



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, October 7, 2013 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, October 7, 2013
6:30 PM

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

Meeting Details: Monday, October 7, 2013, 6:30 PM in the District Office Board Room,
1555 SW 35th Street, Corvallis, OR 97333.

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/UC9Jtpte5dmilZI9kySBjVQ?> A recording of the meeting will also be posted to that channel.

- I. CALL TO ORDER AND ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. COMMITTEE/BOARD MEMBER ITEMS
- IV. SUPERINTENDENT'S REPORT
- V. SPECIAL REPORTS
 - V.A. Financial Update
 - V.B. 1:World Update
- VI. PUBLIC TESTIMONY
- VII. STAFF TESTIMONY
- VIII. CONSOLIDATED ACTION
 - VIII.A. Licensed Personnel Recommendations

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: October 7, 2013

FOR ACTION

SUBJECT: Licensed Personnel Action

1. Issue: Information on licensed-personnel recommendations

a. Recommendation to Hire:

Jennifer Allen: Science Teacher, 1.0 FTE, Linus Pauling Middle School, effective August 28, 2013 (Temporary).

Joseph Frederic: Applied Technology Teacher, 0.17 FTE, Crescent Valley High School, effective September 13, 2013 (Temporary).

Ron Sather: Physical Education Teacher, 0.17 FTE, Corvallis High School, effective August 28, 2013 to January 30, 2014 (Temporary).

Lauren Tuey: Kindergarten Teacher, 1.0 FTE, Mt. View Elementary School, effective September 10, 2013 (Temporary).

ACTION REQUESTED: Approve recommendations.

CONTACT PERSON: Jennifer Duvall



Corvallis

SCHOOL DISTRICT

VIII.B. Appointment of Budget Committee Members

BOARD MEETING DATE: October 7, 2013

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: Mark Yeager and Jim McCullough. Additionally, the position held by Bill Kemper is open due to his appointment to the School Board. Therefore, there are currently three vacancies for full terms (three years each).

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.

A committee including Tom Sauret, Chris Rochester, Steve Nielsen, and Linda Martin reviewed the letters of interest.

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

- Jim McCullough – Three-year term ending June 30, 2016
- Katherine Bremser– Three-year term ending June 30, 2016
- David Coulombe – Three-year term ending June 30, 2016

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

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



Corvallis

SCHOOL DISTRICT

VIII.C. Transfer of Appropriations

BOARD MEETING DATE: October 7, 2013

SUBJECT: Resolution No. 13-1002: Transfers of appropriations:
Fund 100 – General Fund
Fund 296 – Grants Fund

EXPLANATION:

After a budget is adopted, it sometimes becomes necessary to revise appropriations to match expenditures that have become known to the district. ORS 294.463 provides authority to the governing body to authorize transfers of appropriations. Staff recommends that the following appropriation changes be authorized:

Fund 100 – General Fund

At the time the budget was prepared, the district was in negotiations with its CEA (Certified) and OSEA (Classified) unions. The recommended General Fund transfer is primarily related to the increased employee costs due to the bargaining agreements for 2013-14. This transfer also captures personnel changes and changes in account numbers to which employees are being charged. At the time the board approved the contracts, it approved the use of one-half of the Rainy Day contingency fund (\$1,002,448) to offset the increased General Fund costs. ORS 294.463(2) allows transfers of contingency appropriations of up to 15% of a fund's appropriations by resolution and without a hearing. The proposed transfer from Contingency represents less than 2% of appropriations.

Fund 296 – Grants Fund

In addition to the increase of employee costs due to the bargaining agreements and changes in personnel and account numbers to which employees are being charged, the 1:World, textbook, and technology budgets are adjusted according to the plan for 2013-14, moving approximately \$210,000 from Function 2000 - Support Services to Function 1000 - Instruction.

The proposed transfers of appropriation to both funds are shown below:

	<u>Adopted</u>	<u>As Proposed</u>	<u>Change</u>
<u>100 – General Fund</u>			
1000 – Instruction	\$32,331,225	\$32,507,984	176,759
2000 – Support Services	20,610,859	21,435,203	824,344
3000 –Community Services	126,025	127,370	1,345
6000 – Contingencies & Reserves	3,324,893	2,322,445	(1,002,448)
<u>296 – Grants Fund</u>			
1000 – Instruction	\$2,607,800	\$3,026,909	\$419,109
2000 – Support Services	2,048,300	1,538,925	-509,375
3300 – Community Services	143,899	234,165	90,266

Presenter: **Steve Nielsen, Business Services Director**

Supplementary Materials: **Resolution 13-1002**

Motion Requested: **I move that the board adopt resolution 13-1002.**

Corvallis School District 509J

**Transfer of Appropriations:
Fund 100 – General Fund
Fund 296 – Grants Fund**

Resolution No. 13-1002

WHEREAS, in Fund 100 – General Fund, the expenditures for Function 1000 – Instruction are anticipated to increase by \$176,759, Function 2000 – Support Services to increase by \$824,344, and Function 3000 – Community Services to increase by \$1,345, due to increased contract costs and changes in account numbers to which employees are charged, with a reduction of \$1,002,448 to the Rainy Day contingency funds (Function 6000); and

WHEREAS, in Fund 296 – Grants Fund, the expenditures for Function 1000 – Instruction are anticipated to increase by \$419,109, and Function 3300 – Community Services to increase by \$90,266, and Function 2000 – Support Services is reduced by \$509,375.

BE IT RESOLVED, that the School Board of Corvallis School District 509J hereby authorizes the following transfers pursuant to ORS 294.463:

- Fund 100 – General Fund: Increase the appropriations for Function 1000 – Instruction by \$176,759, Function 2000 – Support Services by \$824,344, and Function 3000 – Community Services by \$1,345, and decrease the appropriations for Function 6000 - Contingency (Rainy Day) by \$1,002,448; and
- Fund 296 - Grants Fund: Increase the appropriations for Function 1000 – Instruction by \$419,109 and Function 3300 - Community Services by \$90,266, and decrease the appropriations for Function 2000 – Support Services by \$509,375.

Adopted by the Board of Directors of School District No. 509J (Corvallis) of Benton and Linn Counties, Oregon, at a regular meeting this 7th day of October, 2013.

ATTEST:

Tom Sauret, Board Chair

Steve Nielsen, Deputy Clerk



Corvallis

SCHOOL DISTRICT

VIII.D. Supplemental Budget

FOR ACTION

BOARD MEETING DATE: October 7, 2013

SUBJECT: Resolution No. 13-1001 Supplemental Budget (less than 10%) for Fund 100 – General Fund – Increase Appropriations for School and Department Carryover Balances from 2012-13 and Increases Appropriations for Additional High Cost and Medicaid Reimbursement Revenue

Board Policy DA – Fiscal Policies provides for up to 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 2012-13, a total carryover of unused budgets at 25 percent of unused budgets as recommended by the Superintendent totals \$91,000. At the time the budget for 2013-14 was prepared, the amount of 2012-13 unused budget appropriations by the schools and departments could not be ascertained.

In addition, the district will be required to pay in 2013-14 tuition costs projected to exceed \$100,000 for three Special Ed students placed at out-of-district/state schools. The district will be able to claim additional funds from the state through the High Cost Disability Grant to offset a portion of this cost and is also instituting Medicaid Reimbursement requests that together are estimated to generate \$100,000. These additional funds will be targeted to offset the cost of tuition for the three students.

The proposed supplemental budget is presented below. The increase in appropriations does not exceed 10 percent of total appropriations for the fund and therefore no hearing is required.

General Fund

	<u>Adopted</u>	<u>Proposed</u>	<u>Change</u>
Resources			
Beginning Fund Balance	\$6,233,100	\$6,324,100	\$91,000
High Cost Disability Grant Revenue	\$50,000	\$100,000	\$50,000
Medicaid Reimbursement	\$0	\$50,000	\$50,000
Requirements			
1000 – Instruction	\$32,331,225	\$32,469,396	\$138,171
2000 – Support Services	\$20,610,859	\$20,663,688	\$52,829

Staff recommends that the budgeted amount be increased by \$138,171 for Instruction (Function 1000), and by \$52,829 for Support Services (Function 2000). Staff further recommends that the Beginning Fund Balance be increased by \$191,000. The actual 2013-14 Beginning Fund Balance exceeded the budgeted Beginning Fund Balance by more than \$396,000.

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

Motion Requested: **I move that Resolution 13-1001 be adopted to increase resources and expenditure appropriations, in Fund 100 – General Fund as detailed above in accordance with ORS 294.480.**

Corvallis School District 509J

Supplemental Budget for
Fund 100 – General Fund
Resolution No. 13-1001

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 percent of the fund's budget;

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 25 percent of their unused budget appropriations from 2012-13, in 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;

AND WHEREAS, the General Fund (Fund 100) requires an increase of budgeted resources and appropriations to provide for tuition for students being placed out of district which is anticipated to exceed \$100,000, to be offset by additional High Cost Disability and Medicaid Reimbursement revenue to which the district will be entitled to claim, in accordance with Board Policy DA – Fiscal Policies. This was not included in the adopted budget because tuition costs were not known 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 2013-14 budget for the General Fund (Fund 100), increasing the budgeted beginning fund balance by \$191,000, and increasing the appropriation for Instruction (Function 1000) in the amount of \$138,171, and for Support Services (Function 2000) in the amount of \$52,829.

Adopted by the Board of Directors of School District No. 509J (Corvallis) of Benton and Linn Counties, Oregon, at a regular meeting this 7th day of October, 2013.

