



Corvallis

SCHOOL DISTRICT

NOTICE

NOTICE IS HEREBY GIVEN of a meeting of the Corvallis School District Board of Directors.

Date & Time	Meeting Type	Location	Agenda
Monday, September 24, 2012 6:30 PM	Regular	District Office Board Room, 1555 SW 35th Street, Corvallis, OR 97333	See attached.

Accessibility: *To request accommodations for board meetings, please contact Kim Nelson at 541-757-5841 or kim.nelson@corvallis.k12.or.us at least 48 hours before the meeting.*

If you would like to watch live-streaming of the School Board meeting, please navigate to the District's YouTube channel: <https://www.youtube.com/channel/UC9Jtpte5dmilZl9kySBjVQ?> A recording of the meeting will also be posted to that channel.

POSTED: Corvallis School District Administration Building
Hans Boyle, Education Editor, Gazette Times (Via Email)

For more information, please contact Kim Nelson at 541-757-5841 or at kimberly.nelson@corvallis.k12.or.us



Corvallis

SCHOOL DISTRICT

Monday, September 24, 2012
6:30 PM

AGENDA
Regular Meeting of the
BOARD OF DIRECTORS
Corvallis School District 509J

Meeting Details: Monday, September 24, 2012, 6:30 PM in the District Office Board Room, 1555 SW 35th Street, Corvallis, OR 97333.

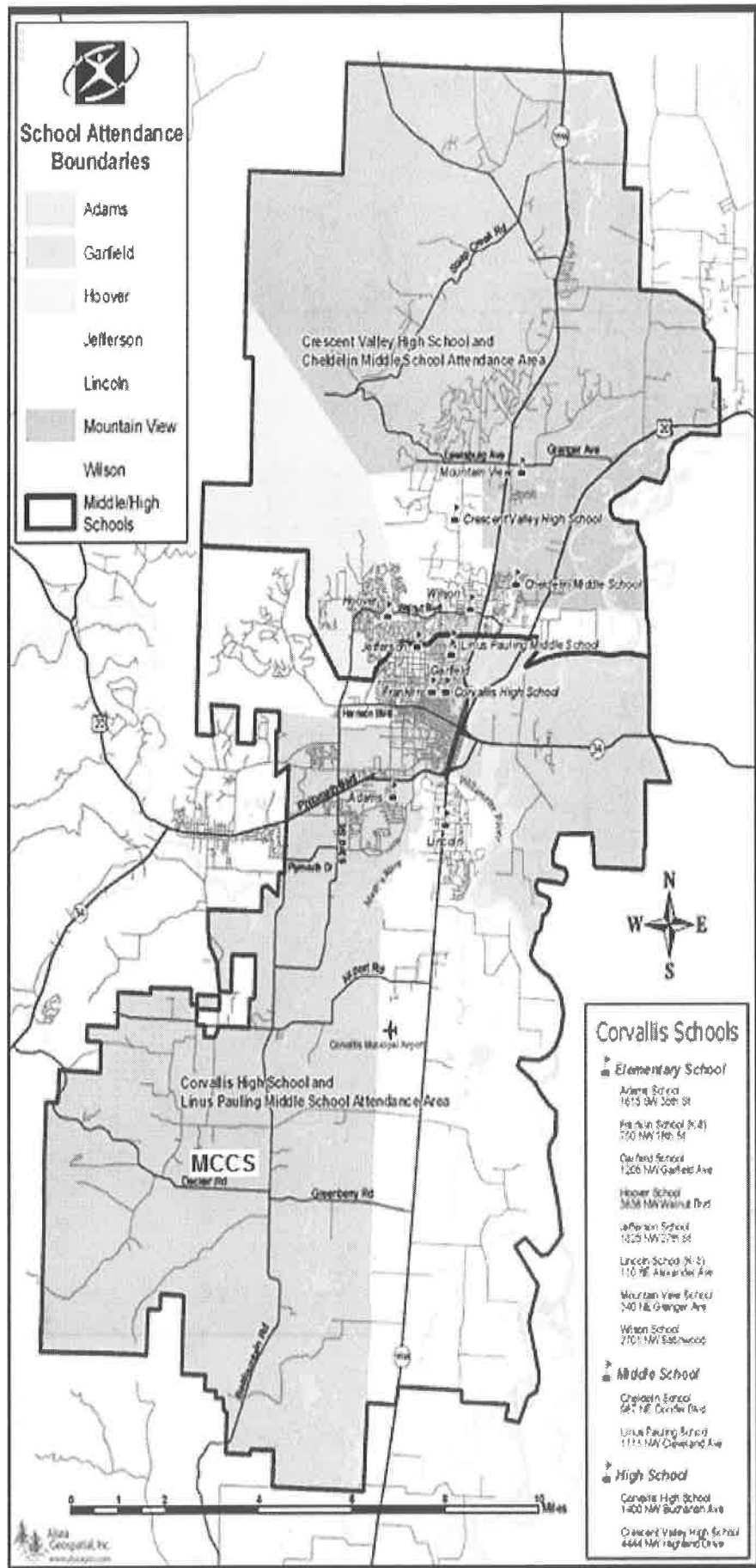
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- I. CALL TO ORDER AND ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. COMMITTEE/BOARD MEMBER ITEMS
- IV. STUDENT REPRESENTATIVE REPORTS
 - IV.A. Introduce 2012-13 Student Representatives from CHS, CHHS, CVHS
- V. SUPERINTENDENT'S REPORT
- VI. SPECIAL REPORTS
 - VI.A. Muddy Creek Charter School Annual Presentation

Muddy Creek Charter School

Annual Report

2011-2012





Muddy Creek Charter School

Annual Report 2011-2012

The Muddy Creek Charter School Vision and Mission

Vision:

Muddy Creek Charter School is a rural public school dedicated to the integration of an outstanding academic program with its community – the land and its people. We offer a joyful and creative educational experience where engaged students practice the skills they will need to be effective citizens and stewards in the future. Muddy Creek Charter School will serve as a model for preserving schools in rural communities.

Mission:

Muddy Creek Charter School was founded to provide an outstanding K-5 public educational program for children who reside in and around the Muddy Creek Watershed. In multi-age classrooms, the school will deliver a place-based, project-based, integrated arts and science curriculum grounded in its rural agricultural setting and commitment to community service. Diverse learning styles will be fostered. MCCS will be supported in its efforts by forging and maintaining partnerships with local landowners and agencies, OSU researchers and the community at large. Our success will be our children. The students of MCCS will not only meet or surpass the state benchmarks but will also have a deeper understanding of their place in the world as demonstrated by portfolios of high quality projects, and they will be well prepared to transition into other schools for their continued education.

Description

Muddy Creek Charter School (MCCS) was made up of a half time kindergarten class, two 1-2-3 classes and one 4-5 class. This fall we have added a second session of morning kindergarten. We also have four assistants to support literacy and math instruction in the morning. Our partnership adds an art integration specialist. This person helps us integrate the arts into all aspects of Muddy Creek curriculum. There is a testing specialist, a PE teacher, a bookkeeper, custodian, and an administrative assistant. The custodian has now been dropped for a cleaning service. As a community outreach we also house an afternoon childcare program. Some positions are combined so that we can offer closer to a full time job for our staff.

Results

For the 2011-2012 school year:

Our test scores are OK, but should be better in my mind. Math scores stand still need improvement. Math was our school improvement goal last year, but will need another year of work to get our body of materials filled out, and the curriculum alignment functioning at least another year before we see the results we seek. Writing will continue to receive our attention as those scores have been weak in the past. There is a test score graph at the end of this report illustrating how many students exceed, meet or did not meet State Standards.

We had another good school year. We have a well behaved student body. Our experience is the same as any other elementary school in the District. We have students come to us, and find a better experience. We also have students leave us unhappy, and find something better either here in Corvallis or back in their home district. We also lose students to home schooling, as we gain students from home schooling.

The greatest development this past year was having the Corvallis Art Center join Muddy Creek Charter School in a partnership. We have worked together this year to integrate all of the arts into all of the academics. To give a boost to this effort, The Corvallis Art Center and Muddy Creek Charter School worked together to hire an art integration specialist. The new employee has worked with the classroom teachers to integrate all forms of art into reading, math, social studies and science.

Executive Summary

Enrollment:

Current enrollment stands at 100 students, after averaging 75 last year, and 72 the year before. I have added a graph at the back of this report to illustrate a little known or understood fact about the student enrollment at Muddy Creek Charter School. 40% of our student body was from outside the Corvallis School District. Most of those students come from Philomath and Monroe with a few from Albany.

Academics

Literacy and Math

Students are placed in ability and skill groups usually numbering no larger than 12. The curriculum is sequenced from kindergarten into middle school so that our instruction is cohesive following predetermined skill development. Retired literacy and math teachers guided these projects.

Science and History Place-based Projects

Continued study of last year's Beaver Creek riparian projects.
Restore Project – study of wetlands impact upon plants and soils.
Finley Wildlife and History

Invasive weeds project
Study of birds and migration
Solar panel technology
Recycling and energy reduction leading to Green School designation

Integration of Art

Play writing and production
Marimbas, rhythm, dance, movement
Observation and sketching
Dramatization of LIFESKILLS (Susan Kovalik)

Service learning

Stewardship (Clean-up of classrooms at the end of the day. Watering, planting and maintenance of school grounds)
Food bank (K)
Weed removal at a local farm
Composting food waste

Finances

School operating in the black with 10% carryover to next year
Income is mainly 80% of ADMw, Rural School Fund, and SYS State money
Grants and donations

Governance and staffing

The school is operated by Inavale Community Partner (501c3)
The school is administered by the Executive Director, administrative assistant, and Financial Officer
3 full-time teachers , a half-time K teacher

Performance

- Students' State test scores moved up a little bit. MCCS students tend to score about even with District students
- Parent survey indicates satisfaction

Community Involvement and Events

- 3000+ hours of volunteer service at the school (many more off site)
- PTO built a running track for students and the community
- Afternoon Adventures, an afternoon program for ages 4 and 5
- Monthly meetings of Willamette Grange
- Provides employment in the community for residents of the area
- Art entries at Benton County Fair
- Tasting Table – a cooperative project with the Corvallis Environmental Center. This is a farm to table school project that is also being offered in other Corvallis schools. The project allows the students to have the opportunity to taste a food that perhaps they have never tried and it builds a connection between the local farms and the schools.

Service to the 509J School District

- Educational opportunity for students living in the south area of the District
- Place-based rural/environmental education for K-5
- Productive occupancy of Inavale site, saving the District from maintaining or demolishing the building

Grants

- Gray- field science
- Corvallis Arts Center grants for artist residencies
- Scott ornithology grant

Annual Report

A. Introduction. Brief historical perspective

Muddy Creek Charter School opened its doors in September of 2008. As stated in the charter agreement, the mission of the school is to provide an excellent and innovative public educational program for children in grades K-5 in the Corvallis School District. It is aimed at, but not exclusive to, children who reside in and around the Muddy Creek Watershed. Its place-based curriculum founded in its rural agricultural setting and commitment to community service. Learning will take place through a combination of direct (traditional) and multidisciplinary, project-based instruction that also integrates art. MCCS will be supported in its efforts by forging and maintaining partnerships with local landowners and agencies, OSU researchers and the community at large. The students of MCCS will not only meet or surpass the state benchmarks but will also have a deeper understanding of their place in the world as measured by a portfolio of high quality projects, and will prove themselves well prepared to transition into other schools in the Corvallis School District for their continued education.

In its first year, the school built a strong foundation in place- and project-based learning, that includes service learning and fosters cross-grade relationships and daily physical activity in the form of P.E. or outdoor activity. In its first years, the school performed well academically and matched or exceeded district average in state testing (OAKS). Enrollment increased in 2010-2011 and academic performance, as measured by testing, and has stayed high. The program expanded literacy support, the scope of projects and the integration of arts. Enrollment is projected to increase further. The school continues to operate within its fiscal constraints.

Our School improvement plan called for developing a school wide math scope and sequence of skills. Additionally, teachers are accumulating sources for materials and instruction.

B. The School

B-1 Enrollment

Muddy Creek is increasing by about 10 each year. In the spring all classes were full. Approximately 20 of the 100 students are from home school situations, and 40% of all students were from other districts, which brings the 509J extra money.

MCCS reports enrollment figures monthly, in keeping with legal requirements.

B-2 Class configuration

At the end of the 2011/2012 school year class configurations are:

Class	Students	For 2012/2013
K	16	26
1-2-3	24	24
1-2-3	15	24
4-5	25	26
Total	80	100

B-3 Staffing (last year)

Of the 12 employees, half are from rural Benton County.

Executive Director - Dan Hays

Administrative Assistant – Betty Nickerson

Financial Officer – Elisa Fairbanks

Teachers - Jenny Swanson (K), Leah Gorman (1-2-3), Bridget Baril (1-2-3), Tom Day (4-5)

Arts Integration Specialist- Gina Gambony

Testing Coordinator- Melanie Kelley

Educational Assistants- Melissa Champney, Laura Oakes, Melanie Kelly, Robin Anderson

Physical Education- Kyle Silbernagel

Afternoon Childcare- Melissa Champney

Half of the employees are carried over from the previous year. Our PE teacher was fully certified as was the arts integration specialist.

B-4 Management

The Inavale Community Partner’s Board of Directors provides management, oversight and support to the school. The board may range in size from 3 to 9 members. Presently there are 5.

Erik Swarzendruber, President

Lise Hull, Secretary

Morning McCreary, Board Member

Betsy Dasenko, Board Member

Kriste York, Board Member

Elisa Fairbanks, Non-Member and Treasurer

Kriste York and Morning McCreary have now left the Board, and Melissa Harris has joined the Board.

We now have a Board member from Philomath, and one from Monroe.

Oversight is provided by the Corvallis School District regarding staffing, curriculum, and financial matters. We follow the Corvallis calendar except for the early release days.

B-5 Budget

The school has been financially solvent owing to careful budget management by Elisa Fairbanks and myself.

The main income for MCCA is ADMw from the State, of which 20% is retained by 509J. Out of district students do bring in additional monies for the District.

In addition MCCA is funded by Grants and Donations

B-6 Physical Plant

This past year was our first taking over all responsibilities for the building and grounds. I think this serves 509J and Muddy Creek well. The savings we gained by not paying rent was used up for maintenance issues. The boiler failed several times and was difficult to impossible to repair. The boiler is being decommissioned and will no longer be used. In its place we are installing heat pumps to heat the building. The District set aside money each year from our rent money to address capital maintenance issues. The first step we took was to repaint the outside of the building.

We have changed lighting in the classrooms to more energy efficient lighting, and insulated the ceiling in the old part of the building. Our water filtration system has also been refurbished.

C. Progress toward meeting MCCA academic goals and objectives:

C-1 Project and Place-based Learning

Project learning follows a 3 year cycle of science and social studies topics. Students engage with a topic, question, investigate (conduct field work), and share what they have learned. Whenever possible, projects are investigated through the lens of the place where children live or the school is located. The projects also give children an opportunity to apply literacy and math skills in an integrated context. Projects generally last for a few weeks or up to three or four months. Some projects are worked on intermittently, such as seasonal comparisons that will last the entire year. For 2011-12, these themes were:

- Farm Animals
- Birds/migration
- Water and weather
- Pets
- Wet Lands
- US History
- Economics
- Food Chains

Classes also completed smaller focused studies based on student and teacher interest.

- **4-H Wildlife Stewards Conference Presentations (second through fifth graders).** The 4-H Wildlife Stewards Conference held at Muddy Creek gave the students another opportunity to share project work. Students produced posters of their investigations.

School-wide Projects

RESTORE. Our third year of doing ecosystem restoration on school grounds was more limited than the previous two years as we were more on our own. Our school devoted one morning per term to all-school participation in this project. Plants were purchased with a grant from Benton SWCD, and planted in the rain.

Community Service

- **Food Drive.** The Kinder class sponsored the first annual food drive at MCCA for the Benton Co. Food Share. The introduction included the need for food and the children learned a sharing song that became the theme song for the project. At All School Meeting, the children shared the song and explained how important it was to share our community's abundance.
- **Beaver Creek Project.** Fourth and fifth graders partnered with the Fresh Water Trust to restore riparian areas near beaver ponds during the previous academic year. Water was tested for quality, plants were selected and planted, and aquatic life observed and studied. This past year the older students revisited the site to observe the growth of plants and the changes in the riparian zone.
- **Finley Wildlife Refuge.** Students visited the refuge several times learning about the history of the area. Service learning was integrated into the unit by having students plant trees. Students botanical work involved the study of native species – in particular ash and oak trees. The students then planted ash, maple, and cedar trees on the school campus.

Art

Art was integrated with project learning as always. Murals, masks from other cultures, and mosaics comprise past projects. This past year theater was the primary form of integration leading to skits, dramatization of LIFESKILLS, and talent shows. Artists-in-residence showed students the finer points of sketching while out on field trips, and taught playing marimbas as last year's form of music. The students were also introduced to African drumming by Momadu.

- These projects as a result of our partnership with the Corvallis Arts Center to seek a partnership with Muddy Creek Charter School.

PE

We are fortunate to have a strong connection with Oregon State's physical education department. Through this connection I am made aware of PE graduates available for part time work. This past year our PE teacher worked part time at North Albany Middle School and at Muddy Creek twice a week teaching 50 minute classes.

Multi-age

Our multi-age classrooms reflect our school's philosophy that social development is as important as academic development. As a younger child in a multi-age classroom, students see leadership modeled by the older children. Older children have the opportunity to be the classroom leaders. This is especially valuable for less outgoing children who might not have taken on a leadership role in a single-grade classroom.

Multi-age classrooms also give children and teachers the chance to form strong relationships that last beyond a single year. In traditional, single-grade, classrooms much of the beginning of the year is devoted to relationship-building and assessment. In multi-age classrooms, that period of time is shortened because of the strong existing relationships among students and between teacher and students. This bond also includes the parents, and parent familiarity pays dividends for both the student and the teacher. Therefore, the transition is more rapid to a working classroom focused on student learning.

Cross-age relationships are also promoted by our All-School Games program and our All-School Meeting. At All-School Games, students meet weekly in mixed K-5 groups taught by one of the classroom teachers or an assistant. They play active games, which is part of our PE program. At a weekly All-School Meeting, students have a chance to meet, share, and celebrate important milestones for community members. The children also have the chance to raise and discuss issues that affect our entire school community.

Field Expeditions Supporting Project and Place-based Learning

- **Century Farm Project.** The older students visited a nearby century farm where they were able to learn about geese, ducks, filberts, and even the potential of solar power. This farm is converting nearly 100 acres of farm ground back to its natural state as a wetland. Over the next several years Muddy Creek will benefit from this partnership.
- **Muddy Creek Maze Annual Expedition.** Contributed to student understanding of local farm economy mixed with the fun of finding one's way through a corn maze.
- **Beaver Creek Expedition.** Led by partners Freshwater Trust and Marys River Watershed Council. Contributed to community service, place-based learning, and water project learning.
- **Corvallis Art Center and Corvallis Public Library (all-school).** All-school trip to view the school's work completed with an ArtCentric visiting artist.
- **Finley National Wildlife Refuge (3 visits, May and June).** Contributed to place-based understanding of local ecosystems and history.
- **Whole-school trip to local land owners forest** Early in the school year we went to a landowners property near school for a hike up on to a plateau observing forests and meadows. At the top we could look down on Muddy Creek School and the Beaver Creek watershed.
- **Local Wetlands.** The Kinders visited a local wetland project(similar to, but a different farm from the one mentioned above) a mile from the school. On the tour we looked at bird boxes with swallows building their nest, identified birds, hiked through the wetlands looking for native plants and signs of the native mammals that we studied back in January.

