



**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        |
|-----------------------------------------|--------------|----------------------------------------------------------------------------|---------------|
| Thursday, September 10, 2020<br>6:30 PM | Regular      | District Office Board Room,<br>1555 SW 35th Street,<br>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](mailto: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/UC9Jtp5dmilZl9kySBJbVQ?>  
**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](mailto:kimberly.nelson@corvallis.k12.or.us)**



# Corvallis

## SCHOOL DISTRICT

Thursday, September 10, 2020  
6:30 PM

### AGENDA

Business Meeting of the  
**BOARD OF DIRECTORS**  
Corvallis School District 509J

Meeting Details: Thursday, September 10, 2020, 6:30 PM in the District Office Board Room, 1555 SW 35th Street, Corvallis, OR 97333.

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- I. CALL TO ORDER (5:00 p.m.)\*
- II. EXECUTIVE SESSION: (5:00 p.m.\*) **Note: this is not part of the public meeting.** The Board will meet in Executive (closed) Session under ORS 192.660 2(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- III. CALL TO ORDER AND ROLL CALL (6:30 p.m.)\*
- IV. PLEDGE OF ALLEGIANCE
- V. BOARD MEMBER REPORTS
- VI. SUPERINTENDENT'S REPORT

## **Superintendent's Report September 10, 2020**

### **New Staff Introduction**

I am pleased to welcome new leadership staff to our team. Peter Henning was hired as principal at Adams Elementary. Peter began his career in public education as a Teach for America high school special education teacher. He has taught reading intervention and social studies and served as an Intervention & Prevention Coordinator for five years. He has eight years of experience in school leadership as an assistant principal and principal at the middle and elementary school levels.

### **Responding to Oregon Wildfires**

We are heavy hearted with the news of our neighboring school districts and the impacts of the severe winds and fire on their communities. We will do all that we can to provide assistance.

We are currently working with the Benton County Emergency Operations Center to provide evacuation shelter sites. Our liaison to the EOC is Karen Selander, district risk manager. We are planning to have Linus Pauling serve as a shelter when additional capacity is needed. We will have a staff on site 24/7 and our Food and Nutrition Services Department will be contracted to provide meals at Linus Pauling and the Benton County Fairgrounds shelter location.

### **Start of School Year**

Yesterday was our first day of the 2020-21 school year. The first several days will be focused on student and teacher connection and making certain students have access to technology and learning materials. Staff are reaching out to individual students and families to ensure they are equipped and prepared for the start of instruction next week.

As I announced in late July, we started the school year in a fully remote Hybrid model. A significant amount of planning and scheduling activities have been underway since July and we appreciate our staff that have been working on this difficult and complex task.

All elementary schools were planning supply pick up days this week but they have been postponed due to the hazardous air quality. Supplies will be distributed starting tomorrow. All elementary students will participate in a whole class meeting on Friday at 1 pm.

At the secondary level, five staff have been training and preparing our teaching staff for the use of Canvas, our new learning management platform. Thank you to Jared Callis, Amy

Knoke, Jenna Boss, KC Perley, and Chris Gregory for this important work. Middle and high school students will be taking four classes this semester and four classes next semester.

At CHS, the freshman orientation was held virtually yesterday and it included 292 students. Student leaders assisted **9th Graders** to get them comfortable logging in and participating. They worked to establish norms for creating safe spaces in virtual meetings, during small group breakouts. This is an example of how we can continue to build community in a virtual environment and we appreciate the leadership of our students.

Corvallis Online is our new fully online school choice. Administrators are Byron Bethards for elementary and Mark Henderson for secondary. Today, while visiting Linus Pauling I observed our STA bus drivers collecting materials to be dropped off for Corvallis Online students so they are ready to log in to their classes next Monday. Corvallis Online teachers are meeting one on one (virtually) with their students this week.

I want to extend thanks to several of our departments. Thank you for the countless hours of work by food servers, technology staff, facilities crews, and administrative support staff who have worked throughout the summer to prepare our district for this new normal. This is such an unusual start to the school year. The first day of school started across our community rather than in our school buildings and we are working extra hard to connect with students and families. We are focused on equity and inclusion as we do this work.

### **Bond Program**

It is exciting to drive through south Corvallis and along Garfield Avenue to see the bond projects well underway. At Lincoln, the health center has been relocated and a large crane is at center stage on the work site. At Garfield, the main entrance of the building has been removed and ready for major improvements. We appreciate the flexibility of Garfield staff as they have been required to retrieve their materials and work at different locations this fall. I am extremely pleased to see this work moving forward. You will receive a full bond report at the board meeting on September 24.

### **Free Meal Program Extended**

Earlier this week, the Corvallis School District received word that funding will continue for the free meal program, similar to what was offered last spring. Starting this week, meals will be served via drive-up grab-and-go.

The Free Meal Program will start September 9 and will continue through December 31. Drive-up grab-and-go meals will be available to children 18 years and under from 11:45 am –



1 pm Monday through Friday. Locations are Adams, Jaguar, Lincoln, Mountain View, Wildcat, Cheldelin, Linus Pauling, Clemens Primary in Philomath, Corvallis High (4-6 pm only)

One breakfast and one lunch will be provided per child per day. Families are encouraged to pre-order lunch using a form that is available on the district website.

