

AGENDA	CORBETT SCHOOL DISTRICT PUBLIC HEARING 2023-24 BUDGET/REGULAR SCHOOL BOARD MEETING MPB/Board Room/ZOOM-OWL 35800 E Historic Columbia River Highway Corbett, Oregon 97019	7:00 PM Wednesday, June 21, 2023
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1. Preliminary Business
  - Hybrid meeting:
  - In person at the MPB / Board Room
  - Please click the link below to join the webinar via ZOOM/OWL:
  - <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>
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# 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  
Budget Meeting #3  
May 3, 2023

MEETING #2 FOLLOW UP

Questions from Meeting 1 and 2

1. Details on Tech and Maintenance additions
  - a. Tech \$42,925 more than 22-23 Adopted. Adds include content monitor software for student email, posting requirement software, Web hosting software, Peardeck, Mosyle and Archive Social software, telephone costs, chromebook chargers, replacements for old Apple TVs, e-rate network switches and CAT61 wiring.
  - b. Maintenance \$60,000 added for deferred maintenance: tree work, Aaron's door, seal coat asphalt, heat pumps, cameras & wiring at gym, carpet at GS
2. Maintenance of Effort (MOE)
  - a. MESD resolution MOE dollars total \$160,051. CSD budgeted MOE is \$2,505,857. These values exceed the 22-23 Adopted values, so budgetary MOE is in compliance.
3. Where are the MESD district service plan contract dollars?
  - a. MESD service plan contract dollars are estimated at \$401,767. These are payroll costs included in object code 0111 Licensed Salaries.
4. What more can be done to increase ending fund balance (EFB)?
  - a. Online school added
  - b. Building reconfiguration cost savings included
  - c. Contingency reduced
  - d. Beyond the above, prudence in actual spending, ie encouragement not spend out at fiscal year-end just because it was budgeted, spend only if needed.
5. Debt service levy dollar amount confirmed to be \$525,220.
6. Why are the following so variable year to year?
  - a. Page 29 Function 3299 Other Restricted Grants in Aid
    - i. State grant revenue varies year to year depending on which new grants the district is eligible for.
  - b. Page 30 Function 1291 English As A Second Language
    - i. Expense exists this year because the Retention and Recruitment grant is coded to this function. The grant does not continue in FY23-24.
  - c. Page 30 Function 2550 Student Transportation
    - i. Projected actual will likely be more like \$750k. Includes the Mexico trip. Proposed amount looks high; can likely be reduced, needs more research.
7. What's in these:
  - a. Page 30 Function 2570 Internal Services

- i. This year expenses were for Verizon hot spots and PPE. These costs will be reimbursed by ESSER funding.
  - b. Page 30 Function 4150 Building Acquisition/Construction
    - i. This function code is where all of the Woodard costs are, and other bond expenses. Components include payments to Bremik, City of Gresham, Boeger, Horizon Roofing
8. Page 31 Associated Payroll Costs Object 0210 PERS why is it lower? Is it right?
  - a. It looks like the 6% PFRS pick up is not included. I estimate we need to add \$298k for this, bringing it to \$2,164,896 ☹
9. Page 31 Object 0371 Tuition: In State. Is it a good estimate?
  - a. \$120k would be a better estimate for current year and next year, which is \$92k for student placements, \$25k for MHCC tuition (will be reimbursed from a grant), and \$3k for staff tuition.
10. Is the Grade School supplies and materials budget sufficient?
  - a. We think so, based on historical spending. This budget includes contingency of \$25k that can be accessed by Board action if necessary.

#### New since last meeting

Audit of 21-22FY completed April 30. Nothing additive for these budgeting purposes.

Building reconfiguration in response to 8<sup>th</sup> grade survey results in cost savings estimated at \$400,000. Online school estimates included at a net savings of \$66,500.

Inquired but unable to get an ODE estimate of the State School Fund adjustment for prior year. Actual number will be reported on May 15.

#### Editing changes needed for the Approved budget document

Page 6 Budget in Brief needs to be replaced with the handout from Meeting #1

~~Page 8 Robin's last name is Lindeen-Blakeley~~

Page 21 Payroll Assumptions needs to be corrected for the cost of living adjustment %. COLA in the Proposed budget is 2% for all employees, not 4%.

Page 22 Calendar needs to be updated to version approved 4.19.23

Pages 26 & 27 add title rows

Page 58 Resolution information needs to be updated

#### Optional 4th Meeting

- Wednesday, May 10 at 7:00 pm, if needed

FTE by Location

Row Labels	Sum of FTE
<b>1</b>	<b>52.92</b>
010001	1.00
011002	2.00
012002	1.00
012003	1.00
012004	1.00
013001	1.00
013002	1.00
013004	1.00
013005	1.00
020001	2.67
020002	6.80
020003	1.00
020004	1.00
021001	5.00
030001	0.50
030010	0.50
031001	3.74
031002	12.66
040001	3.95
050001	4.00
050003	0.40
060001	0.70
<b>2</b>	<b>21.86</b>
011001	1.00
020001	0.33
020002	1.00
020005	1.00
021001	16.63
031001	1.90
<b>3</b>	<b>10.96</b>
021001	8.89
031001	2.07
<b>4</b>	<b>19.88</b>
011001	2.00
020002	0.30
021001	17.16
031001	0.42
<b>5</b>	<b>7.32</b>
020001	1.00
021001	6.32
<b>6</b>	<b>0.50</b>
030001	0.50
<b>Grand Total</b>	<b>113.44</b>



Questions? Contact TSCC staff for assistance, we're here to help.

**GO Bond Fund Calculator**

**STEP 1 - Estimate FY 2023-24 BFB**

**Estimated Beginning Fund Balance Calculator**

Current Cash  
 Estimated Resources for Rest of Current FY  
 Debt Payments to be Paid in the Rest of Current FY  
**Total Estimated Beginning Fund Balance**

*Analytical check: Does your estimated BFB match the amount you need for debt payments prior to receiving property taxes in the upcoming budget year?*

**STEP 2 - Use Debt Schedule to Understand Payments**

For the Year You Are Budgeting:

	Date	Principal	Interest	Total
Payment 1	12/15/2023	-	28,476	28,476
Payment 2	6/15/2024	355,000	28,476	383,476
<b>Total FY 23-24</b>		<b>355,000</b>	<b>56,952</b>	<b>411,952</b>
<b>For the Following FY:</b>				
Payments Due On or Before December 15*	12/15/2024	-	25,494	25,494
Payment Due After December 15	6/15/2025	373,000	25,494	398,494
<b>Total FY 24-25</b>		<b>373,000</b>	<b>50,988</b>	<b>423,988</b>

\*Review your historic property tax receipts to better understand at what date you will receive the p. tax amount necessary to cover debt payments.