ATTEST:

Tom Sauret, Board Chair

Steve Nielsen, Deputy Clerk



Corvallis

SCHOOL DISTRICT

VIII.E. Adopt Achievement Compact

**Corvallis SD 509J Achievement Compact
2013-2014**

College and Career Ready: Are students completing high school ready for college or career?										
	9th graders of 2007-08	Disadvantaged	9th graders of 2008-09	Disadvantaged	9th graders of 2009- 10	Disadvantaged	9th graders of 2010-11	Disadvantaged	4-year Goal 2013-14**	Disadvantaged
4-Year Cohort Graduation	70%	54%	68%	47%			75%	64%		
5-Year Completion	83%	74%			86%	79%				
Earning 9+ College Credits							50%	30%		
Post-Secondary Enrollment	77%	67%					80%	72%		

Progression: Are students making sufficient progress toward college and career readiness?										
	All 2010-11	Disadvantaged	All 2011-12	Disadvantaged	All 2012- 13*	Disadvantaged	Goal for All 2013-14	Disadvantaged	4-Year Goal (2016-17)**	Disadvantaged
Kinder Readiness Participation							>95%	>95%		
3rd Grade Reading Proficiency	69%	55%	86%	76%	81%	68%	89%	79%		
5th Grade Math Proficiency	74%	57%	74%	58%	73%	57%	77%	63%		
6th Grade Not Chronically Absent	85%	81%	89%	83%	88%	83%	92%	86%		
8th Grade Math Proficiency	69%	50%	78%	60%	72%	53%	81%	65%		
9th Grade Credits Earned					87%	76%	90%	79%		
9th Grade Not Chronically Absent	70%	52%	78%	68%	79%	68%	81%	73%		

Equity: Are students succeeding across all buildings and populations? (Disaggregated data and goals for each disadvantaged student group listed on pages 2-4)					
	2010-11	2011-12	2012-13	2013-14 Goal	4-Year Goal (2016-17)**
Priority & Focus Buildings	NONE	NONE	NONE	NONE	

Local Priorities: What other measures reflect key priorities in the district? (optional, up to 3)										
	2010-11	Disadvantaged	2011-12	Disadvantaged	2012-13	Disadvantaged	1-Year Goal	Disadvantaged	4-Year Goal**	Disadvantaged
9th Grade Algebra Completion							85%	85%		
8th Grade Writing Proficiency							85%	85%		
5th Year Running Start Participants							75	50%		

* District will need to define Algebra completion & consistent 8th grade writing proficiency for 2013-14

Investment: What is the public investment in the district? (does not include capital investments)				
	2011-12	2012-13*	2013-14*	2013-14 QEM calculation of district share
Formula Revenue	\$44,571,145	\$44,367,229	\$47,989,497	\$59,014,605
Local Revenue not passed through formula			\$4,334,200.00	
Federal Revenue			\$3,916,000.00	
State Grants not passed through formula			\$219,000.00	

District Official

KEY: *Estimate based on most recent available data **4-Year Goal optional

NOTE: The gray fields for current and past data are optional, as are the tan fields for local priorities.

NOTE: Districts should fill in the blue fields with their targets, provided student counts are six or more.

OEIB Chief Education Officer

2013-2014 Corvallis SD 509J Achievement Compact

Equity: Are students succeeding across all buildings and populations?									
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 (not included in aggregate)	TAG (not included in aggregate)
4-Year Graduation Rate	51%	51%	52%	56%	57%	*	*	64	90
5-Year Completion Rate	72%	63%	76%	65%	67%	33%	*	89	96
Earning 9+ College Credits									
Post-Secondary Enrollment	63%	48%	51%	90%	56%	*	84%	84%	92%
2010-11 results									
	Economically Disadvantaged	Limited English Proficient	Students with Disabilities	Black (not of Hispanic origin)	Hispanic origin	American Indian / Alaska Native	Pacific Islander	Asian (not included in aggregate)	TAG (not included in aggregate)
3rd Grade Reading Proficiency ***	51%	33%	55%	67%	46%	20%	100%	70%	>95%
5th Grade Math Proficiency	58%	56%	30%	50%	57%	*	67	>95%	>95%
6th Grade Not Chronically Absent	77%	>95%	84%	60%	87%	*	>95%	>95%	92
8th Grade Math Proficiency	47%	42%	29%	50%	41%	50%	*	84	>95%
9th Grade Credits Earned									
9th Grade Not Chronically Absent	47%	51%	56%	64%	53%	40%	>95%	>95%	81%
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 (not included in aggregate)	TAG (not included in aggregate)
4-Year Graduation Rate	46%	32%	31%	36%	56%	25%	100%	57%	88
5-Year Completion Rate									
Earning 9+ College Credits									
Post-Secondary Enrollment									
2011-12 results									
Kinder Readiness Participation									
3rd Grade Reading Proficiency	73%	60%	68%	86%	63%	67%	>95%	>95%	>95%
5th Grade Math Proficiency	55%	48%	41%	86%	60%	17%	>95%	87	>95%
6th Grade Not Chronically Absent	82%	89%	79%	80%	86%	--	>95%	>95%	89
8th Grade Math Proficiency	55%	50%	38%	60%	69%	50%	75%	92	>95%
9th Grade Credits Earned									
9th Grade Not Chronically Absent	63%	52%	66%	92%	64%	33%	>95%	>95%	88%

2013-2014 Corvallis SD 509J Achievement Compact

9th Graders of 2009-10									
	Economically Disadvantaged	Limited English Proficient	Students with Disabilities	Black (not of Hispanic origin)	Hispanic origin	American Indian / Alaska Native	Pacific Islander	Asian (not included in aggregate)	TAG (not included in aggregate)
4-Year Graduation Rate									
5-Year Completion Rate	77%	68%	79%	70%	72%	43%	>95%	92%	>95%
Earning 9+ College Credits									
Post-Secondary Enrollment									
2012-13 results									
Kinder Readiness Participation									
3rd Grade Reading Proficiency	64%	47%	58%	*	53%	67%	>95%	>95%	>95%
5th Grade Math Proficiency	55%	44%	42%	50%	53%	25%	*	88%	>95%
6th Grade Not Chronically Absent	82%	93%	80%	80%	92%	100%	*	>95%	94%
8th Grade Math Proficiency	53%	33%	38%	38%	43%	50%	40%	83%	>95%
9th Grade Credits Earned	71%	90%	61%	>95%	79%	86%	>95%	95%	>95%
9th Grade Not Chronically Absent	63%	91%	65%	86%	75%	33%	75%	97%	91%

9th Graders of 2010-11									
	Economically Disadvantaged	Limited English Proficient	Students with Disabilities	Black (not of Hispanic origin)	Hispanic origin	American Indian / Alaska Native	Pacific Islander	Asian (not included in aggregate)	TAG (not included in aggregate)
4-Year Graduation Rate	56%	42%	41%	46%	63%	35%	>95%	64%	91%
5-Year Completion Rate									
Earning 9+ College Credits	30%	30%	30%	30%	30%	30%	30%	50%	50%
Post-Secondary Enrollment	73%	58%	61%	93%	66%	*	87%	87%	95%
2013-14 results									
Kinder Readiness Participation	>95%	>95%	>95%	>95%	>95%	>95%	>95%	>95%	>95%
3rd Grade Reading Proficiency	70%	43%	62%	*	58%	*	*	>95%	>95%
5th Grade Math Proficiency	61%	46%	51%	*	60%	*	*	88%	>95%
6th Grade Not Chronically Absent	85%	>95%	83%	83%	95%	>95%	*	>95%	>95%
8th Grade Math Proficiency	60%	37%	49%	48%	53%	>95%	*	91%	>95%
9th Grade Credits Earned	76%	93%	66%	>95%	82%	89%	>95%	>95%	>95%
9th Grade Not Chronically Absent	68%	94%	70%	95%	78%	43%	>95%	>95%	94%

2013-2014 Corvallis SD 509J Achievement Compact

9th Graders of 2013-14 (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 (not included in aggregate)	TAG (not included in aggregate)
4-Year Graduation Rate									
5-Year Completion Rate									
Earning 9+ College Credits									
Post-Secondary Enrollment									
2016-17 results									
	Economically Disadvantaged	Limited English Proficient	Students with Disabilities	Black (not of Hispanic origin)	Hispanic origin	American Indian / Alaska Native	Pacific Islander	Asian (not included in aggregate)	TAG (not included in aggregate)
Kinder Readiness Participation									
3rd Grade Reading Proficiency									
5th Grade Math Proficiency									
6th Grade Not Chronically Absent									
8th Grade Math Proficiency									
9th Grade Credits Earned									
9th Grade Not Chronically Absent									

NOTE: The gray and tan fields are optional.

NOTE: Districts should fill in the blue fields with their targets, provided that the student counts are six or more.



Corvallis

SCHOOL DISTRICT

IX. CONSOLIDATED INFORMATION

IX.A. Non-Licensed Personnel Information

BOARD MEETING DATE: October 7, 2013

FOR INFORMATION ONLY

SUBJECT: Non-licensed Personnel Information

1. Issue: Information on non-licensed-personnel

a. Recommendation to Hire:

Joanne Altimus: Educational Assistant 2, 4.5 hrs, Jefferson Elementary School, effective September 16, 2013 (Probationary).

Darcy Anglemier: Educational Assistant 2, 6.5 hrs, Adams Elementary School, effective October 3, 2013 (Regular).

Kirsten Asbury: Educational Assistant 2/LRC, 6.0 hrs, Lincoln Elementary School, effective September 25, 2013 (Probationary).

Debra Fischer: Educational Assistant 2, 4.5 hrs, Jefferson Elementary School, effective September 16, 2013 (Probationary).

Barbara Foster: Educational Assistant 2, 6.5 hrs, Adams Elementary School, effective October 3, 2013 (Probationary).

Sarah Maltezo: Educational Assistant 2, 3.0 hrs, Wilson Elementary School, effective September 26, 2013 (Probationary).

Zachary McConahy: Educational Assistant 2, 6.5 hrs, Cheldelin Middle School, effective September 17, 2013 (Probationary).

Rosemary Pickard: Food Service Assistant, 3.0 hrs, Central Kitchen, effective September 26, 2013 (Probationary).

Jennifer Robins: Child Care Provider, 1.8 hrs, Corvallis High School, effective September 24, 2013 (Limited Term).