C-2. Literacy

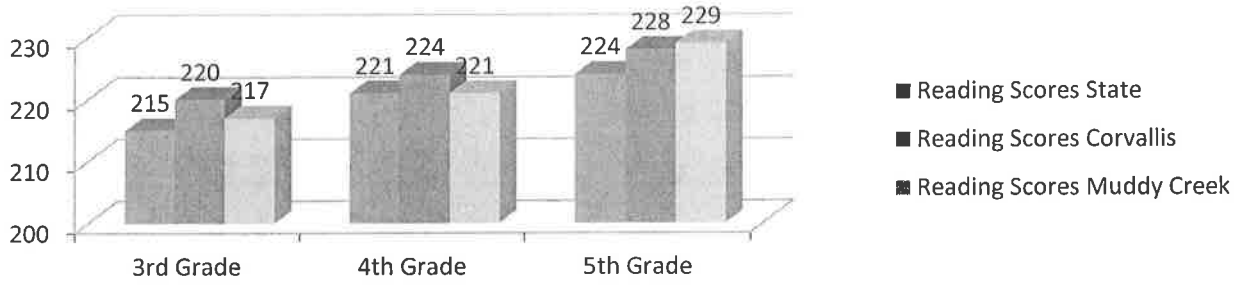
- Our philosophy is to use phonics and skill development mixing in whole language to promote a love of reading and opportunity to read chapter books. All classrooms have:
 - Many books of varying difficulty, both fiction and non-fiction
 - Writing displayed around the room
 - Many opportunities to develop language and vocabulary
- Forty minutes per day of literacy groups
 - Ten minutes of spelling, phonics or vocabulary development
 - Thirty minutes of reading instruction at their ability level (guided reading)
- Children are read to for 10-15 minutes per day, stories, poems, etc.
- Children are given up to 30 minutes a day to read books of their choice
 - DEAR (Drop Everything And Read)
- There is a read-at-home program starting at a 15 minute expectation and moving up to as much as a 30 minute expectation
- A year-long plan that includes skills, strategies and topics to be taught.
- Reading is integrated into all subjects throughout the day – this is where our place-based and project-based learning plays so well.
- Literacy includes four areas
 - Reading
 - Writing
 - Speaking
 - Listening

C-3. Service Learning

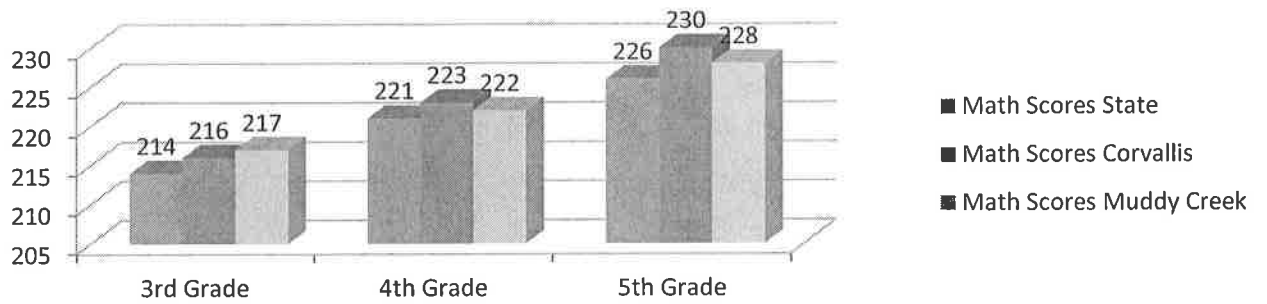
- **Food Drive.** The Kindergarten class sponsored an annual food drive at MCCS for the Benton County Food Share. The introduction included the need for food and the students learned a sharing song that became the theme for the project. At All-School Meeting, the students shared the song and explained how important it was to share our wealth. The different classes were challenged to see which group could donate the most food in pounds. Working with the 4-5 math class, the Kindergartners and their buddies counted, weighed and drew graphs about the donated food. The drive culminated in a kindergarten field trip to the Benton County Fairgrounds where the food was delivered.
- **Stewardship.** The 4th and 5th grade class at MCCS participates daily in the cleanup of our facility. They take care of recycling, garbage disposal, putting away play equipment, disinfecting doorknobs and other heavily touched areas. They take great pride in their work as they learn to care for their surroundings while being responsible.

C-4 Test Results

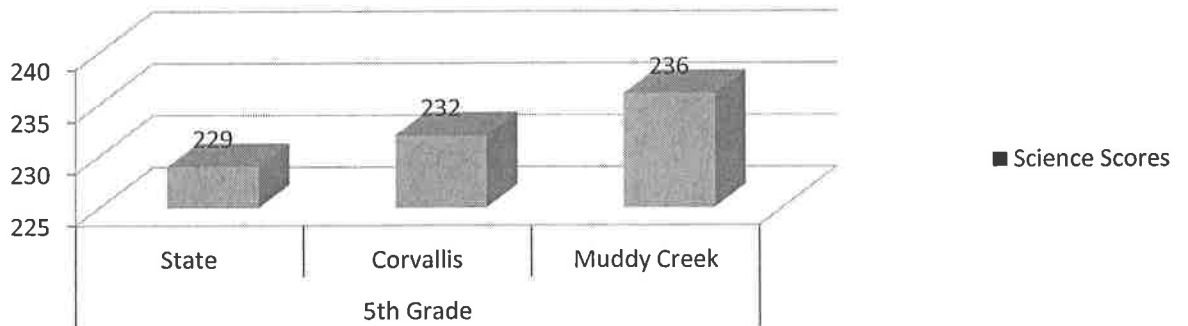
Reading Scores



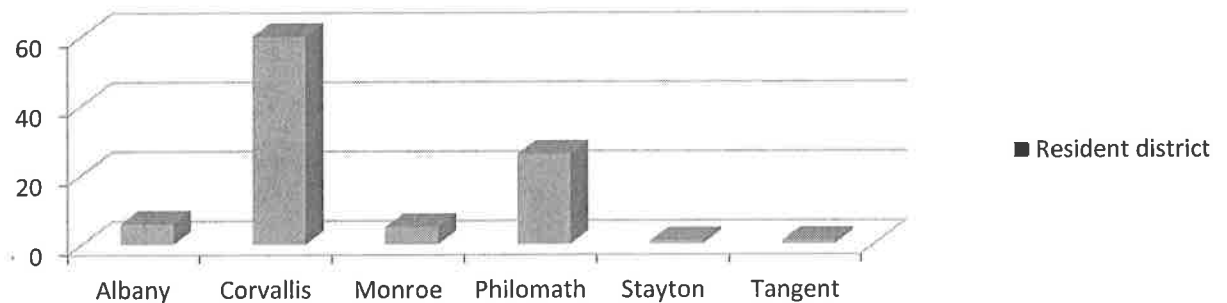
Math Scores



Science Score



Muddy Creek Student Resident District





Corvallis

SCHOOL DISTRICT

VI.B. Enrollment Update and Class Size

CORVALLIS 509J

2012-13 ENROLLMENT REPORT

SEPTEMBER 24, 2012



SEPT ENROLLMENT HISTORY – 2002-03 to 2012-13

	<u>02-03</u>	<u>03-04</u>	<u>04-05</u>	<u>05-06</u>	<u>06-07</u>	<u>07-08</u>	<u>08-09</u>	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>
K	456	436	449	435	446	428	442	422	434	391	416
1	497	496	457	482	458	483	463	459	465	459	432
2	456	491	498	462	477	453	476	462	472	442	449
3	470	463	478	502	471	496	474	475	469	454	423
4	483	486	466	472	523	465	483	468	486	442	463
5	526	484	466	463	482	528	456	471	473	460	442
6	545	506	503	482	488	502	530	471	478	471	484
7	545	536	513	504	495	500	512	526	473	475	466
8	552	554	531	532	521	504	518	524	530	468	499
9	661	643	654	614	657	636	637	661	675	646	560
10	677	621	603	598	573	604	587	554	593	577	590
11	608	612	608	590	584	572	542	520	485	508	515
12	605	604	616	606	585	555	543	533	508	486	547
TOTALS	7,081	6,932	6,842	6,742	6,760	6,726	6,663	6,546	6,541	6,279	6,286
Jun Enr	7,126	6,835	6,789	6,685	6,643	6,633	6,509	6,381	6,343	6,177	N/A
Diff	45	(97)	(53)	(57)	(117)	(93)	(154)	(165)	(198)	(102)	
	<i>0.6%</i>	<i>-1.4%</i>	<i>-0.8%</i>	<i>-0.8%</i>	<i>-1.7%</i>	<i>-1.4%</i>	<i>-2.3%</i>	<i>-2.5%</i>	<i>-3.0%</i>	<i>-1.6%</i>	

CORVALLIS 509J – 9/21/12 ENROLLMENT

	ADAMS			HOOVER			JEFFERSON			WILSON		
	Students	Projected	Variance	Students	Projected	Variance	Students	Projected	Variance	Students	Projected	Variance
KG	47	46	1	44	53	-9	41	46	-5	56	65	-9
1	52	50	2	66	68	-2	59	47	12	51	54	-3
2	61	60	1	66	73	-7	59	56	3	57	61	-4
3	58	60	-2	71	78	-7	51	50	1	54	56	-2
4	78	79	-1	78	80	-2	62	63	-1	60	63	-3
5	56	60	-4	69	70	-1	58	54	4	62	60	2
Totals	352	355	-3	394	422	-28	330	316	14	340	359	-19
	GARFIELD			LINCOLN			MOUNTAIN VIEW			FRANKLIN		
	Students	Projected	Variance	Students	Projected	Variance	Students	Projected	Variance	Students	Projected	Variance
KG	79	68	11	85	57	28	40	47	-7	24	25	-1
1	76	68	8	50	65	-15	50	51	-1	28	26	2
2	69	72	-3	62	64	-2	46	48	-2	29	31	-2
3	61	61	0	53	55	-2	45	55	-10	30	28	2
4	59	56	3	45	43	2	51	46	5	30	30	0
5	51	59	-8	62	56	6	54	53	1	30	30	0
Totals	395	384	11	357	340	17	286	300	-14	64	64	0
										64	64	0
										55	60	-5
										354	358	-4
	CHELDELIN			LINUS PAULING				DISTRICT				
	Students	Projected	Variance	Students	Projected	Variance		Students	Projected	Variance		
6												
7	195	202	-7	225	217	8	KG	416	407	9		
8	179	177	2	223	232	-9	1	432	429	3		
Totals	191	175	16	253	245	8	2	449	465	-16		
	565	554	11	701	694	7	3	423	443	-20		
							4	463	460	3		
							5	442	442	0		
							6	484	483	1		
							7	466	473	-7		
							8	499	480	19		
							9	560	580	-20		
							10	590	558	32		
							11	515	504	11		
Totals	1,230	1,132	98	982	1,009	-27	12	547	499	48		
							Totals	6,286	6,223	63		
	CORVALLIS			CRESCENT VALLEY								
	Students	Projected	Variance	Students	Projected	Variance						
9	293	299	-6	267	281	-14						
10	341	310	31	249	248	1						
11	287	270	17	228	234	-6						
12	309	253	56	238	246	-8						
Totals	1,230	1,132	98	982	1,009	-27						

2012-13 AVERAGE ELEMENTARY CLASS SIZE

	1-2		2-3		3-4		4-5		5th	
	KG	1st	Blend	2nd	Blend	3rd	Blend	4th		Blend
Adams	23.5	26.0	-	27.0	26.0	28.0	29.0	30.0	-	28.0
Franklin	24.0	28.0	-	29.0	-	30.0	-	30.0	-	30.0
Garfield	19.8	25.3	-	27.5	28.0	23.5	-	23.0	26.0	19.0
Garfield EO	-	-	-	-	28.0	-	-	-	26.0	-
Garfield DLI	19.8	25.3	-	27.5	-	23.5	-	23.0	-	19.0
Hoover	14.7	22.0	-	22.0	-	23.7	-	31.0	28.0	28.5
Jefferson	20.5	29.5	-	29.5	-	25.5	-	31.0	-	29.0
Lincoln	21.3	16.7	-	20.7	-	20.5	24.0	32.0	-	31.0
Lincoln EO	-	11.0	-	16.0	-	-	24.0	-	-	27.0
Lincoln DLI	21.3	19.5	-	23.0	-	20.5	-	32.0	-	35.0
Mt. View	20.0	25.0	-	23.0	-	22.5	-	25.5	-	27.0
Wilson	18.7	21.0	21.0	22.5	-	27.0	-	30.0	-	31.0
<u>Total</u>	<u>20.3</u>	<u>24.2</u>	<u>21.0</u>	<u>25.1</u>	<u>27.0</u>	<u>25.1</u>	<u>26.5</u>	<u>29.1</u>	<u>27.0</u>	<u>27.5</u>

2012-13 INTER-DISTRICT TRANSFER SUMMARY

	K-5			Grades 6-8			Grades 9-12			District-wide		
	In	Out	Net	In	Out	Net	In	Out	Net	In	Out	Net
Alsea	1	-	1	1	-	1	-	-	-	2	-	2
Banks	1	-	1	-	-	-	-	-	-	1	-	1
Central Linn	4	-	4	1	-	1	5	-	5	10	-	10
Central	3	(1)	2	4	-	4	7	(1)	6	14	(2)	12
Dallas	-	-	-	1	-	1	2	-	2	3	-	3
Eugene	1	-	1	-	-	-	-	-	-	1	-	1
Greater Albany	36	(10)	26	24	-	24	52	(6)	46	112	(16)	96
Lebanon	2	-	2	-	-	-	2	(15)	(13)	4	(15)	(11)
Lincoln County	-	-	-	1	-	1	1	-	1	2	-	2
Monroe	-	-	-	-	-	-	3	-	3	3	-	3
Philomath	11	(35)	(24)	6	(28)	(22)	20	(55)	(35)	37	(118)	(81)
Scio	-	-	-	-	-	-	1	-	1	1	-	1
Sweet Home	-	-	-	-	-	-	1	-	1	1	-	1
Total	59	(46)	13	38	(28)	10	94	(77)	17	191	(151)	40

NOTE: An additional 23 non-Corvallis resident students attend Muddy Creek Charter School from Greater Albany (3), Monroe (5), and Philomath (15)

2012-13 GARFIELD ELEMENTARY ENROLLMENT

	<u>KG</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>Total</u>	
English Only	-	-	14	14	13	13	54	13.7%
<u>Dual Language Immersion</u>	<u>79</u>	<u>76</u>	<u>55</u>	<u>47</u>	<u>46</u>	<u>38</u>	<u>341</u>	86.3%
<u>Total</u>	<u>79</u>	<u>76</u>	<u>69</u>	<u>61</u>	<u>59</u>	<u>51</u>	<u>395</u>	
	<u>KG</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>Total</u>	
In-District Transfers In								
Adams	-	-	1	-	2	1	4	
Hoover	2	1	-	-	1	1	5	
Jefferson	3	2	-	-	-	3	8	
Lincoln	1	-	1	-	2	2	6	
Mt View	5	4	1	2	2	3	17	
<u>Wilson</u>	<u>10</u>	<u>10</u>	<u>11</u>	<u>17</u>	<u>12</u>	<u>8</u>	<u>68</u>	
<u>In-District Transfers In Total</u>	<u>21</u>	<u>17</u>	<u>14</u>	<u>19</u>	<u>19</u>	<u>18</u>	<u>108</u>	
<u>Inter-District Transfers In</u>	<u>3</u>	<u>1</u>	<u>-</u>	<u>-</u>	<u>1</u>	<u>1</u>	<u>6</u>	
<u>In-District Transfers Out</u>	<u>8</u>	<u>12</u>	<u>11</u>	<u>17</u>	<u>12</u>	<u>13</u>	<u>73</u>	
<u>Transfers In/Out Net</u>	<u>16</u>	<u>6</u>	<u>3</u>	<u>2</u>	<u>8</u>	<u>6</u>	<u>41</u>	

2012-13 LINCOLN ELEMENTARY ENROLLMENT

	<u>KG</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>Total</u>	
English Only	-	11	16	12	13	27	79	22.1%
<u>Dual Language Immersion</u>	<u>85</u>	<u>39</u>	<u>46</u>	<u>41</u>	<u>32</u>	<u>35</u>	<u>278</u>	77.9%
<u>Total</u>	<u>85</u>	<u>50</u>	<u>62</u>	<u>53</u>	<u>45</u>	<u>62</u>	<u>357</u>	

	<u>KG</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>	<u>Total</u>
In-District Transfers In							
Adams	1	1	2	3	2	3	12
Garfield	2	1	1	-	1	2	7
Hoover	-	1	-	-	-	1	2
Jefferson	1	1	1	1	-	-	4
Mt View	-	-	1	-	-	-	1
Wilson	1	2	-	-	2	1	6
<u>In-District Transfers In Total</u>	<u>5</u>	<u>6</u>	<u>5</u>	<u>4</u>	<u>5</u>	<u>7</u>	<u>32</u>
<u>Inter-District Transfers In</u>	<u>3</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>-</u>	<u>1</u>	<u>10</u>
<u>In-District Transfers Out</u>	<u>14</u>	<u>9</u>	<u>18</u>	<u>11</u>	<u>14</u>	<u>14</u>	<u>80</u>
<u>Transfers In/Out Net</u>	<u>(6)</u>	<u>(2)</u>	<u>(11)</u>	<u>(4)</u>	<u>(9)</u>	<u>(6)</u>	<u>(38)</u>



Corvallis

SCHOOL DISTRICT

VI.C. Transfers Update

VI.D. Dual Language Immersion Enrollment Update

VII. FACILITY USAGE RULES AND PROCEDURES (ADMIN. REG. KG-AR)

VIII. ACHIEVEMENT COMPACT

VIII.A. Adopt Revisions to Achievement Compact

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: September 24, 2012

FOR ACTION

SUBJECT: Achievement Compact Revisions

Issue:

The Board adopted the Achievement Compact in June 2012, with the understanding that it would be brought back with revised targets and local priorities once the latest student achievement data was provided by the State. That data was provided to the District on September 12, 2012 and the Board reviewed the revised Achievement Compact during its September 18, 2012 retreat. The Board must give final approval on the revised Achievement Compact, which follows this cover sheet.

ACTION REQUESTED: Approve the revised Achievement Compact.

CONTACT PERSON: Superintendent Erin Prince

K-12 / ESD Achievement Compact
Corvallis SD - 1901

College and Career Ready: Are students completing high school ready for college or career?										
	9th graders of 2006-07	Dis-advantaged	9th graders of 2007-08	Dis-advantaged	9th graders of 2008-09	Dis-advantaged	9th graders of 2009-10	Dis-advantaged	9th graders of 2012-13**	Dis-advantaged
4-Year Graduation Rate	72%	55%	70%	54%	?	?	77%	60%	86%	75%
5-Year Graduation Rate	74%	58%			?	?	79%	63%	88%	78%
5-Year Completion Rate	83%	74%			86%	79%	89%	82%	95%	91%
Post-Secondary Enrollment	75%	61%			78%	66%	81%	71%		
Earning 9+ College Credits										

Disadvantaged is aggregate of disadvantaged student groups (details on pp. 2-4)

Gray shaded boxes are district-provided projections and goals **2012-13 goals are optional

Progression: Are students making sufficient progress toward college and career readiness?										
	2009-10 All	Dis-advantaged	2010-11 All	Dis-advantaged	2011-12 All	*Dis-advantaged	2012-13 Goal All	Dis-advantaged	4-Year Goal (2015-16)**	Dis-advantaged
Ready for School	Kindergarten readiness assessment under development									
3rd Gr. Reading Proficiency	***68%	***53%	***69%	***55%	85%	75%	88%	78%	95%	87%
3rd Gr. Math Proficiency	***52%	***37%	71%	58%	72%	53%	77%	63%	86%	73%
6th Grade On-Track	92%	89%	85%	81%	90%	83%	93%	86%	95%	95%
9th Grade On-Track										

*Estimate based on most recent available data **2016 Goals are optional ***Adjusted to reflect 2011-12 Cut Scores

Equity: Are students succeeding across all buildings and populations?					
	2009-10	2010-11	2011-12	2012-13 Goal	4-Year Goal (2015-16)**
Priority & Focus Schools*	NA	NA	NA	NA	NA
DISAGGREGATED DATA AND GOALS FOR EACH DISADVANTAGED STUDENT GROUP LISTED ON PP 2-4					

*Prior to 2012-13, school in federal AYP "Need Improvement" status **4-year Goals are optional

Local Priorities: What other measures reflect key priorities in the district? (optional, up to 3)										
	2011-12	Dis-advantaged	2012-13	Dis-advantaged	2013-14	Dis-advantaged	2014-15	Dis-advantaged	4-Year Goal**	Dis-advantaged
8th Grade ACT Explore			Baseline	Baseline						
9th Grade Algebra Completion	?	?		?						

**4-year Goal optional

Investment: What is the public investment in the district? (does not include capital investments)					
	2010-11	2011-12*	2012-13*	2012-13 QEM recommended	
Formula Revenue	\$43,467,993	\$44,389,421	\$44,471,568	\$59,972,929	District Share
Local Revenue not passed through formula	\$10,836,990				District Official
Federal Revenue	\$7,024,380				
State Grants not passed through formula	\$187,479				

The tan fields are optional. Districts will fill the blue fields with their targets, the gray fields with estimates of current/past data (if available).

OEIB Chief Education Officer

K-12 / ESD Achievement Compact
Corvallis SD - 1901

Equity: Are students succeeding across all populations?									
9th Graders of 2006-07									
	Economically Disadvantaged	Limited English Proficient	Students with Disabilities	Black (not of Hispanic origin)	Hispanic origin	American Indian / Alaska Native	Pacific Islander	Asian	TAG (not included in aggregate)
4-Year Graduation Rate	55%	68%	34%	67%	62%	*		87%	90%
5-Year Graduation Rate	60%	69%	40%	62%	64%	*		89%	90%
5-Year Completion Rate	72%	72%	63%	77%	75%	*		89%	95%
Earning 9+ College Credits									
Post-Secondary Enrollment	58%	64%	37%	67%	64%	*		82%	91%
2009-10									
*3rd Gr. Reading Proficiency	48%	30%	42%	86%	29%	*	-	85%	92%
*3rd Gr. Math Proficiency	36%	28%	32%	57%	22%	*	-	73%	86%
6th Grade On-Track	87%	91%	86%	71%	91%	*	-	>95%	93%
9th Grade On-Track									

*Adjusted to reflect 2011-12 Cut Scores

9th Graders of 2007-08									
	Economically Disadvantaged	Limited English Proficient	Students with Disabilities	Black (not of Hispanic origin)	Hispanic origin	American Indian / Alaska Native	Pacific Islander	Asian	TAG (not included in aggregate)
4-Year Graduation Rate	51%	51%	52%	56%	57%	*		64%	90%
5-Year Graduation Rate									
5-Year Completion Rate									
Earning 9+ College Credits									
Post-Secondary Enrollment									
2010-11									
*3rd Gr. Reading Proficiency	51%	33%	55%	*	46%	*	*	70%	>95%
3rd Gr. Math Proficiency	52%	48%	59%	*	58%	*	*	75%	>95%
6th Grade On-Track	77%	>95%	84%	*	87%	*	>95%	>95%	92%

*Adjusted to reflect 2011-12 Cut Scores

The tan fields are optional. Districts will fill the blue fields with their targets, the gray fields with estimates of current/past data (if available).