**STEP 3 - Build Your Budget (Fill in Green Boxes in Column C)**

Estimated Beginning Fund Balance				
Prior Year Taxes				
Interest				
<b>Total Resources Other Than Current Yr Taxes</b>				
<b>Taxes Necessary to Balance</b>	<b>467,446</b>			
<b>Total Resources</b>	<b>467,446</b>			
Principal Payments	355,000			
Interest Payments	56,952			
<b>Total Debt Service</b>	<b>411,952</b>			
<b>Due to General Fund</b>	<b>30,000</b>			
				<b>PY GF PAYMENT OF GO BOND DEBT SERVICE</b>

handout #3 5/3/23

\$ Needed Until Property Taxes Receipts in the FY Following the Budgeted FY

25,494

Auto-calculated field

467,446

Fund Balance Check

**STEP 4 - Verify FY 2023-24 EFB/FY 2024-25 BFB**

**Unappropriated Ending Fund Balance Calculator**

Debt Payments Due Prior to Sufficient Resources are Available in Year Following Budget Year

25,494

**Total Unappropriated Ending Fund Balance**

25,494

*Per ORS 294.368, GO Bond funds can include an EFB equal to payments on the principal and interest due in the year following the year for which you are preparing the budget and before a sufficient amount of property taxes is collected to make those payments. For the majority of districts, sufficient resources will be received by early December.*

**STEP 5 - Calculate Levy Amount (Fill in Green Boxes in Column C)**

Levy Calculation

Percentage to be Collected

0.890

Review History or Ask TSCC or Assessor for Avg

Amount to Levy

525,220

Amount to certify to the assessor for the upcoming budget

Corbett School District 39  
2032-2024 Fiscal Year Proposed Budget  
Combining Fund Summary - All Funds

	01	02	03	04	06	08	09	10	11	20	Total
	General Fund	Food Service	Federal Funds	Student Investment	Student Activity	FFCR Fund	GO Bond 2021 Fund	OSCI Match Grant	GO Bond Debt Service	Energy Projects	Funds
<b>RESOURCES</b>											
Local Sources	2,618,744	120,000	-	-	300,000	-	20,000	-	467,446	30,000	3,556,190
Intermediate Sources	201,200	-	-	-	-	-	-	-	-	-	201,200
State Sources	10,861,619	6,000	-	816,512	-	-	-	1,335,164	-	-	13,019,295
Federal Sources	49,172	121,000	1,187,697	-	-	-	-	-	-	-	1,357,869
Long Term Debt Financing	171,000	-	-	-	-	-	-	-	-	-	171,000
Interfund Transfers	30,000	-	-	-	-	-	-	-	-	-	30,000
Beginning Fund Balance	1,065,086	196,133	-	-	-	-	634,335	2,664,836	-	64,552	4,624,942
<b>TOTAL RESOURCES</b>	<b>14,996,821</b>	<b>443,133</b>	<b>1,187,697</b>	<b>816,512</b>	<b>300,000</b>	<b>-</b>	<b>654,335</b>	<b>4,000,000</b>	<b>467,446</b>	<b>94,552</b>	<b>22,960,496</b>
<b>REQUIREMENTS</b>											
Instruction	8,580,869	-	276,486	606,327	300,000	-	-	-	-	-	9,763,682
Support Services	5,410,001	-	911,211	210,185	-	-	54,335	-	-	-	6,585,732
Enterprise & Community	173,663	428,710	-	-	-	-	-	-	-	-	602,373
Facilities Acquisition/Constr.	-	-	-	-	-	-	600,000	4,000,000	-	20,000	4,620,000
Debt Service	253,182	-	-	-	-	-	-	-	411,952	-	665,134
Interfund Transfers	-	-	-	-	-	-	-	-	30,000	-	30,000
Contingency	50,000	-	-	-	-	-	-	-	-	-	50,000
Total Appropriation	14,467,715	428,710	1,187,697	816,512	300,000	-	654,335	4,000,000	441,952	20,000	22,316,921
Ending Fund Balance	529,106	14,423	-	-	-	-	-	-	25,494	74,552	643,575
<b>TOTAL REQUIREMENTS</b>	<b>14,996,821</b>	<b>443,133</b>	<b>1,187,697</b>	<b>816,512</b>	<b>300,000</b>	<b>-</b>	<b>654,335</b>	<b>4,000,000</b>	<b>467,446</b>	<b>94,552</b>	<b>22,960,496</b>
Add Fund 09 BFB							364,665				
Add Fund 09 Expense							(364,665)				
Add Fund 08 BFB						2,355,000					
Add Fund 08 Expense						(2,355,000)					
Add Fund 08 Revenue											
Add Fund 08 Expense							150,000				
Add new borrowing capacity							850,000				
Add PERS Pick Up Expense	(298,275)										
Add Fund 01 Revenue	136,500										
Add Fund 01 Expense	(70,000)										
Reduce Fund 01 Expense	400,000										
Reduce Fund 01 Tuition: In State Expense	20,000										
Reduce Fund 01 contingency	25,000										
	213,225						1,000,000				1,213,225
<b>New EFB</b>	<b>742,331</b>	<b>14,423</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000,000</b>	<b>-</b>	<b>25,494</b>	<b>74,552</b>	<b>1,856,800</b>
	4.95%										

*handout #4  
5/3/23*



4198  
amended BG 5/16/23

**Corbett School District No. 39  
2023-24 Budget Committee Meeting**

**RESOLUTION <sup>11</sup> 7.1**

**Approval of the Proposed 2023-24 Budget**

**BE IT RESOLVED** that the Corbett School District No. 39 Budget Committee approves the proposed budget [as amended] for fiscal year 2023 - 2024 in the following amounts:

No. Fund Description	Proposed Budget	Committee Recommended Changes	Approved Budget
01 General Fund	\$ 14,467,715	\$ (76,725)	\$ 14,390,990
02 Food Service	428,710	-	428,710
03 Federal Funds	1,187,697	-	1,187,697
04 Student Investment Account	816,512	-	816,512
06 Student Body Trust	300,000	-	300,000
08 FFCR Fund	-	2,505,000	2,505,000
09 GO Bond 2021	654,335	364,665	1,019,000
10 OSCIM Matching Grant	4,000,000	-	4,000,000
11 GO Bond Debt Service	441,952	-	441,952
20 Energy Projects Fund	20,000	-	20,000
<b>Total APPROPRIATIONS, All Funds</b>	<b>22,316,921</b>	<b>2,792,940</b>	<b>25,109,861</b>
Total Unappropriated Amounts, All Funds	643,575	-	643,575
<b>TOTAL PROPOSED BUDGET</b>	<b>\$ 22,960,496</b>		
<b>TOTAL CHANGES</b>		<b>2,792,940</b>	
<b>TOTAL APPROVED BUDGET</b>			<b>\$ 25,753,436</b>

The above resolution statement was approved on May 3, 2023  
by a vote of 10-0

**RESOLUTION <sup>11</sup> 7.2**

**Approval of the Ad Valorem Property Tax Rate and Levy Amount**

**BE IT RESOLVED** that the Corbett School District No. 39 Budget Committee approves the levy of the ad valorem property tax rate of **\$4.5941** per \$1,000 of assessed value for the General Fund.

**AND** that the Corbett School District No. 39 Budget Committee approves the levy of the ad valorem property tax in the amount of **\$525,220** of assessed value for debt service on general obligation bonds.

The above resolution statement was approved on May 3, 2023  
by a vote of 10-0

X \_\_\_\_\_  
Budget Committee Presiding Officer

\_\_\_\_\_  
Date

handout #5  
5/3/23 11.0



# Minutes of Budget Committee Meeting

## Budget Committee and Board Approved \_\_\_\_\_

### Corbett School District

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A hybrid Budget Committee Meeting of the Board of Trustees/Budget Committee of Corbett School District was held Wednesday, May 3, 2023, beginning at 7:00 PM in the MPB/Board Room and via ZOOM-Owl, after a Special School Board meeting. Board Members present in person were David Granberg; Bob Buttke and Michelle Vo. Board members Katey Rickert Kinnear was available by phone, only if there was no quorum; Todd Redfern and Todd Mickalson had excused absences. Rebecca Bratton was absent. Budget Committee members present in person were Brad Garrett, Presiding Officer; Dirk Iwata-Reuyl; Stephanie Nystrom; Rebecca Stewart, Vice Presiding Officer; Ben Byers; Patrick Murphy and Stuart Childs. Also present in person were Derek Fialkiewicz, Ed.D., Superintendent; Brie Windust, Business Office Assistant/ZOOM Moderator; Jeanne Swift, Assistant Superintendent/Student Services Director; Robin Lindeen-Blakeley, Deputy Clerk/HR Lead and Cindy Duley, Business Manager. 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.

#### 5. Call to Order - Budget Committee Meeting

Brad Garrett, Presiding Officer, called the meeting to order at 7:00 p.m.

#### 6. Review and Accept Agenda

Brad Garrett, Presiding Officer, announced the agenda reviewed and OK with changes accepted in the form of handouts at this meeting, attached to the minutes.

