

AGENDA	CORBETT SCHOOL DISTRICT REGULAR SCHOOL BOARD MEETING MPB/Board Room/ZOOM-OWL 35800 E Historic Columbia River Highway Corbett, Oregon 97019	via in person and ZOOM virtual Monday, August 15, 2022
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- 1. PRELIMINARY BUSINESS
 - 1. Call to Order / Flag Salute
 - 2. Review and Acceptance of Agenda
 - 3. Board Chair Report Information Item
- 2. Approval of Minutes Action Item 3
- 3. Introduction and Comments of Guests and Representatives
 - a.
 - 1. Principal / Director/ Supervisor Reports
 - 2. Student Representative to the Board Information Item
- 4. FINANCIAL REPORTS / MATTERS
 - 1. Report Information Item 10
 - 2. Budget Committee Vacancy Information Item 18
- 5. Superintendent Dr. Fialkiewicz's Report Information item 21
 - 1. Enrollment Update / Lottery Results
 - 2. Update on Corbett School campus upgrades and/or grants
- 6. CONSENT AGENDA
 - 1. **Consent agenda **Resolution items 8.24-22** through 8.27-22** Action Items**
- 7. CURRICULUM
- 8. STUDENTS
- 9. TRANSPORTATION, BUILDINGS AND MAINTENANCE
- 10. CO-CURRICULAR ACTIVITIES
- 11. Personnel
 - 1. Vacant Positions Information Item
 - a. See Consent Agenda for Items 11.2**-11.5**
- 12. Policy 22
- 13. Matters for the Good of the Order
- 14. COMING EVENTS
 - 1. New hire workshop, Thursday, August 18, 2022
 - 2. Monday-Thursday, August 22-25, 2022 - Teacher In-service and Preparation
 - 3. Community Open House / Conference (eve), Thursday, August 25, 2022
*Special 8th-12th Grade Agenda for students/parents
 - 4. First Day of School for all students, Monday, August 29, 2022
 - 5. Monday, September 5, 2022, Labor Day Holiday - no school
 - 6. Friday, September 9, 2022 - School Day
Monday, September 19, 2022 - Regular School Board Meeting at 7:00 p.m. in the MPB/Board Room and via ZOOM

7. October 20, 2022 - Fall OSBA Regional Meeting at Sheraton Portland Airport Hotel
OSBA Annual Convention - November 11-13, 2022 - Portland Marriott Downtown
Waterfront Hotel

15. ADJOURNMENT

July 20, 2022 - Corbett School District Regular Board Meeting Minutes
Board Approved _____

A Regular Board Meeting of the Board of Trustees of Corbett School District was held Wednesday, July 20, 2022, beginning at 7:00 PM in the MPB/Board Room and via ZOOM-Owl virtual platform. Board members present were; Michelle Vo, Board Chair; Todd Mickalson, Vice Chairman (virtual); Bob Buttke; David Granberg, Todd Redfern, and Rebecca Bratton (virtual) Katey Kinnear had an excused absence. Also present were Administrators Derek Fialkiewicz, Ed.D., Superintendent; Brie Windust, Business Office Assistant/ZOOM moderator; Robin Lindeen-Blakeley, Deputy Clerk/HR Lead and Cindy Duley, Business Manager (virtual). No HS Student Representative was in attendance. NOTE: The minutes are prepared to coincide with time scheduled matters and the numbering system of the agenda and is not necessarily the actual order of happenings at the meeting.

1. PRELIMINARY BUSINESS

Presenter: Michelle Vo, Board Chair

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

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

Or iPhone one-tap :

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

Or Telephone:

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

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

Webinar ID: 864 3251 0383

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

1.1. Call to Order – After some technical difficulties, the meeting was called to order at 7:06 p.m. and Michelle Vo, Board Chair, led the pledge of allegiance to the flag.

1.2. Review and Acceptance of Agenda

Michelle Vo, Board Chair, announced the agenda OK as written.

1.3. Board Chair Report Information/Discussion

Michelle Vo - Board Chair

Description: https://policy.osba.org/corbett/AB/BD_BDA%20G1.PDF

a. Scheduling Fall Retreat for the Board – OSBA has good calendar availability for September and October.

Board discussion.

Chair Vo will check with OSBA on dates preferred, no Friday or Saturday dates.

2. Elect Board Chair and Board Vice Chair Action Item

Presenter: Michelle Vo, Board Chair and/or new Board Chair

Bob Buttke moved and Todd Redfern seconded:

RESOLUTION NO. 7.1-22 - RESOLVED that the Board Elected Michelle Vo as Board Chair and Todd Mickalson as Board Vice Chair.

The vote of the Board was 6-0.

(Board Policies BC/BCA and BCB/ORS 332.040)

https://policy.osba.org/corbett/AB/BC_BCA%20D1.PDF

<https://policy.osba.org/corbett/AB/BCB%20D1.PDF>

3. Approval of Minutes Action Item

Todd Redern moved and Bob Buttke seconded:

RESOLUTION NO. 7.2-22 - RESOLVED that the Board approve the minutes of the Regular School Board meeting of May 18, 2022, and Public Hearing 2022-2023 Budget / Regular School Board meeting of June 15, 2022.

<https://policy.osba.org/corbett/AB/BDDG%20D1.PDF>

Attachments: (2)

- [Corbett School District - Regular School Board Meeting \(1\)](#)
7/19/2022 at 7:03 PM
- [minutes 61522](#)
7/19/2022 at 7:05 PM

The vote of the Board was 6-0.

3.1. Designate Regular Meeting Dates, Time and Place Action Item

Presenter: Board Chair

Michelle Vo moved and David Granberg seconded:

RESOLUTION NO. 7.3-22 - RESOLVED that the Board approved the Regular School Board meetings for the 2022-23 calendar as the third Monday of every month for August through November, 2022, the second Monday for December, 2022, and the third Wednesday for January through June, 2023, except for March 2023, when the meeting will be held on the second Wednesday of the month.

Board discussion.

7:25 p.m.

The vote of the Board was 6-0.