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**Corvallis**  
SCHOOL DISTRICT

VII. PUBLIC/STAFF COMMENT

*Please contact [lindsey.kang@corvallis.k12.or.us](mailto:lindsey.kang@corvallis.k12.or.us) by noon on the day of the Board Meeting to schedule public comment. Please include your name, address, the phone number you would like to call in from, and the topic you would like to speak about.*



## PROVIDING INPUT TO THE SCHOOL BOARD AT VIRTUAL MEETINGS DURING THE PANDEMIC

(Revised 09-09-21)

The Corvallis School Board values the opinions and input of students, staff, parents, and community members. Comments may be provided during certain meetings, via telephone, and via written correspondence, as outlined below.

### **Public Comment at School Board Meetings**

This option is available when *Public Comment* is an item on the agenda. At this time, Board meetings are held virtually and there will be no in-person public comment. To offer comments via telephone during designated meetings:

- A. Email Board Secretary Kim Nelson at [kimberly.nelson@corvallis.k12.or.us](mailto:kimberly.nelson@corvallis.k12.or.us) by noon on the day of the meeting.
- B. Provide your name, home address, and the telephone number you will be calling in on.
- C. You will be provided a telephone number and meeting access code.
- D. At the time designated on the agenda, call the number provided and enter any required access codes.
- E. You will be “in the waiting room” until it is your turn to provide comments; at that time, you will be admitted to the virtual meeting.
- F. When you provide public comment, your name, address, and comments are matters of public record; however, students and staff do not need to provide their addresses.
- G. Keep your comments within the specified time allotted, usually three minutes, to allow time for others to comment. Please be respectful of those who wish to comment after you.
- H. Direct your comments to the School Board. The Board Chair will refer questions or requests for action to staff for response at a later date.
- I. If you read from a prepared statement, you may choose to email your written comments to Kim Nelson at [kimberly.nelson@corvallis.k12.or.us](mailto:kimberly.nelson@corvallis.k12.or.us) to post online with the informational packet of the meeting and to file with the official minutes of the meeting. It is not required, however.
- J. Speakers may offer objective criticism of District operations and programs but the Board will not hear complaints concerning individual District personnel.
  - Complaints shall be handled following the steps outlined in Board Policy KL and Administrative Regulation KL-AR, copies of which are available at <http://policy.osba.org/corvall/KL/index.asp>.
  - Complaints regarding budget, programs, or other District issues also should be handled by first following the steps outlined in policy KL.
- K. Undue interruption or other interference with the orderly conduct of Board business cannot be allowed.
  - Defamatory or abusive remarks are always out of order.
  - The Board Chair may terminate a speaker’s privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

### **Written Correspondence**

Letters, emails, and other written materials submitted to the School Board are considered public record. They may be submitted via U.S. mail to: Corvallis School Board, 1555 SW 35<sup>th</sup> Street, Corvallis, OR 97333. Emails sent to: [schoolboard@corvallis.k12.or.us](mailto:schoolboard@corvallis.k12.or.us), will reach all Board members as a group as well as the following District staff: Superintendent, Assistant Superintendent, Human Resources Director, Finance and Operations Director, Communications Coordinator, and Executive Assistant to the Superintendent and Board of Directors (also known as Board Secretary).

### **Telephone Calls**

|                       |              |                 |              |
|-----------------------|--------------|-----------------|--------------|
| Vincent Adams         | 541-240-4055 | Terese Jones    | 541-230-1673 |
| Sami Al-AbdRabbuh     | 541-283-6611 | Shauna Tominey  | 541-829-3411 |
| Tina Baker            | 541-223-1997 | Luhui Whitebear | 541-632-3568 |
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**Corvallis**  
SCHOOL DISTRICT

VIII. SUPERINTENDENT'S SCHOOL RENAMING TASK FORCE CHARTER





# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board  
Prepared by: Ryan Noss, Superintendent  
Meeting Date: September 10, 2020

### School Renaming Task Force Charter

### NO ACTION REQUIRED

#### Background

On August 6, 2020, the School Board passed [Resolution Number 20-0801](#), which immediately removed the names of Hoover Elementary, Jefferson Elementary, and Wilson Elementary schools. Those schools were later given the temporary names Husky Elementary, Jaguar Elementary, and Wildcat Elementary, respectively, based on each school's mascot.