Mari Reddington: Educational Assistant 2, 6.0 hrs, Harding Center, effective September 18, 2013 (Limited Term).

Amy Tacchini: Educational Assistant 2, 4.75 hrs, Mt. View Elementary School, effective September 18, 2013 (Probationary).

- b. Termination/Resignation/Layoff/Retirement:
Stephen Dawson: Educational Assistant 2, 6.5 hrs, Adams Elementary School, effective September 9, 2013 (Resignation).

- c. Request for Leave:
Seon Kim: Educational Assistant 2, 7.5 hrs, Hoover Elementary and Cheldelin Middle School, requesting 7.5 hrs leave beginning October 31, 2013, for the 2013-14 school year.

CONTACT PERSON: Jennifer Duvall



Corvallis

SCHOOL DISTRICT

IX.B. August Unaudited Financials

BOARD MEETING DATE: October 7, 2013

SUBJECT: August 31, 2013 Financial Statements (Unaudited)

Explanation:

The Statement of Revenues and Expenditures for the period ending August 31, 2012 and 2013 follows this report. FY2013-14 year-to-date revenues total \$6.6 million or 12.5 percent of total revenue budgeted as compared to \$5.0 million or 10.2 percent for FY2012-13. 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 2013 as a percent of budget is 26.8 percent, up from the 24.4 percent noted for the prior fiscal year. The increase in actual year-to-date revenues for FY2013-14 can be attributed primarily to an increase in the state school fund. ODE periodically updates the estimate during the fiscal year for all districts.

General Fund expenditures through August 2013 are up \$286,000. Supplies associated with the 1:World program make up the bulk of this increase. Expenditure activity will pick up in September as school-related staff receive their first FY2013-14 payroll check.

Staff are in process of closing the FY2012-13 accounting records and preparing schedules in anticipation of the annual visit from the auditors. The auditors are scheduled to begin fieldwork on October 21st.

Please contact me with questions or if you would like additional information.

Presenter: **Steve Nielsen, Finance and Operations Director**

Supplementary Materials: **1. Statement of Revenue and Expenditures as of August 31, 2012 and 2013**

2. Schedule of Investments as of August 31, 2013

3. Schedules of Cash Disbursements greater than or equal to \$1,000 for the period of June 1 - August 31, 2013.

Corvallis School District 509J
Statement of Revenues and Expenditures
Fiscal Year to Date as of August 31, 2012 and 2013 Respectively (Unaudited)

General Fund

	FY2012-13			FY2013-14		
	Budget	Actual		Budget	Actual	
Revenues:						
Local Sources						
Property Taxes	\$ 23,055,300	\$ -	-	\$ 22,950,000	\$ -	-
Local Option Taxes	4,541,500	-	-	3,890,200	-	-
Earnings on Investments	100,000	8,970	9.0%	100,000	7,438	7.4%
Other	316,000	3,426	1.1%	344,000	4,383	1.3%
Intermediate Sources	230,000	-	-	260,000	-	0.0%
State Sources						
General Support	20,577,265	5,019,369	24.4%	24,719,368	6,613,181	26.8%
State School Fund - Subaccount	-	-	-	-	-	-
Common School Fund	603,120	-	-	494,332	-	-
Other	83,000	-	-	33,000	-	-
Federal Sources	8,000	-	-	9,000	-	-
Total Revenue	\$ 49,514,185	\$ 5,031,765	10.2%	\$ 52,799,900	\$ 6,625,002	12.5%
Expenditures:						
Instruction	\$ 30,924,859	\$ 225,819	0.7%	\$ 32,331,225	\$ 596,537	1.8%
Supporting Services	20,718,041	2,842,721	13.7%	20,610,859	2,760,903	13.4%
Community Services	124,300	17,887	14.4%	126,025	14,894	11.8%
Facilities Improvements	1	-	-	1	-	-
Transfers to Other Funds	2	-	-	2	-	-
Total Expenditures	\$ 51,767,203	\$ 3,086,427	6.0%	\$ 53,068,112	\$ 3,372,334	6.4%
Excess of Revenues over Expenditures	\$ (2,253,018)	\$ 1,945,338		\$ (268,212)	\$ 3,252,668	
Beginning Fund Balance	7,971,475	8,249,911	103.5%	6,233,100	6,629,956	106.4%
Budgeted Contingencies	3,242,747	-		3,324,893	-	
Unappropriated Ending Fund Balance	<u>2,475,710</u>	<u>-</u>		<u>2,639,995</u>	<u>-</u>	
Fund Balance, August 31	\$ -	\$ 10,195,249		\$ -	\$ 9,882,624	

Corvallis School District 509J
 Schedule of Investments
 August 31, 2013

Type of Investment	Investment Date	Maturity/ Call Date	No. of Days	Bond Equivalent Yield	Purchase Price	Par (Maturity) Value
Total Investments outside of Local Government Investment Pool:					\$ -	\$ -
				Average Annualized Rate		
<u>Local Government Investment Pool:</u>						
General Account				0.54%		\$ 22,627,609
Debt Service Account				0.54%		40
<u>Subtotal LGIP ¹</u>						<u>\$ 22,627,649</u>
<u>Local Government Investment Pool - Pension Bond Debt Service:</u>						
Pension Bond Debt Service Account: ⁴				0.54%		\$ 539,817
<u>Total Investments</u>						<u>\$ 23,167,466</u>

1. The maximum amount (in any combination of accounts) that the Local Government Investment Pool (LGIP) allows in an account is \$45,405,443.
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.

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%	100.0%
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%	0.0%
TOTAL		100.00%

Benchmarks as of 8/31/13:

3-Month U. S. T-Bill bond equivalent yield:	0.02%
3-Mo. Jumbo CDs	0.05%

Corvallis School District 509J
Schedule of Cash Disbursements greater than or equal to \$1,000
For the period of June 1, 2013 - June 30, 2013

<u>Fund, Object, Vendor</u>	<u>Amount</u>	<u>Fund, Object, Vendor</u>	<u>Amount</u>
100 - General Fund	\$ 1,043,475.03	100 - General Fund Continued	
Computer Software	\$ 38,713.18	Instructional, Professional and Technical	\$ 29,344.15
OETC	\$ 11,945.88	LINN BENTON COMMUNITY COLLEGE	\$ 6,604.15
FRONTLINE PLACEMENT TECHNOLOGIE,	\$ 8,767.30	YES HOUSE	\$ 22,740.00
LYCEUM SOLUTIONS INC	\$ 18,000.00	Legal Services	\$ 8,402.33
Consumable Supplies and Materials	\$ 174,969.40	GRAHAM M HICKS, PC	\$ 1,474.00
APPLE, INC	\$ 10,080.00	THE HUNGERFORD LAW FIRM LLP	\$ 6,928.33
CDW GOVERNMENT INC	\$ 12,273.13	Library Books	\$ 4,057.76
COASTWIDE LABORATORIES	\$ 10,544.86	INGRAM LIBRARY SERVICES	\$ 1,542.48
COMMITTEE FOR CHILDREN	\$ 3,658.00	ABDO PUBLISHING COMPANY	\$ 1,000.35
COSTCO-ALBANY	\$ 3,377.68	SANTILLANA USA	\$ 1,514.93
E.L. ACHIEVE	\$ 59,808.00	Other Communication Services	\$ 25,714.79
HENDERSONS OFFICE SYSTEMS	\$ 1,589.60	CENTURYLINK	\$ 1,327.91
HOME DEPOT CREDIT SERVICES	\$ 2,001.39	COMCAST/INSTITUTIONAL NETWORKS	\$ 24,386.88
JW PEPPER & SON INC	\$ 2,286.98	Other Non-instructional Professional and	\$ 37,541.82
OETC	\$ 9,238.80	MAXIM HEALTHCARE SERVICES	\$ 14,057.85
OFFICE MAX	\$ 25,563.96	NORTHWEST REGIONAL EDU SERVICE DI	\$ 1,302.00
PLATT ELECTRIC SUPPLY CO	\$ 2,050.78	CARRUTH COMPLIANCE CONSULTING IN	\$ 7,566.00
RAPID REFILL INK	\$ 1,701.81	INTERMOUNTAIN ESD	\$ 13,515.97
SCHOOL SPECIALTY	\$ 4,486.88	SALEM CPR CENTER	\$ 1,100.00
SHIRT CIRCUIT	\$ 1,268.50	Periodicals	\$ 5,248.50
SYNERGY SECURITY SOLUTIONS	\$ 1,338.99	LRP PUBLICATIONS, INC.	\$ 5,248.50
WELLS FARGO REMITTANCE CENTER	\$ 2,999.36	Postage	\$ 3,340.65
ALBANY BOX COMPANY	\$ 1,187.20	GARTEN SERVICES, INC	\$ 3,340.65
BEACOCK MUSIC STORE	\$ 1,432.80	Printing and Binding	\$ 13,417.56
CAMBIUM LEARNING TECHNOLOGIES	\$ 2,800.00	HENDERSONS OFFICE SYSTEMS	\$ 6,313.44
COMMUNITY PRODUCTS LLC	\$ 1,161.00	OREGON STATE UNIVERSITY PRINTING	\$ 1,485.12
FLAGHOUSE	\$ 1,822.62	LIFETOUCH NATIONAL SCHOOL STUDIOS	\$ 4,289.79
SAFEGUARD BUSINESS SYSTEMS	\$ 1,259.47	UPS STORE #5088	\$ 1,329.21
STOVER, EVEY AND JACKSON	\$ 2,750.00	Reimbursable Student Transportation	\$ 419,845.55
US GAMES	\$ 1,005.88	FIRST STUDENT INC	\$ 403,801.85
HANDWRITING WITHOUT TEARS	\$ 1,107.71	GO GET'EM TAXI AND TRANSPORT LLC	\$ 9,527.50
KING OFFICE EQUIPMENT INC	\$ 6,174.00	MINDY DYE	\$ 1,310.80
Copier Charges	\$ 25,111.42	EXPERIENCE OREGON CHARTER SERVICE	\$ 5,205.40
OREGON STATE UNIVERSITY PRINTING	\$ 25,111.42	Rentals	\$ 4,813.86
Dues and Fees	\$ 1,140.00	OREGON STATE UNIVERSITY ATHLETIC D	\$ 1,556.36
POSTMASTER	\$ 1,140.00	SPECIAL OCCASIONS	\$ 3,257.50
Electricity	\$ 119,194.00	Repairs and Maintenance Services	\$ 8,388.45
CONSUMERS POWER INC	\$ 26,491.71	BENTON COUNTY PUBLIC WORKS	\$ 2,185.27
PACIFIC POWER AND LIGHT	\$ 92,702.29	CHOWN HARDWARE	\$ 1,448.18
Fuel	\$ 35,304.05	CULLIGAN WATER SYSTEMS	\$ 3,247.00
BENTON COUNTY PUBLIC WORKS	\$ 2,971.94	CASCADE SOUND INC	\$ 1,508.00
NW NATURAL	\$ 32,332.11	Technology Equip \$1,000 - \$4,999	\$ 3,545.24
Garbage	\$ 9,433.02	TECHNOLOGY INTEGRATION GROUP	\$ 2,093.00
REPUBLIC SERVICES	\$ 9,433.02	WELLS FARGO REMITTANCE CENTER	\$ 1,452.24