[https://policy.osba.org/corbett/D/DB\\_DBA\\_DBD%20D1.PDF](https://policy.osba.org/corbett/D/DB_DBA_DBD%20D1.PDF)

#### 7. Approval of Minutes Action Item

Brad Garrett, Presiding Officer

Budget Committee Meeting April 26, 2023

Stepanie Nystrom moved and Ben Byers seconded approval of the minutes with unanimous review and support.

**Attachments:** (1)

#### 8. Budget Review

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

<https://corbett.k12.or.us/wp-content/uploads/2023/04/Corbett-SD-2023-24-Proposed-Budget.pdf> - and

Review/discussion on any changes identified through budget committee questions on April 12 or 26 or those arising from our internal review of the proposed document.

Ms. Duley gave the Board and Budget members handouts. Handout #1 was titled Meeting #2 follow up. She shared details on the pages, including the following under:

4.b. - with the shift of 8<sup>th</sup> grade into the middle school next year and high school back to 9<sup>th</sup>-12<sup>th</sup>.

5. Which can also be seen in handout #5 Resolution 11.2.

6.b. May need to look at PBAM code again.

8. For a number of our staff, this will be tracked for the approved and adopted budgets.

Budget Committee discussion.

Dr. Fialkiewicz shared that the proposed online school is estimated at 10 students.

Ms. Duley directed the Budget/Board to handout #4.

Dr. Fialkiewicz explained the additions and reductions on the bottom half of the page to be considered and options for EFB. We don't qualify for small high school grant because we are a public charter. We may want to discuss waiting a year to purchase another bus.

Board and Budget Committee discussion.

Ms. Duley will be asking in June for a new Fund 08. The placeholder Fund 08 establishes baseline borrowing in 2020. We thought we would spend it but that didn't happen.

9. Budget Committee Discussion

David Granberg asked about the \$150,000 (Fund 08) placeholder and why. Board discussions for next meeting about elbow room for that borrowing language.

Dr. Fialkiewicz said GF (01) EFB now at \$742,331 up from \$529,106 with proposed changes made in Approved Budget.

10. Audience Comments - None at this meeting.

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

11. Approval/Recommendations                      Action Items

Cindy Duley, Business Manager – presented handout #5 with Motions for Resolutions No. 11.1 and 11.2 - Approval of the Proposed 2023-24 Budget and Approval of the Ad Valorem Property Tax Rate and Levy Amount as presented at the meeting on May 3, 2023.

Michelle Vo moved amounts as written under Resolution No. 11.1 and Bob Buttke seconded.

The vote of the Board was unanimous, 10-0.

Michelle Vo moved Resolution No. 11.2 and Bob Buttke seconded.

The vote of the Board was unanimous, 10-0.

12. Next meetings of the Budget

Brad Garrett, Presiding Officer, announced no, Wednesday, May 10 meeting and adoption of the budget set for Wednesday, June 21, 2023, Public

Hearing on the Budget - MPB HS side at 7:00 p.m. hybrid - in person or via ZOOM-Owl

13. Adjournment

Brad Garrett, Presiding Officer – adjourned the meeting at 7:35 p.m.

Minutes budget 5323

**NOTICE OF BUDGET HEARING**

**FORM  
OR-ED-1**

A public meeting of the Corbett School District No. 39 will be held on June 21, 2023 at 7:00 pm in person at the MPB and virtually via Zoom. Visit the CSD website for details on how to attend: [www.corbett.k12.or.us](http://www.corbett.k12.or.us). The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2023 as approved by the Corbett SD Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 35800 E. Historic Columbia River Hwy between the hours of 8:30 am and 4:30 pm, or online at [www.corbett.k12.or.us](http://www.corbett.k12.or.us). This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Cindy Duley Telephone: 503-261-4290 Email: [cduley@corbett.k12.or.us](mailto:cduley@corbett.k12.or.us)

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount Last Year 2021-22	Adopted Budget This Year 2022-23	Approved Budget Next Year 2023-24
Beginning Fund Balance	5,271,609	\$5,155,557	\$4,624,942
Current Year Property Taxes, other than Local Option Taxes	2,346,880	2,423,410	2,645,790
Current Year Local Option Property Taxes	0	0	0
Other Revenue from Local Sources	506,161	908,000	910,400
Revenue from Intermediate Sources	200,128	201,200	201,200
Revenue from State Sources	12,021,573	15,118,424	13,155,795
Revenue from Federal Sources	1,096,160	999,120	1,357,869
Interfund Transfers	236,044	240,995	30,000
All Other Budget Resources	129,898	115,000	5,395,665
<b>Total Resources</b>	<b>\$21,808,453</b>	<b>\$25,161,706</b>	<b>\$28,321,661</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Salaries	\$7,790,634	\$7,993,434	\$8,645,798
Other Associated Payroll Costs	4,558,754	4,030,976	4,989,857
Purchased Services	1,662,830	4,354,214	1,791,641
Supplies & Materials	1,057,934	1,414,400	1,607,397
Capital Outlay	647,396	4,146,750	6,890,665
Other Objects (except debt service & interfund transfers)	324,930	296,731	314,369
Debt Service*	647,902	677,037	815,134
Interfund Transfers*	236,044	240,995	30,000
Operating Contingency	0	461,004	25,000
Unappropriated Ending Fund Balance & Reserves	4,882,029	1,546,165	3,211,800
<b>Total Requirements</b>	<b>\$21,808,453</b>	<b>\$25,161,706</b>	<b>\$28,321,661</b>

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY FUNCTION			
1000 Instruction	9,800,976	\$9,438,640	\$9,641,957
FTE	90.39	71.61	78.90
2000 Support Services	5,303,624	5,696,537	6,655,732
FTE	38.80	34.14	32.30
3000 Enterprise & Community Service	466,597	573,130	602,373
FTE	3.66	1.70	2.24
4000 Facility Acquisition & Construction	471,281	6,528,198	7,339,665
FTE	0	0	0
5000 Other Uses			
5100 Debt Service*	647,902	677,037	815,134
5200 Interfund Transfers*	236,044	240,995	30,000
6000 Contingency	0	461,004	25,000
7000 Unappropriated Ending Fund Balance	4,882,029	1,546,165	3,211,800
<b>Total Requirements</b>	<b>\$21,808,453</b>	<b>\$25,161,706</b>	<b>\$28,321,661</b>
<b>Total FTE</b>	<b>132.85</b>	<b>107.45</b>	<b>113.44</b>

\* not included in total 5000 Other Uses. To be appropriated separately from other 5000 expenditures.

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \*\***

State revenue reflect the State School Fund distribution to School Districts at \$9.98 in the Approved Budget. Student Investment Account has been budgeted at 100% of expected revenue as of May 3, 2023. Budget includes new FFCR fund for capital improvement debt that is contemplated but not yet authorized by the Board.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (Rate Limit 4.5941 per \$1,000)	4.5941	4.5941	4.5941
Local Option Levy	0	0	0
Levy For General Obligation Bonds	\$370,400	\$400,310	\$525,220

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$3,035,000	\$0
Other Bonds	\$1,305,000	\$0
Other Borrowings	\$567,250	\$0
<b>Total</b>	<b>\$4,907,250</b>	

\*\* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

150-504-058 (Rev. 11-05-21)

Published June 9, 2023.

01292492

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

## Evaluation of Board Operational Procedures

The Board will plan an annual evaluation of its functioning as a Board. This evaluation may be based on a broad realm of relationships and activities or may be focused on a particular activity or area.