Following adoption of the resolution, certain actions were required:

- Staff from the Facilities and Transportation Department:
  - ✓ Removed existing signage from the three schools.
- Staff from the Communications Department changed:
  - ✓ School web pages.
  - ✓ ParentSquare school pages.
  - ✓ District web pages.
  - ✓ Facebook accounts.
  - ✓ Instagram accounts.
- Staff from the Technology Department began:
  - ✓ Researching changes that would be needed to over 20 systems District-wide.
  - ✓ Creating a strategic timeline for the systems in which school names can be changed in the interim and those in which changes will be made only after selection of permanent names.
  - ✓ Looking at the data flow from the two master systems (Linn Benton Lincoln ESD's Student Information System and Infinite Visions), and tracing data along all possible routes to all endpoints.
  - ✓ Planning a schedule to address intensive, inter-team, inter-departmental, and inter-organizational coordinated efforts based on feasibility for various times of the year (example: start of school, term changeovers, and end of school).
- Staff from the Finance and Operations Department submitted name-change paperwork required by the Oregon Department of Education.
- Staff from the Finance and Operations Department began researching grants that would need to be updated to reflect appropriate school names.

- Staff from the Finance and Operations Department provided notification of the interim names to:
  - ✓ US Postal Service
  - ✓ Corvallis Police Department
  - ✓ Corvallis Fire Department
  - ✓ Linn Benton Lincoln Education Service District
- School staff changed:
  - ✓ Outgoing voicemail greetings
  - ✓ Email signatures
  - ✓ Identification badges
- A cross-departmental transition team began meeting regularly to manage the work that would be needed to implement the interim names, as well as the work which would happen after the permanent names have been adopted.

### Renaming Process

The Superintendent will appoint a School Renaming Task Force in order to:

- Review the names of all schools and buildings in the District.
- Recommend names to the Superintendent for the schools formerly known as Hoover Elementary, Jefferson Elementary, and Wilson Elementary.
- Determine whether to replace the names of any other schools or buildings within the District, and recommend names to the Superintendent as needed.

A draft charter was presented to the Board on August 6, 2020; attached is an updated version. No Board action is needed.

### Preliminary Timeline

The following timeline was developed with the goal of meeting the January 2021 deadline stipulated in the Board's resolution. Given the scope of the work and the intentionality of the process, the Superintendent has the discretion to extend the timeline.

Regardless of the adoption date, an implementation period of six months to one year will be required in order for the entire district to fully transition all internal and external elements of school and district operations to the new names.

| PRELIMINARY TIMELINE – SUBJECT TO CHANGE |                                                                             |
|------------------------------------------|-----------------------------------------------------------------------------|
| <b>September 10</b>                      | Board reviews final draft of the task force charter.                        |
| <b>September 11</b>                      | School Renaming Task Force web page launches.                               |
| <b>September 14</b>                      | Online application process opens and is broadly communicated.               |
|                                          | Online public comment period #1 opens and is broadly communicated.          |
| <b>September 21</b>                      | Application period closes.                                                  |
| <b>September 22-27</b>                   | Superintendent reviews applications and selects members for the task force. |
| <b>September 28</b>                      | Notifications are made regarding task force membership.                     |

|                                      |                                                                                                                                            |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>October 1</b>                     | Online public comment period #1 closes.                                                                                                    |
|                                      | All input will be provided to task force members at its first meeting.                                                                     |
| <b>October 8-22</b>                  | First three meetings of the task force take place.                                                                                         |
|                                      | Dates of the second and third meetings will be developed by the task force at its October 8 meeting.                                       |
|                                      | Each 90-minute meeting will be held online and will livestream via the District's YouTube channel.                                         |
|                                      | A recording of each meeting will be posted to the District's YouTube channel.                                                              |
|                                      | Meeting dates, agendas and minutes will be posted, when available, to the District's renaming web page, which will launch September 11.    |
| <b>October 23</b>                    | Online public comment period #2 opens.                                                                                                     |
| <b>November 2</b>                    | Online public comment period #2 closes.                                                                                                    |
|                                      | All input will be provided to task force members at its first November meeting.                                                            |
| <b>November 2020<br/>(Dates TBA)</b> | Three task force meetings take place.                                                                                                      |
|                                      | All dates will be developed by the task force at its October 8 meeting.                                                                    |
|                                      | Each 90-minute meeting will be held online and will livestream via the District's YouTube channel.                                         |
|                                      | A recording of each meeting will be posted to the District's YouTube channel.                                                              |
|                                      | Meeting dates, agendas and minutes will be posted, when available, to the District's renaming web page, which will launch on September 11. |



## SCHOOL RENAMING TASK FORCE CHARTER

| Sponsor             | Facilitator      | Start Date     | Sunset Date               |
|---------------------|------------------|----------------|---------------------------|
| Superintendent Noss | Melanie Quaempts | September 2020 | January 2021 <sup>1</sup> |