Attachments: (1)

- [2721_001](#)
7/14/2022 at 1:01 PM

4. Introduction and Comments of Guests and Representatives

Presenter: Board Chair

7:28 p.m.

- a. Justin Svaren – parent/patron/coach – spoke to the Board regarding the Campus Monitor position.

7:31 p.m.

- b. Ben Byers – parent/Budget Committee Member/patron – spoke of his willingness to volunteer for back up for technical moderating at Board meetings.

<https://policy.osba.org/corbett/AB/BDDH%20D1.PDF>

4.1. Principal / Director/ Supervisor Reports

Board Chair Vo welcomed Dr. Fialkiewicz to his first official Board meeting.

Presenter: Derek Fialkiewicz, Ed.D. – said he was happy to be here.

- a. Angela Davis, Athletic Director – reported on athletic study group/goals; summer agility/strength training for 15-20 students with Brad Garrett, Budget Committee Presiding Officer/parent/patron; OSAA sportsmanship program; coaches training; P.E. teacher; Booster Club on hold this year; participation of athletes; summer sports camps; SALT-Student, Athlete,

Leadership, Team to report to Board on occasion and new registration system.

7:44 p.m.

Board discussion.

Dr. Fialkiewicz is excited for the future of athletics and congratulated the 5th/6th and 7th/8th grade baseball teams on both making it to State.

b. Kathy Childress, Secondary Principal – went to World Track & Field Championships, so Dr. Fialkiewicz reported on her behalf under item 6.2.

5. FINANCIAL REPORTS / MATTERS

Presenter: Derek Fialkiewicz, Ed.D., Superintendent and Cindy Duley, Business Manager

5.1. Report Information Item

Presenter: Cindy Duley, Business Manager – noted report in packet included through June 30.

Board discussion.

Attachments: (1)

- [00 Board Financial Report Packet \(4\)](#)

7/15/2022 at 11:46 AM

5.2. See 7.1

Description: <http://policy.osba.org/corbett/AB/BBA%20D1.PDF>

<http://policy.osba.org/corbett/D/DJC%20D1.PDF>

<https://policy.osba.org/corbett/D/DJC%20R%20D1.PDF>

5.3. See 7.1

Description: <http://policy.osba.org/corbett/D/DH%20D1.PDF>

5.4. See 7.1

Description: <http://policy.osba.org/corbett/D/DGA%20D1.PDF>

5.5. See 7.1

Description: <http://policy.osba.org/corbett/D/DG%20D1.PDF>

5.6. See 7.1

Description: <http://policy.osba.org/corbett/C/CB%20D1.pdf>

<http://policy.osba.org/corbett/C/CBA%20G3.pdf>

5.7. See 7.1

Description: <https://policy.osba.org/corbett/D/DJ%20D1.PDF>

5.8. See 7.1

5.9. See 7.1

Description: <https://policy.osba.org/corbett/D/DJ%20D1.PDF>

5.10. See 7.1

Description: <http://policy.osba.org/corbett/D/DFA%20D1.PDF>

<https://policy.osba.org/corbett/D/DFA%20R%20D1.PDF>

5.11. See 7.1

5.12. Budget Committee Vacancy Information Item

Presenter: Derek Fialkiewicz, Ed.D., Superintendent and Cindy Duley, Business Manager

Position No. 2 is vacant and would be for a term that expires or renews on December 31, 2024.

No applicants to date.

Attachments: (2)

- [BuDVAC.APP \(1\) \(1\)](#)
7/15/2022 at 4:05 PM
- [DBEA D1](#)
7/15/2022 at 4:05 PM

6. Superintendent Fialkiewicz Report Information Item

Presenter: Derek Fialkiewicz, Ed.D.

a. Summer Learning – 20 high school students completed credit recovery; 120 GS students over two weeks; and CAPS/MS did art programs.

b. Woodard Road property project – Bob Buttke reported that everything is ready with a final product to sign off on at Multnomah County. Then it will go to Gresham for permits and put out to bid for General contractor.

Dr. Fialkiewicz contacted for facility use request there for mid-August to mid-October.

Board discussion.

c. Fall opening plans – new staff on August 18; teachers on August 24 with invitation to Board; excitement for students with Kindergarten camp August 8-11.

d. Goals for 2022-2023 – shared three goals.

<https://policy.osba.org/corbett/C/CBG%20G1.PDF>

Board discussion.

6.1. Enrollment/Lottery Update

Presenter: Derek Fialkiewicz, Ed.D. – in the middle of online registration. So far: GS - 156 students with two new; MS - 58 students with two new; HS – 156 students with six new; and CAPS- 46 K-5 and 18 6-8.

Third and final K-12 lottery applications open July 26-August 2 at noon.

6.2. Update on Corbett School campus upgrades and/or grants

Presenter: Derek Fialkiewicz, Ed.D. – Ms. Swift, Assistant Superintendent/Student Services Director was unavailable. He reported on Preschool for all grant with not more than \$88,000.00 reimbursable by June 2023. \$125,000.00 for portable for CTE hopeful to be in place by June 2023 and a temporary solution for up to 10 years.

Board discussion.

Corbett Grade School roof well underway and should be done by first day of school. Grade School parking lot sealed and lined. Two playgrounds done.

CAPS parents/volunteers hoping to beautify garden and playground there.

Steve Salisbury working on getting a lock person in for possibilities at CGS and CHS.

Board discussion/safety issues.

Woodard Rd. campus to open by fall 2023.

