
[OAR 584-080-0161](#)

# Corbett School District 39

Code: FBB  
Adopted: 1/15/98  
Revised/Readopted: 10/20/21  
Orig. Code: FBB

## Enrollment Projections

Enrollment projections will be prepared at the direction of the superintendent and will be reviewed and updated annually.

Projections will take into consideration the following:

1. Figures from the latest school census;
2. School registration figures;
3. Review of forthcoming changes in planning and zoning;
4. Review of current and planned community land development and housing projects.

The Board may authorize outside studies of population trends and school enrollment.

END OF POLICY

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### Legal Reference(s):

[ORS 195.110](#)

[ORS 332.107](#)

[OAR 581-022-2335](#)

# Corbett School District 39

Code: FJ  
Adopted: 3/15/17  
Revised/Readopted: 10/20/21  
Orig. Code: FJ

## Temporary District Facilities

The Board’s goal is to have sufficient permanent facilities to meet the needs of district enrollment and the district program. Rented facilities, movable units and other emergency school housing may be inadequate for long-term public school purposes.

If circumstances require immediate space not available in public school buildings, facilities may be leased or moveable structures may be used as a temporary measure.

END OF POLICY

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### Legal Reference(s):

<a href="#">ORS 332.107</a>	<a href="#">OAR 437-002-0020 to -0081</a>	<a href="#">OAR 437-002-0377</a>
<a href="#">ORS 332.155</a>	<a href="#">OAR 437-002-0161</a>	<a href="#">OAR 437-002-0390</a>
<a href="#">OAR 437-001-0760</a>	<a href="#">OAR 437-002-0180 to -0182</a>	<a href="#">OAR 437-002-0391</a>
	<a href="#">OAR 437-002-0368</a>	

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).

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

### Cross Reference(s):

ACA - Americans with Disabilities Act  
EB - Safety Program

# Corbett School District 39

Code: FECBA  
Adopted: 1/15/98  
Revised/Readopted: 10/20/21  
Orig. Code: FECBA

## Energy-Conserving Construction

The Board recognizes the importance and need for energy conservation in the construction of new district facilities.

Proposed construction and renovation projects that contain the most efficient energy-saving plans within an acceptable budget will have high priority. Energy-saving designs will be documented in the architectural evaluation and will comply with educational specifications and cost control checklists as determined by the Board.

A continuous study of energy problems and energy sources will be maintained for future planning.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

[ORS 332.155](#)

### Cross Reference(s):

ECF - Energy Conservation

# Corbett School District 39

Code: DD  
Adopted: 10/16/97  
Revised/Readopted: 8/18/21  
Orig. Code(s): DD

## Funding Proposals and Applications

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

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

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

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

END OF POLICY

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### Legal Reference(s):

[ORS 294.305 to -294.565](#)

[ORS 332.075](#)

# Corbett School District 39

Code: FB  
Adopted: 1/15/98  
Revised/Readopted: 10/20/21  
Orig. Code: FB

## Facilities Planning

The Board will gather and analyze appropriate data to evaluate the district's facilities needs on a long-range basis. Such data will include, but not be limited to, enrollment projections, anticipated changes in the instructional program, analysis of community building plans, analysis of sites and evaluation of present facilities.

END OF POLICY

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### Legal Reference(s):

[ORS 195.110](#)  
[ORS 197.295 to -197.314](#)

[ORS 332.155](#)

[OAR 581-022-2345](#)

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).

# Corbett School District 39

Code: IF  
Adopted: 9/17/98  
Revised/Readopted: 12/15/21  
Orig. Code: IF

## Curriculum Development

The Board believes it necessary that the district continually develop and modify its curriculum to meet changing needs in technology and fields of knowledge and to assure the full, rounded and continuing development of our students. While keeping with the requirements of state law, the Board authorizes the superintendent, in consultation with staff, parents and the community, to review the curriculum periodically and to advise the Board on curriculum changes needed.

END OF POLICY

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### Legal Reference(s):

[ORS 243.650](#)  
[ORS 332.075\(1\)](#)  
[ORS 336.035](#)  
[ORS 336.067](#)

[OAR 581-021-0045](#)  
[OAR 581-021-0046](#)  
[OAR 581-022-2000](#)  
[OAR 581-022-2030](#)  
[OAR 581-022-2250](#)

[OAR 581-022-2300](#)  
[OAR 581-022-2305](#)  
[OAR 581-022-2310](#)  
[OAR 581-022-2315](#)

# Corbett School District 39

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

## Bidding Requirements

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

The Board, acting as its own LCRB, adopts<sup>1</sup> the *Oregon Attorney General's Model Public Contract Rules*, OAR Chapter 137, Divisions 046 through 049 in effect at the time this policy is adopted.