|                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Goals &amp; Objectives</b>               | Pursuant to <a href="#">School Board Resolution 20-0801</a> : <ul style="list-style-type: none"><li>• Review the names of all schools and buildings in the District.</li><li>• Recommend names to the Superintendent for the schools formerly known as Hoover Elementary, Jefferson Elementary, and Wilson Elementary.</li><li>• Determine whether to replace the names of any other schools or buildings within the District, and recommend names to the Superintendent as needed.</li></ul>                                                                                                                                                 |
| <b>Scope</b>                                | <ul style="list-style-type: none"><li>• Align recommendations with the District's <a href="#">Core Values for Educational Design</a> and <a href="#">Guiding Principles</a>, and with <a href="#">Board Policy JBB – Educational Equity</a>.</li><li>• Make recommendations that are informed by input from students, staff, and parents/guardians (including those from the above-referenced schools), and from community members.</li><li>• Consider the impact of proposed name changes on underserved, diverse, and marginalized individuals and groups.</li><li>• Consider names that will inspire children and the community.</li></ul> |
| <b>Task Force Members</b>                   | The Superintendent will appoint between nine and fifteen members representing: <ul style="list-style-type: none"><li>• Students, staff, and parents/guardians (including those from the above-named schools).</li><li>• Members of the community with racial lived experience.</li><li>• Social justice experts.</li></ul>                                                                                                                                                                                                                                                                                                                    |
| <b>Liaisons to Task Force</b>               | <ul style="list-style-type: none"><li>• Superintendent</li><li>• School Board representative (ex-officio member)</li><li>• Communications coordinator</li><li>• Transition Team coordinator</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Meeting Frequency</b>                    | The task force will meet approximately six times between October 2020 and January 2021. The Superintendent has the discretion to extend the timeline and/or to schedule additional meetings as needed for the task force to fulfill its charge.                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Procedures &amp; Process</b>             | <ul style="list-style-type: none"><li>• A consultant will facilitate all meetings.</li><li>• Recommendations will be developed using a collaborative process in which task force members agree to support decisions that are in the best interest of the whole group.</li><li>• All meetings will be open to the public to observe.</li><li>• Written input from the public may be submitted to the task force through a process developed by the Superintendent.</li><li>• The Superintendent will present the recommendations to the School Board.</li></ul>                                                                                |
| <b>How Recommendations are Communicated</b> | Recommendations will be submitted to the Superintendent through a final report that includes meeting minutes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Sunset Clause</b>                        | The task force will sunset after submitting its recommendations for new names for the schools formerly known as Hoover Elementary, Jefferson Elementary, and Wilson Elementary, and, as needed, upon recommending new names for other schools or buildings in the District.                                                                                                                                                                                                                                                                                                                                                                   |

\\sr-edu.csd509j.net\shared\DO\Super\Julie\Renaming Task Force\School Renaming Task Force Charter - Revised DRAFT -- 09-03-20.docx

<sup>1</sup> This date may be extended at the discretion of the Superintendent.



**Corvallis**  
SCHOOL DISTRICT

IX. DISTRICT CALENDAR



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board  
Prepared by: Rynda Gregory, Teaching & Learning Coordinator  
Meeting Date: September 10, 2020  
Applicable Policy: [IC/ICA – School Year/School Calendar](#)

### **School Calendars – 2020-21**

### **ACTION REQUESTED**

#### Background

This past March the board approved school calendar revisions for the 2020-21 to 2022-23 school years (three school years).

Due to the COVID-19 pandemic and the decision that Corvallis School District students will participate in remote learning for the first six weeks of the school year, there is a need to review and revise the current school year calendar, 2020-2021. The revisions are situated around aligning all schools' conference days. This is in an effort to support our staff and community as we all navigate the impact of schedules and school/work at home.

Below you will see a table with the approved school calendar for 2020-21. Following that is the revised calendar with corresponding highlighted lines for each of the changes.

| 2020-21 School Year                                                               |                                                                                                     |                                                                                                     |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
|                                                                                   | Elementary/Middle School                                                                            | High School                                                                                         |
| First day of school                                                               | September 9 <i>(after Labor Day)</i>                                                                | September 9 <i>(after Labor Day)</i>                                                                |
| Fall conferences                                                                  | November 4-6                                                                                        | November 5-6                                                                                        |
| Veterans Day                                                                      | November 11                                                                                         | November 11                                                                                         |
| Thanksgiving Break                                                                | November 25-27                                                                                      | November 25-27                                                                                      |
| Professional Learning Day                                                         | December 18                                                                                         | December 18                                                                                         |
| Winter Break                                                                      | December 21 – January 1<br><i>(return January 4)</i>                                                | December 21 – January 1<br><i>(return January 4)</i>                                                |
| Martin Luther King, Jr. Day                                                       | January 18                                                                                          | January 18                                                                                          |
| End of semester                                                                   | February 3                                                                                          | February 2                                                                                          |
| Grading days                                                                      | February 4<br>February 5 <i>(non-contract)</i>                                                      | February 3-4<br>February 5 <i>(non-contract)</i>                                                    |
| Spring conferences* & Grading Days<br><i>*Elementary &amp; middle school only</i> | March 10-12 <i>(Elementary)</i><br>March 11-12 <i>(Middle school)</i>                               | March 12                                                                                            |
| Spring Break                                                                      | March 22-26                                                                                         | March 22-26                                                                                         |
| Memorial Day                                                                      | May 31                                                                                              | May 31                                                                                              |
| Last day of school                                                                | June 18                                                                                             | June 18                                                                                             |
| 2-hour early release days (for PLC time)                                          | October 9; December 11; March 5;<br>May 14                                                          |                                                                                                     |
| Possible weather make up days                                                     | December 18 <i>(Professional Learning Day)</i><br>February 15 <i>(Presidents Day)</i><br>June 21-25 | December 18 <i>(Professional Learning Day)</i><br>February 15 <i>(Presidents Day)</i><br>June 21-25 |
| Days in semester                                                                  |                                                                                                     | Semester 1 – 87 days<br>Semester 2 – 87 days                                                        |