K-12 / ESD Achievement Compact
Corvallis SD - 1901

9th Grade On-Track									
9th Graders of 2008-09									
	Economically Disadvantaged	Limited English Proficient	Students with Disabilities	Black (not of Hispanic origin)	Hispanic origin	American Indian / Alaska Native	Pacific Islander	Asian	TAG (not included in aggregate)
4-Year Graduation Rate									
5-Year Graduation Rate									
5-Year Completion Rate									
Earning 9+ College Credits									
Post-Secondary Enrollment									
2011-12									
3rd Gr. Reading Proficiency	69%	51%	54%	86%	61%	67%	*	>95%	>95%
3rd Gr. Math Proficiency	49%	33%	52%	71%	33%	17%	*	>95%	93%
6th Grade On-Track	83%	90%	78%	86%	85%	86%	>95%	>95%	90%
9th Grade On-Track									

9th Graders of 2009-10 Goals									
	Economically Disadvantaged	Limited English Proficient	Students with Disabilities	Black (not of Hispanic origin)	Hispanic origin	American Indian / Alaska Native	Pacific Islander	Asian	TAG (not included in aggregate)
4-Year Graduation Rate	53%	53%	55%	58%	59%	*	*	65%	91%
5-Year Graduation Rate	65%	74%	44%	66%	68%	*	*	91%	91%
5-Year Completion Rate	77%	77%	70%	82%	80%	*	*	91%	>95%
Earning 9+ College Credits									
Post-Secondary Enrollment	62%	69%	41%	71%	68%	*	*	84%	92%
2012-13									
3rd Gr. Reading Proficiency	74%	56%	59%	89%	66%	72%	*	>95%	>95%
3rd Gr. Math Proficiency	62%	58%	64%	76%	63%	27%	*	>95%	>95%
6th Grade On-Track	86%	>95%	87%	89%	90%	89%	>95%	>95%	93%
9th Grade On-Track									

*Adjusted to reflect 2011-12 Cut Scores

The tan fields are optional. Districts will fill the blue fields with their targets, the gray fields with estimates of current/past data (if available).

K-12 / ESD Achievement Compact
Corvallis SD - 1901

9th Graders of 2012-13 (Optional 4-Year Goals)									
	Economically Disadvantaged	Limited English Proficient	Students with Disabilities	Black (not of Hispanic origin)	Hispanic origin	American Indian / Alaska Native	Pacific Islander	Asian	TAG (not included in aggregate)
4-Year Graduation Rate									
5-Year Graduation Rate									
5-Year Completion Rate									
Earning 9+ College Credits									
Post-Secondary Enrollment									
2015-16									
3rd Gr. Reading Proficiency	85%	71%	74%	95%	79%	83%	*	95%	95%
3rd Gr. Math Proficiency	72%	68%	79%	85%	78%	57%	*	95%	95%
6th Grade On-Track	95%	95%	95%	95%	95%	95%	95%	95%	95%
9th Grade On-Track									

*Adjusted to reflect 2011-12 Cut Scores

The tan fields are optional. Districts will fill the blue fields with their targets, the gray fields with estimates of current/past data (if available).



Corvallis
SCHOOL DISTRICT

VIII.B. Appoint Members of the Achievement Compact Advisory Committee

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: September 24, 2012

FOR ACTION

SUBJECT: Achievement Compact Advisory Committee Members

Issue:

By law, each school board in Oregon shall appoint members of an advisory committee for its district's Achievement Compact. Superintendent Erin Prince recommends the following people for appointment.

- Marsha Lincoln – Middle Level Teacher and CEA President
- Jeff Brew – Elementary Level Principal
- Eric Wright – Secondary Level Principal
- Erin Prince – Superintendent
- Kevin Bogatin – Assistant Superintendent
- Leigh Santy – ELL and Federal Programs
- TBA – Elementary Level Teacher*
- TBA – High School Level Teacher*

*These names will be brought to the Board for approval at a later date.

School boards are not granted the authority to appoint parent representatives to the Achievement Compact Advisory Committee (ACAC); however, Dr. Prince deeply values parent input and has asked Denise Cardinali and Lupe Diaz to serve on the ACAC as non-voting members. Both have graciously agreed.

ACTION REQUESTED: Appoint members of the ACAC as listed above.

CONTACT PERSON: Superintendent Erin Prince



Corvallis

SCHOOL DISTRICT

- IX. PUBLIC TESTIMONY
- X. STAFF TESTIMONY
- XI. CONSOLIDATED ACTION
 - XI.A. Minutes
 - XI.A.1. August 20, 2012

MINUTES
 Regular Meeting of the
BOARD OF DIRECTORS
 Corvallis School District 509J

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:30 p.m. in the Board Room of the Central Administration Building, 1555 SW 35th Street, Corvallis, OR 97333. The secretary recorded those present as listed below.

<u>BOARD MEMBERS PRESENT</u>	<u>EXECUTIVE STAFF PRESENT</u>
Anne Schuster, Chair Tom Sauret, Vice Chair Blake Rodman Judy Ball Lisa Corrigan Matt Donohue Chris Rochester	Dr. Erin Prince, Superintendent Kevin Bogatin, Assistant Superintendent Steve Nielsen, Business Services Director Jennifer Duvall, Human Resources Director

A quorum was present and due notice had been published.

II. PLEDGE OF ALLEGIANCE

Chair Schuster led the group in the Pledge of Allegiance.

III. COMMITTEE/BOARD MEMBER ITEMS

- Vice Chair Sauret said he participated on the interview panel for the new Business Director. He added that he and Director Ball attended the SEAC (Sp. Ed. Advisory Committee) Communications sub-committee meeting.
- Chair Schuster said she participated on the interview panel for the new Business Director. She shared information about activities she has been doing as a member of OSBA's (Ore. Sch. Bd. Assn.) state-wide board. She added that she will attend the upcoming State Board of Education meeting, also as an OSBA board member, and noted that CHS teacher Colleen Works is the teacher representative on the State Board of Education.

IV. SUPERINTENDENT'S REPORT**A. New Business Director Steve Nielsen**

Dr. Prince introduced Mr. Nielsen and his family.

B. Leadership Team Retreat

Dr. Prince provided highlights from the recent retreat.

V. SPECIAL REPORTS**A. Back to School Rally**

Kevin Bogatin, Amy Lesan, and Sally McAfee provided the agenda for the upcoming all-staff Back to School Rally, which will be held at the Whiteside Theater in Corvallis. Points covered include:

- Teachers can choose from among 25 workshops, 90% of which will be taught by teacher leaders. Workshops will be held in various businesses downtown.
- Buildings will take more ownership for staff development this year and tie it to their school improvement action plans.
- Utilizing downtown Corvallis for the rally and workshops illustrates that the school district is part of a larger community, and is a way to thank businesses for their tremendous support of our schools.

B. Professional Development

Mr. Bogatin provided a brief overview of school improvement action plans and professional development plans. Points covered include:

- Schools will have no more than 2-3 goals this year, in order to keep the plans simple and doable and to aid supervision of the plans.
- Professional development plans will link with action plans.
- Funds are available for this work through Title II.
- Restrictions of the calendar prevent a structured PLC of both high schools in their entirety; however departments within the schools already have PLCs.
- Principals will conduct group walkthrough observations of different classrooms throughout the district.
- Existing tools such as RTI, PBIS, and PLC will be used in combination to cover a broader perspective than would be possible if just one specific strategy were utilized.

The overarching goal is for staff to become proficient in using those tools and really focus on specific, measurable goals to achieve student growth.

- Principals will monitor the data throughout the year; formative assessments created by teachers are encouraged. The main goal statement of each building will be tied to OAKS (Oregon Assessment of Knowledge and Skills) scores, thereby linking it to the achievement compact; each school's goal is unique and depends on the needs of its students.
- A timeline of regular follow-up has been created to monitor progress on schools' action plans.
- Meetings of principals by levels will be more like PLCs; principals will check in with each other about their plans and progress.
- Principals will identify the resources needed to accomplish the goals in their school improvement action plans.

Director Rochester opined that this is not a year for excessive differentiation; to make lucid decisions, every dollar should have a visible impact on student achievement. Every goal and accomplishment will be examined under that lens because time is so limited and resources are spread so thin.

Director Donohue recommended instituting a process for principals to self-assess and self-report. Mr. Bogatin concurred.

Dr. Prince closed the conversation by applauding the work of Mr. Bogatin, Ms. Lesan and Ms. McAfee, saying they listened to teachers and administrators, and have drilled down to what's really important.

C. Student Services Restructure

Mr. Bogatin provided highlights including:

- Staff that had been housed at the Western View Center have been moved to the District Office so that all Student Services staff can be together.
- The goal is to have the whole team focus on one model; one group of people operating as one team.
- A flow chart was developed for schools to use when staff have questions relating to special education matters; this will build capacity of principals to support special education students and staff.
- Principals feel supported and are empowered through the capacity of a team approach.
- Special Ed Connections is a web site that provides resources for teachers and principals to get practical information, pamphlets and quick tips.
- Principals will be able to address some special education legal questions for their staff and are clear about situations that require a conversation with the District Office.
- Principals now have ownership in hiring.

- Principals are very receptive to these changes.
- District Office staff will help principals with assistive technology.

Vice Chair Sauret expressed concern about the possibility for different principals to make different decisions on the same special education problems; he recommended some commonality in decision-making. Mr. Bogatin concurred.

Director Rochester requested periodic reports to the Board about how things are going with the reorganization.

Director Donohue expressed support for the changes but asked how principals will respond to a parent who believes his/her child needs to receive special education services. Mr. Bogatin and Ms. Lesan noted that those types of questions are standardized through IDEA law (Individuals with Disabilities Education Act); they're in the staff handbook and principals will be informed about it.

Mr. Bogatin pointed out that teachers are doing a lot of things that aren't required by law, which creates a lot of extra work for them. He said that he would like the teachers to spend more time with kids and less time with paperwork, as long as they operate within the legal requirements. He touched on the training done at the Leadership Team Retreat. Dr. Prince said she believes that getting principals involved with their special education students will improve communication.

Director Rochester cautioned that the outcome needs to be a visible improvement in student achievement; if it isn't, then no matter how elegant the process is, it's not working.

Director Ball referred to the area of deficiency on last year's special education state report card dealing with evaluations for special education services; she asked who would be responsible for evaluations. Mr. Bogatin said it is ultimately his responsibility; staff is developing processes to ensure check-ins at 30 days.

Director Ball asked what has been done to mitigate the disruptive effect of the reorganization on staff. Mr. Bogatin said work started months ago when the entire team met on a weekly basis. Regular full-department meetings and specialty area meetings will be held to make the best use of staff time. Dr. Prince said the entire team even spent a lot of time talking about what to call the department; they unanimously agreed to "Student Services Department" because it's what they are all about.

VI. PUBLIC TESTIMONY

No one offered any testimony.

VII. STAFF TESTIMONY

No one offered any testimony.

VIII. CONSOLIDATED ACTION

MOTION #1:

It was moved by Director Donohue and seconded by Director Corrigan to approve the consolidated action agenda. **The motion was voted on and passed unanimously.**

The following items were approved:

A. Minutes

- June 18, 2012 Board Meeting

B. Licensed Personnel Recommendations

Recommendation to Hire

- Jennifer Allen: Science Teacher, 0.67 FTE, Linus Pauling Middle School, effective August 29, 2012 (Temporary).
- Suzanne Becker: Special Education Teacher, 1.0 FTE, Linus Pauling Middle School, effective August 29, 2012 (Probationary).
- Carrie Bennett: Spanish Teacher, 0.50 FTE, Crescent Valley High School, effective August 29, 2012 (Temporary).
- Kati Carter: Art Teacher, 0.50 FTE, Cheldelin Middle School, effective August 29, 2012 (Probationary).
- Shannon Gabriel: Elementary Teacher – Bilingual, 1.0 FTE, Garfield Elementary School, effective August 29, 2012 (Probationary).
- Alison Green: Third Grade Teacher, 1.0 FTE, Jefferson Elementary School, effective August 29, 2012 (Temporary).
- Elise Hughes: Math Teacher / Student Support, 0.67 FTE / 0.33 FTE, Cheldelin Middle School, effective August 29, 2012 (Probationary / Temporary).
- Chris Lahman: Social Studies Teacher, 0.75 FTE, Crescent Valley High School, effective August 29, 2012 (Temporary).
- Joel Lundeen: Language Arts Teacher, 0.67 FTE, Corvallis High School, effective August 29, 2012 (Probationary).
- Dana Monroe: Art Teacher, 0.40 FTE, Hoover Elementary School, effective August 29, 2012 (Temporary).
- Jaclyn Moses: Music Teacher, 0.70 FTE, Lincoln Elementary School, effective August 29, 2012 (Probationary).
- Lois Rawers: Principal, 1.0 FTE, Jefferson Elementary School, effective August 8, 2012 (Temporary).

Termination/Resignation

- Lisa Mathews: Special Education Teacher, 1.0 FTE, Linus Pauling Middle School, effective June 30, 2012 (Resignation).
- Stacie Mauch: Physical Education Teacher, 0.90 FTE, Lincoln Elementary School, effective July 11, 2012 (Resignation).
- Laura Waight: Mathematics/Alternative Education Teacher, 0.67 FTE, Cheldelin Middle School, effective July 11, 2012 (Resignation).

Request for Leave

- Debbie Birdseye: Third Grade Teacher, 1.0 FTE, Jefferson Elementary School; requesting 0.50 FTE leave for 2012-2013 school year.

- Pamela Toman: Science Teacher, 0.50 FTE, Linus Pauling Middle School; requesting 0.50 FTE leave for 2012-2013 school year.

Voluntary Reduction

- Holly Berman: Language Arts Teacher, 1.0 FTE, Linus Pauling Middle School; voluntary reduction to 0.67 FTE.
 - Julia Lont: Art Teacher, 0.67 FTE, Corvallis High School; voluntary reduction to 0.58 FTE.
- C. Board Policies. The Board approved the following policies. (Both are filed as Supplemental Item #VII-1 in the Official 2012-13 Board Minutes.)
- Board Policy—EBB—Integrated Pest Management—New
 - Board Policy EGAAA—Reproduction of All Copyrighted Materials—Revised
- E. Agreement With Benton County for School Health and Nursing Services (Filed as Supplemental Item #I-1 in the Official 2012-13 Board Minutes.)
- F. Resolution No. 12-0801 Designation of District Officers, Clerks, Agents, and Depositories of Funds (FY2012-13 Organizational Resolution) (Filed as Supplemental Item #II-1 in the Official 2012-13 Board Minutes.)
- G. Substitute Teacher Per Diem Rate (Filed as Supplemental Item #VI-1 in the Official 2012-13 Board Minutes.)

IX. CONSOLIDATED INFORMATION

A. Non-Licensed Personnel Information

Recommendation to Hire

- Arianna Downard: Student Behavior Support 2, 2.25 hours, Franklin School; effective August 29, 2012 (Regular).
- Andrew Morgan: Educational Assistant 2 – LRC, 7.0 hours, Corvallis High School; effective August 29, 2012 (Regular).
- Michelle Moulder: Educational Assistant 2 – Life Skills, 7.0 hours, Linus Pauling Middle School; effective August 29, 2012 (Regular).
- Stephen Nielsen: Business Services Director, 1.0 FTE, District Office; effective August 1, 2012 (Regular).
- Janet Swenson: Educational Assistant 2 – Life Skills, 7.0 hours, Linus Pauling Middle School; effective August 29, 2012 (Regular).
- Cristina Torregrosa: Educational Assistant 2 – ELL, 4.0 hours, Lincoln School; effective August 29, 2012 (Regular).
- Chris Zauner: Educational Assistant 2 – CLASS, 6.0 hours, Linus Pauling Middle School; effective August 29, 2012 (Regular).

Termination/Resignation/Layoff

- Ashley Hartzell: Educational Assistant 2 – Supported Ed, 6.5 hours, Linus Pauling Middle School; effective June 20, 2012 (Resignation).
- Christina Reynolds: Educational Assistant 2, 3.5 hours, Wilson Elementary School; effective August 23, 2012 (Resignation).
- Cynthia Wilson: Educational Assistant 2, 5.0 hours, Lincoln Elementary School; effective

August 1, 2012 (Resignation).

Voluntary Reduction

- Julie Joaquin: Food Service Assistant, 3.5 hours, Linus Pauling Middle School; voluntary reduction to 1.75 hours.

X. ADJOURNMENT

There being no further business before the Board, Chair Schuster adjourned the meeting at 8:05 p.m.

Anne Schuster, Board Chair

Dr. Erin Prince, Superintendent

Prepared By: Julie Catala

S:\DO\Super\Julie\BOARD\MINUTES\2012\08-20-12 minutes.docx

UNADOPTED



Corvallis

SCHOOL DISTRICT

XI.B. Licensed Personnel Recommendations

BOARD MEETING DATE: September 24, 2012

FOR ACTION

SUBJECT: Licensed Personnel Action

1. Issue: Information on licensed-personnel recommendations

a. Recommendation to Hire:

Jennifer Caprenter: Kindergarten Teacher, 1.0 FTE, Lincoln Elementary School, effective September 4, 2012 (Temporary).

Kyle Gordon: Special Education Teacher, 1.0 FTE, Lincoln Elementary School, effective September 10, 2012 (Temporary).

Armida Guerrero-Gilliam: Physical Education Teacher, 0.70 FTE, Lincoln Elementary School, effective August 29, 2012 (Probationary).

Celia Magistrale: Physical Education Teacher, 0.50 FTE, Crescent Valley High School, effective September 7, 2012 (Temporary).

Ron Sather: Physical Education Teacher, 0.17 FTE, Corvallis High School, effective August 29, 2012 (Temporary).

Jon Strowbridge: Adapted Physical Education Teacher, 0.17 FTE, Corvallis High School, effective September 17, 2012 (Temporary).

Berina Tuttle: Fourth/Fifth Grade Teacher – Bilingual, 1.0 FTE, Lincoln Elementary School, effective August 29, 2012 (Temporary).

Anna Zachariah: Mathematics Teacher, 0.17 FTE, Corvallis High School, effective September 7, 2012 (Temporary).

ACTION REQUESTED: Approve recommendations.

CONTACT PERSON: Jennifer Duvall

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: September 24, 2012

**FOR ACTION-
ADDENDUM**

SUBJECT: Licensed Personnel Action

1. Issue: Information on licensed-personnel recommendations
 - a. Recommendation to Hire:
Meg Gear: Special Education Teacher, 0.16 FTE, YES House, effective September 18, 2012 (Temporary).

ACTION REQUESTED: Approve recommendations.

CONTACT PERSON: Jennifer Duvall



Corvallis

SCHOOL DISTRICT

XI.C. Employment Contract - Business Services Director

EMPLOYMENT CONTRACT

BETWEEN

Steve Nielsen, BUSINESS SERVICES DIRECTOR

And the

CORVALLIS SCHOOL DISTRICT

This employment contract is made and entered into between CORVALLIS SCHOOL DISTRICT 509J, hereinafter referred to as the "District," and Steve Nielsen, hereinafter referred to as "Business Services Director."

WITNESSETH:

WHEREAS, the District will employ a Business Services Director under the general supervision of the Superintendent and;

WHEREAS, the District and Business Services Director believe that a written employment contract is necessary to describe specifically their relationship and to serve as the basis of the effective communication between them;

NOW THEREFORE, in consideration of the mutual promises contained herein, the District hereby employs Steve Nielsen as the Business Services Director and the Business Services Director hereby accepts such employment upon the terms and conditions set forth below.

SECTION 1. TERM:

The agreement shall be a two-year agreement commencing August 1, 2012 through June 30, 2014. The first year is the probationary period and at the end of the first year of the contract, the Superintendent shall provide the Business Services Director with written intent to negotiate a new Agreement or that the second year will be the final year of employment with the District. The Superintendent and Business Services Director may elect at any time to issue a new Agreement for an additional three years, or a shorter mutually agreed upon employment period.

SECTION 2. DUTIES:

The Business Services Director shall have and maintain the qualifications, perform the specific duties, and shall have and exercise the authority outlined in the job description for the position of Business Services Director. In addition, the Business Services Director shall perform other duties as prescribed by the Superintendent.

SECTION 3. COMPENSATION:

Salary: The District shall pay the Business Services Director, for the services rendered, at an annual base salary of \$106,760 for the 2012-2013 school year, pro-rated based on a start date later than July 1, and paid monthly. Salary for subsequent years will be subject to negotiations with the Superintendent. The School Board may unilaterally reduce the number of workdays

and proportionately reduce the salary if such reduction is part of a district-wide reduction in response to limited financial resources.

SECTION 4. CONTRACT DAYS:

The contract days for the Business Services Director position is 260 days, which includes nine (9) paid holidays as outlined in the non-represented agreement and five (5) non-contract days.

SECTION 5. BENEFITS:

The Business Services Director shall be entitled to the fringe benefits and agreements accorded to the other district administrative employees as identified in the non-represented agreement, including, but not limited to: PERS contribution, health insurance, holidays, leaves, and professional memberships.