7. CONSENT AGENDA

Todd Mickalson moved and Bob Buttke seconded:

7.1. **Consent agenda **Resolution items 7.4-22** through 7.21-22** Action Items**

Description: 5.2RESOLUTION NO. 7.4-22** - RESOLVED** that the Board of Directors for Corbett School District is the governing body and Local Public Contract Review Board for the school under ORS 279A.060 as delegated. (Board Policies BBA, DJC and DJC-AR)

5.3RESOLUTION NO. 7.5-22**- RESOLVED** that the Board bonded Derek Fialkiewicz, 1.0 FTE Superintendent; Robin Lindeen-Blakeley, 1.0 FTE Deputy Clerk/HR Lead; Brie

Windust, 1.0 FTE and Christie Dillard .75 FTE, Business Office Assistants, as required under ORS 332.525. (Board Policy DH)

5.4RESOLUTION NO. 7.6-22** - RESOLVED** that the Board designated Derek Fialkiewicz, Superintendent and Robin Lindeen-Blakeley, Deputy Clerk/HR Lead, as custodians of funds who will sign checks for Corbett School District No. 39, Multnomah County, and Derek Fialkiewicz, Superintendent; Jeanne Swift, Assistant Superintendent/Student Services Director and Brie Windust, as custodians for Corbett Middle/High School Student Body Account funds in compliance with ORS 328.441; and that such funds be disbursed only in the manner provided in subsection (1) of ORS 328.445. (Board Policies DGA, DH and BC/BCA)

5.5RESOLUTION NO. 7.7-22** - RESOLVED** that the Board designated Oregon State Treasury Local Government Investment Pool, U.S. National Bank, the Bank of New York Mellon and Zions Bank as depositories for 2021--2022. (ORS 328.441, 294.805-294.895, 328.445 & Board Policy DG)

5.6RESOLUTION NO. 7.8-22** - RESOLVED** that the Board designated Derek Fialkiewicz as Chief Administrative Officer/School District Clerk and Budget Officer who should prepare or supervise the preparation of the budget document effective July 1, 2023, in compliance with ORS 294.331 and ORS 332.515. (Board Policy CB and Board Policy CBA)

5.7RESOLUTION NO. 7.9-22** - RESOLVED** that the Board designated Robin Lindeen-Blakeley, 1.00 FTE Deputy Clerk/HR Lead and Cindy Duley, 1.00 FTE Business Manager through MESD Resolution dollars. (Policy CCA and DJ)

5.8RESOLUTION NO. 7.10-22** - RESOLVED** that the Board confirmed The Hungerford Law Firm as our advisor and representative for legal matters and OSBA Legal Services as assistant representatives.

5.9RESOLUTION NO. 7.11-22** - RESOLVED** that the Board authorized its superintendent or the superintendent's designee to enter into and approve payment on contracts for products, materials, supplies, capital outlay, equipment and services that are within appropriations made by the district school board. (ORS 332.075(2-3) and Board Policy DJ and DJ-AR)

5.10RESOLUTION NO. 7.12-22** - RESOLVED** that Board approved the financial auditors of Talbot, Korvola & Warwick, LLP (ORS 328.465,327.137,297.405)

5.11RESOLUTION NO. 7.13-22** - RESOLVED** that the Board approved The Gresham Outlook as our designated newspaper of record for official district notices. (Policy DJC-AR)

9.1RESOLUTION NO. 7.14-22** - RESOLVED** that the Board approved the Student Activity and Athletic Fees for 2022-23 as attached in the Board packet.

11.1RESOLUTION NO. 7.15-22** - RESOLVED** that the Board approved the fall and winter season coaches for 2022-23 as attached in the Board packet.

12.1.b.RESOLUTION NO. 7.16-22** - RESOLVED** that the Board confirmed the hire of Shelia Morgan Osborne, 1.00 FTE Curriculum, Assessment & School Improvement Coordinator, effective August 18, 2022.

12.1.c.RESOLUTION NO. 7.17-22** - RESOLVED** that the Board confirmed that Chris Wingle has been provided a cell phone for doing business with Corbett School District as Technology Director.

12.1.d.RESOLUTION NO. 7.18-22** - RESOLVED** that the Board confirmed the retirement of Holly McBride, .43 Bus Driver/.57 Instructional Assistant, effective August 1, 2022 with PERS.

12.1.e.RESOLUTION NO. 7.19-22** - RESOLVED** that the Board confirmed the hire of 1.0 FTE Temporary 2nd/3rd Grade Teacher, Catherine Arndt, effective August 18, 2022.

12.1.f.RESOLUTION NO. 7.20-22** - RESOLVED** that the Board confirmed the hire of David Church, 1.0 FTE K-8 Music Teacher, effective August 18, 2022.

12.2.g.RESOLUTION NO. 7.21-22** - RESOLVED** that the Board confirmed the hire of Shannon Freeman, 1.0 FTE CAPS Learning Specialist, effective August 18, 2022.

The vote of the Board was 6-0 in favor of Consent Agenda ****Resolution items 7.4-22** through 7.21-22****

8. CURRICULUM – nothing at this time in the meeting.

9. STUDENTS

Presenter: Derek Fialkiewicz, Ed.D. – hoping for better tracking system for these dollars to pull detailed reports.

Description: See 7.1

Attachments: (1)

- [Student Activity and Athletic Fees for 2022](#)
7/15/2022 at 11:37 AM

Board discussion.

10. TRANSPORTATION, BUILDINGS AND MAINTENANCE - Dr. Fialkiewicz is working with Todd Williams, Transportation Supervisor, to secure loan for bus and grant for electric buses due by August 19.

11. CO-CURRICULAR ACTIVITIES

Description: See 7.1

Attachments: (1)

- [2726_001](#)
7/15/2022 at 12:39 PM

Board discussion.

12. Personnel

12.1. Personnel

Presenter: Derek Fialkiewicz, Ed.D.

Recommended for hire: Michelle O'Donnell for K-12 .85 FTE Special Education Assistant (FLS) effective August 18, 2022.

12.1.b. See 7.1

12.1.c. See 7.1

12.1.d. See 7.1

12.1.e. See 7.1

12.1.a. Vacant Positions Information Item

Presenter: Derek Fialkiewicz, Ed.D. read aloud and gave some explanation:

We have vacant positions open for the 2022-2023 school year for: Substitute Bus Drivers; High School Varsity Football Coach; 1.00 FTE K-12 Physical Education Teacher; .83 FTE Campus Monitor K-12 and .5 FTE MS Intervention Specialist.

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

12.2.g. See 7.1

Board discussion.