| 2020-21 School Year              |                                                                                                     |
|----------------------------------|-----------------------------------------------------------------------------------------------------|
|                                  | All Schools                                                                                         |
| First day of school              | September 9 <i>(after Labor Day)</i>                                                                |
| Veterans Day                     | November 11                                                                                         |
| Conferences Prep/Non student day | November 18                                                                                         |
| Fall conferences                 | November 23-24                                                                                      |
| Thanksgiving Break               | November 25-27                                                                                      |
| Professional Learning Day        | December 18                                                                                         |
| Winter Break                     | December 21 – January 1<br><i>(return January 4)</i>                                                |
| Martin Luther King, Jr. Day      | January 18                                                                                          |
| End of semester                  | February 2                                                                                          |
| Grading/Prep days                | February 3-4                                                                                        |
| Non-contract/non student day     | February 5                                                                                          |
| Conference Prep/Non student day  | March 3                                                                                             |
| Spring conferences               | March 10, 17                                                                                        |
| Spring Break                     | March 22-26                                                                                         |
| Memorial Day                     | May 31                                                                                              |
| Last day of school               | June 18                                                                                             |
| Possible weather make up days    | December 18 <i>(Professional Learning Day)</i><br>February 15 <i>(Presidents Day)</i><br>June 21-25 |
| Days in semester                 | Semester 1 – 86 days<br>Semester 2 – 85 days                                                        |

ACTION REQUESTED

Adopt the revised school calendar for 2020-21, as submitted.

MOTION REQUESTED

“I move to adopt the revised school calendar for 2020-21 as submitted.”









# School Year Calendar At A Glance - All Schools

Updated September 3, 2020

| KEY |                              |
|-----|------------------------------|
|     | Holiday (non-school day)     |
|     | Non-school day               |
|     | Possible make up days        |
|     | Conferences (non-school day) |
|     | Beginning of quarter         |
|     | End of semester              |

| September 2020 |     |     |     |     |
|----------------|-----|-----|-----|-----|
| Mon            | Tue | Wed | Thu | Fri |
|                |     | 9   | 10  | 11  |
| 14             | 15  | 16  | 17  | 18  |
| 21             | 22  | 23  | 24  | 25  |
| 28             | 29  | 30  |     |     |
|                |     |     |     |     |

| October 2020 |     |     |     |     |
|--------------|-----|-----|-----|-----|
| Mon          | Tue | Wed | Thu | Fri |
|              |     |     | 1   | 2   |
| 5            | 6   | 7   | 8   | 9   |
| 12           | 13  | 14  | 15  | 16  |
| 19           | 20  | 21  | 22  | 23  |
| 26           | 27  | 28  | 29  | 30  |

| November 2020 |     |     |     |     |
|---------------|-----|-----|-----|-----|
| Mon           | Tue | Wed | Thu | Fri |
| 2             | 3   | 4   | 5   | 6   |
| 9             | 10  | 11  | 12  | 13  |
| 16            | 17  | 18  | 19  | 20  |
| 23            | 24  | 25  | 26  | 27  |
| 30            |     |     |     |     |

| December 2020 |     |     |     |     |
|---------------|-----|-----|-----|-----|
| Mon           | Tue | Wed | Thu | Fri |
|               | 1   | 2   | 3   | 4   |
| 7             | 8   | 9   | 10  | 11  |
| 14            | 15  | 16  | 17  | 18  |
| 21            | 22  | 23  | 24  | 25  |
| 28            | 29  | 30  | 31  |     |

| January 2021 |     |     |     |     |
|--------------|-----|-----|-----|-----|
| Mon          | Tue | Wed | Thu | Fri |
|              |     |     |     | 1   |
| 4            | 5   | 6   | 7   | 8   |
| 11           | 12  | 13  | 14  | 15  |
| 18           | 19  | 20  | 21  | 22  |
| 25           | 26  | 27  | 28  | 29  |

| February 2021 |     |     |     |     |
|---------------|-----|-----|-----|-----|
| Mon           | Tue | Wed | Thu | Fri |
| 1             | 2   | 3   | 4   | 5   |
| 8             | 9   | 10  | 11  | 12  |
| 15            | 16  | 17  | 18  | 19  |
| 22            | 23  | 24  | 25  | 26  |
|               |     |     |     |     |

| March 2021 |     |     |     |     |
|------------|-----|-----|-----|-----|
| Mon        | Tue | Wed | Thu | Fri |
| 1          | 2   | 3   | 4   | 5   |
| 8          | 9   | 10  | 11  | 12  |
| 15         | 16  | 17  | 18  | 19  |
| 22         | 23  | 24  | 25  | 26  |
| 29         | 30  | 31  |     |     |