<u>Fund, Object, Vendor</u>	<u>Amount</u>
100 - General Fund Continued	
Telephone	\$ 4,868.25
AT&T MOBILITY-ACCT#837370420 (TECH)	\$ 1,468.55
CENTURYLINK	\$ 3,399.70
Travel, Out of District	\$ 7,189.40
NATIONAL SCHOOL BOARDS ASSOCIATION	\$ 1,365.00
WELLS FARGO REMITTANCE CENTER	\$ 2,576.42
COSA	\$ 2,191.00
Singleton, Robert M	\$ 1,056.98
Tuition Payments to Other Districts Within	\$ 4,436.50
SALEM-KEIZER SCHOOL DISTRICT	\$ 4,436.50
Water and Sewage	\$ 20,930.00
CITY OF CORVALLIS	\$ 20,930.00
Technology Equipment \$5,000 and greater	\$ 29,918.00
CDW GOVERNMENT INC	\$ 9,000.00
LANDMARK FORD	\$ 20,918.00
Equipment-like items \$1,000 - \$4,999	\$ 3,991.30
GRACEWINDS MUSIC	\$ 1,466.30
ELECTRO MEDICAL EQUIPMENT	\$ 2,525.00
Equipment \$5,000 and greater	\$ 4,615.85
TECHNOLOGY INTEGRATION GROUP	\$ 4,615.85
203 - Food Service Fund	\$ 92,524.12
Food - Food Service Only	\$ 39,321.60
COSTCO-ALBANY	\$ 1,182.40
DUCK DELIVERY PRODUCE INC	\$ 12,970.86
FRANZ FAMILY BAKERIES	\$ 4,260.69
LOCHMEAD DAIRY	\$ 18,791.04
SYSCO FOOD SERVICE	\$ 2,116.61
Fuel	\$ 1,849.86
BENTON COUNTY PUBLIC WORKS	\$ 1,849.86
Inventories	\$ 51,352.66
COSTCO-ALBANY	\$ 1,636.12
FOOD SERVICE OF AMERICA	\$ 23,598.06
MCDONALD WHOLESALE CO	\$ 26,118.48
204 - District Donation Fund	\$ 32,693.04
Consumable Supplies and Materials	\$ 22,626.36
COSTCO-ALBANY	\$ 1,969.01
GRACEWINDS MUSIC	\$ 1,210.00
K MART - CORVALLIS #3839	\$ 1,130.55
OFFICE MAX	\$ 1,125.84
SHIRT CIRCUIT	\$ 1,200.70
TRYSTING TREE GOLF CLUB	\$ 2,956.00
WELLS FARGO REMITTANCE CENTER	\$ 2,136.75
HOUGHTON MIFFLIN HARCOURT	\$ 1,132.51
EASTBAY	\$ 9,765.00
Other Non-instructional Professional and	\$ 3,331.53
FORKS AND CORKS CATERING	\$ 3,331.53

<u>Fund, Object, Vendor</u>	<u>Amount</u>
204 - District Donation Fund Continued	
Travel, Out of District	\$ 1,369.65
OREGON MUSEUM OF SCIENCE & INDUSTRY	\$ 1,369.65
Travel, Student Out of District	\$ 2,827.50
TRUAX CORPORATION	\$ 1,415.00
BOYS & GIRLS CLUB OF CORVALLIS	\$ 1,412.50
Equipment-like items \$1,000 - \$4,999	\$ 2,538.00
GEORGIE'S CERAMIC & CLAY CO - PORTLAND	\$ 2,538.00
208 - Construction Excise Tax & Land Fund	\$ 314,351.40
Consumable Supplies and Materials	\$ 314,351.40
CDW GOVERNMENT INC	\$ 314,351.40
296 - Grants Fund	\$ 237,152.99
Computer Software	\$ 4,567.85
RENAISSANCE LEARNING, INC	\$ 3,458.00
SUNBURST DIGITAL INC.	\$ 1,109.85
Consumable Supplies and Materials	\$ 203,305.52
APPLE, INC	\$ 173,694.00
LEARNING A-Z	\$ 1,734.99
MCGRAW-HILL SCHOOL EDUCATION	\$ 2,631.35
SCHOLASTIC INC	\$ 1,074.73
PEARSON EDUCATION INC	\$ 5,985.70
CYBER ACOUSTICS	\$ 11,313.00
HEINEMANN	\$ 3,071.80
IXL LEARNING	\$ 1,100.00
BELLEVUE COMPUTER INC	\$ 2,699.95
Other Non-instructional Professional and	\$ 9,323.76
YES HOUSE	\$ 9,323.76
Travel, Out of District	\$ 17,825.86
APPLE, INC	\$ 8,500.00
WELLS FARGO REMITTANCE CENTER	\$ 2,548.10
ATDLE C/O MWH MS	\$ 3,675.00
SHERATON SAN DIEGO HOTEL & MARIN	\$ 2,012.76
MONTESSORI INSTITUTE NORTHWEST	\$ 1,090.00
Equipment \$5,000 and greater	\$ 2,130.00
SYNERGY SECURITY SOLUTIONS	\$ 2,130.00
297 - Student Body Funds	\$ 178,229.92
Cash Donations to Other Agencies	\$ 107,775.46
JACKSON STREET YOUTH SHELTER	\$ 17,867.10
CHILDREN'S MIRACLE NETWORK	\$ 17,867.10
COMMUNITY OUTREACH, INC	\$ 15,000.00
GOOD SAMARITAN HOSPITAL FOUNDATION	\$ 39,174.16
OLD MILL CENTER	\$ 17,867.10

297 - Student Body Funds Continued

Consumable Supplies and Materials	\$ 46,121.38
DAVIS FAMILY FARM	\$ 2,910.00
LES & BOBS SPORTS AND APPAREL	\$ 1,336.30
SEW ON	\$ 1,722.50
SHIRT CIRCUIT	\$ 1,656.00
SILVERTON HIGH SCHOOL ATHLETICS	\$ 1,200.00
SPECIAL OCCASIONS	\$ 2,542.08
EASTBAY	\$ 1,762.00
JOSTEN'S	\$ 2,421.50
COLLEGE BOARD - AP EXAMS	\$ 19,056.00
HERFF JONES - YEARBOOKS	\$ 10,371.00
LIDS TEAM SPORTS	\$ 1,144.00
Non-reimbursable Student Transportation	\$ 7,215.00
FIRST STUDENT INC	\$ 7,215.00
Other Non-instructional Professional and	\$ 5,575.82
MID-VALLEY BASEBALL UMPIRE ASSOCIATION	\$ 1,003.99
MID-VALLEY SOFTBALL UMPIRES ASSN	\$ 2,607.82
OWLUA	\$ 1,964.01
Rentals	\$ 3,226.30
OREGON STATE UNIVERSITY ATHLETIC DEPARTMENT	\$ 1,750.00
OREGON STATE UNIVERSITY ALUMNI ASSOCIATION	\$ 1,476.30
Repairs and Maintenance Services	\$ 1,823.09
ARMORZONE	\$ 1,823.09
Travel, Student Out of District	\$ 6,492.87
CLASS OF FIELD	\$ 1,100.00
WELLS FARGO REMITTANCE CENTER	\$ 3,597.87
YEARBOOKS NORTHWEST	\$ 1,795.00

298 - Designated Revenue Fund

Consumable Supplies and Materials	\$ 16,992.11
APPLE, INC	\$ 1,516.00
FRED MEYER CUSTOMER CHARGES	\$ 1,790.68
COSTCO-WARRENTON STORE	\$ 2,920.00
CPI	\$ 5,080.00
DON JOHNSTON INC	\$ 1,762.00
LIFETOUCH NSS	\$ 2,732.86
SOCIAL THINKING - MAIN OFFICE	\$ 1,190.57
Instructional, Professional and Technical	\$ 23,461.00
NORTHWEST REGIONAL EDUCATIONAL SERVICE DISTRICT	\$ 7,425.00
CPI	\$ 14,036.00
EDMENTUM, INC	\$ 2,000.00
Other Non-instructional Professional and	\$ 1,100.00
SEAN BROWN	\$ 1,100.00

298 - Designated Revenue Fund Continued

Rentals	\$ 4,253.50
CAMP KIWANILONG	\$ 1,760.00
R&H THEATRICALS	\$ 2,493.50
Travel, Student Out of District	\$ 33,746.70
OREGON MUSEUM OF SCIENCE & INDUSTRY	\$ 8,050.35
TRUAX CORPORATION	\$ 1,310.00
COLLEGE BOARD - AP EXAMS	\$ 21,702.00
CARMIKE THEATER	\$ 1,280.50
OREGON COAST AQUARIUM	\$ 1,403.85
Equipment-like items \$1,000 - \$4,999	\$ 1,489.45
COASTWIDE LABORATORIES	\$ 1,489.45