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

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

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

The district shall review its rules each time the Attorney General adopts a modification of the model rules, as required by ORS 279A.065 (6)(b), to determine whether any modifications need to be made to district rules to ensure compliance with statutory changes. New rules, as necessary, shall be adopted by the Board. In the event it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required.

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

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

END OF POLICY

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### Legal Reference(s):

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

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

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

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

# Corbett School District 39

Code: FC  
Adopted: 12/17/98  
Revised/Readopted: 10/20/21  
Orig. Code: FC

## Capital Construction Program

The Board may submit to voters at any regular school election or at a special election called for that purpose the question of contracting a bonded indebtedness for the purpose of building or renovating school buildings or for purchasing school sites or to purchase equipment. Before such a bond election, the specific needs for facilities will be communicated to the public and careful estimates will be made as to amounts required for site purchase, construction and equipment.

All new construction or alterations to existing buildings will ensure to the maximum extent feasible that facilities are readily accessible and usable by individuals with disabilities.

Following approval by the voters, the bonds to be issued will be advertised appropriately. The date of issue will be coordinated with tax collection dates, payments on bonds already outstanding and favorable market conditions. Disposition of the bonds may be accomplished by public sale on a competitive bid or negotiated basis, as determined by the Board. The Board reserves the right to reject any and all bids.

The Board will annually appropriate district funds in the bonded debt service fund for the purpose of paying interest and principal on outstanding bonds. If sufficient funds are not available in the debt service fund, the Board will authorize by resolution an interfund loan for the purpose of meeting debt service requirements.

The capital projects fund is the fund authorized by the approval of the bond issue. Initial receipts from the sale of bonds are deposited in this fund and actual expenditures are made from it. The Board will adopt an annual budget resolution authorizing payments from the fund of the amounts needed to meet contractual obligations due architects, contractors and other individuals or firms. The Board will receive periodic reports on expenditures made from this fund as compared with original appropriations for the various projects.

END OF POLICY

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### Legal Reference(s):

[ORS 195.110](#)  
[ORS 197.295 to -197.314](#)  
[ORS Chapter 255](#)

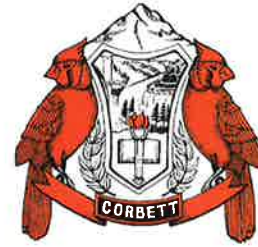
[ORS Chapter 294](#)  
[ORS 328.205](#)  
[ORS 328.542 to -328.565](#)

[ORS 332.155](#)

Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2012); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2012).  
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).  
Americans with Disabilities Act Amendments Act of 2008.

# CORBETT SCHOOL DISTRICT #39

## Healthy and Safe Schools Plan



*Final Version – Board Approved 5/15/19 Updated 5/16/22*

### 1. Responsible Person

The person responsible for administering and implementing the Healthy and Safe Schools Plan:

Name: Steve Salisbury  
Position Title: Facility Supervisor  
Phone Number: 503-261-4213  
Email Address: [ssalisbury@corbett.k12.or.us](mailto:ssalisbury@corbett.k12.or.us)  
Mailing Address: 35800 E. Hist. Col. Riv. Hwy., Corbett, OR 97019

The person who is the designated IPM Coordinator:

Name: Steve Salisbury  
Position Title: Facility Supervisor  
Phone Number: 503-261-4213  
Email Address: [ssalisbury@corbett.k12.or.us](mailto:ssalisbury@corbett.k12.or.us)  
Mailing Address: 35800 E. Hist. Col. Riv. Hwy., Corbett, OR 97019

The person responsible for AHERA information:

Name: Steve Salisbury  
Position Title: Facility Supervisor  
Phone Number: 503-261-4213  
Email Address: [ssalisbury@corbett.k12.or.us](mailto:ssalisbury@corbett.k12.or.us)  
Mailing Address: 35800 E. Hist. Col. Riv. Hwy., Corbett, OR 97019

### 2. List Facilities

All facilities owned or leased by Corbett School District #39 where students or staff are present on a regular basis are covered by this HASS Plan. The list of those buildings and facilities is below:

Facility Name	Facility Address
<i>Corbett Grade School</i>	<i>35800 E. Hist. Col. Riv. Hwy., Corbett, OR 97019</i>
<i>Corbett Middle School</i>	<i>35800 E. Hist. Col. Riv. Hwy., Corbett, OR 97019</i>
<i>Corbett High School</i>	<i>35800 E. Hist. Col. Riv. Hwy., Corbett, OR 97019</i>
<i>Corbett High School Gym</i>	<i>35800 E. Hist. Col. Riv. Hwy., Corbett, OR 97019</i>
<i>Corbett Multi-Purpose Building</i>	<i>35800 E. Hist. Col. Riv. Hwy., Corbett, OR 97019</i>
<i>Corbett Springdale School</i>	<i>32405 E. Hist. Col. Riv. Hwy., Corbett, OR 97019</i>
<i>Corbett Bus Barn/Maintenance Shop</i>	<i>35800 E. Hist. Col. Riv. Hwy., Corbett, OR 97019</i>

### 3. Elevated Levels of Lead in Water Used for Drinking or Food Preparation

All school districts, education service districts, and public charter schools are required to test for and eliminate exposure to elevated levels of lead in water used for Drinking and Food Preparation through either remediation or eliminating access, according to OAR 333-061-0400 and OAR 581-022-2223. In conformance with those administrative rules, Corbett School District #39 certifies the following:

1. All testing was done according to the testing requirements in OAR 333-061-0400;
2. All samples were analyzed by a lab accredited by Oregon Health Authority to test for those materials;
3. All water fixtures required to be tested under OAR 333-061-0400 were tested for elevated levels of lead in accordance with the testing schedule developed by the Oregon Health Authority; and
4. The testing schedule for each building covered by this plan is set forth below:

Facility Name	Year of Last Test	Next scheduled test (per 6 year schedule)	Schedule or Exemption Reason
<i>Corbett Grade School</i>	<i>2021</i>	<i>2027 fiscal year</i>	<i>6 year schedule</i>
<i>Corbett Middle School</i>	<i>2021</i>	<i>2027 fiscal year</i>	<i>6 year schedule</i>
<i>Corbett High School</i>	<i>2021</i>	<i>2027 fiscal year</i>	<i>6 year schedule</i>
<i>Corbett High School Gym</i>	<i>2021</i>	<i>2027 fiscal year</i>	<i>6 year schedule</i>
<i>Corbett Multi-Purpose Building</i>	<i>2021</i>	<i>2027 fiscal year</i>	<i>6 year schedule</i>
<i>Corbett Springdale School</i>	<i>2021</i>	<i>2027 fiscal year</i>	<i>6 year schedule</i>
<i>Corbett Bus Barn/Maintenance Shop</i>	<i>2021</i>	<i>2027 fiscal year</i>	<i>6 year schedule</i>
<i>Corbett Snack Shack</i>	<i>2021</i>	<i>2027 fiscal year</i>	<i>6 year schedule</i>

### 4. Lead Paint

In order to comply with the United States Environmental Protection Agency's Renovation, Repair and Painting Program Rule, the district will only contract with certified lead based paint renovation contractors licensed by the Oregon Construction Contractors Board.

### 5. Asbestos

Corbett School District #39 complies with the federal Asbestos Hazard Emergency Response Act (AHERA). All required asbestos management plans are available for viewing by submitting a request to Steve Salisbury.

### 6. Radon

Corbett School District #39 has developed a radon plan as required by ORS 332.345. Community members can access a copy of the radon plan here:

<https://corbett.k12.or.us/wp-content/uploads/2019/03/Radon-Plan-1.pdf>

Test results will be made public and are available here:

<https://corbett.k12.or.us/about/healthy-and-safe-schools/radon/>

### **7. Integrated Pest Management**

Corbett School District #39 has adopted an Integrated Pest Management (IPM) plan as required by ORS 634.700 through 634.750. Community members can access a copy of the IPM plan in the Corbett School District office.

### **8. Carbon Monoxide Detectors**

Corbett School District #39 certifies that all buildings subject to the Healthy and Safe Schools Plan comply with the carbon monoxide detection standards in the state building code that was in effect when the building was originally constructed or as required by building code due to addition, upgrade, or remodel.