| April 2021 |     |     |     |     |
|------------|-----|-----|-----|-----|
| Mon        | Tue | Wed | Thu | Fri |
|            |     |     | 1   | 2   |
| 5          | 6   | 7   | 8   | 9   |
| 12         | 13  | 14  | 15  | 16  |
| 19         | 20  | 21  | 22  | 23  |
| 26         | 27  | 28  | 29  | 30  |

| May 2021 |     |     |     |     |
|----------|-----|-----|-----|-----|
| Mon      | Tue | Wed | Thu | Fri |
| 3        | 4   | 5   | 6   | 7   |
| 10       | 11  | 12  | 13  | 14  |
| 17       | 18  | 19  | 20  | 21  |
| 24       | 25  | 26  | 27  | 28  |
| 31       |     |     |     |     |

| June 2021    |     |     |     |     |
|--------------|-----|-----|-----|-----|
| Mon          | Tue | Wed | Thu | Fri |
|              | 1   | 2   | 3   | 4   |
| 7            | 8   | 9   | 10  | 11  |
| 14           | 15  | 16  | 17  | 18  |
| 21           | 22  | 23  | 24  | 25  |
| Summer Break |     |     |     |     |

First day of school is September 9.

Graduation is June 11.

Last day of school is June 18.



**Corvallis**  
SCHOOL DISTRICT

X. BOARD NORMS AND WORKING AGREEMENTS



**With comments regarding revisions for the 2019-20 working agreements, from the 9-12-19 board meeting**

**BOARD AND SUPERINTENDENT WORKING AGREEMENTS  
2018-19**

**A. Purpose of Agreements**

The Board of Directors is the governing body for the School District. To effectively meet the District's challenges, the School Board and Superintendent must function together as a leadership team. To ensure accord among team members, effective group agreements must be in place. The following are the group agreements for the Board and Superintendent.

**B. Board Job Description and Relationship with the Superintendent**

1. Act as representatives of the community to make decisions in the best interest of students of the whole District.
2. Working with the Superintendent, set the long-term direction of the District through the mission, vision, goals, and priorities.
3. Focus on policymaking, planning, and oversight.
4. Assist in gaining acceptance and support in the community.
5. Understand that as an individual, a Board member has no authority. It is when acting through a majority that the Board has influence.
6. Be accountable for the financial stewardship of the District, including aligning resources with goals and priorities, setting expectations, **planning for fiscal sustainability**, and monitoring progress.
7. Make an effort to foster unity, harmony and open communications within the board.
8. Insist on all relevant ~~facts and data~~ **qualitative and quantitative data and other sources of accurate information** before making a decision.
9. Supervise the hiring, performance evaluation, and other personnel management processes related to the Superintendent.
10. Work with the Superintendent as a team, recognizing that the Superintendent is the Board's advisor.

11. Respect the Superintendent's responsibility to manage the day-to-day operations of the District and to direct employees in District and school matters.

### **C. Role of Board Leadership**

1. Manage the Board's processes; convene meetings; develop the Board agenda with the Superintendent, seeking Board member input; and execute documents, as appropriate.
2. Serve as the authorized spokesperson for the Board with regard to Board policy, process, and decisions. The Chair may delegate this responsibility to other Board members and/or the Superintendent.
3. Communicate with individual Board members any concerns shared by other board members regarding issues agreed to in the working agreements or group operating norms.
4. Assist the Superintendent in communicating important information to the full Board. Keep Board members apprised of information exchanged with the Superintendent.
5. Set priorities for Board professional development annually.
6. The Vice Chair will perform these duties when the Chair is not available.

### **D. Role of the Superintendent**

1. Work toward becoming a team with board members.
2. Work with the board to establish a clear vision for the District through preparation of annual goals for the board's consideration.
3. Provide ~~data~~ relevant qualitative and quantitative data and other sources of accurate information to board members so that ~~data-driven~~ comprehensive evidence based decisions can be made.
4. Communicate with board members promptly and effectively by informing the board of all critical information including relevant trends, anticipated adverse media coverage, or critical external or internal change.

### **E. Board Requests Regarding Staff Presentations**

1. Facilitate Board preparation for meetings by distributing staff reports and presentations as part of the Board packet prior to the meetings. Avoid sending additional reports to the Board after packets have been disseminated.
2. Develop a system to provide updates regarding the work of District committees.
3. Limit staff reports to introductory and additional remarks; avoid restatement of written reports or PowerPoint presentations.
4. Keep staff presentations succinct.

5. Avoid introducing surprise items at board meetings.

## **F. Communication**

1. When the Board receives communication from the community, the chair will respond or will delegate that responsibility to another Board member. A statement will be added to the bottom of the board chair's email. The footnote will state, "*The Board Chair responds to emails sent to the full board. School board members only deliberate when gathered as a quorum as outlined in the Public Meeting Law. To assure that board conversations and deliberations do not occur on email, the Board Chair will respond on behalf of the Board. All Board members receive communications that come from the community and the response given by the Board Chair.*"

All Board members will be included in responses made by the Board chair.