601 - Insurance Fund

Group Insurance	\$ 405,598.31
LIFEMAP ASSURANCE COMPANY	\$ 8,333.86
WILLAMETTE DENTAL GROUP (GROUP Z)	\$ 8,806.50
REGENCE BCBS OF OREGON	\$ 373,275.95
Other Non-instructional Professional and	\$ 7,182.00
BARKER-UERLINGS INSURANCE, INC	\$ 7,182.00
Equipment \$5,000 and greater	\$ 8,000.00
DALLAS GLASS	\$ 8,000.00

702 - Corvallis Public School Foundation Fund

Cash Donations to Other Agencies	\$ 354,954.01
CORVALLIS PUBLIC SCHOOLS FOUNDATION	\$ 350,000.00
Consumable Supplies and Materials	\$ 1,054.01
CORVALLIS PUBLIC SCHOOLS FOUNDATION	\$ 1,054.01
Rentals	\$ 3,900.00
CORVALLIS PUBLIC SCHOOLS FOUNDATION	\$ 3,900.00

Grand Total

Grand Total	\$ 2,740,021.58
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Corvallis School District 509J
Schedule of Cash Disbursements greater than or equal to \$1,000
For the period of July 1, 2013 - July 31, 2013

<u>Fund, Object, Vendor</u>	<u>Amount</u>	<u>Fund, Object, Vendor</u>	<u>Amount</u>
100 - General Fund	\$ 275,321.66	297 - Student Body Funds	\$ 9,695.00
Charter School Payments	\$ 94,882.80	Consumable Supplies and Materials	\$ 3,395.00
INAVALE COMMUNITY PARTNERS, INC	\$ 94,882.80	EVERYTHING CHEER	\$ 3,395.00
Computer Software	\$ 72,242.44	Travel, Student Out of District	\$ 6,300.00
THE LIBRARY CORPORATION	\$ 5,435.00	OREGON DREAM TEAMS	\$ 6,300.00
OETC	\$ 26,892.68		
SCHOOLDUDE.COM	\$ 11,326.81	601 - Insurance Fund	\$ 459,156.50
SIRSIDYNIX	\$ 28,587.95	Fidelity Bond Premiums	\$ 2,800.00
Consumable Supplies and Materials	\$ 4,598.77	BARKER-UERLINGS INSURANCE, INC	\$ 2,800.00
PLATT ELECTRIC SUPPLY CO	\$ 1,933.48	Group Insurance	\$ 212,717.00
E.S. CONSTANT COMPANY	\$ 2,665.29	SAIF CORPORATION	\$ 212,717.00
Dues and Fees	\$ 22,578.00	Liability Insurance	\$ 140,210.00
COSA	\$ 19,683.00	PACE	\$ 140,210.00
OREGON SCHOOL BOARDS ASSOCIATION	\$ 2,895.00	Property Insurance Premiums	\$ 103,429.50
Reimbursable Student Transportation	\$ 1,040.00	BARKER-UERLINGS INSURANCE, INC	\$ 103,429.50
GO GET'EM TAXI AND TRANSPORT LLC	\$ 1,040.00		
Repairs and Maintenance Services	\$ 59,270.72	702 - Corvallis Public School Foundation Fund	\$ 2,811.06
KONE INC	\$ 1,821.72	Contributions and Donations From Private	\$ 2,811.06
SYNERGY SECURITY SOLUTIONS	\$ 9,177.00	CORVALLIS PUBLIC SCHOOLS FOUNDATIOI	\$ 2,811.06
BRANSEN HARDWOOD FLOORS	\$ 33,969.00		
CARRIER COMMERCIAL SERVICE	\$ 3,920.00	203 - Food Service Fund	\$ 1,944.67
PACIFIC ENVIRONMENTAL GROUP, INC	\$ 5,980.00	Food - Food Service Only	\$ 1,944.67
W L THOMAS ENVIRONMENTAL, LLC	\$ 4,403.00	LOCHMEAD DAIRY	\$ 1,944.67
Travel, Out of District	\$ 15,103.41	Grand Total	\$ 757,414.86
COSA	\$ 4,459.00		
AMERICAN ASSOC OF SCHOOL ADMINISTR.	\$ 4,500.00		
DOUBLE TREE BY HILTON HOTEL SAN DIEG	\$ 6,144.41		
Other Communication Services	\$ 1,327.61		
CENTURYLINK	\$ 1,327.61		
Telephone	\$ 2,898.07		
CENTURYLINK	\$ 2,898.07		
Taxes and Licenses	\$ 1,379.84		
DEPARTMENT OF CONSUMER & BUSINESS	\$ 1,379.84		
296 - Grants Fund	\$ 8,485.97		
Consumable Supplies and Materials	\$ 8,485.97		
ZOOGUE	\$ 8,485.97		

Corvallis School District 509J
 Schedule of Cash Disbursements greater than or equal to \$1,000
 For the period of August 1, 2013 - August 31, 2013

<u>Fund, Object, Vendor</u>	<u>Amount</u>	<u>Fund, Object, Vendor</u>	<u>Amount</u>
100 - General Fund	\$ 808,631.44	100 - General Fund Continued	
Charter School Payments	\$ 47,441.40	Repairs and Maintenance Services	\$ 91,444.94
INAVAL COMMUNITY PARTNERS, INC	\$ 47,441.40	CHOWN HARDWARE	\$ 3,522.66
Computer Software	\$ 63,794.10	AMERICAN FLOOR SANDING	\$ 7,400.00
AVG TECHNOLOGIES	\$ 7,128.00	AMERICAN LANDSCAPE & IRRIGATION I	\$ 1,060.00
CDW GOVERNMENT INC	\$ 5,264.00	BENSON'S INTERIORS, INC	\$ 3,703.00
FARONICS TECHNOLOGIES USA INC	\$ 7,175.00	BENTON COUNTY PUBLIC WORKS	\$ 4,307.32
PERFORMIO SOLUTIONS, INC. DBA EDC/	\$ 40,000.00	ECO HOME COMFORT, LLC	\$ 4,441.00
OREGON CAREER INFORMATION SYSTEI	\$ 4,227.10	HOLDERMAN PAVING, LLC	\$ 7,425.00
PLATT ELECTRIC SUPPLY CO	\$ 1,933.48	HOME INSULATION CONTRACTORS INC	\$ 1,990.00
E.S. CONSTANT COMPANY	\$ 2,665.29	HOODZ OF THE WILLAMETTE VALLEY	\$ 1,858.00
Consumable Supplies and Materials	\$ 396,033.01	NORTHWEST INSULATORS, INC.	\$ 3,480.00
COASTWIDE LABORATORIES	\$ 21,788.32	PACIFIC POWER PRODUCTS	\$ 2,760.00
HOME DEPOT CREDIT SERVICES	\$ 1,274.43	PROCTOR SALES INC.	\$ 2,516.11
MILLER PAINT COMPANY	\$ 1,067.35	PROGRESSIVE DESIGN BUILDERS, INC	\$ 40,799.75
PLATT ELECTRIC SUPPLY CO	\$ 1,918.15	REYNOLDS ELECTRIC, INC.	\$ 2,152.10
SPAETH LUMBER & HOME CENTER	\$ 1,320.89	SNYDER ROOFING	\$ 2,275.00
GRAINGER	\$ 2,896.92	TIM BREWER TREE & STUMP SERVICE IN	\$ 1,755.00
APPLE, INC	\$ 294,930.00	Travel, Out of District	\$ 1,082.20
CDW GOVERNMENT INC	\$ 3,069.32	Works, Colleen M	\$ 1,082.20
E.L. ACHIEVE	\$ 13,840.90	Other Communication Services	\$ 25,740.52
GRASS ROOTS BOOKSTORE	\$ 1,564.89	CENTURYLINK	\$ 1,353.64
INDUSTRIAL PIPE & SUPPLY CO INC	\$ 2,360.95	COMCAST/INSTITUTIONAL NETWORKS	\$ 24,386.88
MONOPRICE INC	\$ 1,776.23	Telephone	\$ 4,681.57
OFFICE MAX	\$ 1,333.48	CENTURYLINK	\$ 3,218.98
PINKHAM SPECIALTY CO	\$ 1,680.00	AT&T MOBILITY-ACCT#837370420 (TEC	\$ 1,462.59
PLUMBMASTER, INC	\$ 1,718.19	Garbage	\$ 3,902.92
REXIUS	\$ 14,990.00	REPUBLIC SERVICES	\$ 3,902.92
TOTAL FILTRATION SERVICE INC	\$ 4,799.21	Fuel	\$ 10,079.86
WEATHERPROOFING TECHNOLOGIES, I	\$ 14,644.67	BENTON COUNTY PUBLIC WORKS	\$ 2,720.58
WELLS FARGO REMITTANCE CENTER	\$ 1,372.67	NW NATURAL	\$ 7,359.28
KING OFFICE EQUIPMENT INC	\$ 6,298.80	Change Fund	\$ 4,000.00
SCHOOL OUTFITTERS	\$ 1,387.64	CASH BOX - CORVALLIS HIGH SCHOOL A	\$ 2,000.00
Dues and Fees	\$ 1,000.00	CASH BOX FOR CRESCENT VALLEY HIGH	\$ 2,000.00
WELLS FARGO BANK	\$ 1,000.00	Water and Sewage	\$ 29,860.03
Other Non-instructional Professional and	\$ 1,750.00	CITY OF CORVALLIS	\$ 29,860.03
BLX GROUP	\$ 1,750.00	Electricity	\$ 44,930.66
Printing and Binding	\$ 3,332.71	CONSUMERS POWER INC	\$ 10,605.71
OFFICE DEPOT, INC	\$ 3,332.71	PACIFIC POWER AND LIGHT	\$ 34,324.95
Reimbursable Student Transportation	\$ 74,156.72	Non-reimbursable Student Transportatio	\$ 5,400.80
GO GET'EM TAXI AND TRANSPORT LLC	\$ 1,755.00	FIRST STUDENT INC	\$ 5,400.80
FIRST STUDENT INC	\$ 72,401.72		