Allowance: The District will pay the Business Services Director a stipend of \$240 a year, as taxable income, for use of personal automobile for district business.

The District will also pay a stipend of \$30 a month, as taxable income, for use of personal cell phone for the purposes of conducting school district business and being available for Superintendent and staff communications.

Tax-sheltered annuity: Starting the second year of the contract, July 1, 2013, a District contribution of \$100.00 a month toward a tax-sheltered annuity of the Business Services Director's choice through one of the district approved vendors. The Business Services Director is responsible that such TSA contributions are within the IRS regulations.

Vacation: The Business Services Director shall receive 20 vacation days per year, pro-rated based on a start date later than July 1. Unused vacation days may be carried over into the following fiscal year (July – June). However, the carry over days must be used by December 31 of the following year or are forfeited.

Vacation days are granted at the beginning of the fiscal year. Upon termination of employment, vacation days are pro-rated based on the number of days worked. All used, unearned vacation is owed to the District and will be deducted from the Business Services Director's final pay. Any unused, earned vacation, not to exceed ten (10) days, shall be cashed out at the per diem rate at the termination of the Business Services Director's employment with the District.

SECTION 6. PROFESSIONAL DEVELOPMENT:

The District is committed to professional development and will provide the necessary resources to facilitate the professional growth of the Business Services Director. The District expects the Business Services Director to continue professional development and to participate in relevant learning experiences at district expense, with Superintendent approval.

- a. The Business Services Director is encouraged to develop a professional growth plan that meets the needs of both the individual and the district, as approved by the Superintendent.
- b. Participation in a national/regional conference is encouraged, should be part of the overall plan for professional development of the Business Services Director, and is

subject to Superintendent approval. The Business Services Director may attend at least one (1) national conference each year, expenses to be incurred by the district subject to the limit of budgeted amounts for this expenditure.

The District shall reimburse the Business Services Director for all actual and necessary professional development expenses incurred by him as provided in the budget and within the scope of his employment, such as:

- a. Lodging expenses will be reimbursed based upon documented receipts, subject to prior approval by the Superintendent.
- b. Meals will be reimbursed to the limits established by District policy or administrative rule upon submission of receipts, subject to prior approval by the Superintendent or his/her designee.

SECTION 7. EVALUATION:

The Business Services Director and the Superintendent shall meet annually for the purposes of evaluation of the performance of the Business Services Director and expressing recommendations and observations on how such performance may be continually improved. Such evaluation shall be summarized in writing and placed in the Business Services Director's personnel file.

SECTION 8. LAYOFF:

Should the School Board determine to eliminate or reduce the percentage of "FTE" the position of Business Services Director, the Business Services Director shall be considered for any vacant administrative positions that he is qualified to fill.

SECTION 9. RENEWAL:

The Superintendent and the Business Services Director shall consult and confer each year to consider changes in salaries, benefits, and/or other items either party deems appropriate. The Superintendent shall consider and decide upon renewal of this Contract, recommend decision to the School Board, and notify the administrator no later than March 15, 2015. If no contract extension is executed, this contract expires at the end of its term.

SECTION 10. TERMINATION:

This Employment Contract may be terminated by mutual agreement of the parties, voluntary resignation, death, or retirement. Throughout the term of this contract, the Business Services Director will be subject to dismissal under ORS 342.805-925. The Superintendent shall provide notice of specific charges that may be the basis for dismissal and shall provide an opportunity to respond to the Superintendent before the Superintendent makes a recommendation for dismissal to the School Board. The District shall give the Business Services Director no less than ten (10) days written notice in advance of the pre- termination meeting with the Superintendent. If the Business Services Director chooses to be accompanied by legal counsel at the hearing, he will assume the cost of his attorney. The Business Services Director may

resign prior to the conclusion of the contract by giving at least 30 days advance notice to the Board.

SECTION 11. INDEMNIFICATION:

The district will defend, hold harmless, and indemnify the Business Services Director from any and all demands, claims, suits, actions, and legal proceedings brought against the Business Services Director in his individual capacity, or in his official capacity as agent and employee of the district, provided the incident arose while he was acting within the scope of his employment, all according to the Oregon Tort Claims Act.

SECTION 12. SAVINGS CLAUSE:

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

SECTION 13. APPLICABLE LAW:

This Employment Contract is subject to all applicable laws of the State of Oregon, rules and regulations of the State Board of Education, and policies of the District and of the Board, all of which are made part of the terms and conditions of this Contract as though set forth therein.

SECTION 14. AMENDMENT:

This Employment Contract may be amended by the parties at any time. No amendment shall be effective unless it is in writing and signed by the Business Services Director and the Superintendent.

IN WITNESS WHEREOF, the District has caused this Contract to be approved on its behalf by a duly authorized officer, and the Business Services Director has approved this Employment Contract.

Approved this _____ day of _____ 20____.

Superintendent

Business Services Director

MEMORANDUM OF UNDERSTANDING
Employment Contract for Business Services Director

The contract days for the Business Services Director position is 260 days. In response to the District's budget challenges, the Business Services Director has elected to reduce his contract by four (4) workdays for the 2012-13 school year. The Superintendent and Business Services Director will identify the four furlough days to be taken.

Salary Schedule for Business Services Director based on 260 days*

Step 1	Step 2	Step 3	Step 4	Step 5
\$102,594	\$103,620	\$104,656	\$105,703	\$106,760

Annual Compensation	\$106,760
Contract Days	260
Per diem	410.62

Annual Compensation	\$106,760
Reduction of 4 furlough days	(1642)
Benefits =approx.	(509)
Net annual compensation	\$104,609

Superintendent/Date

Business Services Director/Date



Corvallis

SCHOOL DISTRICT

XI.D. Agreement With Milestones Family Recovery Program/YES House

FOR ACTION

Board Meeting Date: **September 24, 2012**

Subject: **Milestone Family Recovery Program Agreement/YES House**

Explanation:

The Corvallis School District is required by law to provide educational instruction to students attending the Milestones Family Recovery Program's drug and alcohol treatment center known as "YES House."

To fulfill this need, the district annually enters into an agreement with Milestones. The attached agreement for the 2012-13 school year calls for the district to provide 0.30 FTE of certified 509J staff support in the form of one 0.16 FTE certified special education teacher and one 0.14 FTE certified alternative education teacher.

The 0.16 FTE certified special education teacher will case manage students on Individualized Education Plans (IEPs), design and implement IEPs, complete IEP and eligibility meetings, complete all special education paperwork using the district's database, and maintain special education records. Additionally, this teacher will coordinate Oregon State assessment testing for YES House students.

The contract calls for \$96,185.76 in flow-through funding, including a maximum of \$68,220 from the district general/ADM funds (based on YES House enrollment eligible) and \$27,965.76 from Title I-D grant funds.

Presenter: **Kevin Bogatin, Assistant Superintendent**

Supplementary Materials: **FY2012-13 Milestones Family Recovery Agreement**

Motion Requested: **I move that the agreement with Milestones Family Recovery for YES House operations be approved as submitted.**

AGREEMENT
Between Corvallis Public School District
And
Milestones Family Recovery Program

School Year, 2012/2013

Purpose:

The Corvallis School District (**District**) is responsible to ensure that the educational program for students in residence at YES House meets state and federal standards. This program operates as a private alternative school, not as a Corvallis School District School. YES House is a drug and alcohol treatment center operated by Milestones Family Recovery Program (**Milestones**). The treatment program requires that students residing at YES House cannot attend a traditional public school program. The District will provide an on-site instructor to oversee the curriculum, measure progress, supervise assessment, and manage the special education process.

Milestones Family Recovery Program Responsibilities:

1. Operate the residential education program with licensed teachers. A complete list of staff along with their licensure and/or resumes is to be submitted as part of the yearly evaluation.
2. Maintain an appropriate instructional classroom, meeting any necessary district, state or federal standards for students residing in the program.
3. Review and meet requirements of Individual Education Plans for students. Submit copies of IEP's and 504 plans to Corvallis upon student entering program.
4. Provide a Transition Specialist and the supplies necessary to provide transition services to the students who attend the Yes House Program.
5. Maintain accurate student-level enrollment, attendance, and class schedule information on the Linn-Benton-Lincoln ESD (LBL-ESD) Pinnacle program on a regular (minimum weekly) basis, following regulations set forth in the Oregon Department of Education Student Handbook; and finalize information in a timely manner to meet reporting deadlines to the Department of Education through the District. The Milestones staff responsible for maintaining this data will be sent to LBL-ESD sponsored training sessions as necessary to learn, develop and stay current with skills to properly use the database.
6. Supervise and transport students to Harding Center for assessment purposes, if necessary.
7. Provide accountable activities consistent with OAR 581-023-0008, Accountable Activities for Alternative Education Programs.. Accountable activities are defined as one or more of the following as approved by the school district by contract:
 - (a) Tutorial Instruction;
 - (b) Small group instruction;
 - (c) Large group instruction;
 - (d) Personal growth and development instruction;
 - (e) Counseling and guidance;
 - (f) Computer assisted instruction;
 - (g) Vocational training;
 - (h) Cooperative work experience and/or supervised work experience;
 - (i) Instructional activities provided by institutions accredited by the Northwest Association of Schools and Colleges;

- (j) Supervised community service activities performed as part of the instructional program; and
- (k) Supervised independent study in accordance with a student's educational goals including classroom or equivalent work supervised by school district officials that serve as one component of the student's educational plan and profile and not the entire part. Examples of this include required and elective courses, supervised independent study, career-related learning experiences, and project based learning.

8. Milestones agrees to exempt and hold harmless the Corvallis School District for:

LIABILITY:

Milestones shall furnish the District with a Certificate of Insurance showing evidence of the following insurance language:

Commercial General Liability with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for Bodily Injury, Personal Injury and Property Damage. If students are transported, Automobile Liability including owned, non-owned and hired autos with a limit not less than \$1,000,000 per occurrence, and Professional Liability with a limit not less than \$1,000,000 per occurrence, and aggregate.

The Certificate of Insurance must provide a thirty (30) day notice of cancellation to the District.

WORKERS' COMPENSATION:

If Milestones employs one or more workers as defined in ORS 656.027 and such workers are subject to ORS 656.001 - 656.990, Milestones shall maintain currently valid workers' compensation insurance covering all such workers. Milestones shall maintain this insurance throughout the period of this contract. Workers' compensation insurance must be furnished and evidenced by a Certificate from the insurer. It must, also, provide a thirty (30) day notice of cancellation to the District.

If the District employs one or more workers as defined in ORS 656.027 and such workers are subject to ORS 656.001 - 656.990, CSD 509J shall maintain currently valid workers' compensation insurance covering all such workers. The District shall maintain this insurance throughout the period of this contract. Workers' compensation insurance must be furnished and evidenced by a Certificate from the insurer. It must, provide a thirty (30) day notice of cancellation to Milestones.

INDEMNIFICATION:

To the extent allowed by Oregon Tort Law, both parties mutually agree to indemnify and hold each other harmless against any and all claims, demands, damages, liabilities, and costs incurred by the other party, arising out of, or in connection with, either directly or indirectly, the performance of any service, or any other act or omission by or under the direction of the indemnifying party, its officers, agents, or employees.

- 9. By November 15, 2012, Milestones agrees to furnish the District with a budget that specifies how contract funds will be used. District contract funds will not be commingled with any other Milestones monies and the money paid from the general fund for basic education will not be commingled with Title 1-D money. Milestones will furnish interim financial statements to the District on a semi-annual basis showing the revenues, expenditures and balance sheet for District funds.
- 10. Every staff member that has direct, unsupervised contact with students must be fingerprinted and complete a criminal history review according to Oregon law, OAR 581-22-716. The fingerprinting process will be paid for by Milestones. Forms may be obtained from the school district Human Resources department. These steps must be completed upon signing of this agreement.
- 11. Meet all other requirements of Exhibit 1, Standard Public Contact Provisions.
- 12. Work in collaboration with the District.

Corvallis School District Responsibilities:

1. Provide a licensed Special Education teacher, .16 FTE, according to the school district student calendar-Exhibit 2. This teacher will case manage students on IEP's, design and implement Individualized Education Plans, complete IEP and eligibility meetings, complete all necessary special education paperwork using the district's database, and maintain special education records. This teacher will also coordinate Oregon State Assessment Testing for YES House students. In addition a .14 FTE licensed alternative education teacher will be provided to support transition activities.
2. Annually evaluate the instructional program at the Corvallis Milestones Family Recovery Program and share results with Milestones staff.
3. Provide consultation regarding appropriate placement and educational strategies for students in the Milestones program.
4. When agreed to be appropriate, enroll Milestones resident student in the Corvallis Schools.
5. Based on the Yes House enrollment eligible to be claimed as per student funding by the Corvallis School District the maximum amount of \$68,220 will be paid to Milestones for regular educational instruction. If eligible enrollment falls below an average of 19 students, then the District reserves the right to reduce the amount for regular education instruction accordingly. These funds are to be used by Milestones to provide the basic educational program on regular Corvallis School District school days. They may be used to hire educational assistants and pay for materials and supplies. Payment will be made in equal installments in December 2012, April 2013 and June 2013. Adjustment will be made to the June payment should enrollment eligible for state school funding decline.
6. In addition, YES House program may access federal Title I-D funds in the approximate amount of \$27,965.76. These funds must be used to hire a certified teacher and to furnish additional supplies and equipment for the educational program. The annual payment amount for Title I-D funds are subject to availability as determined in the District's allocation of Title I-D funds from the Oregon Department of Education.
7. Complete and submit all student attendance reports to the State Department of Education based on the information submitted by Milestones staff.
8. The District may terminate this agreement if Milestones fails to comply with any of the noted responsibilities.
9. Non-compliance with a rule or statute implemented by OAR 581-022-1350 may result in the termination of the contract.
10. Suspension or revocation by the ODE of the private program's registration will suspend or terminate the district's contract with and distribution of public funds to the program for the term of the suspension or termination of the registration.

Corvallis School District 509J

Milestone Family Recovery Program

Steve Nielsen Date
Director of Business Services

Authorized Representative Date

Attachment: Standard Public Contract

Corvallis School District 509J

Standard Public Contract Provisions

Updated: January 2006

The Standard Public Contract provisions appended as Attachment 1 are made a part of the Contract between Corvallis School District 509J and the Contractor.

INDEPENDENT CONTRACTOR STATUS

Contractor agrees and certifies that:

- A. Contractor is engaged as an independent Contractor. Although Corvallis reserves the right (i) to determine (and modify) the delivery schedule for the Work to be performed and (ii) to evaluate the quality of the completed performance, Corvallis cannot and will not control the means or manner of Contractor's performance, nor provide any tools or equipment for the performance of the Work, *except* as provided elsewhere in this contract. Contractor is responsible for determining the appropriate means and manner of performing the Work.
- B. Contractor shall be responsible for all federal or state taxes applicable to compensation or payments paid to Contractor under this Contract and, unless Contractor is subject to backup withholding, Corvallis will not withhold from such compensation or payments any amount(s) to cover Contractor's federal or state tax obligations.
- C. Contractor will not, on account of any payments made under this Contract, be eligible for any benefit from federal social security, worker's compensation, unemployment insurance, or the Public Employee's Retirement System, except as a self-employed individual;
- D. Contractor is not currently an employee of the federal government or the State of Oregon; and
- E. Contractor is not a contributing member of the Public Employee's Retirement System.
- F. Contractor is not an "officer", "employee," or "agent" of Corvallis, as those terms are used in ORS 30.265.

PAYMENT OF LABORERS (ORS 279.312, 279.314)

- A. Contractor shall, to the extent as may be required by Oregon Law: 1. Make payment promptly, as due, to all persons supplying to such Contractor labor or material for the prosecution of the Work provided for in this Contract; 2. Pay all contributions or amounts due the Industrial Accident Fund by Contractor or subcontractors, if permitted, incurred in the performance of this Contract; 3. Not permit any lien or claim to be filed or prosecuted against Corvallis on account of any labor or material furnished; and 4. Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
- B. If Contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to it by any person in connection with this Contract as such claim becomes due, Corvallis may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due to Contractor by reason of such Contract.

- C. The payment of a claim in this manner shall not relieve the Contractor or the Contractor's surety, if any, from obligation with respect to any unpaid claims.

HOURS OF LABOR (279.316, 279.334)

For those employees of Contractor covered or subject to Oregon employment laws:

Persons employed under this Contract shall receive at least time and a half pay for work performed on the legal holidays specified in ORS 279.334 (1)(a)(C)(ii) to (vii) and for all overtime worked in excess of 40 hours in any one week, except for individuals who are excluded under ORS 653.010 to 653.261 or under 29 USC 201 to 209 from receiving overtime.

Except as provided above, no person shall be employed for more than ten hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency, or where Corvallis absolutely requires it, and in such cases, except in cases of contracts for personal services as defined in ORS 279.051, the laborer shall be paid at least time and a half pay:

- for all overtime in excess of eight hours a day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; or
- for all overtime in excess of ten hours a day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; or
- for work performed on Saturday and on any legal holidays specified in ORS 279.334

For those employees of Contractor that are covered or subject to Oregon employment laws Contractor must, pursuant to ORS 279.316(1)(b), give notice to employees who perform work on this Contract, either at the time of hire or before commencement of work on the Contract or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.

PAYMENT FOR MEDICAL CARE AND PROVIDING WORKERS' COMPENSATION (ORS 279.320)

To the extent any of Contractor employees are covered by the Oregon employment laws, Contractor shall promptly, as due, make payment to any person, co-partnership, association, or corporation, furnishing medical, surgical, and hospital care or other needed care and attention, incident to sickness or injury, to the employees of Contractor, of all sums which Contractor agrees to pay for such services and all moneys and sums which Contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of paying for such service.

To the extent any of Contractor's employees are covered by the Oregon employment laws, Contractor, its subcontractors, if any, and all employers working under this contract, are subject

**Corvallis School District 509J
Standard Public Contract Provisions**

employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017 which requires them to provide workers' compensation coverage for all their subject workers.

REPRESENTATIONS

Contractor's Representations. Contractor represents to Corvallis that:

- Contractor has the power and authority to enter into and perform this Contract,
- Contractor will accomplish the Work using a standard of performance and care that is currently accepted by other contractors engaged in similar work,
- Contractor shall, at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the Work,
- Contractor has no present interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its Work, and that in the performance of this Contract no person having any such interest shall be employed.

Representations cumulative. The representations set forth in this section are in addition to, and not in lieu, of any other warranties provided.

INDEMNITY AND HOLD HARMLESS

Contractor shall defend, indemnify, and hold Corvallis, its officers, agents that are not independent contractors, and employees harmless against all liability, loss, or expenses, including attorney's fees, and against all claims, actions, or judgments based upon or arising out of damage or injury (including death) to persons or property to the extent caused by any act or omission of an act in connection with the performance of this contract, or based upon violation of any statute, ordinance, or regulation. This contractual indemnity provision does not abrogate common law or statutory liability and indemnification to Corvallis, but is in addition to such common law or statutory provisions. Nothing herein shall be construed to required indemnification of Corvallis for any liability attributable to its own negligence.

RECORDS

Contractor shall have access to the books, documents, papers, and records of Corvallis as necessary for Contractor's performance of the Work. Contractor shall not disclose all or any part of such records to any other person, firm, corporation, association, or other entity except as reasonably necessary to carry out the Work, without the consent of Corvallis,

Contractor agrees that Corvallis and its authorized representatives shall have access to the books, documents, papers, and records of Contractor which are directly pertinent to the specific Contract for the purpose of making audits, examinations, excerpts, and transcripts.

ATTORNEY'S FEES

If a suit or action is filed to enforce any of the terms of this Contract, the prevailing party shall be entitled to recover from the other party, in addition to costs and disbursements provided by statute, any sum which a court, including any arbitrator or appellate court, may judge reasonable as attorney's fees.

SEVERABILITY

The parties agree that if any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.

COMPLIANCE WITH LAWS

Contractor shall comply with all applicable federal, state, and local laws, rules and regulations on nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, sexual orientation, marital status, age, medical condition, or disability.

Contractor's services shall comply with laws, codes, regulations, and applicable requirements imposed by governmental authorities having jurisdiction over the project.

WAIVER

The failure of Corvallis to enforce any provision of this Contract shall not constitute a waiver by Corvallis of that or any other provision.