**Following the communication from the Board chair, other Board members may also respond if they wish.**

2. When a single Board member receives a communication from a member of the public, that Board member may respond to that patron as an individual. The Board member may also elect to forward the email and response to the Board Chair or full Board.
3. Responses to community communications should occur within 36-72 hours of receipt of the communication. If response within this timeframe is not feasible, the chair will delegate a Board member to respond.
4. When a concern or problem arises, communicate one-on-one with the Board member. If the issue is not resolved, communicate with the Board chair and finally with the Superintendent if necessary.



# Corvallis

## SCHOOL DISTRICT

### **Board Norms** **2018-19**

*(Adopted 08-16-18)*

The Corvallis School Board also has Board and Superintendent Working Agreements, which provide guidance regarding meeting operations and communication.

#### **A. Focused Use of Meeting Time**

1. Start on time, use time wisely, and end on time.
2. Allow all members time to express themselves without feeling rushed by:
  - a. Utilizing the phrase, "I agree with\_\_\_\_" to avoid repetition of the same ideas and points.
  - b. Balance Board members' speaking time.
  - c. Be succinct to maintain opportunity for all to express themselves.
3. Engage in relevant and topical discussion.
4. Utilize "Board Member Items" monthly agenda time to provide updates to the full board regarding the work of District committees and work groups.
5. Allow moments of silence between commentaries to provide time to consider the discussion.

#### **B. Orderly Procedure**

1. Effectively employ parliamentary procedure to facilitate a smooth meeting.
2. Regulate input and comments from the public to the time allotted for public testimony.

#### **C. Consider Staff and District Capacity and Resources**

1. Be cognizant of scarcity of resources and time when requesting action from staff.
2. Assess whether a majority of the Board can benefit from particular information from staff before making the request for it.

#### **D. Respectful Deliberation and Conversation**

1. Actively listen to those sharing their points of view, to facilitate full understanding and the possibility of changing viewpoints.
2. Vocalize what another individual's statement has helped you learn or reconsider.
3. Facilitate focused, open conversation.
4. Strive to value all opinions. Refrain from deriding others' ideas.





# Corvallis

SCHOOL DISTRICT

XI. CONSOLIDATED ACTION (8:20 p.m.)\*

XI.A. Minutes

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

**I. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 6:31 PM 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><b>BOARD MEMBERS PRESENT</b></u><br>Vincent Adams<br>Sami Al-AbdRabbuh, Chair<br>Jay Conroy<br>Sarah Finger McDonald, Vice Chair<br>Terese Jones<br>Luhui Whitebear<br><br><u><b>BOARD MEMBERS EXCUSED</b></u><br>Tina Baker | <u><b>EXECUTIVE STAFF PRESENT</b></u><br>Ryan Noss, Superintendent<br>Melissa Harder, Assistant Superintendent<br>Jennifer Duvall, Human Resources Director<br>Olivia Meyers Buch, Finance and Operations Director<br><br><u><b>STUDENT REPRESENTATIVES PRESENT</b></u><br>None |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

A quorum was present and due notice had been published.

**II. PLEDGE OF ALLEGIANCE**

**III. EXECUTIVE SESSION**

The Board met in Executive (closed) Session under ORS 192.660(2)(i) regarding the superintendent's performance evaluation.

**IV. BOARD MEMBER REPORTS**

Board members provided brief updates regarding various activities in which they engaged during the past month.

**V. SUPERINTENDENT'S REPORT**

Superintendent Noss provided a few highlights of the work District-wide since his last report. (The Superintendent's report is posted online with the informational packet of this meeting and will be filed with the official 2019-20 Board records.)

**VI. PUBLIC/STAFF COMMENT**

There were no public comments.

**VII. BOND PROGRAM UPDATE**

Dale Kuykendall, senior project managers with Wenaha Group, referred to a report provided before the meeting and gave a slide presentation. (The report and presentation slides are posted online with the informational packet of this meeting and will be filed with the official 2019-20 Board records.) The presenters responded to questions from Board members.

**VIII. SOCIAL STUDIES CURRICULUM ADOPTION**

Nikki McFarland (Secondary School Coordinator) and Marcianne Koetje (District Equity Coordinator), gave a presentation on the adoption of new Social Studies Curriculum. (The report and presentation slides are posted online with the informational packet of this meeting and will be filed with the official 2019-20 Board records.) The presenters responded to questions from Board members.

**MOTION:**

**It was moved by Director Adams and seconded by Director Jones to approve the Social Studies Curriculum Adoption item. The motion was voted on and unanimously approved.**

**IX. BUDGET UPDATE**

Olivia Meyers Buch, Finance and Operations Director, referred to a report provided before the meeting and gave a slide presentation. (The report and presentation slides are posted online with the informational packet of this meeting and will be filed with the official 2019-20 Board records.) The presenter responded to questions from Board members.