13. Policy – no information at this meeting.

14. Matters for the Good of the Order

Presenter: Board of Directors

- a. Todd Mickalson noted that good things are happening in athletics and in Board agreement.
- b. Good vibes to Katey Kinnear.

Description: <https://policy.osba.org/corbett/AB/BBAA%20D1.PDF>

15. COMING EVENTS

Presenter: Board Chair

15.1. Regular School Board Meeting, Wednesday, August 17, 2022, MPB/Board Room via ZOOM/Owl, 7:00 p.m. if approved under item 3.1. – as changed to Monday, August 15 – hybrid.

15.2. New hire workshop, Thursday, August 18, 2022

15.3. Monday-Thursday, August 22-25, 2022 - Teacher In-service and Preparation

15.4. Community Open House / K-12 Conferences in evening/ 8th Grade Jumpstart in a.m., Thursday, August 25, 2022

15.5. First Day of School for all students, Monday, August 29, 2022

15.6. Monday, September 5, 2022, Labor Day Holiday - no school

15.7. Friday, September 9, 2022 - School Day

15.8. October 20, 2022 - Fall OSBA Regional Meeting at Sheraton Portland Airport Hotel

OSBA Annual Convention - November 11-13, 2022 - Portland Marriott Downtown Waterfront Hotel – please RSVP to Ms. Lindeen-Blakeley for registration.

16. ADJOURNMENT – The board adjourned at 8:52 p.m.

Presenter: Board Chair

Regular School Board Meeting 72022

Corbett School District
Financial Report to the Board of Directors
Monday, August 15, 2022

This report includes all expenses recorded through June 30, 2022, and the revenue that has been recorded to date. Additional revenue received remains to be recorded, including some property tax receipts.

Reporting on the 2022-23 year will commence in September.

The district's auditors, TKW, are scheduled to begin field work in late August. During the next several weeks the business office will continue to work to close the 21-22 books and prepare for audit.

Thank you,

Cindy Duley, Business Manager
cduley@corbett.k12.or.us

Board Financial Reports Guide:

Summary of Budget and Actual Expenditures by Fund and Major Function

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

Year-to-Year Fund Statements

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

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

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

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

Corbett School District 39
Monthly Financial Report
As of June 30, 2022

Summary of Budget and Actual Expenditures by Fund and Major Function

Current Budget vs Actual Total Expenses	Current Budget	Jun 30 2022 YTD Actuals	Jun 30 2022 Balance
Fund: 01 General Fund			
1000 Instruction	8,737,883	8,262,805	475,078
2000 Support Services	5,573,550	4,864,413	709,137
3000 Enterprise & Community Services	136,222	118,846	17,377
4000 Facilities Acquisition/Construction	290,000	199,724	90,276
5100 Debt Service	296,742	213,222	83,520
5200 Transfers Out	198,000	-	198,000
6000 Contingencies	-	-	-
Fund: 01 General Fund Total	15,232,397	13,659,009	1,573,388
Fund: 02 Food Services Fund			
3000 Enterprise & Community Serves	426,000	318,445	107,555
Fund: 02 Food Services Fund Total	426,000	318,445	107,555
Fund: 03 Federal Funds			
1000 Instruction	536,007	416,159	119,848
2000 Support Services	213,993	1,321	212,672
6000 Contingencies	156,884	-	156,884
Fund: 03 Federal Funds Total	906,884	417,480	489,404
Fund: 04 Student Investment Account			
1000 Instruction	642,041	605,863	36,178
2000 Support Services	195,275	176,788	18,487
Fund: 04 Student Investment Account Total	837,316	782,651	54,665
Fund: 09 GO Bond 2021			
2000 Support Services	205,203	-	205,203
4000 Facilities Acquisition/Construction	2,750,000	271,557	2,478,443
Fund: 09 GO Bond 2021 Total	2,955,203	271,557	2,683,646
Fund: 10 Bond Matching Grant			
4000 Facilities Acquisition/Construction	4,000,000	-	4,000,000
Fund: 10 Bond Matching Grant Total	4,000,000	-	4,000,000
Fund: 20 Energy Projects Fund			
4000 Facilities Acquisition/Construction	13,708	-	13,708
5200 Transfers Out	25,000	-	25,000
Fund: 20 Energy Projects Fund Total	38,708	-	38,708
Fund: 11 Debt Service Fund			
5100 Debt Service	370,400	44,800	325,600
Fund: 11 Debt Service Fund Total	370,400	44,800	325,600
Fund: 06 Student Body Trust Fund			
1000 Instruction	300,000	-	300,000
Fund: 06 Student Body Trust Fund Total	300,000	-	300,000
Grand Total - All Funds	25,066,908	15,493,943	5,572,965

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 Jun 30 2021	% of YE Actuals	Adopted Budget	Projected Actual	Year to Date Jun 30 2022	% of Projected
Revenues							
Property Taxes	1,930,112	1,930,112	100%	1,880,900	2,022,271	1,932,497	96%
State School Fund	9,933,199	9,933,199	100%	9,679,300	9,745,295	9,695,017	99%
Local Sources	140,495	140,495	100%	420,500	198,628	328,548	165%
Intermediate Sources	202,439	202,439	100%	201,200	200,592	200,000	100%
State Sources	878,424	878,424	100%	1,273,238	1,027,920	569,491	55%
Federal Sources	67,864	67,864	100%	49,172	49,172	-	0%
Total Revenues	13,152,532	13,152,532	100%	13,504,310	13,243,878	12,725,554	96%
Expenditures							
Salaries	6,323,502	6,323,502	100%	7,108,728	6,606,806	7,002,792	106%
Associated Payroll	3,948,580	3,948,580	100%	4,137,524	3,737,137	3,884,522	104%
Purchased Services	1,137,858	1,137,858	100%	1,889,203	1,277,258	1,368,906	107%
Supplies & Materials	655,225	655,225	100%	788,508	1,181,987	678,093	57%
Capital Outlay	192,927	192,927	100%	146,750	(126)	(126)	100%
Debt Service	359,374	359,374	100%	296,742	297,048	213,222	72%
Other Objects	256,466	256,466	100%	291,900	339,401	317,757	94%
Contingency	-	-		125,042	-	-	
Total Expenditures	12,873,933	12,873,933	100%	14,784,397	13,439,511	13,465,165	100%
Other Sources (Uses)							
Other Sources	128,290	128,290	100%	115,000	-	-	
Transfer In	62,200	62,200	100%	25,000	25,000	-	0%
Transfer Out	(120,000)	(120,000)	100%	(198,000)	(188,197)	-	0%
Total Other Sources (Uses)	70,490	70,490	100%	(58,000)	(163,197)	-	0%
Change in Fund Balance	349,089	349,089		(1,338,087)	(358,830)	(739,611)	
Fund Balance - Beginning	2,315,403	2,315,403		2,790,757	2,313,045	2,664,492	
Fund Balance - Ending	2,664,492	2,664,492		1,452,670	1,954,215	1,924,881	