High School Calendar

CORVALLIS SCHOOL DISTRICT

2012 - 2013

JULY 2012

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OCTOBER 2012

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DECEMBER 2012

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FEBRUARY 2013

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MARCH 2013

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MAY 2013

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19	20	21	22	23	24	25
26	H	28	29	30	31	

JUNE 2013

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	L/M	G/M	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

KEY

H/N Holiday/Non-Contract Day - No School

P/G Teacher Prep/Grading - No School

* Evening Parent Connection

D Professional Development - No School

F/L First, Last Student Days

M Possible Weather Make-up

Q/S First Day of Quarter/Semester

Teacher work year begins - August 29

First day of school for students - September 5

Last day of school for students - June 13 (2 hour early release)

Last contract day for teachers - June 14

CORVALLIS SCHOOL DISTRICT 2012-2013 High School Calendar

2012

August	29	Professional Development
August	30	Professional Development
August	31	Teacher Preparation
September	3	<i>Labor Day Holiday</i>
September	4	Teacher Preparation
September	5	First Day of school grades 1-12
October	12	Non-Contract Day (no school all levels)
October	31	Grading (no school elementary & middle only)
November	1	Conferences (no school elementary & middle only)
November	2	Conferences (no school elementary & middle) (no school high school-teacher grading)
November	12	<i>Veterans Day Holiday</i>
November	13	Beginning of Second Quarter
November	19	Professional Development (no school all levels)
November	20	Non-Contract Day (no school all levels)
November	21	Non-Contract Day (no school all levels)
November	22	<i>Thanksgiving Day Holiday</i>
November	23	Non-Contract Day (no school all levels)
December	24 - 31	Winter break - Non-Contract Days (no school all levels)

2013

January	1 - 4	Winter break continued- Non-Contract Days (no school all levels)
January	21	<i>Martin Luther King Jr. Day</i> - Non-Contract Day (no school all levels)
January	31	Grading (no school high school only)
February	1	Grading/Prep (no school all levels)
February	4	Beginning of Third Quarter (Second Semester)
February	18	Professional Development (no school all levels) unless needed for weather/emergency make-up day
March	25 - 29	Spring Break - Non-Contract Days (no school all levels)
April	10	Teacher Preparation/Grading-(no school elementary only)
April	11	Grading/Conferences (no school elementary & middle only)
April	12	Conferences (no school elementary & middle) (no school high school-teacher grading)
April	15	Beginning of Fourth Quarter
May	27	<i>Memorial Day Holiday</i>
June	10	High school graduation
June	13	Last day for high school students (2 hour early release)
June	14	Last day for elem/middle school students. (2 hour early release) unless needed weather/emergency make-up
June	17	Grading - Last contract day for teachers unless needed for weather/emergency make-up day

190 Teacher contract days
173 High school days

Weather/Emergency Make-up Days
In the event of a district-wide school cancellation due to bad weather or other emergency, February 18, June 14 and 17 may be used to make up those days.



Corvallis

SCHOOL DISTRICT

XI.E. Agreements With Old Mill Center for District-wide Therapeutic Counseling, Therapeutic Counseling for the CLASS Program, and Intensive Treatment Services

BOARD MEETING DATE: September 24, 2012

SUBJECT: Agreements Between the Corvallis School District and the Old Mill Center for District-wide Therapeutic Counseling, Therapeutic Counseling for the CLASS Program, and Intensive Treatment Services

EXPLANATION:

The district has historically contracted with Old Mill Center to provide therapeutic services for students throughout the district.

In FY2011-12, the district had two contracts with Old Mill Center:

- Partial funding for a therapeutic counselor to serve students in the CLASS Program (\$15,000)
- 1.2 FTE Masters Level Therapist to serve students district-wide (\$45,000)

The combined contract amounts for these agreements did not meet the \$75,000 review threshold for board review in FY2011-12.

In FY2012-13, the following contracts are proposed for a total amount of \$140,597:

- Partial funding for a therapeutic counselor to serve students in the CLASS Program (\$15,000)
- 1.2 FTE Masters Level Therapist to serve students district-wide (\$45,000)
- Intensive Treatment Services to serve students district-wide (\$80,597)

Presenter: **Kevin Bogatin, Assistant Superintendent**

Supplementary Materials: **Contracts**

Motion Requested: **I move that the board authorize staff to enter into contracts with Old Mill Center to provide therapeutic services to students.**



LETTER OF AGREEMENT
BETWEEN
CORVALLIS SCHOOL DISTRICT 509J
AND
OLD MILL CENTER

September 5, 2012 through June 18, 2013

RECITALS

- A. Contractor has agreed to perform certain counseling services for 509J.
- B. The parties desire to set forth their agreement, including the specific services to be performed by Contractor and the payments and other consideration to be provided by the District.

AGREEMENT

IN CONSIDERATION of the recitals set forth above and the agreements hereinafter contained, the parties agree as follows:

1. Corvallis School District shall:
 - 509J will provide partial funding, \$15,000 for a therapeutic counselor to serve students in the CLASS program located at Linus Pauling Middle School.
 - 509J will provide fingerprinting for therapist at no cost to Old Mill Center.
 - 509J will provide a classroom space, office, telephone, computer, locking file cabinet and necessary office supplies for the Old Mill Center therapeutic counselor at Linus Pauling Middle School.
2. Old Mill Center shall:
 - Old Mill Center will provide individual and group counseling for youth with mental health issues attending the CLASS program.
 - Old Mill Center agrees that the therapeutic counselor will provide to the classroom up to (10) hrs. per week of contracted services which may include, but are not limited to: meeting attendance, assistance with development of student "plans", counseling and consultation to staff.
 - Old Mill Center will provide consultation for youth with school personnel, physicians, juvenile department, and other local agencies.
 - Old Mill Center agrees to bill 509J October 1, 2012 (\$7,500), March 1, 2013 (\$7,500) for services.
 - Old Mill will provide 509J copies of the agency's license to provide mental health services.
 - Old Mill will provide 509J a copy of the therapeutic counselor's "Summary of Services" on a monthly bases to the Student Services Department. This will be due on the 1st day of each month.
3. Contractor shall furnish 509J with a Certificate of Insurance showing the evidence of the following insurance language:

LIABILITY

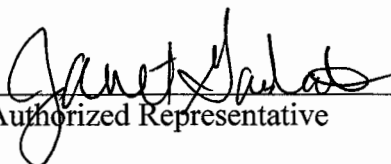
- Commercial General Liability with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for Bodily Injury, Personal Injury and Property Damage.
 - The Certificate of Insurance must provide a thirty (30) day notice of cancellation to the District.
4. Contractor shall comply with all of the Standard Public Contract Provisions as set forth in Attachment 1.
 5. The Standard Public Contract Provisions appended as Attachment 1 are made a part of the contract between Corvallis School District 509J and the Contractor.
 6. The Contractor shall not assign this contract.
 7. All actions relating to this contract shall be tried before the courts of the State of Oregon to the exclusion of all other courts which might have jurisdiction apart from this provision. Venue in any action shall lie in the Circuit Court of Benton County, Oregon.
 8. Either party, without cause, may terminate its' participation in this contract upon thirty (30) days prior written notice. In the event of termination, payment shall be prorated based upon services performed through the date of termination.
 9. This Agreement embodies the entire agreement of the parties as to the matters set forth herein. There are no promises, terms, conditions or obligations other than those contained herein. This Agreement shall supersede all prior communications, representations, or agreements, either oral or written, between the parties. This Agreement shall not be amended except in writing, signed by both parties.

Corvallis School District 509J

Old Mill Center, Contractor

Steve Nielsen
Business Services Director

PO Box 3509J
Corvallis, OR 97339


Authorized Representative

1650 SW 45th Place
Corvallis, OR 97339
Business Address



Letter of Agreement
Between
Corvallis School District 509J
And
Old Mill Center

September 5, 2012 – June 18, 2013

RECITALS

- A. Contractor has agreed to perform certain counseling services for 509J.
- B. The parties desire to set forth their agreement, including the specific services to be performed by Contractor and the payments and other consideration to be provided by the District.

AGREEMENT

IN CONSIDERATION of the recitals set forth above and the agreements hereinafter contained, the parties agree as follows:

1. The Corvallis School District shall:
 - 509J will provide partial funding, \$45,000 for a 1.2 FTE Masters Level Therapist.
 - 509J will provide fingerprinting for therapist at no cost to Old Mill Center.
 - 509J will provide individual and group therapy space, office, space, telephone, computer, locking file cabinet and necessary office supplies for Old Mill Center counselor when on site in Corvallis Schools.
 - 509J will refer youth, 5-21, to the Old Mill Center counselor.
 - 509J will be responsible for students arriving at school sites for group meetings.
2. Old Mill Center shall:
 - Old Mill Center will provide individual and group counseling for referred youth, ages 5-21, with significant mental health issues.
 - Old Mill Center will provide case management for referred youth with schools personnel, physicians, juvenile department, and other local agencies.
 - Old Mill Center counselor will travel to school sites to help address transportation problems of youth and families.
 - Old Mill Center agrees to bill 509J October 1, 2012 (\$22,500), March 1, 2013 (\$22,500) for services.
 - Old Mill will provide 509J copies of the agency's license to provide mental health services.
 - Old Mill will provide 509J the following information on a monthly basis due to the Student Services Department by the first day of each month:
 - Names of students referred
 - Date of intake
 - Assigned Therapist
 - Current or discontinued clients
 - Current Release of Information form

- Old Mill will provide 509J the following information on a quarterly basis due to the Student Services Department during the months of **November 2012, January 2013, April 2013 and June 2013.**
 - Number of hours served on the contract towards 509J students during each quarter
 - Designation of primary funding source of secondary funding source for services
 - Year to Date hours served on the Therapeutic Counseling Contract
- 3. Contractor shall furnish 509J with a Certificate of Insurance showing the evidence of the following insurance language:
 - Commercial General Liability with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for Bodily Injury, Personal Injury and Property Damage.
 - The Certificate of Insurance must provide a thirty (30) day notice of cancellation to the District.
- 4. Contractor shall comply with all of the Standard Public Contract Provisions as set forth in Attachment 1.
- 5. The Standard Public Contract Provisions appended as Attachment 1 are made a part of the contract between Corvallis School District 509J and the Contractor.
- 6. The Contractor shall not assign this contract.
- 7. All actions relating to this contract shall be tried before the courts of the State of Oregon to the exclusion of all other courts which might have jurisdiction apart from this provision. Venue in any action shall lie in the Circuit Court of Benton County, Oregon.
- 8. Either party, without cause, may terminate its' participation in this contract upon 30 days prior written notice. In the event of termination, payment shall be prorated based upon services performed through the date of termination.
- 9. This Agreement embodies the entire agreement of the parties as to the matters set forth herein. There are no promises, terms, conditions or obligations other than those contained herein. This Agreement shall supersede all prior communications, representations, or agreements, either oral or written, between the parties. This Agreement shall not be amended except in writing, signed by both parties.

Corvallis School District 509J

Old Mill Center, Contractor

Steve Nielsen
Business Services Director


Authorized Representative

PO Box 3509J
Corvallis, OR 97339

1650 SW 45th Place
Corvallis, OR 97333
Business Address



Letter of Agreement
Between
Corvallis School District 509J
And
Old Mill Center

September 5, 2012 – June 18, 2013

RECITALS

- A. Contractor has agreed to perform certain transition services for 509J.
- B. The parties desire to set forth their agreement, including the specific services to be performed by Contractor and the payments and other consideration to be provided by the District.

AGREEMENT

IN CONSIDERATION of the recitals set forth above and the agreements hereinafter contained, the parties agree as follows:

1. The Corvallis School District shall:
 - Provide partial funding, \$80,597 for (2) Intensive Treatment Services (ITS) employees dedicated to the in-school services for elementary grades K-5. Substitution and/or back up of personnel will be available from ITS staff normally working in the day treatment program at OMC.
 - Provide individual and/or group therapy space, office space (if needed), telephone, computer, locking file cabinet and necessary office supplies for Old Mill Center counselor when on site in Corvallis Schools.
 - Refer youth in grades K-5, to the Old Mill Center for Behavior and/or Transition Services
 - Provide transportation for students and/or families who are not able to provide their own, in order to be able to attend meetings or sessions at the OMC.
2. Old Mill Center shall:
 - Provide (2) Intensive Treatment Services (ITS) employees in school settings working with (2) students per day, per employee.
 - Provide staff dedicated to the in-school services for the full 180-day school district, elementary calendar
 - Provide daily services that would consist of:
 - up to 2.25 hours per student, of in-class, direct student contact/coaching/assistance per school day
 - Provide case management for referred youth with school personnel, physicians, juvenile department, and other local agencies.
 - Provide OMC staff to attend consultation meetings at least 1.5 hrs per month, per student, for formal planning and review meetings with teachers and other school district personnel
 - Provide transportation expenses for OMC staff to and from on-site school settings.

- Bill 509J October 1, 2012 (\$40,298.5), March 1, 2013 (\$40,298.5) for services.
 - Provide 509J copies of the agency's license to provide behavior and mental health services.
 - Provide 509J the following information on a monthly basis due to the Student Services Department by the first day of each month:
 - Names of students referred on request of 509J
3. Contractor shall furnish 509J with a Certificate of Insurance showing the evidence of the following insurance language:
 - Commercial General Liability with limits not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for Bodily Injury, Personal Injury and Property Damage.
 - The Certificate of Insurance must provide a thirty (30) day notice of cancellation to the District.
 4. Contractor shall comply with all of the Standard Public Contract Provisions as set forth in Attachment 1.
 5. The Standard Public Contract Provisions appended as Attachment 1 are made a part of the contract between Corvallis School District 509J and the Contractor.
 6. The Contractor shall not assign this contract.
 7. All actions relating to this contract shall be tried before the courts of the State of Oregon to the exclusion of all other courts which might have jurisdiction apart from this provision. Venue in any action shall lie in the Circuit Court of Benton County, Oregon.
 8. Either party, without cause, may terminate its' participation in this contract upon 30 days prior written notice. In the event of termination, payment shall be prorated based upon services performed through the date of termination.
 9. This Agreement embodies the entire agreement of the parties as to the matters set forth herein. There are no promises, terms, conditions or obligations other than those contained herein. This Agreement shall supersede all prior communications, representations, or agreements, either oral or written, between the parties. This Agreement shall not be amended except in writing, signed by both parties.

Corvallis School District 509J

Old Mill Center, Contractor

Steve Nielsen
Business Services Director


Authorized Representative

PO Box 3509J
Corvallis, OR 97339

11650 SW 45th Place
Corvallis, OR 97333
Business Address



Corvallis

SCHOOL DISTRICT

XI.F. Resolution No. 12-0901 - Supplemental Budget (less than 10%) for Fund
100 - General Fund - Increase Appropriations for School and Department
Carryover Balances from FY2011-12

BOARD MEETING DATE: September 24, 2012

FOR ACTION

SUBJECT: Resolution No. 12-0901 Supplemental Budget (less than 10%) for Fund 100 – General Fund – Increase Appropriations for School and Department Carryover Balances from FY2011-12

Issue:

Board Policy DA – Fiscal Policies provides for 50 percent of unused budget appropriations for the General Fund to be made available to schools and departments in the following year upon approval of the Superintendent. The policy is to encourage responsible expenditure of budgets. At the end of FY2011-12, a total carryover of unused budgets approved by the Superintendent totals \$542,724. At the time the budget for FY2012-13 was prepared, the amount of FY2011-12 unused budget appropriations by the schools and departments could not be ascertained.

The proposed supplemental budget is presented below. The increase in appropriations does not exceed 10 percent of total appropriations for the fund.

General Fund

	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Resources			
Beginning Fund Balance	\$7,338,351	\$7,881,075	\$542,724
Requirements			
1000 – Instruction	\$30,724,859	\$30,834,459	\$109,600
2000 – Support Services	\$20,284,917	\$20,718,041	\$433,124

Staff recommends that the budgeted amount be increased by \$109,600 for Instruction (Function 1000), and by \$433,124 for Support Services (Function 2000). Staff further recommends that the Beginning Fund Balance be increased by \$542,724. The actual FY2012-13 Beginning Fund Balance exceeded the budgeted Beginning Fund Balance by more than \$542,724.

Cost Impact:

N/A

ACTION REQUESTED:

Adopt Resolution 12-0901 to increase resources and expenditure appropriations, in Fund 100 – General Fund as detailed above in accordance with ORS 294.480.

CONTACT PERSON(S): Steve Nielsen, Linda Martin

Corvallis School District 509J

Supplemental Budget for
Fund 100 – General Fund
Resolution No. 12-0901

WHEREAS, ORS 294.480 provides for a governing body to make supplemental budgets for the fiscal year when an occurrence or condition, which had not been ascertained at the time of the preparation of the original budget, requires a change in financial planning. The supplemental budget is within 10% of the fund's budget; and

AND WHEREAS, the General Fund (Fund 100) requires an increase of budgeted resources and appropriations to provide for carryover amounts to schools and departments of unused budget appropriations from FY2011-12, accordance with Board Policy DA – Fiscal Policies. This was not included in the adopted budget because the amount was not known with certainty at the time the budget was prepared;

BE IT RESOLVED, that the School Board of Corvallis School District 509J hereby approves a supplemental budget to the FY2012-13 budget for the General Fund (Fund 100), increasing the budgeted beginning fund balance by \$542,724, and increasing the appropriation for Instruction (Function 1000) in the amount of \$109,600, and for Support Services (Function 2000) in the amount of \$433,124.

Adopted by the Board of Directors of School District No. 509J (Corvallis) of Benton and Linn Counties, Oregon, at a regular meeting this 24th day of September, 2012.

ATTEST:

Anne Schuster, Board Chair

Steve Nielsen, Deputy Clerk



Corvallis

SCHOOL DISTRICT

XI.G. Resolution No. 12-0902 - Supplemental Budget (less than 10%) for Fund 100 - General Fund - Increase Appropriation for Muddy Creek Charter School Payments

BOARD MEETING DATE: September 24, 2012

FOR ACTION

SUBJECT: Resolution No. 12-0902 Supplemental Budget (less than 10%) for Fund 100 – General Fund – Increase Appropriation for Muddy Creek Charter School Payments

Issue:

The District’s contract with Muddy Creek Charter School negotiated in May, 2011, allowed for an increase in students from 85 students to 90 students (based on ADMr of kindergarten students counted as half). At the time the budget for FY2012-13 was prepared, the charter school’s enrollment remained at or below 80 students throughout the FY2011-12 year. District staff was aware that the charter school hoped to increase their enrollment in FY2012-13, but until a higher number of students were actually enrolled for the new school year, the budget for the charter school payments was not increased for a higher number of students.

For the new FY2012-13 school year, the charter school has been successful in increasing the number of students to approximately 100, which will increase the amount required to be paid to the charter school by approximately \$90,400. The proposed supplemental budget is presented below. The increase in appropriations does not exceed 10 percent of total appropriations for the fund.

General Fund

	<u>Adopted as Revised by Resolution 12-0901</u>	<u>Proposed</u>	<u>Change</u>
Resources			
Beginning Fund Balance as revised by Resolution 12-0901	\$7,881,075	\$7,971,475	\$90,400
Requirements			
1288 – Charter School			
0300 – Purchased Services	\$375,000	\$465,400	\$90,400

Staff recommends that the budgeted amount for Charter School payments be increased by \$90,400 due to the actual increase in enrollment at Muddy Creek Charter School. Staff further recommends that the Beginning Fund Balance be increased by \$90,400. The actual FY2012-13 Beginning Fund Balance exceeded the budgeted Beginning Fund Balance by more than \$90,400.

Cost Impact:

N/A

ACTION REQUESTED:

Adopt Resolution 12-0902 to increase resources and expenditure appropriations, in Fund 100 – General Fund as detailed above in accordance with ORS 294.480.

CONTACT PERSON(S): Steve Nielsen, Linda Martin

Corvallis School District 509J

Supplemental Budget for
Fund 100 – General Fund
Resolution No. 12-0902

WHEREAS, ORS 294.480 provides for a governing body to make supplemental budgets for the fiscal year when an occurrence or condition, which had not been ascertained at the time of the preparation of the original budget, requires a change in financial planning. The supplemental budget is within 10% of the fund's budget; and

AND WHEREAS, the General Fund (Fund 100) requires an increase of budgeted resources and appropriations due to an increase in the enrollment at Muddy Creek Charter School from approximately 80 students to 100 students in FY2012-13 that could not be known with certainty at the time the budget was prepared;

BE IT RESOLVED, that the School Board of Corvallis School District 509J hereby approves a supplemental budget to the FY2012-13 budget for the General Fund (Fund 100), increasing the budgeted beginning fund balance by \$90,400, and increasing the appropriation for Charter School (Function 1288) in the amount of \$90,400.

Adopted by the Board of Directors of School District No. 509J (Corvallis) of Benton and Linn Counties, Oregon, at a regular meeting this 24th day of September, 2012.

ATTEST:

Anne Schuster, Board Chair

Steve Nielsen, Deputy Clerk



Corvallis

SCHOOL DISTRICT

XI.H. Appointment of Budget Committee Members

BOARD MEETING DATE: September 24, 2012

SUBJECT: Appointment of Budget Committee Members

EXPLANATION:

The Budget Committee has 14 members: the seven elected school board members and seven citizens appointed to three-year terms by the board. The citizen members are appointed by open vote of the School Board, as openings occur.

This year the terms of two members expired: Arne Larson and Rich Arnold. Additionally, Liz Pearce resigned as of July 1, 2012, one year before the end of her term. Therefore we have two vacancies for full terms (three years each), and a one-year vacancy.

The openings on the Budget Committee were advertised in the Gazette Times and messages were sent to the district's Key Communicators. An informational meeting was held in advance of the application deadline to offer an opportunity for interested persons to learn more about the requirements of the position.

Six people applied for the three open positions. A committee including Anne Schuster, Mark Yeager, Tom Sauret, Steve Nielsen, and Linda Martin reviewed the letters of interest.