<u>Fund, Object, Vendor</u>	<u>Amount</u>
296 - Grants Fund	\$ 316,922.92
Consumable Supplies and Materials	\$ 316,922.92
APPLE, INC	\$ 269,140.00
MONOPRICE INC	\$ 2,598.50
KING OFFICE EQUIPMENT INC	\$ 14,000.00
SCHOOL OUTFITTERS	\$ 9,709.92
CYBER ACOUSTICS	\$ 14,231.00
BENCHMARK EDUCATION CO.	\$ 7,243.50
297 - Student Body Funds	\$ 27,252.17
Consumable Supplies and Materials	\$ 12,466.17
DEHEN CHEER & DANCE	\$ 2,694.90
ELEMENT GRAPHICS, INC	\$ 2,162.60
FIVE STAR SPORTS	\$ 1,472.00
HENRY SCHEIN INC	\$ 1,439.71
MEDCO COMPANY	\$ 3,608.66
PEPSI-COLA	\$ 1,088.30
Other Non-instructional Professional and	\$ 14,786.00
EVERYTHING CHEER	\$ 9,065.00
MID-VALLEY VOLLEYBALL OFFICIALS ASS	\$ 5,721.00
298 - Designated Revenue Fund	\$ 6,606.55
Computer Software	\$ 2,835.00
OREGON CAREER INFORMATION SYSTEI	\$ 2,835.00
Consumable Supplies and Materials	\$ 3,771.55
GRAINGER	\$ 1,052.95
ELEMENT GRAPHICS, INC	\$ 1,713.40
ULINE SHIPPING SUPPLY	\$ 1,005.20
601 - Insurance Fund	\$ 636,933.57
Group Insurance	\$ 352,739.57
LIFEMAP ASSURANCE COMPANY	\$ 8,252.87
REGENCE BCBS OF OREGON	\$ 344,486.70
Property Insurance Premiums	\$ 284,194.00
BARKER-UERLINGS INSURANCE, INC	\$ 284,194.00
204 - District Donation Fund	\$ 12,809.00
Consumable Supplies and Materials	\$ 12,809.00
LES & BOBS SPORTS AND APPAREL	\$ 12,809.00

<u>Fund, Object, Vendor</u>	<u>Amount</u>
203 - Food Service Fund	\$ 29,499.64
Food - Food Service Only	\$ 15,129.19
LOCHMEAD DAIRY	\$ 3,997.35
DUCK DELIVERY PRODUCE INC	\$ 5,630.17
FRANZ FAMILY BAKERIES	\$ 2,501.67
TAKENA KIWANIS	\$ 3,000.00
Repairs and Maintenance Services	\$ 2,008.24
BENTON COUNTY PUBLIC WORKS	\$ 2,008.24
Taxes and Licenses	\$ 2,970.00
BENTON COUNTY ENVIRONMENTAL HE.	\$ 2,970.00
Inventories	\$ 9,392.21
FOOD SERVICE OF AMERICA	\$ 7,826.76
MCDONALD WHOLESALE CO	\$ 1,565.45
208 - Construction Excise Tax & Land Fund	\$ 21,314.10
Architect/Engineer Services	\$ 21,314.10
DULL OLSON WEEKES ARCHITECTS P.C.	\$ 21,314.10
Grand Total	\$ 1,859,969.39



Corvallis

SCHOOL DISTRICT

IX.C. Board Policy -- JFCF --
Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying -- Students
-- Revised -- First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: October 7, 2013

FOR INFORMATION

SUBJECT:

Board Policy JFCF—Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying—
Students—Revision—First Reading
Administrative Regulation JFCF-AR—Hazing/Harassment/Intimidation/Menacing/Bullying/
Cyberbullying—Students—Revision—For Information

Issue: HB 4077 and SB 1555 both resulted in modifications to board policy and administrative regulation JFCF—Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying—Students.

HB 4077 addresses teens in a dating relationship and issues of violence in that dating relationship. SB 1555 requires school employees to report to the appropriate school official acts of “harassment, intimidation, or bullying or an act of cyberbullying.”

Options Considered: Not revising the policy and administrative regulation.

Involvement: District staff.

Consequences: Policies and administrative regulation will remain outdated.

Cost Impact: None

CONTACT PERSON(S): Kevin Bogatin, Kerry Richey

**Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/
Teen Dating Violence—Students****

The Board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing, bullying, or acts of cyberbullying by students is strictly prohibited and shall not be tolerated in the district. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry also is strictly prohibited. Every effort will be made by the administration to preserve confidentiality and protect the student's privacy to the extent the investigative process allows. False charges also shall be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district also may file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property, or for use of threats, intimidation, harassment, or coercion. Students also may be referred to law enforcement officials.

The building administrator, district department director, and superintendent are responsible for ensuring that this policy is implemented.

Definitions

“District” includes district facilities, district premises, and nondistrict property if the student is at any district-sponsored, district-approved, or district-related activity or function, such as field trips or athletic events or where students are under the control of the district.

“Third Parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and intradistrict athletic competitions or other school events.

“Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health, or safety of a student (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug, or

controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student) for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored activity or grade level attainment; ~~(i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug, or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation, or any other forced activity that could adversely affect the mental or physical health or safety of a student);~~ requires, encourages, authorizes, or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed; or other such activities intended to degrade or humiliate ~~regardless of the person's willingness to participate.~~ It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

“Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation, or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

- a. Physically harming a student or damaging a student’s property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property;
- c. Creating a hostile educational environment including interfering with the psychological well being of the student.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation¹, national origin, marital status, familial status, source of income, or disability.

“Teen dating violence” means:

- a. A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
- b. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

“Cyberbullying” may be considered to be the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile

¹“Sexual 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.

~~and unwanted manner under a person's true or false identity. In addition, any communication of this form which substantially disrupts or prevents a safe and positive educational or working environment also may be considered cyberbullying~~ harass, intimidate, or bully. Students and staff will refrain from using personal communication devices or district property to harass or stalk another.

“Retaliation “ means hazing, harassment, intimidation, menacing, bullying, ~~teen dating violence,~~ or acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation, menacing, bullying, ~~teen dating violence,~~ or acts of cyberbullying, or reprisal.

“Menacing” includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

Reporting

The building principal or district department director² will take reports and conduct a prompt investigation of any report of an act of hazing, harassment, intimidation, bullying, menacing, acts of cyberbullying, or incidents of teen dating violence.

~~The building principal or district department director will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation, bullying, or acts of cyberbullying.~~

Any employee who has knowledge of conduct in violation of this policy that took place on district property, at a district-sponsored activity, or in a district vehicle or vehicle used for transporting students to a district activity shall immediately report his/her concerns to the building principal or district department director who has overall responsibility for all investigations. Failure of an employee to report an act of hazing, harassment, intimidation, bullying, menacing, cyberbullying, or teen dating violence to the building principal or district department director may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels he/she has been hazed, harassed, intimidated, menaced, bullied, ~~or acts of being~~ cyberbullied, or a victim of teen dating violence in violation of this policy is encouraged to immediately report his/her concerns to the building principal or district department director who has overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report his/her concerns to the building principal or district department director who has overall responsibility for all investigations.

This report may be made anonymously. A student or volunteer also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

²Required by state law House Bill 2599 (HB 2599)

Complaints against the principal or department director shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair.

The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the superintendent/designee review the actions taken in the initial investigation, in accordance with administrative regulations.

The district shall incorporate into existing training programs for students information related to the prevention of, and the appropriate response to, acts of harassment, intimidation, bullying, and cyberbullying.

The district shall incorporate age-appropriate education about teen dating violence into new or existing training programs for students in grades 7 through 12.

The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of hazing, harassment, intimidation, bullying, cyberbullying, or teen dating violence.

The superintendent/designee shall be responsible for ensuring annual notice of this policy is provided in a student or employee handbook, school and district's Web site, and school and district office, as well as the development of administrative regulations, including reporting and investigative procedures.

END OF POLICY

Legal References:

ORS 163.190	ORS 339.240	OAR 581-021-0045
ORS 166.065	ORS 339.250	OAR 581-021-0046
ORS 166.155 to 166.165	ORS 339.254	OAR 581-021-0055
ORS 174.100(6)	ORS 339.260	OAR 581-022-1140
ORS 332.072	ORS 339.351 to 339.364	HB 2599 (2009)
ORS 332.107		HB 4077 (2012)
		SB 1555 (2012)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2006).

Cross Reference(s):

Policy JBA/GBN-AR—Sexual Harassment Complaint Procedures
Policy JFCM-AR—Violence and Threats of Violence



Corvallis

SCHOOL DISTRICT

IX.D. Administrative Regulation -- JFCF-AR --
Hazing/Harassment/ntimidation/Menacing/Bullying/Cyberbullying/Teen
Dating Violence Complaint Procedures -- Students -- Revised -- For
Information

Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/Teen Dating Violence Complaint Procedures—Students

Any student who believes that he/she has been hazed, harassed, intimidated, menaced, bullied, or cyberbullied, or a victim of teen dating violence is encouraged to use this complaint procedure. A complaint should be filed as soon as possible after the incident(s). Complaints will be investigated promptly (within five working days of receipt). Every effort will be made by the administration to preserve confidentiality and protect the student's privacy to the extent the investigative process allows.

The district will in no way retaliate against a person who files a complaint or tolerate staff or other students retaliating against a complainant.

If hazing, harassment, intimidation, menacing, bullying, or cyberbullying, or an incident of teen dating violence is not found, the district still may determine that the conduct was inappropriate and require that such conduct be stopped.

Students may use an informal complaint procedure. This seeks to achieve a resolution that both the complainant and the alleged perpetrator agree upon.