The evaluation will be developed by the Board chair and an ad hoc Board committee appointed by the chair, working with the superintendent. The Board may hire a consultant to assist with the evaluation.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

# 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).

# 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: DIC  
Adopted: 10/16/97  
Revised/Readopted: 8/18/21  
Orig. Code: DIC

## Financial Reports and Statements

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

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

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

END OF POLICY

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### Legal Reference(s):

[ORS 294.155](#)

[ORS 294.311](#)

[ORS Chapter 297](#)

[ORS 328.465](#)

[ORS 332.105](#)

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

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

[OAR 581-023-0037](#)

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

### Cross Reference(s):

DBJ - Budget Implementation

DIE - Audits

**Corbett School District**  
**Financial Report to the Board of Directors**  
**Wednesday, June 21, 2023**

This report includes all payments made through May 31, 2023. Property tax receipts and interest earnings have yet to be recorded.

As a result of the financial audit, on May 1<sup>st</sup> TKW, the business office and the Food Services Manager began work on a Single Audit on the 2021-22 fiscal year. A Single Audit is required when more than \$750,000 is received from federal sources within a fiscal year. As the 2021-22 financial audit proceeded, it was determined on Friday, April 7 that the district received federal funding over the threshold amount that triggers additional reporting.

During May, the District has been working with TKW on the Single Audit of 2021-22 federal funds, focusing on Child Nutrition Program. TKW has drafted resulting findings. A response to findings will be presented at the next Board meeting.

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 May 31, 2023**

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

<b>Current Budget vs Actual Total Expenses</b>	<b>Current Budget</b>	<b>May 31 2023 YTD Actuals</b>	<b>May 31 2023 Balance</b>
<b>Fund: 01 General Fund</b>			
1000 Instruction	8,044,251	7,244,110	800,141
2000 Support Services	5,409,230	4,673,356	735,874
3000 Enterprise & Community Services	131,130	108,011	23,119
4000 Facilities Acquisition/Construction	2,038,074	2,150,885	(112,811)
5100 Debt Service	296,742	148,178	148,564
5200 Transfers Out	240,995	-	240,995
6000 Contingencies	150,000	-	150,000
<b>Fund: 01 General Fund Total</b>	<b>16,310,422</b>	<b>14,324,540</b>	<b>1,985,882</b>
<b>Fund: 02 Food Services Fund</b>			
3000 Enterprise & Community Serves	442,000	289,802	152,198
<b>Fund: 02 Food Services Fund Total</b>	<b>442,000</b>	<b>289,802</b>	<b>152,198</b>
<b>Fund: 03 Federal Funds</b>			
1000 Instruction	454,949	454,820	130
2000 Support Services	762,080	98,884	663,196
5100 Debt Service	117,000	49,506	67,494
5200 Transfers Out	91,990	-	91,990
6000 Contingencies	311,004	-	311,004
<b>Fund: 03 Federal Funds Total</b>	<b>1,737,023</b>	<b>603,210</b>	<b>1,133,813</b>
<b>Fund: 04 Student Investment Account</b>			
1000 Instruction	639,439	507,768	131,671
2000 Support Services	226,431	168,308	58,123
<b>Fund: 04 Student Investment Account Total</b>	<b>865,870</b>	<b>676,076</b>	<b>189,794</b>
<b>Fund: 09 GO Bond 2021</b>			
0000 Not Applicable - need correction	-	505	(505)
2000 Support Services	43,876	-	43,876
4000 Facilities Acquisition/Construction	476,124	7,510	468,614
<b>Fund: 09 GO Bond 2021 Total</b>	<b>520,000</b>	<b>8,015</b>	<b>511,985</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	14,000	-	14,000
<b>Fund: 20 Energy Projects Fund Total</b>	<b>14,000</b>	<b>-</b>	<b>14,000</b>
<b>Fund: 11 Debt Service Fund</b>			
5100 Debt Service	380,295	31,115	349,180
<b>Fund: 11 Debt Service Fund Total</b>	<b>380,295</b>	<b>31,115</b>	<b>349,180</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>24,569,610</b>	<b>15,932,758</b>	<b>4,636,852</b>

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

	Fiscal Year 2021-2022			Fiscal Year 2022-2023			
	Year End Actuals	Year to Date May 31 2022	% of YE Actuals	Current Budget	Projected Actual	Year to Date May 31 2023	% of Budgeted
<b>Revenues</b>							
Property Taxes	1,975,442	2,009,747	102%	2,025,100	2,029,883	1,831,518	90%
State School Fund	9,761,702	9,695,017	99%	9,812,587	9,960,785	10,068,068	103%
Local Sources	324,296	309,341	95%	441,000	257,710	276,560	63%
Intermediate Sources	200,128	128	0%	201,200	200,700	-	0%
State Sources	830,373	248,248	30%	856,760	1,116,565	836,927	98%
Federal Sources	25,315	464	2%	49,172	215,662	25,315	51%
<b>Total Revenues</b>	<b>13,117,256</b>	<b>12,262,945</b>	<b>93%</b>	<b>13,385,819</b>	<b>13,781,305</b>	<b>13,038,387</b>	<b>97%</b>
<b>Expenditures</b>							
Salaries	7,011,041	5,877,652	84%	7,079,031	7,250,460	6,339,791	90%
Associated Payroll	3,891,556	3,251,170	84%	3,521,838	4,240,610	3,711,101	105%
Purchased Services	1,639,539	1,192,736	73%	3,741,460	1,558,297	1,177,968	31%
Supplies & Materials	671,068	621,247	93%	840,375	723,012	488,518	58%
Capital Outlay	38,521	(126)	0%	146,750	197,276	26,277	18%
Debt Service	231,253	246,304	107%	296,742	253,299	148,178	50%
Other Objects	318,832	312,559	98%	293,231	321,714	281,955	96%
Contingency	-	-	-	150,000	-	-	-
<b>Total Expenditures</b>	<b>13,801,810</b>	<b>11,501,543</b>	<b>83%</b>	<b>16,069,427</b>	<b>14,544,668</b>	<b>12,173,787</b>	<b>76%</b>
<b>Other Sources (Uses)</b>							
Other Sources	-	-	-	195,000	251,000	-	0%
Transfer Out	(17,197)	-	0%	(240,995)	-	-	-
<b>Total Other Sources (Uses)</b>	<b>7,803</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>251,000</b>	<b>-</b>	<b>-</b>
<b>Change in Fund Balance</b>	<b>(676,751)</b>	<b>761,402</b>		<b>(2,683,609)</b>	<b>(512,363)</b>	<b>864,600</b>	
<b>Fund Balance - Beginning</b>	<b>2,251,426</b>	<b>2,251,426</b>		<b>3,658,984</b>	<b>3,695,523</b>	<b>1,574,674</b>	
<b>Fund Balance - Ending</b>	<b>1,574,674</b>	<b>3,012,827</b>		<b>975,375</b>	<b>3,183,160</b>	<b>2,439,275</b>	

YTD Revenues	FY 2021-22	FY 2022-23	Variance	% Change
Property Taxes	2,009,747	1,831,518	(178,228)	-9%
State School Fund	9,695,017	10,068,068	373,050	4%
Local Sources	309,341	276,560	(32,781)	-11%
State Sources	248,248	836,927	588,678	237%
Federal Sources	464	25,315	24,851	5358%
<b>Total Revenues</b>	<b>12,262,945</b>	<b>13,038,387</b>	<b>775,442</b>	<b>6%</b>

YTD Expenditures	FY 2021-22	FY 2022-23	Variance	% Change
Salaries	5,877,652	6,339,791	462,138	8%
Associated Payroll	3,251,170	3,711,101	459,932	14%
Purchased Services	1,192,736	1,177,968	(14,769)	-1%
Supplies & Materials	621,247	488,518	(132,729)	-21%
Capital Outlay	(126)	26,277	26,402	-21019%
Debt Service	246,304	148,178	(98,126)	-40%
Other Objects	312,559	281,955	(30,605)	-10%
<b>Total Expenditures</b>	<b>11,501,543</b>	<b>12,173,787</b>	<b>672,244</b>	<b>6%</b>