The recommendation of the committee is to offer appointments as follows:

- Rich Arnold – Three-year term ending June 30, 2015
- Elizabeth (Beth) Heaney– Three-year term ending June 30, 2015
- William (Bill) Kemper – One-year term ending June 30, 2013

Presenter: **Steve Nielsen, Business Services Director**
Linda Martin, Budget Analyst

Supplementary Materials: **Materials provided via email to the board include cover letters and resumes from all six applicants.**

Motion Requested: **I move that the Budget Committee members be appointed as recommended.**



Corvallis

SCHOOL DISTRICT

XII. CONSOLIDATED INFORMATION

XII.A. Non-Licensed Personnel Information

BOARD MEETING DATE: September 24, 2012

FOR INFORMATION ONLY

SUBJECT: Non-licensed Personnel Information

1. Issue: Information on non-licensed-personnel

a. Recommendation to Hire:

Thea Appleton: Educational Assistant 2, 6.5 hours, Wilson Elementary School; effective August 29, 2012 (Regular).

Sonya Bacheller: Educational Assistant 2 – Bilingual, 5.5 hours, Garfield Elementary School; effective September 5, 2012 (Limited Term).

Claudia Betancourt: Educational Assistant 2 – Bilingual, 4.5 hours, Garfield Elementary School; effective September 5, 2012 (Limited Term).

Amanda Bustos: Educational Assistant 2 – Life Skills, 7.0 hours, Linus Pauling Middle School; effective September 4, 2012 (Regular).

Deb Bynum: Educational Assistant 2, 4.25 hours, Wilson Elementary School; effective August 29, 2012 (Regular).

Shana Haid: Educational Assistant 2 – Life Skills, 7.0 hours, Linus Pauling Middle School; effective September 4, 2012 (Regular).

Allison Handley: Human Resources Specialist, 1.0 FTE, District Office; effective September 24, 2012 (Regular).

Sara Mohler: Educational Assistant 2, 6.5 hours, Wilson Elementary School; effective August 29, 2012 (Regular).

Dania Morales: Administrative Assistant 2, 4.0 hours, Corvallis High School; effective August 29, 2012 (Regular).

Jamie Nelson: Educational Assistant 2 – Life Skills, 7.0 hours, Linus Pauling Middle School; effective August 29, 2012 (Regular).

Liana Ruiz: Food Service Assistant, 4.75 hours, Linus Pauling Middle School; effective August 30, 2012 (Regular).

Karen Russell: Child Care Provider, 6.0 hours per week, Corvallis High School; effective August 29, 2012 (Limited Term).

Jon Strowbridge: Educational Assistant 2 – Life Skills, 5.75 hours, Corvallis High School; effective August 29, 2012 (Limited Term).

Rebecca Sauret: Library Media Assistant 2, 4.25 hours, Wilson Elementary School; effective August 29, 2012 (Regular).

Janet Swensen: Educational Assistant 2, 7.0 hours, Crescent Valley High School; effective August 29, 2012 (Regular).

Amoreena Treff: Food Service Assistant, 3.25 hours, Linus Pauling Middle School; effective September 5, 2012 (Regular).

b. Termination/Resignation/Layoff:

Dania Morales: Administrative Assistant 2, 4.0 hours, Corvallis High School; effective September 21, 2012 (Resignation).

CONTACT PERSON: Jennifer Duvall

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: September 24, 2012

FOR INFORMATION ONLY-
ADDENDUM

SUBJECT: Non-licensed Personnel Information

1. Issue: Information on non-licensed-personnel

a. Recommendation to Hire:

Kelli Boom: Educational Assistant 2, 6.0 hours, Linus Pauling Middle School; effective August 29, 2012 (Regular).

Erin Hyde: Administrative Assistant 2, 5.0 hours, Corvallis High School; effective September 25, 2012 (Regular).

Ruben Sandoval: Educational Assistant 2 – Bilingual, 6.0 hours, Garfield Elementary School; effective September 17, 2012 (Limited Term).

CONTACT PERSON: Jennifer Duvall



Corvallis

SCHOOL DISTRICT

XII.B. Unaudited Financial Statements - August 31, 2012

FOR INFORMATION

BOARD MEETING DATE: September 24, 2012

SUBJECT: August 31, 2012 Financial Statements (Unaudited)

Explanation:

The Statement of Revenues and Expenditures for the period ending August 31, 2011 and 2012 follows this report. FY2012-13 year-to-date revenues total \$5.0 million or 10.2 percent of total revenue budgeted. This is consistent with FY2011-12. The state share of the state school fund formula (shown on the statement as General Support) is disbursed according to the defined schedule in the Oregon Revised Statutes. The total amount disbursed through August as a percent of budget is 24.4 percent, very close to the 23.9 percent noted for the prior fiscal year. The decrease in actual year-to-date revenues for FY2012-13 can be attributed primarily to lower ADMw. ODE periodically updates the estimate during the fiscal year for all districts.

General Fund expenditures through August are consistent with the prior year. Expenditure activity will pick up in September as school-related staff receives their first FY2012-13 payroll checks.

The Business Services Department is in the process of closing the FY2011-12 books and preparing schedules in anticipation of the annual visit from the auditors. The auditors are scheduled to begin their fieldwork on October 22.

If you have any questions regarding the financial statements or would like additional information please contact me.

Presenter(s): **Steve Nielsen, Business Services Director**

Supplementary Materials: **1. Statement of Revenue and Expenditures, Fiscal year to date as of August 31, 2011 and 2012**

2. Schedule of Investments as of August 31, 2012

3. Schedule of Cash Disbursements greater than or equal to \$1,000 for the period of June 1 - August 31, 2012.

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of August 31, 2011 and 2012 Respectively (Unaudited)

General Fund

	FY2011-12			FY2012-13		
	Budget	Actual		Budget	Actual	
Revenues:						
Local Sources						
Property Taxes	\$ 22,500,000	\$ -	0.0%	\$ 23,055,300	\$ -	0.0%
Local Option Taxes	4,775,000	-	0.0%	4,541,500	-	0.0%
Earnings on Investments	50,000	4,674	9.3%	100,000	8,970	9.0%
Other	316,000	1,027	0.3%	316,000	3,426	1.1%
Intermediate Sources	240,000	-	0.0%	230,000	-	0.0%
State Sources						
General Support	22,460,965	5,359,107	23.9%	20,560,265	5,019,369	24.4%
State School Fund - Subaccount	-	-	-	-	-	-
Common School Fund	546,857	-	0.0%	603,120	-	0.0%
Other	100,000	-	-	100,000	-	0.0%
Federal Sources	55,315	-	0.0%	8,000	-	0.0%
Total Revenue	\$ 51,044,137	\$ 5,364,808	10.5%	\$ 49,514,185	\$ 5,031,765	10.2%
Expenditures:						
Instruction	\$ 32,621,179	\$ 169,949	0.5%	\$ 30,773,275	\$ 225,819	0.7%
Supporting Services	21,669,474	2,817,375	13.0%	20,300,181	2,842,721	14.0%
Community Services	92,800	-	0.0%	124,300	17,887	14.4%
Facilities Improvements	1	-	0.0%	1	-	-
Transfers to Other Funds	5	-	0.0%	2	-	0.0%
Total Expenditures	\$ 54,383,459	\$ 2,987,324	5.5%	\$ 51,197,759	\$ 3,086,427	6.0%
Excess of Revenues over Expenditures	\$ (3,339,322)	\$ 2,377,484		\$ (1,683,574)	\$ 1,945,338	
Beginning Fund Balance	9,711,863	10,171,758	104.7%	7,338,351	8,249,911	112.4%
Budgeted Contingencies	3,820,341	-		3,179,067	-	
Unappropriated Ending Fund Balance	2,552,200	-		2,475,710	-	
Fund Balance, August 31	\$ -	\$ 12,549,242		\$ -	\$ 10,195,249	

Corvallis School District 509J
 Schedule of Investments
 August 31, 2012

Type of Investment	Investment Date	Maturity/ Call Date	No. of Days	Bond Equivalent Yield	Purchase Price	Par (Maturity) Value
<u>Commercial Paper</u>						
US Bancorp 2.125%	08/26/11	02/15/13	539	0.543%	\$ 2,762,149	\$ 2,700,000 ³
Subtotal Commercial Paper					<u>\$ 2,762,149</u>	<u>\$ 2,700,000</u>
				Average Annualized Rate		
<u>Local Government Investment Pool:</u>						
General Account				0.6000%		\$ 22,079,637
Debt Service Account				0.6000%		<u>56</u>
Subtotal LGIP ¹						<u>\$ 22,079,692</u>
<u>Local Government Investment Pool - Pension Bond Debt Service:</u>						
Pension Bond Debt Service Account: ²				0.6000%		<u>\$ 539,308</u>
<u>Total Investments</u>						<u>\$ 25,319,001</u>

1. The maximum amount (in any combination of accounts) that the Local Government Investment Pool (LGIP) allows in an account is \$44,999,213.
2. The PERS Bond Debt Service Account is outside of the LGIP limit, and collects the PERS intercept payments from the Basic School Fund for payment twice a year to the bond holders of the PERS bond debt.
3. This investment was purchased at a premium to (or in excess of) the par (maturity) value. The investment includes semi-annual coupon payments, that together with the par values exceed their purchase price and yield the Bond Equivalent Yield displayed.

Compliance with Investment Policy

Type of Investment	Maximum Percent of Portfolio per Policy	Current Percent
US Government-Sponsored Enterprises (Total):	90.0%	0.0%
US Treasury Obligations	100.0%	0.0%
Local Government Investment Pool	100.0%	89.3%
Bankers Acceptances	25.0%	0.0%
Repurchase Agreements	25.0%	0.0%
State and Local Government Securities	25.0%	0.0%
Time Certificates of Deposit & Collateralized Money Market	50.0%	0.0%
Commercial Paper (bonds and promissory notes issued by corporations)	10.0%	10.7%
US Bancorp 2.125% 2/15/13	10.66%	
TOTAL		100.00%

Benchmarks as of 8/31/12:

3-Month U. S. T-Bill bond equivalent yield:	0.07%
3-Mo. Jumbo CDs	0.08%

Corvallis School District 509J
Schedule of Cash Disbursements greater than or equal to \$1,000
For the period of June 1, 2012 - June 30, 2012

<u>Fund, Object, Vendor</u>	<u>Amount</u>	<u>Fund, Object, Vendor</u>	<u>Amount</u>
100 - General Fund	\$ 732,659.92	100 - General Fund continued	
AV Materials		Garbage	
LIBRARY VIDEO COMPANY	\$ 1,303.58	ALLIED WASTE SERVICES	\$ 8,780.24
Charter School Payments		Instructional, Professional and Tech. Serv.	\$ 23,822.00
INAVALE COMMUNITY PARTNERS	\$ 36,754.00	LIVING VOICES INC	\$ 1,082.00
Computer Software	\$ 38,277.70	YES HOUSE	\$ 22,740.00
FRONTLINE PLACEMENT TECH.	\$ 8,678.20	Legal Services	\$ 4,754.35
HOUGHTON MIFFLIN HARCOURT	\$ 11,900.00	GRAHAM M HICKS, PC	\$ 2,719.35
NORTHWEST EVALUATION ASSN	\$ 4,387.50	THE HUNGERFORD LAW FIRM LLP	\$ 2,035.00
ROSETTA STONE LTD.	\$ 6,540.00	Non-reimbursable Student Transportation	
SCHOOLDUDE.COM	\$ 6,772.00	CITY OF CORVALLIS	\$ 9,333.34
Consumable Supplies and Materials	\$ 135,853.26	Other Non-instructional Prof. and Tech.	\$ 62,500.53
APPLE, INC	\$ 60,269.00	BRENT BAKER	\$ 1,220.00
CDW GOVERNMENT INC	\$ 1,070.48	CARRUTH CONSULTING INC	\$ 9,282.90
COASTWIDE LABORATORIES	\$ 9,199.53	CDW GOVERNMENT INC	\$ 2,290.00
DIGITAL DOLPHIN SUPPLIES	\$ 4,090.00	INTERMOUNTAIN ESD	\$ 13,453.18
GRACEWINDS MUSIC	\$ 2,425.00	MAXIM HEALTHCARE SERVICES	\$ 12,420.45
INDUSTRIAL PIPE & SUPPLY	\$ 1,542.08	SUNBELT STAFFING	\$ 18,360.00
JW PEPPER & SON INC	\$ 1,971.00	TRUE NORTH CONSULTING	\$ 5,474.00
MILLER PAINT COMPANY	\$ 1,911.81	Periodicals	
OETC	\$ 3,968.00	LRP PUBLICATIONS, INC.	\$ 4,980.00
OFFICE MAX	\$ 11,176.41	Postage	\$ 4,198.25
ONIX ELECTRONICS	\$ 1,095.04	GARTEN SERVICES, INC	\$ 3,118.25
POWERMAX	\$ 1,596.00	POSTMASTER	\$ 1,080.00
PSYCHOLOGICAL SOFT. SOLUTIONS	\$ 2,825.00	Printing and Binding	\$ 3,174.70
SCHOOL SPECIALTY	\$ 10,940.59	HENDERSON'S COPYTRONIX	\$ 2,105.48
TIME FOR KIDS	\$ 1,228.80	HENDERSONS OFFICE SYSTEMS	\$ 1,069.22
TOTAL FILTRATION SERVICE INC	\$ 17,661.36	Reimbursable Student Transportation	\$ 261,968.89
WELLS FARGO REMIT CENTER	\$ 2,883.16	EXPERIENCE OREGON	\$ 4,545.10
Copier Charges		FIRST STUDENT INC	\$ 247,240.51
OSU PRINTING	\$ 17,852.69	GO GET'EM TAXI AND TRANSPORT	\$ 8,187.50
Dues and Fees		MINDY DYE	\$ 1,995.78
OSBA	\$ 10,458.25	Rentals	\$ 2,480.00
Electricity		BENTON COUNTY PUBLIC WORKS	\$ 1,000.00
PACIFIC POWER AND LIGHT	\$ 45,756.96	SPECIAL OCCASIONS	\$ 1,480.00
Equipment \$5,000 and greater		Repairs and Maintenance Services	\$ 17,348.23
APPLE, INC	\$ 4,702.00	BENTON COUNTY PUBLIC WORKS	\$ 2,953.84
Equipment-like items \$1,000 - \$4,999	\$ 9,622.87	CARRIER COMMERCIAL SERVICE	\$ 3,920.00
COASTWIDE LABORATORIES	\$ 2,413.07	GRACEWINDS MUSIC	\$ 1,384.00
LIGHTSPEED TECHNOLOGIES	\$ 7,209.80	GRAHAM COMPANY	\$ 2,130.00
Fuel		PACIFIC POWER PRODUCTS	\$ 1,665.00
BENTON COUNTY PUBLIC WORKS	\$ 4,226.93	REYNOLD ELECTRIC INC	\$ 5,295.39

<u>Fund, Object, Vendor</u>	<u>Amount</u>
100 - General Fund continue	
Telephone	
AT&T MOBILITY(TECH)	\$ 1,401.94
Textbooks	
FOLLETT EDUCATIONAL SERVICES	\$ 8,841.80
Travel, Out of District	
SHILO INN SUITES HOTEL	\$ 1,299.00
Water and Sewage	
CITY OF CORVALLIS	\$ 12,968.41
203 - Food Service Fund	\$ 71,191.53
Food - Food Service Only	\$ 38,113.10
DUCK DELIVERY PRODUCE INC	\$ 9,173.03
FRANZ FAMILY BAKERIES	\$ 3,724.70
LOCHMEAD DAIRY	\$ 19,008.53
SYSCO FOOD SERVICE	\$ 1,966.74
TALLEN PIZZA, INC	\$ 4,240.10
Fuel	
BENTON COUNTY PUBLIC WORKS	\$ 1,255.06
Inventories	\$ 31,823.37
FOOD SERVICE OF AMERICA	\$ 6,605.15
MCDONALD WHOLESALE CO	\$ 17,971.53
SYSCO FOOD SERVICE	\$ 2,762.69
TAKENA KIWANIS	\$ 4,484.00
204 - District Donation Fund	\$ 23,458.14
Architect/Engineer Services	
DEVCO ENGINEERING INC	\$ 1,020.00
Consumable Supplies and Materials	\$ 7,355.41
OETC	\$ 2,240.96
RADIUS PIPE BENDING	\$ 1,465.00
TRYSTING TREE GOLF CLUB	\$ 2,347.00
WELLS FARGO REMIT CENTER	\$ 1,302.45
Other Non-instructional Prof. and Tech.	\$ 5,873.56
JEREMIAH WILSON	\$ 1,000.00
SAMARITAN HEALTH SERVICES	\$ 4,873.56
Rentals	
CORVALLIS COUNTRY CLUB	\$ 4,402.03
Repairs and Maintenance Services	\$ 4,807.14
BEACOCK MUSIC STORE	\$ 1,070.00
SHONNARD'S FLORIST	\$ 3,737.14

<u>Fund, Object, Vendor</u>	<u>Amount</u>
208 - Construction Excise Tax & Land Fund	
Buildings Acquisition	\$ 92,532.18
BENTON COUNTY COMMUNITY	\$ 21,341.19
CITY OF CORVALLIS - DEVELOP SRVS	\$ 5,630.54
GLUMAC	\$ 1,295.00
PBS ENGINEERING & ENV. INC	\$ 4,166.50
ROWELL BROKAW ARCHITECTS, P.C.	\$ 53,948.95
W L THOMAS ENVIRONMENTAL, LLC	\$ 6,150.00
296 - Grants Fund	\$ 151,583.42
Cash Donations to Other Agencies	\$ 3,500.00
CIRCLE OF HOPE DROP IN CENTER	\$ 1,000.00
COMMUNITY OUTREACH, INC	\$ 1,500.00
LINN BENTON FOOD SHARE	\$ 1,000.00
Consumable Supplies and Materials	\$ 116,080.53
APPLE, INC	\$ 93,671.00
CRYSTAL CLEAR AUDIO-MEDICAL	\$ 2,595.00
LEE & LOW BOOKS	\$ 4,645.35
MCGRAW-HILL COMPANIES	\$ 2,321.82
ONIX ELECTRONICS	\$ 9,733.56
RENAISSANCE LEARNING, INC	\$ 3,113.80
Instructional, Professional and Tech Service	
EQUITY EDUCATIONAL SOLUTIONS	\$ 3,000.00
Other Non-instructional Professional and Tech.	
YES HOUSE	\$ 12,001.01
Technology Equip \$1,000 - \$4,999	
APPLE, INC	\$ 1,858.00
Travel, Out of District	\$ 15,143.88
COSA	\$ 2,284.00
COUNTRYSIDE MONTESSORI SCHOOL	\$ 1,600.00
CREATIVE MATHEMATICS	\$ 1,752.00
CROWN PLAZA HOTEL	\$ 1,472.68
ROCKY MOUNTAIN PARK INN	\$ 1,079.40
RUDOLF STEINER COLLEGE	\$ 2,420.00
WELLS FARGO REMIT CENTER	\$ 4,535.80

<u>Fund, Object, Vendor</u>	<u>Amount</u>	<u>Fund, Object, Vendor</u>	<u>Amount</u>
297 - Student Body Funds	\$ 119,079.70	601 - Insurance Fund	\$ 470,749.67
Cash Donations to Other Agencies	\$ 53,863.83	Group Insurance	\$ 459,102.93
CHILDREN'S MIRACLE NETWORK	\$ 17,954.61	LIFEMAP ASSURANCE COMPANY	\$ 9,203.63
JACKSON STREET YOUTH SHELTER	\$ 17,954.61	PACIFICSOURCE HEALTH PLANS	\$ 440,343.60
OLD MILL CENTER	\$ 17,954.61	WILLAMETTE DENTAL	\$ 9,555.70
Consumable Supplies and Materials	\$ 52,671.96	Other Non-instructional Professional and Tech.	
COLLEGE BOARD - AP EXAMS	\$ 16,500.00	BARKER-UERLINGS INSURANCE	\$ 7,040.25
DAVIS FAMILY FARM	\$ 2,595.00	Repairs and Maintenance Services	
FLEX-A-CHART.COM	\$ 1,470.08	DEVCO ENGINEERING INC	\$ 4,606.49
HARROW SPORTS	\$ 1,758.98	702 - Corvallis Public School Found. Fund	\$ 7,500.00
HERFF JONES - YEARBOOKS	\$ 11,461.40	Contributions/Donations Private Sources	
INTER-STATE STUDIO & PUBL.	\$ 6,960.00	CORVALLIS PUBLIC SCHOOLS FOUND.	\$ 3,500.00
LES & BOBS SPORTS	\$ 1,617.00	Rentals	
LIDS TEAM SPORTS	\$ 5,868.40	OSU- DEPT REC SPORTS	\$ 4,000.00
SEW ON	\$ 2,278.50	Grand Total	\$ 1,712,359.43
SHIRT CIRCUIT	\$ 1,096.10		
TRYSTING TREE GOLF CLUB	\$ 1,066.50		
Copier Charges			
OSU PRINTING	\$ 1,350.72		
Non-reimbursable Student Transportation	\$ 7,115.31		
FIRST STUDENT INC	\$ 6,075.63		
FLEET SERVICES	\$ 1,039.68		
Other Non-instructional Prof. and Tech.	\$ 2,807.31		
MID-VALLEY BASEBALL ASSN	\$ 1,339.40		
OREGON GIRLS LACROSSE ASSN	\$ 1,467.91		
Printing and Binding			
HENDERSON'S COPYTRONIX	\$ 1,270.57		
298 - Designated Revenue Fund	\$ 43,604.87		
Consumable Supplies and Materials	\$ 9,025.19		
COSTCO-ALBANY	\$ 2,235.70		
HOME DEPOT CREDIT SERVICES	\$ 1,277.30		
LIFETOUCH NSS	\$ 2,927.66		
MAIN STREET MARKET	\$ 1,487.32		
WELLS FARGO REMIT CENTER	\$ 1,097.21		
Travel, Student Out of District	\$ 34,579.68		
HATFIELD MARINE SCIENCE	\$ 1,041.23		
OMSI	\$ 21,276.00		
TRUAX CORPORATION	\$ 1,485.83		
WASHINGTON AREA TRANSIT	\$ 2,964.50		
WELLS FARGO REMIT CENTER	\$ 7,812.12		