An informal complaint may be oral or in writing. It should be brought to the student's building administrator or other district staff member. If the matter is brought to another district staff member first, the staff member will inform the building administrator of the situation as soon as possible.

The complainant may be advised of ways to resolve the problem on his/her own. If that is unsuccessful or if the complainant does not wish to confront the alleged perpetrator, the administrator will discuss the complaint with the alleged perpetrator and an informal resolution may be proposed. The complainant may accept or reject the proposed resolution.

If the proposed resolution is accepted, the administrator will keep a record of the complaint and its resolution. The administrator also will follow up with the complainant to ensure that the problem has in fact been resolved. If the proposed resolution is rejected or the complaint cannot be resolved, the administrator will investigate and resolve the case according to the formal complaint procedure.

Formal Complaint Procedure

The building administrator or district department director¹ has responsibility for investigations concerning hazing, harassment, intimidation, menacing, bullying, or acts of cyberbullying, or

¹ Required by state law House Bill 2599 (HB 2599)

incidents of teen dating violence. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

All complaints will be investigated promptly in accordance with the following procedures:

Step 1 Any hazing, harassment, intimidation, menacing, bullying, or acts of cyberbullying, incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the building principal or district department director. Complaints against the principal or district department director shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2 The district official receiving the complaint promptly shall investigate promptly. Parents will be notified of the nature of any complaint involving their student. The district official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The district official(s) conducting the investigation shall notify the complainant and parents as appropriate, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3 If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within ten working days after receipt of the Step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within ten working days.

Step 4 If the complainant is not satisfied with the decision at Step 3, a written request for review may be filed with the Board. Such request for review must be filed within ten working days after receipt of the Step 3 decision. The Board shall, within twenty working days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten working days following completion of the hearing.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights.

Documentation related to the incident may be maintained as part of the student's education records.

HARASSMENT COMPLAINT FORM

Name of complainant _____

Position of complainant _____

Date of complaint _____

Name of alleged harasser _____

Date and place of incident or incidents _____

Description of misconduct _____

Name of witnesses (if any) _____

Evidence of harassment, i.e., letters, photos, etc. (attach evidence if possible) _____

Any other information _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature _____

Date _____

WITNESS DISCLOSURE FORM

Name of Witness _____

Position of Witness _____

Date of Testimony/Interview _____

Description of Instance Witnessed _____

Any Other Information _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature _____

Date _____



Corvallis

SCHOOL DISTRICT

IX.E. Board Policy -- JHFE -- Reporting of Suspected Child Abuse -- Revised --
First Reading

Corvallis School District 509J
Board of Directors

BOARD MEETING DATE: October 7, 2013

FOR INFORMATION

SUBJECT:

Board Policy JHFE—Reporting of Suspected Child Abuse—Revised—First Reading
Administrative Regulation JHFE-AR(1)—Reporting of Suspected Child Abuse—Revised—For
Information
Administrative Regulation JHFE-AR(3)—Suspected Child Abuse Reporting Form—Revised—For
Information
Board Policy JHFF—Reporting Requirements Regarding Sexual Conduct with Students—Revised—
First Reading

Issue: There is new language related to abuse of a child by other students, and who to report abuse to in the event the abuser is the person designated to take reports of abuse. In most cases “child abuse” was modified to read “abuse of a child” to reflect modifications made in HB 4016.

Board Policy JHFF—Reporting Requirements Regarding Sexual Conduct with Students has been updated with minor changes and legal references.

Options Considered: Not revising the policies or administrative regulations.

Involvement: District office staff.

Consequences: Policies and administrative regulations would remain outdated.

Cost Impact: None

CONTACT PERSON(S): Kevin Bogatin, Kerry Richey

Reporting of Suspected ~~Child~~ Abuse of a Child

Any district employee who has reasonable cause to believe that a child with whom the employee has come in contact has suffered abuse or neglect, as defined by state law, by any adult or by a student with whom the employee is in contact,

~~Any district employee who has reasonable cause to believe that a child with whom he/she has come in contact has suffered abuse or neglect, as defined in state law, or that any with whom he/she is in contact has abused a child,~~ will immediately notify the Oregon Department of Human Services or the local law enforcement agency. The district employee also shall immediately inform his/her supervisor, building principal, or assistant superintendent.

~~Child a~~ Abuse of a child by district employees or by students will not be tolerated. All district employees are subject to this policy and the accompanying administrative regulation. If a district employee is a suspected abuser, reporting requirements remain the same.

The district will designate the assistant superintendent to receive reports of ~~child~~ abuse of a child by district employees and specify the procedures to be followed upon receipt of an ~~child~~ abuse report. In the event the designated person is the suspected abuser, the superintendent shall receive the report of abuse. The district will post in each school building the name and contact information of the person designated to receive ~~child~~ abuse reports, as well as the procedures the assistant superintendent will follow upon receipt of a report. When the assistant superintendent takes action on the report, the person who initiated the report must be notified.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

Upon request, the district shall provide records of investigations of suspected ~~child~~ abuse of a child by a district employee or former district employee to law enforcement, Oregon Department of Human Services, or Teachers Standards and Practices Commission.

Any district employee participating in good faith in the making of a report, pursuant to this policy and Oregon law and who has reasonable grounds for the making thereof, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of any such report. Further, the initiation of a report in good faith about suspected ~~child~~ abuse of a child may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected ~~child~~ abuse of a child by a district employee or a student in good faith, the student will not be

disciplined by the Board or any district employee. Intentionally making a false report of ~~child~~ abuse of a child is a Class A violation.

The district shall establish written procedures to provide annual training:

1. For district staff in the prevention and identification of ~~child~~ abuse of a child and on the obligations of district employees under ORS 419B.005 as directed by Board policy to report suspected ~~child~~ abuse of a child;
2. For parents and legal guardians of students attending district schools on the prevention, identification of ~~child~~ abuse of a child, and the obligation of district employees to report suspected ~~child~~ abuse of a child, separate from district staff training; and
3. Training designed to prevent ~~child~~ abuse of a child available each school year to students attending district-operated schools.

The superintendent shall implement such regulations as are necessary to accomplish the intent of this policy and to comply with state law.

END OF POLICY

Legal References:

[ORS 339.370](#)

[ORS 339.372](#)

[ORS 339.375](#)

[ORS 339.377](#)

[ORS 418.746 to-418.751](#)

[ORS 418.990](#)

[ORS 419B.005 to-419B.050](#)

[OAR 581-022-0711](#)

[HB 4016 \(2012\)](#)

~~Letter Opinion, Office of the OR Attorney General (May 25, 1984)~~

~~Letter Opinion, Office of the OR Attorney General (Aug. 18, 1986)~~

Green v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by *Camreta v. Greene*, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by *Greene v. Camreta*, 661 F. 3d 1201 (9th Cir. 2011).

Cross Reference:

Policy KN—Relations with Law Enforcement Agencies



Corvallis

SCHOOL DISTRICT

IX.F. Administrative Regulation -- JHFE-AR(1) -- Reporting of Suspected Child Abuse -- Revised -- For Information

Reporting of Suspected ~~Child~~ Abuse of a Child

Reporting

Any district employees having reasonable suspicion or reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse, or that any person with whom the employee comes in contact has abused a child, shall orally report or cause an oral report to be immediately made by telephone or otherwise to the local office of Oregon Department of Human Services or to a law enforcement agency within the county where the person making the report is at the time of his/her contact. The district employee also should immediately inform his/her supervisor, building principal, or assistant superintendent.

Any doubt about reporting a suspected situation is to be resolved in favor of the child and the report made immediately.

If known, such report shall contain the names and addresses of the child, the child's parents or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, the explanation given for the suspected abuse, any other information which the person making the report believes might be helpful in establishing the possible cause of the suspected abuse, and the identity of a possible perpetrator.

A written record of the child abuse report shall be made by the employee suspecting the ~~child~~ abuse of a child. The written record may be made using the district's ~~child~~ abuse reporting form which includes at a minimum:

1. The name and position of the person making the report;
2. The name, address of the child, the parents or other person responsible for the child's care;
3. The name and position of any witness to the report;
4. A description of the nature and extent of the abuse, including any information that could be helpful in establishing cause of abuse and identity of the abuser;
5. A description of how the report was made (i.e., phone or other method);
6. The name of the agency and individual who took the report;

75. The date and time that the report was made; and
86. The names of persons who received a copy of the written report.

The written record of the ~~child~~ abuse report shall not be placed in the student's educational record. A copy of the written report shall be retained by the employee making the report and a copy shall be provided to the employee's supervisor or assistant superintendent.

When the district receives a report of suspected ~~child~~ abuse of a child by one of its employees, and the assistant superintendent determines that there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave until the Department of Human Services or a law enforcement agency either: 1) determines that the report is unfounded or that the report will not be pursued; or 2) determines that the report is founded and the education provider takes the appropriate disciplinary action against the district employee. If the Department of Human Services or a law enforcement agency is unable to determine whether the ~~child~~ abuse of a child occurred, the district may either reinstate the employee or take disciplinary action at the district's discretion.

The written record of each reported incident of ~~child~~ abuse of a child, action taken by the district, and any findings as a result of the report shall be maintained by the district.

Definitions of Abuse

1. Physical Abuse—"Any assault, as defined in ORS Chapter 163, of a child and any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury."
2. Mental Injury—"Any mental injury to a child, which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child."
3. Sexual Abuse—"Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest, as those acts are defined in ORS Chapter 163."
4. Sexual Exploitation—"Contributing to the sexual delinquency of a minor, as defined in ORS Chapter 163, and any other conduct which allows, employs, authorizes, permits, induces, or encourages a child to engage in the performing for people to observe or the photographing, filming, tape recording, or other exhibition which, in whole or in part, depicts sexual conduct or contact as defined in ORS 167.002 or described in ORS 163.665 and 163.670, sexual abuse involving a child or rape of a child, but not including any conduct which is part of any investigation conducted pursuant to ORS 419B.020 or which is designed to serve educational or other legitimate purposes; and allowing, permitting, encouraging or hiring a child to engage in prostitution, as defined in ORS Chapter 167."
5. Neglect—"Negligent treatment or maltreatment of a child, including but not limited to the

failure to provide adequate food, clothing, shelter, or medical care. However, any child who is under care or treatment solely by spiritual means pursuant to the religious beliefs or practices of the child or the child's parent or guardian shall not, for this reason alone, be considered a neglected or maltreated child under this section."