	FY 2020-21	FY 2021-22	Variance	% Change
YTD Revenues				
Property Taxes	1,930,112	1,932,497	2,385	0%
State School Fund	9,933,199	9,695,017	(238,182)	-2%
Local Sources	140,495	328,548	188,054	134%
Intermediate Sources	202,439	200,000	(2,439)	-1%
State Sources	878,424	569,491	(308,932)	-35%
Total Revenues	13,152,532	12,725,554	(426,978)	-3%

	FY 2020-21	FY 2021-22	Variance	% Change
YTD Expenditures				
Salaries	6,323,502	7,002,792	679,290	11%
Associated Payroll	3,948,580	3,884,522	(64,059)	-2%
Purchased Services	1,137,858	1,368,906	231,048	20%
Supplies & Materials	655,225	678,093	22,868	3%
Capital Outlay	192,927	(126)	(193,053)	-100%
Debt Service	359,374	213,222	(146,152)	-41%
Other Objects	256,466	317,757	61,291	24%
Total Expenditures	12,873,933	13,465,165	591,232	5%

**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 Jun 30 2021	% of YE Actuals	Current Budget	Projected Actual	Year to Date Jun 30 2022	% of Projected
Revenues							
State School Fund	2,197	2,197	100%	2,000	-	-	
Local Sources	11,636	11,636	100%	120,000	470	732	156%
State Sources	-	-		3,000	7,142	3,250	46%
Federal Sources	121,202	121,202	100%	121,000	252,312	379,803	151%
Total Revenues	135,035	135,035	100%	246,000	259,924	383,785	148%
Expenditures							
Salaries	86,276	86,276	100%	91,577	92,545	86,970	94%
Associated Payroll	60,071	60,071	100%	59,509	60,543	54,855	91%
Purchased Services	4,179	4,179	100%	6,000	12,517	17,047	136%
Supplies & Materials	95,785	95,785	100%	265,414	162,586	156,910	97%
Debt Service	-	-		-	(586)	(696)	119%
Other Objects	1,201	1,201	100%	3,500	2,119	3,359	159%
Total Expenditures	247,512	247,512	100%	426,000	329,724	318,445	97%
Other Sources (Uses)							
Transfer In	120,000	120,000	100%	180,000	41,899	-	0%
Total Other Sources (Uses)	120,000	120,000	100%	180,000	41,899	-	0%
Change in Fund Balance	7,523	7,523		-	(27,901)	65,340	
Fund Balance - Beginning	7,221	7,221		-	27,901	14,743	
Fund Balance - Ending	14,743	14,743		-	-	80,083	

YTD Revenues	FY 2020-21	FY 2021-22	Variance	% Change
Local Sources	11,636	732	(10,904)	-94%
State Sources	-	3,250	3,250	
Federal Sources	121,202	379,803	258,600	213%
Total Revenues	135,035	383,785	248,750	184%

YTD Expenditures	FY 2020-21	FY 2021-22	Variance	% Change
Salaries	86,276	86,970	693	1%
Associated Payroll	60,071	54,855	(5,215)	-9%
Purchased Services	4,179	17,047	12,868	308%
Supplies & Materials	95,785	156,910	61,125	64%
Debt Service	-	(696)	(696)	
Other Objects	1,201	3,359	2,158	180%
Total Expenditures	247,512	318,445	70,933	29%

**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 Jun 30 2021	% of YE Actuals	Current Budget	Projected Actual	Year to Date Jun 30 2022	% of Projected
Revenues							
Local Sources	-	-		-	985	543	55%
Federal Sources	351,376	351,376	100%	906,884	906,884	347,297	38%
Total Revenues	351,376	351,376	100%	906,884	907,869	347,840	38%
Expenditures							
Salaries	148,572	148,572	100%	109,199	209,679	228,213	109%
Associated Payroll	120,839	120,839	100%	73,173	117,430	134,785	115%
Purchased Services	39,375	39,375	100%	81,572	7,805	8,092	104%
Supplies & Materials	44,020	44,020	100%	10,000	27,084	46,142	170%
Other Objects	-	-		-	324	249	77%
Contingency	-	-		632,940	-	-	
Total Expenditures	352,806	352,806	100%	906,884	362,322	417,480	115%
Change in Fund Balance	(1,430)	(1,430)		-	545,547	(69,640)	
Fund Balance - Beginning	7,726	7,726		-	7,656	6,296	
Fund Balance - Ending	6,296	6,296		-	553,203	(63,344)	

	FY 2019-20	FY 2020-21	Variance
YTD Revenues			
Local Sources	-	543	543
Total Revenues	351,376	347,840	(3,536)

	FY 2020-21	FY 2021-22	Variance
YTD Expenditures			
Salaries	148,572	228,213	79,641
Associated Payroll	120,839	134,785	13,946
Purchased Services	39,375	8,092	(31,284)
Supplies & Materials	44,020	46,142	2,122
Other Objects	-	249	249
Total Expenditures	352,806	417,480	64,674