### **9. Test Results Publication**

Corbett School District #39 is complying with the requirement to provide access to test results, as defined by OAR 581-022-2223 within 10 business days as defined by ORS 332.334.

Test results can be found on Corbett School District’s website at:

<https://corbett.k12.or.us/> > About > Healthy and Safe Schools.

Specific test results can be found as follows:

- Lead in Water: <https://corbett.k12.or.us/about/healthy-and-safe-schools/lead-in-drinking-water/>
- Radon: <https://corbett.k12.or.us/about/healthy-and-safe-schools/radon/>

Additionally, copies of all test results are available in the district office at 35800 E. Hist. Col. Riv. Hwy., Corbett, OR 97019. Corbett School District #39 will also use current district email lists or communications programs to provide final test results to staff, students, parents of minor students, and other members of their community. This includes providing actual final test results or providing direct access to final test results through links in the communications. Please contact Brie Windust to be added to current district email lists and programs.

**I certify that the above information is true and accurate to the best of my knowledge.**

Dan Wold	Superintendent	5/16/22
Electronic signature of authorized representative	Title	Date



**Memorandum of Agreement (MOA) Between Corbett School District (CSD) and  
Corbett Education Association (CEA)**

Corbett School District (the "District") and Corbett Education Association (the "Association") approve the following Memorandum of Agreement (the "Agreement").

For the 2022-23 school year, the District and Association agree to modify Article 5 of the Collective Bargaining Agreement in the following two ways:

- 1.) The number of student contact days will decrease from 147 to 146 days.
- 2.) There will be an additional inservice day, increasing the number of inservice days from 4 to 5.

This Agreement is non-precedent setting and will expire June 30, 2023.

\_\_\_\_\_  
For the District

\_\_\_\_\_  
Date

\_\_\_\_\_  
For Corbett EA

\_\_\_\_\_  
Date

# OSBA Model Sample Policy

Code: KGBB  
Adopted:

## Firearms Prohibited

*{Oregon law has allowed members of the public possessing a concealed carry license to carry firearms on district property in accordance with ORS 166.370(3)(g). Senate Bill (SB) 554 (2021) allows districts to prohibit even those with concealed carry licenses from carrying firearms by adopting a policy and posting notice at entry points.*

*OSBA considers this policy to be conditionally required because if the district wants to prohibit concealed carry licensees from carrying firearms on district property, the district must adopt a policy. If the district does not want to limit concealed carry licensees, the district does not need to adopt this policy.}*

No person on grounds of the schools controlled by the Board (including in school buildings), will possess any firearm<sup>1</sup>, except when said firearm is possessed by a person who is not otherwise prohibited from possessing the firearm, and is unloaded and locked in a motor vehicle. The exception provided in Oregon Revised Statute (ORS) 166.370(3)(g) for concealed carry licensees (see ORS 166.291 and 166.292) does not apply to the possession of firearms on grounds of the schools controlled by the Board.<sup>2</sup> Firearms under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities when in compliance with law and board policy.

Any person violating or threatening to violate the above rules, as determined by the district, may be issued a trespass citation, ejected from the premises and referred to law enforcement officials<sup>3</sup>.

[The district will post clearly visible sign(s) at all normal points of entry to the school grounds subject to this policy indicating that the affirmative defense described in ORS 166.370(3)(g) does not apply. The district will post on the district's web pages designated for school board operations, identifying designated school grounds that are subject to this policy.]

END OF POLICY

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### Legal Reference(s):

[ORS 161.015](#)  
[ORS 164.245](#)  
[ORS 164.255](#)

[ORS 166.210 - 166.370](#)  
[ORS 297.405](#)  
[ORS 332.107](#)

[ORS 332.172](#)  
[ORS 339.315](#)

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<sup>1</sup> "Firearm" has the meaning given that term in ORS 166.210, except that it does not include a firearm that has been rendered permanently inoperable.

<sup>2</sup> See Senate Bill 554 (2021).

<sup>3</sup> ORS 339.315 requires any district employee with reasonable cause to believe that a person is in possession of a firearm within a school or has possessed a firearm within a school in violation of Oregon law in the previous 120 days report such information to an administrator or law enforcement. A district employee with reasonable cause to believe that a person is in possession of a firearm within a school or has possessed a firearm within a school in the previous 120 days in violation of Oregon law, may report such information to law enforcement.

Gun-Free Schools Act, 20 U.S.C. § 7961 (2018).  
Senate Bill 554 (2021).