6. Threatened Harm—"Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare."
7. Child means an unmarried person who is under 18 years of age.

Confidentiality of Records

The name, address, and other identifying information about the employee who made the report are confidential and are not accessible for public inspection.

The disciplinary records of a district employee or former district employee convicted of a crime listed in ORS 342.143 are not exempt from disclosure under ORS 192.501 or 192.502. Therefore, if a district employee or former employee is convicted of a crime listed in ORS 342.143, the district that is or was the employer of that employee when the crime was committed shall disclose the disciplinary records of the employee to any person upon request. However, prior to the disclosure of a disciplinary record the district shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim, or a district employee who is not the subject of the disciplinary record.

Failure to Comply

Any district employee who fails to report a suspected ~~child~~ abuse of a child as provided by this policy and the prescribed Oregon law commits a violation punishable by law. A district employee who fails to comply with the confidentiality of records requirements commits a violation punishable by the prescribed law. In addition, failure to comply shall constitute just cause for district disciplinary action up to and including dismissal against the district employee who fails to report suspected ~~child~~ abuse of a child or maintain confidentiality of records as required by this policy.

Cooperation with Investigator

The district staff shall make every effort in suspected ~~child~~ abuse of a child cases to cooperate with police agencies as follows:

1. Any investigation of ~~child~~ abuse of a child will be directed by the Oregon Department of Human Services or law enforcement officials as required by law.

If the student is to be interviewed at the school, the principal or representative shall make a conference space available. The principal or representative of the school may at the discretion of the investigator, be present to facilitate the interview. Law enforcement officers wishing to interview or remove a student from the premises shall present

themselves at the office and contact the principal or representative. The officer shall sign the student out on a form to be provided by the school;

2. When the subject matter of the interview or investigation is identified to be related to suspected ~~child~~ abuse of a child, district employees shall not notify parents;
3. The principal or representative shall advise the investigator of any conditions of disability, if any, prior to any interview with the affected child;
4. A district administrator or staff member is not authorized to reveal anything that transpires during an investigation in which the administrator or staff member participates, nor shall the information become part of the student's education records, except that the district administrator or staff member may testify at any subsequent trial resulting from the investigation and may be interviewed by the respective litigants prior to any such trial.



**Reporting of
SCHOOL DISTRICT EMPLOYEES
SUSPECTED OF CHILD ABUSE OF A CHILD**

FOR POSTING

The 2005 Oregon State Legislature passed Senate Bill 755, which deals with district employees who are suspected of child abuse of a child. SB755 requires the posting in each district building of the name and contact information for the person designated by the district to receive reports of suspected child abuse of a child by district employees and the procedures the person will follow upon receipt of a report.

REPORTING

Person: Kevin Bogatin
Assistant Superintendent

Address: Corvallis School District 509J
1555 SW 35th Street
Corvallis, OR 97333

Telephone Number: 541-766-4857

Fax Number: 541-757-5703

E-mail Address: kevin.bogatin@corvallis.k12.or.us

PROCEDURES

Upon receipt of a report of suspected child abuse of a child, the Assistant Superintendent will promptly investigate the report, and upon completion of the investigation will notify the person who initiated the report. If the district determines there is reasonable cause to support the report, the employee shall be placed on paid administrative leave. Depending upon the results of the investigation, the district may reinstate the employee, or take appropriate disciplinary action against the employee.



Corvallis

SCHOOL DISTRICT

IX.G. Administrative Regulation -- JHFE-AR(2) -- Suspected Child Abuse
Reporting Form -- Revised -- For Information

CORVALLIS SCHOOL DISTRICT 509J

Code: JHFE-AR(2)
Adopted: 12/8/09
Revised/Readopted: 8/23/10, 12/12/11

Suspected ~~Child~~ Abuse of a Child Reporting Form

Person initiating this referral must:
Report immediately to the local office of the Oregon Department of Human Services (ODHS), Corvallis Police Department (CPD), or Benton County Sheriff's Office (BCSO).

Examples of abuse are:
Physical Injury Mental Injury Negligent Treatment Rape
Sexual Abuse Sexual Exploitation Threatened Harm to a Child

Child's Name _____ Grade _____ Age _____ M/F _____

Parent's Name _____ Phone Number _____

Address _____

Sibling Name(s)/DOB _____

Child's Teacher _____ School _____

Date of Suspected Abuse _____ Type of Suspected Abuse _____

Source of Information/Disclosure _____

Brief Summary of Incident (including personal observations e.g., bruises, cuts, statements of victim, witnesses) _____

Date Administrator Informed _____ Name of Administrator Informed _____

Copy given to Principal Other _____

Report to Legal Authority

Date and Time Report Filed _____ Agency Person's Name _____
(ask for probable response when, and if you can have some feedback) _____

Agency notified _____ ODHS(757-5019) _____ CPD(766-6924) _____ BCSO(766-6858)

Information about Alleged Perpetrator (if known)

Name _____ Address _____

Relationship to Child _____ Phone Number _____
Home Work

People/Witnesses who may have Additional Information

Name _____ Address (or Position) _____ Phone _____

Name _____ Address (or Position) _____ Phone _____

Reporter's Name _____ Position _____ Date _____ Phone Number _____



Corvallis

SCHOOL DISTRICT

IX.H. Board Policy -- JHFF -- Reporting Requirements Regarding Sexual
Conduct With Students -- Revised -- First Reading

Reporting Requirements Regarding Sexual Conduct with Students

Sexual conduct by district/school employees as defined by Oregon law will not be tolerated. All district employees are subject to this policy.

“Sexual conduct” as defined by Oregon law is any verbal, physical, or other conduct by a school employee that is sexual in nature; directed toward a kindergarten through grade 12 student; unreasonably interferes with a student’s educational performance; and creates an intimidating, hostile, or offensive educational environment. The definition for sexual conduct does not include behavior that would be considered child abuse as outlined by Oregon law and district Board policy JHFE and JHFE-AR—Reporting of Suspected Child Abuse of a Child.

Any district/school employee who has reasonable cause to believe that another district/school employee or volunteer has engaged in sexual conduct with a student must immediately notify his/her supervisor, building principal, or human resources director.

When the district receives a report of suspected sexual conduct by a district employee, the district may decide to place the employee on paid administrative leave or in a position that does not involve direct, unsupervised contact with students while conducting an investigation. An investigation is a detailed inquiry into the factual allegations of a report of suspected sexual conduct that is based on interviews with the complainant, witnesses, and the district employee, or student who is the subject of the report. If the subject of the report is a school employee, the investigation must meet any negotiated standards of an employment contract or agreement.

If, following the investigation, the report is substantiated, the district will inform the employee that the report has been substantiated and provide information regarding the appeal process.

The employee may appeal the district’s decision through the appeal process provided by the district’s collective bargaining agreements. A substantiated report is one that:

- a) An educational provider has reasonable cause to believe is founded based on the available evidence after conducting an investigation; and
- b) Involves conduct that the educational provider determines is sufficiently serious to be documented in the employee’s personnel file.

If the employee decides not to appeal the determination or if the determination is sustained after an appeal, a record of the substantiated report will be placed in the employee’s personnel file. The employee will be notified that this information may be disclosed to a potential employer.

The district will post in each school building the name and contact information of the person designated to receive sexual conduct reports, as well as the procedures the human resources director will follow upon receipt of a report. **In the event that the designated person is the suspected perpetrator, the superintendent shall receive the report.**

Upon receipt of a report of suspected sexual conduct with a student, the human resources director promptly will investigate the report, and upon completion of the investigation will notify the person who initiated the report.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected sexual conduct by a district employee in good faith, the student will not be disciplined by the Board or any district employee.

The district will provide annual training to district employees, parents and students regarding the prevention and identification of sexual conduct. The district will provide to employees at the time of hire a description of conduct that may constitute sexual conduct and a description of records subject to disclosure if a sexual conduct report is substantiated.

Educational providers shall follow hiring and reporting procedures as outlined in ORS 339.374 for all district employees.



**Reporting of
SCHOOL DISTRICT EMPLOYEES
SUSPECTED SEXUAL CONDUCT WITH STUDENTS**

FOR POSTING

The 2009 Oregon State Legislature passed House Bill 2062, which deals with district employees who are suspected of sexual conduct with students. HB2062 requires the posting in each district building of the name and contact information for the person designated by the district to receive reports of suspected sexual conduct with students by district employees and the procedures the person will follow upon receipt of a report.

REPORTING

Person: Jennifer Duvall
Human Resources Director

Address: Corvallis School District 509J
1555 SW 35th Street
Corvallis, OR 97333

Telephone Number: 541-757-5840

Fax Number: 541-757-3898

E-mail Address: jennifer.duvall@corvallis.k12.or.us

PROCEDURES

Upon receipt of a report of suspected sexual conduct with a student, the human resources director promptly will investigate the report, and upon completion of the investigation will notify the person who initiated the report. If the district determines there is reasonable cause to support the report, the employee shall be placed on paid administrative leave. Depending upon the results of the investigation, the district may reinstate the employee, or take appropriate disciplinary action against the employee.

END OF POLICY

Legal Reference(s):

[ORS 339.370 to 339.400](#)
[ORS 418.746 to 418.751](#)
[ORS 419B.005 to 419B.045](#)

~~[ORS 339.370](#)~~
~~[ORS 339.372](#)~~
~~[ORS 339.375](#)~~
~~[ORS 339.377](#)~~
~~[ORS 418.990](#)~~



Corvallis

SCHOOL DISTRICT

X. 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