**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 Jun 30 2021	% of YE Actuals	Current Budget	Projected Actual	Year to Date Jun 30 2022	% of Projected
Revenues							
State Sources	293,516	293,516	100%	749,927	837,315	837,315	100%
Total Revenues	293,516	293,516	100%	749,927	837,315	837,315	100%
Expenditures							
Salaries	245,311	245,311	100%	449,211	465,385	472,740	102%
Associated Payroll	48,205	48,205	100%	254,257	227,099	243,482	107%
Purchased Services	-	-		-	-	1,000	
Supplies & Materials	-	-		46,459	92,101	62,929	68%
Other Objects	-	-		-	3,258	2,502	77%
Total Expenditures	293,516	293,516	100%	749,927	787,843	782,651	99%
Change in Fund Balance	-	-		-	49,472	54,664	
Fund Balance - Ending	-	-		-	49,472	54,664	

	FY 2019-20	FY 2020-21	Variance
YTD Revenues			
State Sources	293,516	837,315	543,799
Total Revenues	293,516	837,315	543,799

	FY 2019-20	FY 2020-21	Variance
YTD Expenditures			
Salaries	245,311	472,740	227,428
Associated Payroll	48,205	243,482	195,277
Purchased Services	-	1,000	1,000
Supplies & Materials	-	62,929	62,929
Other Objects	-	2,502	2,502
Total Expenditures	293,516	782,651	489,135

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

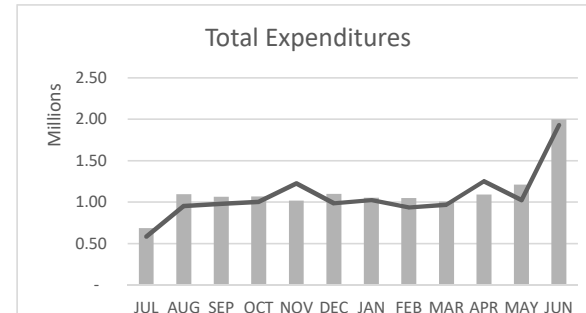
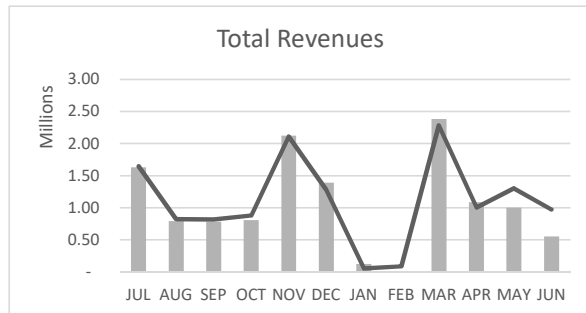
	Fiscal Year 2020-2021			Fiscal Year 2021-2022			
	Year End Actuals	Year to Date Jun 30 2021	% of YE Actuals	Current Budget	Projected Actual	Year to Date Jun 30 2022	% of Projected
Revenues							
Local Sources	-	-		-	3,401	2,683	79%
Total Revenues	-	-		-	3,401	2,683	79%
Expenditures							
Purchased Services	19,388	19,388	100%	3,205,203	370,722	239,980	65%
Capital Outlay	-	-		-	21,984	21,984	100%
Debt Service	2,923,886	2,923,886	100%	-	-	-	
Other Objects	77,823	77,823	100%	-	9,564	9,593	100%
Total Expenditures	3,021,097	3,021,097	100%	3,205,203	402,270	271,557	68%
Other Sources (Uses)							
Other Sources	4,000,000	4,000,000	100%	-	-	-	
Transfer Out	(37,200)	(37,200)	100%	-	-	-	
Total Other Sources (Uses)	3,962,800	3,962,800	100%	-	-	-	
Change in Fund Balance	941,703	941,703		(3,205,203)	(398,869)	(268,874)	
Fund Balance - Beginning	37,200	37,200		3,205,203	899,254	978,903	
Fund Balance - Ending	978,903	978,903		-	500,385	710,029	

YTD Revenues	FY 2019-20	FY 2020-21	Variance
Local Sources	-	2,683	2,683
Total Revenues	-	2,683	2,683

YTD Expenditures	FY 2020-21	FY 2021-22	Variance
Purchased Services	19,388	239,980	220,592
Capital Outlay	-	21,984	21,984
Other Objects	77,823	9,593	(68,230)
Total Expenditures	3,021,097	271,557	(2,749,540)

FUND 01: GENERAL FUND
Revenues and Expenditures by Month

FY 2020-2021	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Revenues													
Property Taxes	-	-	-	2,783.89	1,287,795.70	459,964.96	33,104.63	14,947.16	53,441.08	8,692.57	8,318.33	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
Total Revenues	1,646,613.64	825,398.72	819,210.54	880,714.88	2,111,714.17	1,283,968.24	55,153.32	86,796.71	2,282,953.89	1,006,909.37	1,304,660.63	976,727.98	13,280,822.09
Expenditures													
Salaries	125,269.06	545,902.25	529,015.72	523,004.90	537,915.10	540,058.84	536,053.29	539,469.69	556,598.33	576,695.83	578,982.10	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
Total Expenditures	585,247.62	953,934.16	980,539.77	1,005,560.06	1,225,920.88	986,232.81	1,025,673.49	934,443.90	971,850.76	1,251,771.53	1,023,348.10	1,929,409.88	12,873,932.96
FY 2021-2022													
Revenues													
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	978,626	884,241	-	9,695,017
Local Sources	12,317	20,677	11,484	33,129	18,634	12,474	34,638	18,597	11,939	111,523	8,122	35,017	328,548
Intermediate Sources	-	-	-	-	-	-	-	-	-	-	-	200,000	200,000
State Sources	68,929	-	-	672	-	-	66,685	-	-	-	111,963	321,243	569,491
Federal Sources	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Revenues	1,630,993	795,086	785,893	810,956	2,123,920	1,394,609	127,321	18,597	2,387,444	1,090,149	1,004,327	556,260	12,725,554
Expenditures													
Salaries	142,446	581,019	610,001	582,704	566,132	555,835	552,826	587,733	559,692	557,793	581,471	1,125,139	7,002,792
Associated Payroll	105,626	322,325	220,389	212,313	316,412	346,533	348,195	337,423	343,710	345,103	353,345	633,149	3,884,522
Purchased Services	67,117	84,733	153,182	173,601	95,199	141,159	104,738	81,686	42,188	127,208	121,924	176,170	1,368,906
Supplies & Materials	97,053	100,585	55,681	69,581	38,314	18,187	39,497	17,787	12,323	37,942	135,090	56,053	678,093
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	22,069	4,168	213,222
Other Objects	228,142	4,117	7,674	3,465	2,122	9,095	5,394	869	46,448	3,384	1,157	5,889	317,757
Total Expenditures	688,257	1,096,821	1,067,213	1,069,138	1,022,348	1,099,815	1,054,819	1,049,715	1,008,529	1,092,887	1,215,056	2,000,568	13,465,165