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

	Fiscal Year 2021-2022			Fiscal Year 2022-2023			
	Year End Actuals	Year to Date May 31 2022	% of YE Actuals	Current Budget	Projected Actual	Year to Date May 31 2023	% of Budgeted
<b>Revenues</b>							
State School Fund	-	-		2,000	2,000	-	0%
Local Sources	985	743	75%	120,000	53,466	62,654	52%
State Sources	3,250	3,250	100%	4,000	7,006	6,749	169%
Federal Sources	513,912	294,663	57%	121,000	269,027	130,135	108%
<b>Total Revenues</b>	<b>518,147</b>	<b>298,656</b>	<b>58%</b>	<b>247,000</b>	<b>331,499</b>	<b>199,538</b>	<b>81%</b>
<b>Expenditures</b>							
Salaries	86,970	85,187	98%	132,883	95,882	88,270	66%
Associated Payroll	54,855	52,277	95%	62,299	68,919	59,047	95%
Purchased Services	17,538	15,607	89%	6,000	39,380	26,912	449%
Supplies & Materials	176,964	144,424	82%	237,318	137,743	117,343	49%
Debt Service	-	(696)		-	-	(3,196)	
Other Objects	3,345	1,779	53%	3,500	2,015	1,425	41%
<b>Total Expenditures</b>	<b>339,673</b>	<b>298,577</b>	<b>88%</b>	<b>442,000</b>	<b>343,939</b>	<b>289,802</b>	<b>66%</b>
<b>Other Sources (Uses)</b>							
Transfer In	2,197	-	0%	195,000	-	-	
<b>Total Other Sources (Uses)</b>	<b>2,197</b>	<b>-</b>	<b>0%</b>	<b>195,000</b>	<b>-</b>	<b>-</b>	
<b>Change in Fund Balance</b>	<b>180,671</b>	<b>79</b>		<b>-</b>	<b>(12,440)</b>	<b>(90,264)</b>	
<b>Fund Balance - Beginning</b>	<b>8,879</b>	<b>8,879</b>		<b>65,284</b>	<b>208,573</b>	<b>189,551</b>	
<b>Fund Balance - Ending</b>	<b>189,551</b>	<b>8,958</b>		<b>65,284</b>	<b>196,133</b>	<b>99,287</b>	

YTD Revenues	FY 2021-22	FY 2022-23	Variance	% Change
Local Sources	743	62,654	61,911	8331%
Federal Sources	294,663	130,135	(164,527)	-56%
<b>Total Revenues</b>	<b>298,656</b>	<b>199,538</b>	<b>(99,118)</b>	<b>-33%</b>

YTD Expenditures	FY 2021-22	FY 2022-23	Variance	% Change
Salaries	85,187	88,270	3,084	4%
Associated Payroll	52,277	59,047	6,770	13%
Purchased Services	15,607	26,912	11,306	72%
Supplies & Materials	144,424	117,343	(27,080)	-19%
Debt Service	(696)	(3,196)	(2,500)	359%
Other Objects	1,779	1,425	(354)	-20%
<b>Total Expenditures</b>	<b>298,577</b>	<b>289,802</b>	<b>(8,775)</b>	<b>-3%</b>

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

	Fiscal Year 2021-2022			Fiscal Year 2022-2023			
	Year End Actuals	Year to Date May 31 2022	% of YE Actuals	Current Budget	Projected Actual	Year to Date May 31 2023	% of Budgeted
<b>Revenues</b>							
Local Sources	(588)	543	-92%	-	-	-	
Federal Sources	365,807	-	0%	1,259,988	813,644	165,486	13%
<b>Total Revenues</b>	<b>365,219</b>	<b>543</b>	<b>0%</b>	<b>1,259,988</b>	<b>813,644</b>	<b>165,486</b>	<b>13%</b>
<b>Expenditures</b>							
Salaries	165,221	186,668	113%	470,134	478,358	352,079	75%
Associated Payroll	121,058	105,962	88%	245,404	250,826	175,404	71%
Purchased Services	4,751	8,092	170%	131,254	3,078	51,383	39%
Supplies & Materials	32,493	46,142	142%	56,198	70,913	24,337	43%
Other Objects	249	249	100%	-	-	6	
Contingency	-	-		311,004	-	-	0%
<b>Total Expenditures</b>	<b>337,349</b>	<b>347,112</b>	<b>103%</b>	<b>1,213,993</b>	<b>803,175</b>	<b>603,210</b>	<b>50%</b>
<b>Change in Fund Balance</b>	<b>27,870</b>	<b>(346,569)</b>		<b>-</b>	<b>(35,526)</b>	<b>(437,724)</b>	
<b>Fund Balance - Beginning</b>	<b>(270,557)</b>	<b>(270,557)</b>		<b>8,401</b>	<b>35,526</b>	<b>(242,687)</b>	
<b>Fund Balance - Ending</b>	<b>(242,687)</b>	<b>(617,127)</b>		<b>8,401</b>	<b>-</b>	<b>(680,411)</b>	

YTD Expenditures	FY 2021-22	FY 2022-23	Variance
Salaries	186,668	352,079	165,411
Associated Payroll	105,962	175,404	69,442
Purchased Services	8,092	51,383	43,292
Supplies & Materials	46,142	24,337	(21,805)
Other Objects	249	6	(243)
<b>Total Expenditures</b>	<b>347,112</b>	<b>603,210</b>	<b>256,097</b>

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

	Fiscal Year 2021-2022			Fiscal Year 2022-2023			
	Year End Actuals	Year to Date May 31 2022	% of YE Actuals	Current Budget	Projected Actual	Year to Date May 31 2023	% of Budgeted
<b>Revenues</b>							
State Sources	837,315	837,315	100%	865,870	865,870	850,796	98%
<b>Total Revenues</b>	<b>837,315</b>	<b>837,315</b>	<b>100%</b>	<b>865,870</b>	<b>865,870</b>	<b>850,796</b>	<b>98%</b>
<b>Expenditures</b>							
Salaries	527,403	393,404	75%	556,386	590,180	438,741	79%
Associated Payroll	243,482	197,842	81%	291,470	266,106	228,309	78%
Supplies & Materials	62,929	62,929	100%	18,014	2,520	1,676	9%
Other Objects	2,502	2,502	100%	-	-	-	
<b>Total Expenditures</b>	<b>837,315</b>	<b>657,676</b>	<b>79%</b>	<b>865,870</b>	<b>865,870</b>	<b>676,076</b>	<b>78%</b>
<b>Change in Fund Balance</b>	-	<b>179,639</b>		-	-	<b>174,720</b>	
<b>Fund Balance - Beginning</b>	-	-		-	-	-	
<b>Fund Balance - Ending</b>	-	<b>179,639</b>		-	-	<b>174,720</b>	

	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>Variance</u>
<b>YTD Expenditures</b>			
Salaries	393,404	438,741	45,337
Associated Payroll	197,842	228,309	30,467
Supplies & Materials	62,929	1,676	(61,253)
Other Objects	2,502	-	(2,502)
<b>Total Expenditures</b>	<b>657,676</b>	<b>676,076</b>	<b>18,400</b>



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

	Fiscal Year 2021-2022			Fiscal Year 2022-2023			
	Year End Actuals	Year to Date May 31 2022	% of YE Actuals	Current Budget	Projected Actual	Year to Date May 31 2023	% of Budgeted
<b>Revenues</b>							
Local Sources	5,985	5,187	87%	20,000	8,669	6,155	31%
<b>Total Revenues</b>	<b>5,985</b>	<b>5,187</b>	<b>87%</b>	<b>20,000</b>	<b>8,669</b>	<b>6,155</b>	<b>71%</b>
<b>Expenditures</b>							
Purchased Services	-	232,158		520,000	7,510	7,382	1%
Capital Outlay	271,557	21,984	8%	-	-	-	
Other Objects	-	7,345		-	505	633	
<b>Total Expenditures</b>	<b>271,557</b>	<b>261,487</b>	<b>96%</b>	<b>520,000</b>	<b>8,015</b>	<b>8,015</b>	<b>2%</b>
<b>Change in Fund Balance</b>	<b>(265,572)</b>	<b>(256,300)</b>		<b>(500,000)</b>	<b>654</b>	<b>(1,860)</b>	
<b>Fund Balance - Beginning</b>	<b>899,254</b>	<b>899,254</b>		<b>998,897</b>	<b>633,681</b>	<b>633,681</b>	
<b>Fund Balance - Ending</b>	<b>633,681</b>	<b>642,954</b>		<b>498,897</b>	<b>634,335</b>	<b>631,821</b>	