Corvallis School District 509J
Schedule of Cash Disbursements greater than or equal to \$1,000
For the period of July 1, 2012 - July 31, 2012

<u>Fund, Object, Vendor</u>	<u>Amount</u>	<u>Fund, Object, Vendor</u>	<u>Amount</u>
100 - General Fund	\$ 192,697.69	297 - Student Body Funds	
Change Fund	\$ 3,500.00	Travel, Student Out of District	
CASH BOX - CHS	\$ 1,500.00	NATIONAL CHEERLEADERS ASSN	\$ 12,885.00
CASH BOX - CVHS	\$ 2,000.00	298 - Designated Revenue Fund	
Charter School Payments		Consumable Supplies and Materials	
INAVALE COMMUNITY PARTNERS	\$ 76,043.21	ELEMENT GRAPHICS, INC	\$ 1,492.90
Computer Software		601 - Insurance Fund	\$ 643,980.07
THE LIBRARY CORPORATION	\$ 5,435.00	Buildings Acquisition	
Consumable Supplies and Materials	\$ 21,233.74	BUREAU OF LABOR AND INDUST.	\$ 3,363.00
COASTWIDE LABORATORIES	\$ 11,642.26	Fidelity Bond Premiums	
LEARNING SERVICES INC	\$ 6,518.90	BARKER-UERLINGS INSURANCE	\$ 1,400.00
SAFEGUARD BUSINESS SYSTEMS	\$ 1,240.06	Group Insurance	\$ 220,943.07
SHIRT CIRCUIT	\$ 1,832.52	OREGON DEPART. OF REVENUE	\$ 8,395.07
Dues and Fees	\$ 8,000.00	SAIF CORPORATION	\$ 212,548.00
EDUCATION NORTHWEST	\$ 5,000.00	Liability Insurance	
STATE OF OREGON - DAS OFFICE	\$ 2,000.00	PACE	\$ 122,751.00
WELLS FARGO BANK	\$ 1,000.00	Property Insurance Premiums	
Electricity		BARKER-UERLINGS INSURANCE	\$ 295,523.00
CONSUMERS POWER INC	\$ 9,301.22	Grand Total	<u>\$ 818,631.41</u>
Fuel			
NW NATURAL	\$ 7,948.01		
Reimbursable Student Transportation			
GO GET'EM TAXI AND TRANSPORT	\$ 1,230.00		
Repairs and Maintenance Services	\$ 17,961.63		
BENSON'S INTERIORS, INC	\$ 6,693.00		
KONE INC	\$ 1,731.63		
SYNERGY SECURITY SOLUTIONS	\$ 9,537.00		
Water and Sewage			
CITY OF CORVALLIS	\$ 2,938.01		
203 - Food Service Fund	\$ 3,907.62		
Food - Food Service Only			
DUCK DELIVERY PRODUCE INC	\$ 1,741.70		
FRANZ FAMILY BAKERIES	\$ 1,032.69		
LOCHMEAD DAIRY	\$ 1,133.23		
296 - Grants Fund	\$ 2,775.00		
Rentals			
WHITESIDE THEATRE FOUNDATION	\$ 1,575.00		
Travel, Out of District			
COSA	\$ 1,200.00		

Corvallis School District 509J
Schedule of Cash Disbursements greater than or equal to \$1,000
For the period of August 1, 2012 - August 31, 2012

<u>Fund, Object, Vendor</u>	<u>Amount</u>	<u>Fund, Object, Vendor</u>	<u>Amount</u>
100 - General Fund	\$ 304,923.11	100 - General Fund continued	
Charter School Payments		Repairs and Maintenance Services	\$ 77,089.14
INAVALE COMMUNITY PARTNERS	\$ 38,021.61	BENSON'S INTERIORS	\$ 4,706.00
Computer Software	\$ 35,942.44	BENTON COUNTY PUBLIC WORKS	\$ 1,916.11
CDW GOVERNMENT INC	\$ 4,814.00	CORVALLIS FLOOR COVERING	\$ 4,868.44
OREGON CAREER INFORMATION	\$ 3,771.55	ECO HOME COMFORT	\$ 1,827.00
SIRSIDYNIX	\$ 27,356.89	EGNER ROOFING	\$ 22,066.00
Consumable Supplies and Materials	\$ 26,484.24	FIRETECH LLC	\$ 11,460.00
APPLE COMPUTER	\$ 8,800.00	GLUMAC	\$ 5,265.00
CAMBIUM LEARNING INC	\$ 1,981.10	HOLDERMAN PAVING	\$ 1,150.00
COASTWIDE LABORATORIES	\$ 6,237.04	MCQUAY FACTORY SERVICE	\$ 5,705.77
NEW MORNING BAKERY	\$ 1,131.09	NEW DIMENSION HARDWOOD FLOORS	\$ 9,099.41
OFFICE MAX	\$ 1,529.30	POE'S BACKHOE SERVICE, INC.	\$ 1,872.25
PLATT ELECTRIC SUPPLY CO	\$ 1,828.22	REYNOLD ELECTRIC INC	\$ 3,873.16
SHERWIN WILLIAMS	\$ 1,354.10	SYNERGY SECURITY SOLUTIONS	\$ 1,160.00
THE BARK PLACE	\$ 2,227.00	TIM BREWER TREE & STUMP SERVICE	\$ 2,120.00
WELLS FARGO	\$ 1,396.39	Telephone	\$ 7,332.67
Dues and Fees		AT&T MOBILITY	\$ 1,404.92
OREGON SCHOOL BOARDS ASSN	\$ 3,145.00	CENTURYLINK	\$ 5,927.75
Electricity	\$ 45,623.97	Textbooks	
CONSUMERS POWER INC	\$ 9,310.56	FOLLETT EDUCATIONAL SERVICES	\$ 10,430.75
PACIFIC POWER AND LIGHT	\$ 36,313.41	Water and Sewage	
Fuel	\$ 4,687.76	CITY OF CORVALLIS	\$ 19,521.71
BENTON COUNTY PUBLIC WORKS	\$ 2,238.82	203 - Food Service Fund	\$ 11,742.48
NW NATURAL	\$ 2,448.94	Dues and Fees	
Garbage		BENTON COUNTY HEALTH DEPT	\$ 2,628.00
ALLIED WASTE SERVICES	\$ 2,772.66	Food - Food Service Only	\$ 7,851.98
Other Communication Services	\$ 27,062.67	DUCK DELIVERY PRODUCE	\$ 2,937.17
CENTURYLINK	\$ 2,675.79	FRANZ FAMILY BAKERIES	\$ 1,152.62
COMCAST	\$ 24,386.88	LOCHMEAD DAIRY	\$ 3,762.19
Postage		Repairs and Maintenance Services	
GARTEN SERVICES	\$ 1,086.92	ADVANCED ENVIRONMENTAL	\$ 1,262.50
Reimbursable Student Transportation		204 - District Donation Fund	\$ 2,701.60
GO GET'EM TAXI	\$ 2,097.50	Consumable Supplies and Materials	
Rentals	\$ 3,624.07	LIDS TEAM SPORTS	\$ 2,701.60
CORVALLIS RENTAL	\$ 2,454.07	208 - Construction Excise Tax & Land Fund	\$ 219,140.75
VUE	\$ 1,170.00	Buildings Acquisition	\$ 184,421.75
		GLUMAC	\$ 1,327.50
		LYNCH MECHANICAL CONSTRUCTION	\$ 183,094.25
		Repairs and Maintenance Services	
		RAMM PAINTING INC.	\$ 34,719.00

<u>Fund, Object, Vendor</u>	<u>Amount</u>
296 - Grants Fund	\$ 21,197.67
Consumable Supplies and Materials	
SCHOOL SPECIALTY	\$ 19,799.06
Technology Equip \$1,000 - \$4,999	
DELL MARKETING LP	\$ 1,398.61
297 - Student Body Funds	\$ 20,311.81
Consumable Supplies and Materials	\$ 7,071.91
COSTCO- EUGENE	\$ 1,634.94
MEDCO COMPANY	\$ 4,065.97
PEPSI-COLA	\$ 1,371.00
Other Non-instructional Professional and Tech.	
MID-VALLEY VOLLEYBALL ASSN	\$ 5,581.40
Printing and Binding	
HERFF JONES - YEARBOOKS	\$ 2,573.50
Travel, Student Out of District	
OREGON SCHOOL ACTIVITIES ASSN	\$ 5,085.00
298 - Designated Revenue Fund	\$ 11,349.44
Computer Software	
OREGON CAREER INFORMATION	\$ 2,465.00
Equipment \$5,000 and greater	
SURE-CLEAN NW	\$ 1,499.00
Equipment-like items \$1,000 - \$4,999	
COASTWIDE LABORATORIES	\$ 3,790.44
Repairs and Maintenance Services	\$ 3,595.00
HOLDERMAN PAVING, LLC	\$ 1,095.00
QUALITY PAINTING OF OREGON	\$ 2,500.00
601 - Insurance Fund	\$ 2,482,534.55
Buildings Acquisition	\$ 2,038,176.00
2G, INC., DBA 2G CONSTRUCTION	\$ 2,033,409.00
FEI TESTING & INSPECTION, INC	\$ 4,767.00
Consumable Supplies and Materials	
AED SUPERSTORE	\$ 2,433.60
Fidelity Bond Premiums	
BARKER-UERLINGS INSURANCE	\$ 1,400.00
Group Insurance	\$ 433,426.95
LIFEMAP ASSURANCE COMPANY	\$ 8,630.50
PACIFICSOURCE HEALTH PLANS	\$ 424,796.45
Other Non-instructional Professional and Tech	
BARKER-UERLINGS INSURANCE	\$ 4,914.00
Repairs and Maintenance Services	\$ 2,184.00
BENSON'S INTERIORS	\$ 1,004.00
PACIFIC ENVIRONMENTAL GROUP	\$ 1,180.00
Grand Total	<u>\$ 3,073,901.41</u>



Corvallis

SCHOOL DISTRICT

XII.C. Board Policy IGDA - Student Organizations - Revised - First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: September 24, 2012

FOR INFORMATION

SUBJECT:

Board Policy—IGDA—Student Organizations—Revised—First Reading
Administrative Regulation—IGDA-AR—Student Organizations—New—For Information
Board Policy—IGDJB—Community Sponsored Club Sports—New—First Reading
Administration Regulation—IGDJB—Community Sponsored Club Sports—New—For Information

Issue:

Board Policy IGDA—Student Organizations was originally adopted in 1999. This policy has been reviewed by building principals and district office staff. The district encourages curriculum-related student organizations. District staff facilitate such organizations and district resources may be used to support them. The district also may support student organizations which are not directly curriculum related. An administrative regulation—IGDA-AR—Student Organizations has been developed and specifies the criteria and procedures for the formation and conduct of district sponsored and non-district sponsored student groups and their use of district facilities.

In addition, a new board policy—IGDJB—Community Sponsored Club Sports and accompanying administrative regulation have been developed to address the issue of community sponsored club sports that are non-private and school recognized. We recognize the value of community sponsored club sports and their benefit to Corvallis students and the community. Community sponsored club sports are independent from and receive no funding, in-kind services, or supervision from the Corvallis School District.

Options Considered: Not revising the policy.

Involvement: Building principals, risk management, district office staff.

Consequences: Guidelines for student organizations would remain unclear.

Cost Impact: Unknown.

CONTACT PERSON(S): Kevin Bogatin, Melissa Harder, Alicia Ward-Satey, Kerry Richey

Student Organizations

The district encourages curriculum-related student organizations. District staff will facilitate such organizations and district resources may be used to support them. The district also may support student organizations which are not directly curriculum related. An administrative regulation shall specify the criteria and procedures for the formation and conduct of district sponsored and non-district sponsored student groups and their use of district facilities.

~~The building principal will develop general guidelines for student organizations.~~ Among other provisions, such regulations guidelines will require the assignment of at least one staff advisor to each student organization and strict adherence to the following restrictions:

- Normal class activities shall not be interrupted;
- The meeting shall not incite hazard to person or property;
- No group which encourages or advocates the violation of federal laws, state laws, or school laws shall be granted use of school facilities;
- No speaker who encourages or advocates breaking the law shall be invited to speak.

Voluntary student-organized clubs which are not curriculum related may meet on school premises during noninstructional time. If the content of such a club's meetings is religious, political, or philosophical in nature, school staff may attend only in a nonparticipatory manner. Staff may be assigned to attend such meetings for custodial purposes only, but will not be compelled to attend a meeting if the content of the speech at the meeting is contrary to that person's beliefs.

The federal Equal Access Act prohibits discrimination against school student-initiated and controlled groups which are:

- Of a political, philosophical, or religious nature;
- Not directly related to the school curriculum and which meet before or after school hours.

These student groups, though not district sponsored, shall have the same opportunity to use district facilities as other non-curriculum-related student groups, subject to the right and obligation of the district to maintain order and discipline on district premises, to protect the well being of students and staff, and to ensure that participation by students is voluntary.

END OF POLICY

Legal References:

ORS 332.107
ORS 339.240

ORS 339.250
ORS 339.880

ORS 339.885

OAR 581-021-0050 to 0075
~~OAR 581-021-0055~~
OAR 581-022-1680

Equal Access Act, P.L. 98-377, Title III, U.S.C. Title 20, Sections 4071-4074, 98 Stat. 1302.
Title IX of the Education Amendments of 1972, 20 USC Sections 1681-1683; 34 CFR Part 106 (2000).
Lamb's Chapel v. Center Moriches Unified S. D., ___ US ___; 113 S. Ct. 2141 (1993).
Westside Community Board of Education v. Mergens, 496 U.S. 226 (1990).

Cross Reference

Policy IGDJB—Community Sponsored Club Sports



Corvallis

SCHOOL DISTRICT

XII.D. Administrative Regulation IGDA-AR - Student Organizations - New - For Information

Student Organizations

The district believes that student organizations are an integral part of the educational program of the Corvallis School District. All student groups must apply to the school for recognition and are subject to the rules set forth in this regulation.

A. DEFINITIONS

1. A school sponsored **curriculum-related student group** is a student group or activity that is approved by the principal if the subject matter of the student group is actually taught or will soon be taught in a regularly offered class (e.g., German Club, Science Club, Math Club). These groups are an extension of and supplementary to the regular school curriculum.
2. A school sponsored **extracurricular student group** is a student group or activity that is school-based but is not directly related to the curriculum. Extracurricular student groups may be identified as service, honorary, interest, and sports.
 - a. Service groups—groups designed to provide a genuine function of service to the school and/or community. Such service activities should be more than just token undertakings or superficial justifications for the functioning of the club for social purposes (e.g., Rotary, Kiwanis).
 - b. Honorary groups—groups designed to grant membership to students on the basis of special achievement in attaining openly published standards in defined areas of school life (e.g., National Honor Society, Thespians).
 - c. Special interest groups—voluntary student-organized groups that do not have a religious or political purpose that may offer valuable experiences supplementary to educational programs (e.g., Chess Club, Robotics).
 - d. Sports groups—Interest groups for student sports activities that are not official OSAA sports (e.g., Lacrosse, Ultimate Frisbee)
3. **Community sponsored sports groups** include interest groups for student sports activities that are independent from and receive no funding, in-kind services, or supervision from the Corvallis School District (e.g., Equestrian, Ultimate Frisbee). (See Board Policy IGDJB)
4. A **Non-school sponsored student group** is a student group or activity (e.g., Young Life, Destination ImagiNation) that is voluntary, student-organized, and may meet on school premises during non-instructional time. These groups are not sponsored, supported financially, or endorsed by the district and will not be

supervised by district staff. School staff may be allowed to act as a monitor. All such groups will have a staff monitor at all activities on school property during school hours. Any participation in the group activities by staff monitors in the activities of such groups is at their own risk.

5. **Non-instructional time** is time during the school day not devoted to classroom instruction such as before school, after school (until the end of the school work day), and lunch time.
6. **Supervision of student groups (Staff Advisor).** For the purposes of this regulation, supervision of a student group means advising and taking an active role in planning and implementing the activities of a student group. All school sponsored student groups must have a staff advisor who fulfills this role. Duties also include but are not limited to attending all meetings, special events, and fund-raisers. If the fund-raising event is not approved by building principal, advisor should not participate.
7. **Monitoring of student groups (Staff Monitor).** For the purposes of this regulation, monitoring a student group means being present at meetings on school premises for the purpose of observation. Non-school sponsored student groups must have a staff monitor when meeting on district property during school hours. Staff monitors do not participate in, plan, or implement the activities of the group that occur during the school day. Any participation in the group activities by staff monitors is at their own risk.
8. A **staff member** is an individual who receives a payroll check from the Corvallis School District.
9. **Non-staff monitors, non-staff advisors, and guests** must complete the volunteer application process required by Board policy, including criminal background check. Guests at organization meetings (such as guest speakers) must successfully complete a criminal background check if participating in organization activities more than twice in one year.
10. **Volunteers** who assist with group planning and activities shall be subject to successful completion of criminal record background checks according to Board policy.

Classified employees may be permitted to volunteer to perform services for the district provided the volunteer activities do not involve the same or similar type of services as the employee's regularly assigned duties. In the event a nonexempt employee volunteers to perform services for the district that are the same or similar as the employee's regularly assigned duties, the Board recognizes that under the Fair Labor Standards Act (FLSA), overtime or compensatory time must be provided. (See Board Policy IICC)

B. SCHOOL SPONSORED STUDENT GROUPS

School sponsored student groups shall include both curriculum-related and extracurricular groups or activities. Curriculum-related and extracurricular student groups will be organized, supervised activities conducted under the auspices or sponsorship of the school. The activities will take place on district property or a location approved by the school and primarily will involve students in other than classroom situations. Student groups desiring status as a school sponsored group must apply for this status and be approved by the building principal. Such groups must have a staff advisor. School sponsored organizations may raise funds under the name of the school and must use student body accounts for group funds. Staff advisors of these groups participate, direct, and organize the group.

1. Supervision of School Sponsored Student Organizations

All school-sponsored organizations shall be supervised by one or more staff advisors who may take an active role in planning and implementing the activities of the group. At least one staff advisor shall be present at all activities conducted by the student group. Such staff advisors may or may not be paid a stipend.

2. Interscholastic Competition, Performance, and Travel (School Sponsored Student Groups)

School sponsored student groups who have the opportunity to engage in competitions, performances, or other travel related to the group must obtain approval by the principal or designee according to Board Policy IICA—Field Trips and Special Events. At least one staff member with a current first aid card will accompany the field trip. This requirement may increase based on the number of students participating (one trained staff member for every 60 students). Should any student require the administration of medications of any type, then staff trained in administering those specific types of medications will accompany the trip. The student group must have a staff advisor who is accountable for the activity and who will:

- a. Remain in attendance during the period of activity;
- b. Maintain acceptable student behavior as described by the rules and regulations of the building and the district;
- c. Comply with all rules and regulations affecting a staff member in the district;
- d. Exercise reasonable and prudent behavior;
- e. Notify parent and/or student's doctor in the event of an emergency. If the parent and/or student's doctor are unavailable, take the student to the nearest emergency hospital and notify the parents as soon as possible.

If a school sponsored student group is unable to obtain a staff advisor to accompany the group, then the school will not be able to sponsor the event in question.

C. NON-SCHOOL SPONSORED STUDENT GROUPS

Non-school sponsored student groups means voluntary student-organized groups that may meet on school premises during non-instructional time pursuant to the provisions of the Equal Access Act and to the terms of this regulation. Such groups are not endorsed by the school. The school merely provides the groups an opportunity to use district facilities to meet and organize activities. Examples of such groups include religious and political student groups and those student groups who are not directly supervised by a staff advisor. The fact that such groups are permitted to conduct meetings on district premises shall not constitute school endorsement of the purposes of such groups or the content of any of their meetings. Permission to use school facilities must be arranged through the building principal.

The category of non-school sponsored student groups is not meant to include those groups referenced in Board Policy KG—Community Use of District Facilities.

Required financial, administrative, and insurance responsibilities for the non-school sponsored student group shall be the sole responsibility of the sponsoring organization and/or parent of the student participants.

1. Supervision of Non-School Sponsored Student Groups

Meetings of non-school sponsored student groups must be voluntary, student-initiated, and directed. Non-school persons may serve as advisors and may regularly attend the activities of such groups. A member of the school's staff (staff monitor) shall attend every meeting or activity of such group conducted on district premises during the school day to monitor activities. The group shall be responsible for obtaining a staff monitor for its meetings. Such monitors will be unpaid. School employees present at religious or political group meetings shall attend such meetings only in a non-participatory capacity.

2. Competition, Performance, and Travel (Non-School Sponsored Groups)

Students wishing to travel to competitions and/or other activities related to the purpose of the non-school sponsored group are permitted to do so. Students and their families will be responsible for notifying the school of any absence from school, which will be excused only as per state prescribed absence guidelines.