CORBETT SCHOOL DISTRICT NO.39

**CANDIDATE INFORMATION SHEET
BUDGET COMMITTEE**

Please fill out and return to the school district office.

Name _____
 Last First Initial Date

Home Address _____

Mailing Address if different _____ Phone _____

Home e-mail address _____

Business Address _____

Business e-mail Address _____ Phone _____

Occupation _____

No. of years in District _____

Do you have children in the school district? _____

Which schools? _____

Have you worked on any school committees? _____

If so, which committees? _____

Other community or business activities _____

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

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

Corbett School District 39

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

Budget Committee

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

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

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

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

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

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

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

Budget Committee Responsibilities

The following items explain the budget committee's responsibilities:

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

END OF POLICY

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

Soderstrom Architects

August 15, 2022

Corbett Woodard Middle School – Renovation and Addition Multnomah County Planning Review Timeline Summary

- 8/9/21 - Submit to Land Use (30-day review for completeness).
- 9/10/21 – County requests additional information.
- 9/20/21 – Respond to Land Use Incomplete Letter.
 - County has another 30 days to review for completeness again.
- 10/29/21 – Land Use deemed complete
 - Payment not received on this date, so the review did not begin until mid-November.
- 11/15/21 - Land Use Review begins (150 day for review).
- 3/11/22 - Multnomah County Public Hearing.
- 3/28/22 - Notice of Decision - Type II & III permits approved.
- 4/22/22 – Submitted Type I Application.
- 5/10/22 – Submit final drawings for Type II & III review.
- 5/31/22 – Received incomplete letter for Type I Application.
- 6/09/22 – Responded to incomplete letter (Type I).
- 6/28/22 - Submit for Septic System review.
- 7/11/22 – Responded to Septic System review comments.
- 7/27/22 – Notified the Planner, Chris Liu, has been out for 3 – 4 weeks with emergency.
 - County failed to notify Design Team until today.
- 7/15/22 – Received sign-off on Septic System Review.
- 7/27/22 – Contacted new planner at Multnomah County to complete review.
- Submit for Grading (30-day review for completeness followed by 45-to-50-day review).
 - Design Team submitted Type 1 Application in April and received incomplete letter 5/31/22.
- 8/12/22 – Type I permit approved.
- Present – The County has requested the Design Team submit everything that has been previously submitted so they can stamp the drawings. The county has stated it will be a 2-to-4-week process.
 - The Design Team can submit to City of Gresham for building permit review following receipt of approved stamped planning drawings.

Summary: Planning review duration currently 371 days (12 months+).

Anticipated City of Gresham Building Permit Review: 6 to 8 weeks.

Corbett School District 39

Code: KG-AR
Revised/Reviewed: 12/21/16; 3/09/22
Orig. Code: KG-AR

Regulations Regarding Facility Use

Philosophy Statement

It is the belief of this Board that district facilities, associated with the district, are community property and the Board has the responsibility for the care and management of these facilities. Because of this belief, there is a rental fee for the reasonable use of the facilities by community groups. Nonprofit and for-profit groups will be charged facility use fees for opening and closing costs, supervision by staff (if assigned) or kitchen use so as not to burden the district with extra costs.

District Rights

1. All persons and groups using district facilities are subject to the rules and regulations established by the Board.
2. The district reserves the right to refuse use of district facilities and grounds to persons and groups whose previous use of the facilities and grounds has resulted in nonpayment or abuse of the district property.
3. The district reserves the right to cancel, at any time, any and all permits issued for the use of any school building or its facilities, when deemed necessary to the best interests of the district.
4. The superintendent is authorized to make reasonable exceptions to the Board's rules and regulations covering the civic use of buildings.
5. The district requires that groups requesting use of a district facility obtain a certificate of liability naming the district as an additional insured.

Usable School Facilities

1. Usable building areas will be designated by the principal and/or their designee.
2. Kitchen facilities can only be used for activities outside of normal school use if a school cook is there to supervise and assist at the current regular wage rate, with a minimum of two hours. If a cook is a part of the using group and is willing to donate his/her time to the group, the kitchen fee will be waived.
3. Playground and athletic fields may be used with permission granted by the superintendent or their designee.

Rules and Regulations

1. Use of the building facilities will ordinarily be scheduled between 6:00 p.m. and 10:00 p.m. Weekend use will be arranged by the superintendent or their designee.