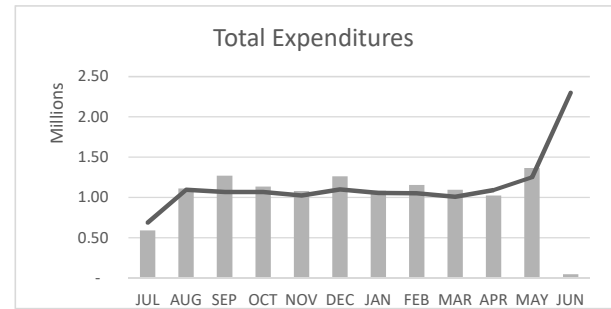
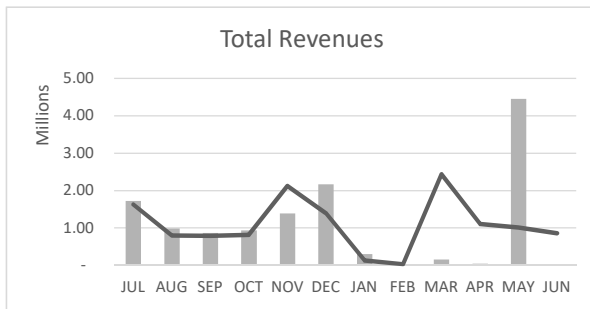
YTD Revenues	FY 2021-22	FY 2022-23	Variance
Local Sources	5,187	6,155	968
<b>Total Revenues</b>	<b>5,187</b>	<b>6,155</b>	<b>968</b>

YTD Expenditures	FY 2021-22	FY 2022-23	Variance
Purchased Services	232,158	7,382	(224,776)
Other Objects	7,345	633	(6,712)
<b>Total Expenditures</b>	<b>261,487</b>	<b>8,015</b>	<b>(253,472)</b>

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

<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	-	-	-	2,746.55	1,313,451.34	590,300.54	25,998.75	14,539.61	48,341.65	7,834.38	6,533.84	(34,304.99)	1,975,441.67
State School Fund	1,549,748.00	774,409.00	774,409.00	774,409.00	791,835.00	791,835.00	-	-	2,375,505.00	978,626.00	884,241.26	66,685.03	9,761,702.29
Local Sources	12,316.65	20,676.54	11,483.66	33,128.60	18,633.93	12,473.61	34,637.61	18,985.16	13,521.26	121,263.64	12,220.08	14,955.17	324,295.91
Intermediate Sources	-	-	-	-	-	-	-	-	-	-	128.06	200,000.00	200,128.06
State Sources	68,928.53	-	-	671.63	-	-	66,685.03	-	-	-	111,963.04	582,124.58	830,372.81
Federal Sources	-	-	-	-	-	-	-	-	-	-	463.84	24,851.24	25,315.08
Other Sources	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>1,630,993.18</b>	<b>795,085.54</b>	<b>785,892.66</b>	<b>810,955.78</b>	<b>2,123,920.27</b>	<b>1,394,609.15</b>	<b>127,321.39</b>	<b>33,524.77</b>	<b>2,437,367.91</b>	<b>1,107,724.02</b>	<b>1,015,550.12</b>	<b>854,311.03</b>	<b>13,117,255.82</b>
<b>Expenditures</b>													
Salaries	142,445.67	581,019.11	610,000.66	582,704.46	566,132.14	555,835.41	552,826.20	587,733.18	559,691.70	557,793.19	581,470.75	1,133,389.02	7,011,041.49
Associated Payroll	105,625.73	322,324.84	220,388.89	212,312.59	316,412.37	346,533.12	348,194.86	337,319.64	343,710.04	345,103.23	353,244.36	640,386.58	3,891,556.25
Purchased Services	67,116.90	84,733.41	153,181.87	173,600.78	95,199.38	141,159.49	104,738.39	81,685.96	42,188.11	127,207.94	121,923.93	446,802.96	1,639,539.12
Supplies & Materials	97,052.64	100,584.51	55,681.37	69,580.98	38,313.75	18,187.14	39,497.40	17,786.66	12,323.45	37,941.78	134,297.74	49,820.62	671,068.04
Capital Outlay	-	(125.61)	-	-	-	-	-	-	-	-	-	38,646.24	38,520.63
Debt Service	47,874.09	4,168.00	20,286.00	27,473.64	4,168.00	29,005.12	4,168.00	24,217.00	4,168.00	21,457.00	59,319.00	(15,051.12)	231,252.73
Other Objects	228,141.73	4,116.70	7,674.10	3,465.42	2,122.41	9,094.75	5,393.79	1,577.64	46,447.96	3,384.13	1,140.57	6,272.81	318,832.01
<b>Total Expenditures</b>	<b>688,256.76</b>	<b>1,096,820.96</b>	<b>1,067,212.89</b>	<b>1,069,137.87</b>	<b>1,022,348.05</b>	<b>1,099,815.03</b>	<b>1,054,818.64</b>	<b>1,050,320.08</b>	<b>1,008,529.26</b>	<b>1,092,887.27</b>	<b>1,251,396.35</b>	<b>2,300,267.11</b>	<b>13,801,810.27</b>

<b>FY 2022-2023</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	6,974	4,560	5,351	2,792	530,960	1,185,768	20,359	14,376	50,367	10,012	-	-	1,831,518
State School Fund	1,631,160	815,091	815,091	815,091	815,091	818,240	-	-	-	-	4,358,304	-	10,068,068
Local Sources	13,384	19,208	23,828	18,257	23,030	19,196	1,100	11,661	102,155	35,531	9,211	-	276,560
Intermediate Sources	-	-	-	-	-	-	-	-	-	-	-	-	-
State Sources	66,685	123,504	17,964	100,000	21,597	140,779	278,222	-	-	-	88,176	-	836,927
Federal Sources	-	19,792	5,524	-	-	-	-	-	-	-	-	-	25,315
Other Sources	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>1,718,202</b>	<b>982,155</b>	<b>867,758</b>	<b>936,139</b>	<b>1,390,678</b>	<b>2,163,982</b>	<b>299,680</b>	<b>26,036</b>	<b>152,522</b>	<b>45,544</b>	<b>4,455,690</b>	<b>-</b>	<b>13,038,387</b>
<b>Expenditures</b>													
Salaries	154,658	640,751	597,617	633,847	648,558	592,051	632,960	603,345	600,507	601,957	633,541	-	6,339,791
Associated Payroll	138,516	352,314	323,117	344,161	350,386	368,396	380,208	353,999	361,894	360,724	377,386	62,824	3,773,925
Purchased Services	45,451	51,571	160,639	106,353	30,419	195,566	44,273	139,802	110,808	58,151	234,935	1,536	1,179,503
Supplies & Materials	23,411	55,777	138,930	34,721	24,572	52,122	19,589	27,884	14,328	958	96,226	(20,068)	468,450
Capital Outlay	-	-	16,469	9,808	-	-	-	-	-	-	-	-	26,277
Debt Service	29,973	4,168	20,286	4,168	10,968	20,437	4,168	24,217	4,168	4,168	21,457	4,168	152,346
Other Objects	197,528	6,957	14,933	2,529	15,146	33,847	1,701	4,780	3,883	(305)	955	-	281,955
<b>Total Expenditures</b>	<b>589,537</b>	<b>1,111,538</b>	<b>1,271,991</b>	<b>1,135,587</b>	<b>1,080,047</b>	<b>1,262,419</b>	<b>1,082,899</b>	<b>1,154,027</b>	<b>1,095,588</b>	<b>1,025,654</b>	<b>1,364,500</b>	<b>48,460</b>	<b>12,222,247</b>



# 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):

[ORS 332.107](#)

[ORS 332.155](#)

[OAR 437-001-0760](#)

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

[OAR 437-002-0161](#)

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

[OAR 437-002-0368](#)

[OAR 437-002-0377](#)

[OAR 437-002-0390](#)

[OAR 437-002-0391](#)

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

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

Americans with Disabilities Act Amendments Act of 2008.