3. Use of School or District Name

Use of the school or district name to identify non-district sponsored groups must include the following disclaimer: "The name of this group does not mean that the group represents the views of, or is sponsored by the Corvallis School District or any of its individual schools."

D. BASIC REQUIREMENTS OF ALL STUDENT GROUPS

1. **Non-discrimination**—Student groups may not discriminate on the basis of age, citizenship, color, disability, national origin, parental or marital status, race, religion, sex, or sexual orientation¹. The principal shall deny approval of any group whose purposes, qualifications for membership, or proposed activities are unlawful.
2. **Lawful purpose**—Student groups and their members shall not engage in any activity that is contrary to law and shall comply with all policies, regulations, and rules of the district. Student groups and their members shall not engage in any activity that causes or threatens danger to public order, damage to school property, or damage to the health, safety, and welfare of any students, staff, or members of the public.
3. **Freedom of Assembly**—Students may meet on school premises to express and espouse views in the exercise of their right of free expression under Board Policy IB—Freedom of Expression.
4. **Equal Access Act**—The Equal Access Act, 20 USC 4071, requires that public secondary schools grant equal access to student groups wishing to meet for religious, political, or philosophical purposes if the school allows other types of non-curriculum-related student groups to meet on school premises during non-instructional times. The district shall comply with the Equal Access Act and all laws that impact student groups.
5. **Use of Facilities/Application for Recognition**—Any student group seeking to meet on district premises as either a school sponsored or a non-school sponsored student group shall submit a written request to the building principal on a form approved by the principal. Curriculum-related student groups may meet during instructional or non-instructional time if approved by the principal. All other student groups, whether school sponsored or not, may meet on district premises during non-instructional time if approved by the principal. Applications shall include at least the following information:
 - a. Name of the group;
 - b. Application as school-sponsored or non school-sponsored, with the principal designating the classification;
 - c. Name of the sponsoring adult club, or person, if any; e.g., Rotary or Kiwanis;
 - d. The names of the student officers or organizing students and other members;
 - e. Name of the staff advisor or monitor;

¹Sexual orientation means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual's sex at birth.

- f. A general statement of the purposes of the group;
 - g. A description of the qualifications for membership, if any;
 - h. A statement that the organizing students have read, understood, and agreed to comply with this regulation and all other applicable district policies, regulations, and rules;
 - i. A copy of the group’s constitution, if any;
 - j. A proposed schedule and location of meetings and activities;
 - k. Applications for curriculum-related student groups must include a statement of the relation of the club to the regular school curriculum.
6. **Review of Application**—The building principal or designee shall review the application and such other information as the principal considers appropriate and shall approve or disapprove the group’s application for use of school facilities.

If the application is not approved, the applicant may appeal the principal’s decision to the superintendent or his/her designee within 10 working days from the date of the principal’s written decision. The written appeal shall state the reasons for the appeal and shall include copies of the application and the principal’s decision. The superintendent or his/her designee shall evaluate the application and provide a written decision within 10 working days after receiving the appeal. The decision of the superintendent is final.

7. **Revocation of Approval**—The principal or superintendent may revoke recognition of any student group and the student group’s approval to use school facilities at any time for good cause including, but not limited to violation of this regulation or any of the other policies, regulations, or rules of the district and may subject the students involved to appropriate discipline. Such revocation may be appealed as provided above.
8. **Disruption**—Meetings and activities of student groups shall not be scheduled or conducted so as to materially and substantially interfere with order or educational activities within the district building. The building principal must be assured that there will be no substantial disruption as a result of this activity.
9. **Use of School Media and Distribution of Materials**—All student groups may use school media (e.g., bulletin boards, public address systems, student newspapers) to announce their meetings and activities as determined by the principal. Any materials prepared by or for a student group for distribution on district premises shall comply with the policies and regulations of the district relating to the dissemination of materials. Each school should have written procedures for materials and poster review by the building administration. Posters that are approved should be stamped “approved.” Advocacy posters may be displayed in a curriculum forum (e.g., social studies). However, both sides of the issue must be represented as per INB—Controversial Issues. Materials or media announcements related to non-sponsored student groups must include a disclaimer of school sponsorship or endorsement. All promotional material from non school-sponsored activities must include the disclaimer: “The Corvallis School District does not

necessary sponsor this organization or its activities. The district assumes no liability for its contents or events arising out of this distribution.”

E. INCLEMENT WEATHER CLOSURES RELATED TO CONTESTS, PRACTICES, REHEARSALS, OR OTHER EVENTS

All contests, practices, rehearsals, and other events will be cancelled when school is cancelled due to transportation hazards caused by inclement weather. The superintendent may permit exceptions in consultation with the district facilities manager, transportation manager, and building principals. These exceptions may be made based on weather conditions, safe travel to and from school, and safe access to district facilities. Exceptions will apply to all, rather than individual schools.

Where there is inclement weather during the weekend, holidays, and non-school days, principals, in consultation with the superintendent, shall decide whether the facility shall close. If district transportation is involved, the transportation manager must be included in the principal’s final decision. Exceptions occur based on changes in weather conditions and safe travel to and from school. When an exception is made, participation will be optional. The coach or advisor will not give participants sanctions if they are unable to attend these events. Cancellation of these events may be on a school-by-school basis.

APPLICATION FORM FOR STATUS AS A STUDENT ORGANIZATION

Directions: Students seeking status as a club on campus must complete this form. Answer all questions completely and return to the Club's Advisor. Once complete, the form will be sent to the building principal for final approval.

1. Name of student organization _____
2. Name of the staff advisor or monitor _____
3. Type of student organization (see back page for definitions).
School Sponsored Non-School Sponsored (circle one)
4. All school sponsored student organizations must have a **staff advisor** (read below).
***Staff Advisor**—A CSD 509J employee who takes an active role in planning and implementing the activities of a student group. All school sponsored curriculum related student groups must have a staff advisor who fulfills this role. Duties also include but are not limited to attending all meetings, special events, and fund-raisers.*
Name of Staff Advisor _____
5. Non-school sponsored students organizations must have a **staff monitor** when meeting on district property during school hours (read below).
***Staff Monitor**—A CSD 509J employee who is present at meetings on school premises for **the purpose of observation**. Non-school sponsored student groups must have a staff monitor when meeting on district property during school hours. Staff monitors do not participate in, plan, or implement the activities of the group that occur during the school day. Any participation in the group activities by staff monitors is at their own risk.*
Name of Staff Monitor _____
6. Name of sponsoring adult club or person (e.g. Rotary) _____
7. Names of student officers or organizing students and other members _____

8. A general statement of the purposes of the group _____

9. A description of the qualifications for membership, if any: _____

10. A proposed schedule of meetings and activities, including locations _____

11. Applications for curriculum-related student groups must include a statement of the relation of the club to the regular school activity.
12. Please attach a copy of the group's constitution, if any.

School Sponsored Student Organizations

School sponsored student groups shall include either curriculum-related or extracurricular groups. Curriculum-related and extracurricular student groups will be organized, supervised activities conducted under the auspices or sponsorship of the school. The activities will take place on district property or a location approved by the district and will primarily involve students in other than classroom situations.

Student groups desiring status as a school sponsored group must apply for this status and be approved by the building principal. Such groups must have a staff advisor. School sponsored organizations may raise funds under the name of the school and may use student body accounts for group funds. Staff advisors of these groups may participate, direct, and organize the group.

Curriculum-related is a student group or activity that is school-based and supported by school sponsored curriculum or subject matter that is actually taught or will soon be taught in a regularly offered class (e.g. German Club, Science Club, Math Club). These groups are an extension of and supplement to the regular school curriculum.

Extra-curricular is a group or activity that is school-based but is not directly related to the curriculum. Extracurricular student groups may be identified as service, honorary, interest, and sports.

- **Service groups**—Groups designed to provide a genuine function of service to the school and/or community. Such service activities should be more than just token undertakings or superficial justifications for the functioning of the club for social purposes, (e.g., Rotary, Kiwanis).
- **Honorary groups**—Groups designed to grant membership to students on the basis of special achievement in attaining openly published standards in defined areas of school life (e.g., National Honor Society).
- **Special interest groups**—Voluntary student-organized groups that **do not** have a religious or political purpose that may offer valuable experiences supplementary to educational programs (e.g., Chess Club).
- **Sports groups**—Interest groups for student sports activities that are not official OSAA sports (e.g., Lacrosse, Ultimate Frisbee).

Non- School Sponsored Student Organizations

A student group or activity (Example: Young Life) that is voluntary, student-organized, and may meet on school premises during non-instructional time.

These groups are not sponsored, supported financially, or endorsed by the district and will not be advised by district staff. School staff will, however, act as a monitor during all activities on school property during school hours. Any participation in the group activities by staff monitors in the activities of such groups is at their own risk.

Students completing application must sign below.

_____ Signature	_____ Date	_____ Signature	_____ Date
Contact information for club president(s)			
E-mail _____		Phone _____	
E-mail _____		Phone _____	

By signing below, I indicate that I have read and understand my role as a **Staff Advisor** or **Staff Monitor**

_____ Signature	_____ Date	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
_____ Principal Signature	_____ Date		



Corvallis

SCHOOL DISTRICT

XII.E. Board Policy IGDJB - Community Sponsored Club Sports - New - First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: September 24, 2012

FOR INFORMATION

SUBJECT:

Board Policy—IGDA—Student Organizations—Revised—First Reading
Administrative Regulation—IGDA-AR—Student Organizations—New—For Information
Board Policy—IGDJB—Community Sponsored Club Sports—New—First Reading
Administration Regulation—IGDJB-AR—Community Sponsored Club Sports—New—For Information

Issue:

Board Policy IGDA—Student Organizations was originally adopted in 1999. This policy has been reviewed by building principals and district office staff. The district encourages curriculum-related student organizations. District staff facilitate such organizations and district resources may be used to support them. The district also may support student organizations which are not directly curriculum related. An administrative regulation—IGDA-AR—Student Organizations has been developed and specifies the criteria and procedures for the formation and conduct of district sponsored and non-district sponsored student groups and their use of district facilities.

In addition, a new board policy—IGDJB—Community Sponsored Club Sports and accompanying administrative regulation have been developed to address the issue of community sponsored club sports that are non-private and school recognized. We recognize the value of community sponsored club sports and their benefit to Corvallis students and the community. Community sponsored club sports are independent from and receive no funding, in-kind services, or supervision from the Corvallis School District.

Options Considered: Not revising the policy.

Involvement: Building principals, risk management, district office staff.

Consequences: Guidelines for student organizations would remain unclear.

Cost Impact: Unknown.

CONTACT PERSON(S): Kevin Bogatin, Melissa Harder, Alicia Ward-Satey, Kerry Richey

Community Sponsored Club Sports
(School Recognized)

The School Board recognizes the value of community sponsored club sports and their benefit to the Corvallis School District students and the community. Community sponsored club sports are defined as those club sports that are recognized by the school as official club sports. The Board recognizes that community sponsored club sports are independent from and receive no funding, in-kind services, or supervision from the Corvallis School District.

The fiscal management and supervision of students will be the responsibility of the club sport group. Concerns and/or complaints should be addressed through the sponsoring organization. District resources and/or services, including staff time, will not be used to support community sponsored club sports.

A community sponsored club sport group may submit an application packet to the appropriate school principal to request permission to use the school name.

The federal Equal Access Act prohibits discrimination against school student-initiated and controlled groups which are:

- Of a political, philosophical, or religious nature;
- Not directly related to the school curriculum and which meet before or after school hours.

These student groups, though not district sponsored, shall have the same opportunity to use district facilities as other non-curriculum-related student groups, subject to the right and obligation of the district to maintain order and discipline on district premises, to protect the well being of students and staff, and to ensure that participation by students is voluntary.

The superintendent is directed to develop the necessary rules to implement the policy.

END OF POLICY

Legal References:

ORS 332.107
ORS 339.240
ORS 339.250
ORS 339.880

ORS 339.885
OAR 581-021-0050 to 0075
OAR 581-022-1680

Equal Access Act, P.L. 98-377, Title III, U.S.C. Title 20, Sections 4071-4074, 98 Stat. 1302.
Title IX of the Education Amendments of 1972, 20 USC Sections 1681-1683; 34 CFR Part 106 (2000).

Lamb's Chapel v. Center Moriches Unified S. D., ___ US ___; 113 S. Ct. 2141 (1993).
Westside Community Board of Education v. Mergens, 496 U.S. 226 (1990).

Cross Reference:

Policy IGDA—Student Organizations



Corvallis

SCHOOL DISTRICT

XII.F. Administrative Regulation IGDJB-AR - Community Sponsored Club
Sports - New - For Information

COMMUNITY SPONSORED CLUB SPORTS
(School Recognized)

Community sponsored club sports are defined as those club sports that are-recognized by the school as official club sports. They are independent from and receive no funding, services, or supervision from the Corvallis School District.

Use of the school name to identify community sponsored club sports must be requested through an application process to the principal and athletic director at that school on an annual basis.

The organizer of the community sponsored club sport shall submit, on an annual basis, an application packet to the principal at the school in which they wish to be recognized. The packet must include:

1. An overview of the club sport including the organizational structure.
2. A signed statement from the highest person in the club assuring the following have been met:
 - A. The organization's agreement that all students will have access to participate regardless of age, citizenship, color, disability, national origin, parental or marital status, race, religion, sex, or sexual orientation¹, or financial ability.
 - B. All parents of students participating in the club sport have signed a statement acknowledging that the club sport is an organization independent from and receives no funding, in-kind services, or supervision from the Corvallis School District.
 - C. Proof the club sport carries liability insurance for its participants. In the event that liability insurance is not available, proof that all parents and students participating in the club sport have signed a waiver and release relating to student injuries.
 - D. If the school name is used as part of the club name, the assurance that all coaches/volunteers have been approved through the school district's background check process and their names are on file with the athletic director or building principal.
 - E. The head coach's contact information, including emergency contact, is on file

¹Sexual orientation means an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behaviors differs from that traditionally associated with the individual's sex at birth.

with the athletic director or building principal.

F. The assurance that the items listed above in sections A. through E. will be kept current.

G. If the school name is used as part of the club name, the assurance that the students who participate in the club sport will be held to the same behavior standards outlined in board policy JFC—Student Conduct and Discipline. Note: Discipline consequences for club sport athletes administered by the clubs organizing body do not take the place of any disciplinary consequences outlined in the district’s Student Parent Handbook.

The use of a school name by a community sponsored club sport will be at the discretion of the principal after review of the completed application. The district retains the right to revoke the use of the school name at any time.

Community sponsored club sports may request the use of district facilities as set forth in board policy KG and KG-AR—Community Use of District Facilities. Such use is not guaranteed and will be determined on availability.

Community sponsored club sports may request that the school disseminate information regarding the club sport as set forth in board policy KJA and KJA-AR—Distribution of Announcements and Community Information.

The district will deny any club sport request to release information regarding student grades, attendance records, or other personally identifiable information without specific parental consent to release this information directly to the club sport’s organizing body.

The district will not provide any supervision of a community sponsored club sport, and any duties assumed by an employee of the district are voluntary and must be performed outside of their regular work day.

Students wishing to travel to competitions and/or other activities related to the community sponsored club sport are permitted to do so. District personnel shall not be involved in travel arrangements and/or supervision. Students and their families are responsible for excusing any absences from school in the manner prescribed by the school.

The district assumes no liability for the activities of community sponsored club sports. The organizer of the community sponsored club sport shall hold the district harmless for any and all claims arising out of the activities related to the community sponsored club sport.

COMMUNITY SPONSORED CLUB SPORT APPLICATION AND RELEASE

The Corvallis School District recognizes the value of community sponsored club sports and their benefit to students and the community. Community sponsored club sports are independent from and receive no funding, services, or supervision from the Corvallis School District. Community sponsored club sports must submit this application and release annually to the principal at the school in which they wish to be recognized.

Name of Club Sport team _____

Overview of the nature of the sport team, including organizational structure of sponsoring body; (attach additional documents if necessary) _____

STIPULATIONS

The organizer of the above-named club sport understands and stipulates to the following:

1. All students will have access to participate regardless of national origin, race, color, religion, gender, sexual orientation, or financial ability.
2. All parents of students participating in the above-named club sport have signed a statement acknowledging that the above-named club sport is an organization independent from and receives no funding, in-kind services, or supervision from the Corvallis School District.
3. The above-named club sport carries liability insurance for its participants. In the event that liability insurance is not available, all parents and students participating in the above-named club sport have signed a waiver and release relating to student injuries.
4. If the school name is used as part of the club name, all coaches/volunteers have been approved through the Corvallis School District’s background check process and their names are on file with the athletic director/principal at the school in which the club sport wishes to be recognized.
5. The head coach’s contact information, including emergency contact, has been provided on this application and is on file with the athletic director/principal at the school in which the club sport wishes to be recognized.
6. The items required by #2 through #5 shall be kept current.
7. If the school name is used as part of the club name, all students who participate in the above-named club sport will be held to the same behavior standards outlined in Corvallis School District Board Policy and Administrative Regulations JFC—Student Conduct and Discipline, JGD—Suspension, and JGE—Expulsion. NOTE: Discipline consequences for club sport athletes administered by the club’s organizing body do not take the place of any disciplinary consequences outlined in the Corvallis School District Student/Parent Handbook.
8. The use of the school name by the above-named club sport will be at the discretion of the principal after review of this application. The Corvallis School District retains the right to revoke the use of the school name at any time.

PLEASE READ AND COMPLETE NEXT PAGE

By signing below, I agree to defend, release from liability, and to indemnify and hold harmless the Corvallis School District, employees, school board members, volunteers, and agents from any and all claims and liabilities (including costs and attorney fees) arising out of or in any way connected to the above-named club sport. This Release of Liability includes claims based upon negligence.

I affirm that I have carefully read and understand this application and all of its terms. I am aware that this is a RELEASE OF LIABILITY, a waiver of legal rights and contracts between me, the Corvallis School District, and all affiliated parties listed above. I enter into this Release freely and voluntarily and agree that it will be binding upon me, my heirs, assigns, and my legal representatives.

By signing below, I indicate that I have read and understand my role as the sport club organizer.

Signature Date

Title

Name of Sponsoring Organization

Principal Signature Date Approved Not Approved

Copy: Athletic Director



Corvallis

SCHOOL DISTRICT

XIII. ADJOURNMENT

*All times are approximate.

Note: The Chair of the Board may alter the order of business as they deem proper and necessary.



Corvallis

SCHOOL DISTRICT

Agendas – Agendas and supporting materials are available online at <https://v3.boardbook.org/Public/PublicHome.aspx?ak=1000829> a few days before each School Board meeting. For more information, please contact Kim Nelson at kimberly.nelson@corvallis.k12.or.us.

Communication With The School Board – Communication with the Board can be made by telephone, letter, e-mail and public testimony. Letters may be addressed to individual Board members or the Board as a whole and sent to 1555 SW 35th Street, Corvallis, OR 97333. E-mail may be sent to schoolboard@corvallis.k12.or.us and will be sent to all board members simultaneously as well as to key District Office staff. For more information, please contact Kim Nelson at kimberly.nelson@corvallis.k12.or.us.

Consolidated Action Agenda – The purpose of the consolidated action agenda is to expedite action on routine agenda items. All agenda items that are not held for discussion at the request of a Board member or staff member will be approved/accepted as written as part of the consolidated motion. Items designated or held for discussion will be acted upon individually.

Public Comment –

Guidelines are at: <https://www.csd509j.net/about-us/school-board/provide-input-and-be-informed/>

Executive Session – Permissible purposes of Executive Sessions include: ORS 192.660(2)(a) – Employment of Public Officers, Employees and Agents; ORS 192.660(2)(b) – Discipline of Public Officers and Employees; ORS 192.660(2)(d) – Labor Negotiator Consultations; ORS 192.660(2)(e) – Real Property Transactions; ORS 192.660(2)(f) – Exempt Public Records; ORS 192.660(2)(h) – Legal Counsel; ORS 192.660(2)(i) – Performance Evaluations of Public Officers and Employees; ORS 192.660(2)(j) – Public Investments.

Grievance Process - ORS 192.705

Grievances alleging a violation by a governing body of provisions in Public Meetings Law may be submitted in writing to Kim Nelson at kim.nelson@corvallis.k12.or.us or submitted between 8:00 am – 5:00 pm Monday through Friday at 1555 SW 35th Street, Corvallis, OR 97333. Additional information is available on the district website.

SCHOOL BOARD MEMBERS			
Judah Largent	541-231-8415	Terese Jones, Co-Vice Chair	541-230-1673
Sami Al-Abdrabbuh	541-283-6611	Shauna Tominey, Co-Vice Chair	541-829-8411
Chris Hawkins	541-602-2045	Luhui Whitebear, Chair	541-714.3305
Bernie Wang	541-704-7298		

EXECUTIVE STAFF MEMBERS	
Ryan Noss, Superintendent	541-757-5841
Melissa Harder, Assistant Superintendent / Human Resources Director	541-766-4857
Lauren Wolfe, Finance Director	541-757-5874
Byron Bethards, Student Growth & Experience Director	541-757-5470
Kim Patten, Operations Director	541-757-3849
Kim Nelson, Executive Assistant to the Superintendent; Board Secretary	541-757-5841