2. All groups desiring the use of district facilities for activities are to be familiar with the district's rules and regulations and must make written application to the facility use coordinator. Application forms are available from the facility use coordinator and should be submitted at least one week prior to the requested date.
3. On the facility use form a person from the group must be designated as the person responsible for supervision. The following expectations for this person are:
 - a. To provide for adequate adult supervision when there are activities involving children;
 - b. Restore the facility space to the original cleanliness and order;
 - c. To report any damage to the room or equipment and provide for the replacement or repair of the damage to the satisfaction of the building principal.
4. School activities have top priority in scheduling usage. Community youth groups will have priority over other community requests except when annual events have been scheduled.
5. The use of tobacco or vaping products is not permitted in any building.
6. Drugs and alcohol are not permitted on the district grounds at any time.
7. Printed material may not be sold or distributed in any manner on district property unless it is part of the basic school program or has been approved by the school administration.
8. The facilities may not be used for private parties (e.g., wedding receptions, birthday parties, family reunions, etc.).
9. The facilities may not be used for conducting a profit-making business unless approved by the superintendent and only if an educational or charitable purpose is served.
10. No district-owned equipment will be loaned out, rented or otherwise used by nonschool groups unless permission is granted by the superintendent or the superintendent's designee.
11. Pianos or PA equipment are not to be moved from one building to another except by those who are properly equipped and experienced. The cost for moving this equipment will include a retuning charge for pianos and/or a damage assessment.
12. Furniture shall not be moved from room to room without the permission of the principal of the building.
13. The district will not provide extraordinary services for nonschool groups such as setting up or taking down chairs, excessive cleaning or stage setup, however, groups may arrange for these services to be provided by the district at the district's discretion.

Rental Expenses

1. No facility rental charge will be billed to school groups.
2. No opening or closing charges will be levied if the using group has a district employee within the group who is willing to do it for them.

3. When deemed appropriate, the superintendent or their designee may assign a district employee to supervise the facility during the entire time of use at the expense of the organization using the facility. If an employee of the district is a member of the organization using the facilities, and is willing to do the work, there will be no charge for supervision.
4. All groups will be required to adhere to the attached fee structure unless the superintendent makes an exception based upon benefit to the district and district students.

Fee Structure (see definitions of groups)			
Group Type	School Groups	Not-for-Profit Groups	For-Profit Groups
Facility	None	\$50/hr	\$100/hr
Opening/Closing (Weeknights)	None	None	None
Opening/Closing (Weekends)	None	\$50	\$50
Kitchen**	\$50/hr	\$50/hr	\$50/hr
Supervisor	None	\$50/hr	\$50/hr
Parking Lots (per lot)	None	\$50/day	\$100/day

**These fees include cook’s wages. There is a 2 hour minimum.

Special Activities

1. Alumni Basketball – There will be **one** Alumni Basketball tournament during the year.
2. Fourth of July community activities – A sponsoring group shall be placed in charge of assigning groups to the school facilities. The sponsoring group will sign an “Agreement of Use Contract” with the district before use will be approved.

Fee Structure Guidelines - Definition of Groups:

1. **School Groups:** Groups which are authorized, organized, controlled, and financed by the Corbett School District or groups who work in association with the district.
2. **Not-for-Profit Groups:** Groups established within, or whose majority membership resides within the district boundaries and whose purpose it is to provide recreational, educational, educational civic, or charitable services.
3. **For-Profit Groups:** Groups or individuals, who operate for the purpose of private gain.

Facility Use Guidelines for Payment

(Your help and cooperation will make things run smoother and lessen the work of office staff who track payments)

1. Cash or checks only. Checks made payable to Corbett School District.

2. Returned checks will result in a “cash only” policy after only one instance.
3. Payment is due at time of use and can be brought to the district office.
4. If space is scheduled for an extended period of time (several weeks) payment can be made on a monthly basis. If more than one month passes without a payment there is the risk that the reserved space will be forfeited.

Corbett School District No. 39
Application and Permit for Community Use of District Facilities

Today's Date: _____ Name of Organization: _____

Address: _____

Telephone: _____ Email: _____

Organization's person responsible for supervision during use: _____

Have you read the Administrative Regulations regarding facility use and attached your certificate of liability? Yes No

Propose: _____

Date(s) Needed: _____ Hours of Use: _____

Event start time: _____

- Facility Requested: MS Commons Grade School Gym Parking Lots:
 HS Commons High School Main Gym GS/MS/HS Gym
 Multipurpose Building/Stage High School Back Gym Other
 Multipurpose Building/GS Cafe

Equipment Needs: Include instructions/drawing if special set-up required. Note Facility Use Regulations 3.10-3.13.

FOR OFFICE USE

	Group Type:	School Groups	Not-for-Profit	For-Profit
Fees*:	Facility	None	<input type="checkbox"/> \$50/hr.	<input type="checkbox"/> \$100/hr.
	Opening/Closing (Weeknights)	None	None	None
	Opening/Closing (Weekends)	None	<input type="checkbox"/> \$50	<input type="checkbox"/> \$50
	Kitchen (2hr. minimum)**	<input type="checkbox"/> \$50/hr.	<input type="checkbox"/> \$50/hr.	<input type="checkbox"/> \$50/hr.
	Supervisor	None	<input type="checkbox"/> \$25/hr.	<input type="checkbox"/> \$25/hr.
	Parking Lots (per Lot) GS/MS/HS Gym Lot	None	<input type="checkbox"/> \$50/day	<input type="checkbox"/> \$100/day

Jeff Lucas Memorial Veterans Stadium: Use fee will be negotiated on a individual basis.

* A request for fee waiver can be submitted to the facility use coordinator.
The superintendent may modify or eliminate the fees based upon benefit to the district and district students.

** Note: These fees include a cook's wages. There is a 2-hour minimum.

AGREEMENTS:

1. The district requires that groups requesting use of a district facility obtains a Certificate of Liability naming the district as additionally insured.
2. Proper care and supervision will be provided for the use of the building facilities and contents as assigned.
3. All rules and regulations of the district and individual schools will be adhered to by all facility users.
4. Any damage to the facilities or equipment will be reimbursed to the district by the using group.
5. All groups using the facility must have an open membership without any restriction for race, color, or creed.
6. If school campus is closed due to inclement weather events will need to be rescheduled.

GYMNASIUM: The gym is to be left in the same manner as it was upon arrival (clean floor surfaces, trash discarded, bleachers clean). If spectators are involved, please observe the rules posted on the gym doors (no open containers of liquid, spectators walk only on red boundary areas). Please secure the building upon leaving the area.

By signing, you and your organization accept the agreement and fees as outlined above.

Name: Title: _____

Permit Approval Date: _____ Facility Use Coordinator: _____

See other side for PAYMENT GUIDELINES.