### 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).

	2022-23	2023-24				
<b>Activity</b>						
Parking pass	n/a	n/a				
*Instrument rental (regular)	\$40.00	\$40.00	*applied towards end of year repair to instruments			
Instrument rental (reduced)	\$40.00	\$40.00				
Instrument rental (free)	\$40.00	\$40.00				
Instrument repair	?	?				
HS Yearbook	\$50.00	\$50.00				
MS Yearbook	n/a	n/a				
Cap & Gown	\$50.00	\$50.00				
Field Trip	Varies	Varies				
AP test opt out	\$40.00	\$40.00				
Student Supplies	n/a	n/a				
MS dances	\$5.00	\$5.00				48
HS dances	\$5.00-\$10.00	\$5.00-\$10.00				
HS prom	\$40.00/\$75.00	\$40.00/\$75.00				
MS student activity card	\$30.00	\$30.00				
HS student activity card	\$40.00	\$40.00				
<b>Meals</b>						
Breakfast K-12 (regular)	\$2.30	\$2.55				
Lunch K-6 (regular)	\$3.70	\$4.05				
Lunch 7-8 (regular)	\$3.95	\$4.35				
Lunch 9-12 (regular)	\$4.25	\$4.65				
<b>Athletics</b>						
HS pay to play (regular)	\$225.00	\$225.00				
HS pay to play (reduced)	\$115.00	\$115.00				
HS pay to play (free)	\$40.00	\$40.00				

	2022-23	2023-24				
yearly family max	\$900.00	\$900.00				
HS lost uniform	\$100.00	\$100.00				
Athletic Gate - CSD Employee	free	free				
Athletic Gate - Adults	\$6.00	\$6.00				
Athletic Gate - Student (w/o ASB Card)	\$4.00	\$4.00				
Athletic Gate - Student (w/ ASB Card)	free	free				
Athletic Gate - 5 & under	free	free				
Athletic Gate -Family (Season)	n/a	n/a				
Athletic Gate -Individual (Season)	n/a	n/a				
Athletic Gate - Family (year)	n/a	n/a				
Athletic Gate - Individual (year)	n/a	n/a				
MS pay to play (regular)	\$150.00	\$150.00				
MS pay to play (reduced)	\$75.00	\$75.00				49
MS pay to play (free)	\$40.00	\$40.00				
MS lost uniform	\$75.00	\$75.00				
Youth Camps	\$40.00	\$40.00				
MS/HS Camps	\$60.00	\$60.00				
<b>Technology</b>						
Samsung XE350XBA-KA1US (non-touch)		\$300.00				
Dell 3100 Chromebook (non-touch)		\$217.00				
CTL J41 Chromebook (non-touch)		No Charge				
HP Chromebook x360 11 G3 EE (touch)		\$295.00				
Chromebook Charger		\$40.00				
Chromebook 11" Screen Replacement (non-touch)		\$40.00				
Chromebook 15" Screen Replacement		\$80.00				
Chromebook Keyboard Replacement		\$30.00				

	2022-23	2023-24				
iPad		\$299.00				
iPad Charger Cable		\$10.00				
Hotspot		\$30.00				

# 23-24 CORBETT ONLINE SCHOOL

FLEXIBLE  
LEARNING  
ENVIRONMENT

REGISTER  
TODAY!



## MIDDLE SCHOOL

Serves students in grades 6-8 with math, science, social studies, English and electives.



## HIGH SCHOOL (9-12)

Serves students in grades 9-12 to earn Corbett High School diploma.

## INTERACTIVE ACTIVITIES:

- Live, Oregon-certified teachers
- Flexible weekly deadlines
- Comprehensive academic options at different levels
- Chromebook and headphones with microphone provided
- High School students can access in person graduation, dances, no cost SAT/ACT/AP exams

LEARN MORE

 [corbett.k12.or.us](https://corbett.k12.or.us)



Robin Faye Lindeen Blakeley <rlindeen@corbett.k12.or.us>

## Board Policy

2 messages

**Robin Faye Lindeen Blakeley** <rlindeen@corbett.k12.or.us>

Tue, May 30, 2023 at 9:15 AM

To: Nicholas Budge <nbudge@corbett.k12.or.us>

Cc: Brie Windust <bwindust@corbett.k12.or.us>

Hi Nicholas,

Would you give me the particulars here so that we can get this retroactively approved at the June Board meeting?

Thanks,

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

--

Robin Lindeen-Blakeley, Deputy Clerk/HR Lead

hir/hirs/ze

Corbett School District No. 39

35800 E Historic Columbia River Highway

Corbett OR 97019

503-261-4211 phone

503-695-3641 fax

**Nicholas Budge** <nbudge@corbett.k12.or.us>

Tue, May 30, 2023 at 10:30 AM

To: Robin Faye Lindeen Blakeley <rlindeen@corbett.k12.or.us>

Cc: Brie Windust <bwindust@corbett.k12.or.us>

Robin,

I'm sorry, I thought that it only needed to be approved by Kathy. Here are the details. I hope this is what you were looking for.

Nicholas

Corbett Music Trip 2023

Members of the HS Strings, Wind Ensemble and Choir were all invited to attend this trip, regardless of financial concern. Multiple group fundraising events occurred during the school year. Those students who requested additional assistance to help pay for the trip have been accommodate.

Depart June 4th and Return June 7th

These dates were chosen so musicians would not miss any days of school.

Flying on Southwest Airlines

Staying at The Anaheim Hotel

While at Disneyland, musicians will perform on stage inside of Disney California Adventure.

Musicians will also participate in a Sight Reading workshop in a professional recording studio. The Workshop will be conducted by a professional studio musician who will talk with the kids about career opportunities in music as well as give them pointers about sight reading music. At the end of the recording session musicians will get to watch clips of Disney movies with the soundtrack replaced by the recordings they just made.

Musicians will also have free time in the parks.

The nurse has been contacted and all medical situations have been discussed.

We have 5 Chaperones and 2 Directors accompanying the group.

Chaperones:

Sarah Bustamante

Thomas Bustamante

Susie Dodson

Mindy LaFramboise

Lydia Stevens

## CORBETT SCHOOL DISTRICT #39

### Administrator Contract

It is hereby agreed by and between the Board of Directors of the Corbett School District No. 39 and \_\_\_\_\_, the employee whose signature appears below, that said employee is and shall be employed by the Board of Directors of the Corbett School District in the position of \_\_\_\_\_ (**hereinafter Administrator**) for the contract term beginning July 1, 2023, and ending June 30, 2026 (for contract administrators) or beginning July 1, 2023, and ending June 30, 2024 (for probationary administrators).

It is further agreed:

1. The administrator shall perform assigned duties in the schools of the school district for the period indicated below.
2. As a condition precedent to any obligations of the school district to pay for or accept the services of the administrator, the administrator shall make the required reports and **possess the proper license(s)** and qualifications required by law.
3. For such services, lawfully and properly performed, the school district shall pay to the administrator, at the times specified herein, the amount that may be due, according to this contract, pursuant to the school district's payment plan.
4. This contract is subject to the limitations imposed by the provisions of the local budget law.
5. This contract is binding unless the administrator gives sixty (60) days written notice of termination to the district superintendent. Failure of the administrator to give sixty (60) days written notice of termination to the district superintendent subjects the administrator to possible loss of licensure as set forth under ORS 342.553 (1).
6. **Duties** - Duties shall be assigned by the district superintendent and in part identified by a position description. The administrator shall devote full time, skill, labor and attention to district assignments. The administrator must obtain prior school board approval before accepting any offers of outside employment or consulting work. The administrator shall perform assigned responsibilities in accordance with the laws of the state of Oregon, the Oregon Administrative Rules and written school district policies and school district administrative regulations, procedures and directives. The administrator may be reassigned or transferred at any time. Administrators are expected to work on the matters

identified in the position description as well as on policy, procedure, curriculum, negotiations, budget and other issues as assigned by the superintendent.

7. **Hours** - The administrator shall maintain sufficient on-site hours consistent with the need of the particular building and general operations of the school district. Administrators are required to attend school board, budget committee and other meetings and activities at the direction of the superintendent.
8. **Work Year** - The work year calendar shall adhere to the following schedule:

Number of Months	Begin Date	End Date
10	August 10	June 10
11	August 1	June 30
12	July 1	June 30

The administrator work year includes each student contact day and any additional necessary days within their contract year. If the administrator does not complete their work year with the district, the administrator’s final check shall be prorated to account for actual months (or partial months) worked. The administrator shall not be required to work during the Thanksgiving Break, Winter Break and Spring Break established for the certified teaching staff.

9. **Paid Holidays** -
  - Independence Day
  - Labor Day
  - Veterans’ Day
  - Thanksgiving Day
  - Friday after Thanksgiving
  - Christmas Day
  - New Year’s Day
  - Martin Luther King Jr. Day
  - Presidents’ Day
  - Memorial Day
  - Juneteenth

10. **Compensation** - Salary for the 2023-24 school year shall be based on Range and Months of the administrative position using the following charts:

Range	Monthly Salary 2023-24	Monthly Salary 2024-25	Monthly Salary 2025-26
3	\$11,073.25	\$11,516.18	\$11,861.67
2	\$9,669.85	\$10,056.64	\$10,358.34
1	\$9,093.10	\$9,456.82	\$9,740.53

Position	Range	Months
High School Principal	3	12
Student Services Director	3	12
Grade School Principal	3	11
Assistant Principal	3	11
School-based Mental Health Director	3	11
Middle School Principal	2	11
CAPS Principal	2	11
Assessment, Curriculum and Instruction Director	1	10

**11. Vacation Days** - Administrators assigned to a twelve (12) month work year will receive ten (10) vacation days per year to be used during the contract year. Vacation days cannot be accumulated. Unused vacation days are not compensated for by the District.

**12. Insurance** - The benefit program(s) identified herein shall be provided only in accordance with the underwriting rules and regulations as set forth by the carrier(s) in the policy (policies) retained by the policyholder.

The district shall provide an OEBB Moda Plan or Kaiser Plan for medical, vision, and dental insurance equal to the level of coverage set in the current licensed teacher contract; additional costs beyond that maximum will be paid by the administrator. It is understood that this financial limitation will be utilized only for the aforementioned benefits and does not provide for other individual benefit rights. OEBB will provide benefits for district employees.

The district will not be obligated and shall not pay for any medical, vision, and/or dental expenses not covered by the insurance carrier(s). Such expenses shall be the sole obligation of the administrator incurring them.

In addition, the District shall provide a term life policy in the amount of \$100,000 and replacement income insurance free to premium cost. The intent of this insurance program is to protect accumulated sick leave beyond the twelve-week qualification period, during which time Paid Leave Oregon payments can be supplemented with accumulated paid sick leave. Administrators will be provided the option of using sick leave until exhausted or freezing sick leave at the end of twelve weeks after which the administrator may apply through the payroll department to the insuring company for replacement income benefits.

**13. Fringe Benefits** - The administrator shall be entitled to participate in the following fringe benefits:

- a. The District shall pay the District's contribution to the Public Employees Retirement System as required by law. The District shall also pay the employee's contribution to the Public Employees Retirement System.
- b. Payment of annual dues in full for COSA and one (1) other professional membership approved by the superintendent.
- c. Reimbursement for travel outside of the tri-county area is subject to advance superintendent approval and reimbursed upon claim at district rate based on current IRS rate per mile, \$35.00 per day for meals. Actual costs exceeding these amounts for meals and full cost of lodging will be reimbursed fully with receipts.
- d. The administrator shall be granted one day of sick leave per month of contract as provided by ORS 332.507. The sick leave will be front loaded for the upcoming 12 months on July 1 of each year. Unused sick leave is not compensated for by the District.
- e. The District does not pay for or recognize claims for compensating time.
- f. The District will provide that minor dependents of the administrative staff may attend Corbett School District without paying tuition.
- g. The administrator shall be granted three (3) personal days per year; these days cannot be accumulated. Unused personal days are not compensated for by the District.
- h. The administrator will receive a stipend of \$200.00 per month for use toward communication service and devices.
- i. The administrator will receive a stipend of \$1,400 per year for use toward technology.

**14. Evaluation** - The superintendent shall use the Corbett Administration Handbook to complete evaluations of administrators yearly commensurate with ORS 342.856.

15. **Layoff** - Layoffs will be conducted according to state law. The school board will retain, consistent with state law, the most capable and productive licensed and qualified employees needed to carry out the approved programs of the district's schools.

16. **Dismissal** - The District may dismiss a probationary administrator in accordance with ORS 342.835 or a contract administrator in accordance with ORS 342.865.

17. **Tuition Reimbursement** - Tuition reimbursement will be limited to those administrators who need course work for licensure for their assignment or for classes related to district curriculum and/or staff development goals. Administrators must obtain prior approval from the superintendent before receiving tuition reimbursement for course work.

18. **Term** - Check the appropriate section below:

a. \_\_\_\_\_ Probationary Administrator:

This contract is effective July 1, 2023 through June 30, 2024. By March 15, 2024, the administrator will be notified of Board action to issue a new contract or non-renew this contract. This contract may be non-renewed for any cause deemed in good faith sufficient by the School Board.

b. \_\_\_\_\_ Contract Administrator:

This contract is effective July 1, 2023 through June 30, 2026. By March 15 of the second year of contract, the administrator will be notified of Board action to issue a new contract or non-renew this contract.

\_\_\_\_\_  
Superintendent                      Date

\_\_\_\_\_  
Administrator                      Date

Name	Position		Salary	Stipend
Derek Fialkiewicz	Superintendent		\$150,000.00	
Kathy Childress	HS Principal	12 Months	\$132,879.00	\$3,800.00
Jeanne Swift	Student Services Director	12 Months	\$132,879.00	\$3,800.00
Michelle Dawkins	GS Principal	11 Months	\$121,805.75	\$3,800.00
Cassie Duprey	Assistant Principal	11 Months	\$121,805.75	\$3,800.00
Sara Brounstein	CAPS Principal	10 Months	\$106,368.35	\$3,800.00
Brian Lutes	MS Principal	10 Months	\$106,368.35	\$3,800.00
Helen Leedom	SBMH Director	11 Months	\$121,805.75	\$3,800.00
Shelia Osborne	ACI Director	10 Months	\$90,931.00	\$3,800.00
Steve Salisbury	Maintenance/Custodial Supervisor		\$90,920.44	\$1,200.00
Todd Williams	Transportation Supervisor		\$90,920.44	\$1,200.00
Robin Lindeen-Blakeley	Deputy Clerk / HR Lead		\$86,695.28	
Seth Tucker	Kitchen Manager		\$81,605.16	
Chris Winger	Technology Director		\$81,605.16	
Carrie Evans	Transportation Coordinator		\$62,797.58	
Brie Windust	Business Office Assistant		\$62,071.48	
Christie Dillard	Business Office Assistant	0.75 FTE	\$46,358.04	
Erin Gibbs	Secondary Administrative Assistant	0.9 FTE	\$42,939.54	
TBA	CAPS Administrative Assistant	0.9 FTE	\$40,009.70	