**X. CONSOLIDATED ACTION**

Discussion was held regarding Items A, C.1

**MOTION:**

**It was moved by Director Jones and seconded by Director Adams to approve the Consolidated Action items, except for the minutes, pending further edits. The motion was voted on and unanimously approved.**

**A. Minutes**

1. April 9, 2020
2. April 16, 2020

**B. Licensed Personnel Action****C. Board Policies -- FOR ACTION:****1. IGBAH—Special Education – Evaluation Procedures\*\*—Revised—**

**Second Reading** (This document is posted online with the informational packet of this meeting and will be filed with the official 2019-20 Board records.)

Terese Jones asked questions about IGBAH due to the use of the word “suspected”. There was some discussion about whether or not this is the best word to use.

**2. JEA—Compulsory Attendance\*\*—Revised—Second Reading** (This document is posted online with the informational packet of this meeting and will be filed with the official 2019-20 Board records.)

**3. JECB—Admission of Nonresident Students—Revised—Second Reading**(This document is posted online with the informational packet of this meeting and will be filed with the official 2019-20 Board records.)

**4. JECBB—Intradistrict/Resident Transfer Students—NEW—Second Reading** (This document is posted online with the informational packet of this meeting and will be filed with the official 2019-20 Board records.)

**5. JGE—Expulsions\*\*—Revised—Second Reading** (This document is posted online with the informational packet of this meeting and will be filed with the official 2019-20 Board records.)

**XI. CONSOLIDATED INFORMATION**

There was discussion on item D.3.

**A. Non-Licensed Personnel Information** (This document is posted online with the informational packet of this meeting and will be filed with the official 2019-20 Board records.)

**B. Unaudited Financial Statements - March 31, 2020** (This document is posted online with the informational packet of this meeting and will be filed with the official 2019-20 Board records.)

**C. Revised Unaudited Financial Statement of General Fund Resources and Requirements – February 29, 2020** (This document is posted online with the informational packet of this meeting and will be filed with the official 2019-20 Board records.)

**D. Board Policies -- FOR INFORMATION**

**1. JECB-AR—Admission of Nonresident Students—Revised—First Reading**

**2. JECBB-AR—Intradistrict/Resident Transfer Procedures—NEW—First Reading**

**3. JEC—Admissions\*\*—Revised—First Reading**

**XII. BOARD MEMBER COMMENTS**

**A. Appreciation for Staff**

Director Finger-McDonald, Director Adams, Director Conroy, Director Whitebear, and Director Jones and the rest of the Board welcome Lindsey and wants to acknowledge Julie for all her hard work and everything she has done for us. A general appreciation of staff efforts is discussed. The Board is extremely grateful to creative teachers and are excited to see the fascinating assignments that the groups are doing.

**XIII. ADJOURNMENT**

There being no further business before the Board, Chair Al-AbdRabbuh adjourned the meeting At 9:15 p.m.

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Sami Al-AbdRabbuh, Board Chair

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Ryan Noss, Superintendent

Prepared By: Julie Catala

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

**I. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 5:15 PM 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><br>Vincent Adams<br>Sami Al-AbdRabbuh, Chair<br>Tina Baker<br>Jay Conroy<br>Sarah Finger McDonald, Vice Chair<br>Terese Jones<br>Luhui Whitebear<br><br><u>BOARD MEMBERS EXCUSED</u><br>Tina Baker | <u>EXECUTIVE STAFF PRESENT</u><br>Ryan Noss, Superintendent<br>Melissa Harder, Assistant Superintendent<br>Jennifer Duvall, Human Resources Director<br>Olivia Meyers Buch, Finance and Operations Director |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

A quorum was present and due notice had been published.

**II. PLEDGE OF ALLEGIANCE**

**III. BOARD POLICY EBC/EBCA—EMERGENCY PROCEDURES AND  
DISASTER PLANS—NEW—FIRST READING**

This policy is new and will help us prepare and increase readiness to move back into the classrooms. We received guidance from OSBA on how to return to schools and they require that we have certain policies in place in order to do so. We did not have this policy but we need to adopt it in order to move forward. This policy outlines what an emergency plan looks like for various instances. This correlates with the current plan that we are developing.

**IV. BOND PROGRAM UPDATE**

This item was moved to June.

**V. CONSOLIDATED ACTION -- CONTRACTS RELATING TO BOND  
CONSTRUCTION**

There was discussion on items A and B.

Director Adams had questions on both items; is there any penalty for late delivery in these contracts? Is there any exposure in that area and what are the protections for the district in that area? Dale Kuykendall mentioned that the contracts allow for a legitimate delay impact but he will find more specifics on this information. He mentions that the county is on board with our timeline as it stands currently. Superintendent Noss added that during the conversations we had with the county this wasn't necessarily included in the contract. However, the staging and timing was part of all the conversations. Chair Al-AbdRubbah thanks the county commissioners and our district leadership for demonstrating our commitment to care by this construction.

**MOTION:**

**It was moved by Director Adams and seconded by Director Conroy to approve consolidated action. The motion was voted on and unanimously approved.**

**A. Lincoln Health Clinic Construction Agreement** (This document is posted online with the informational packet of this meeting and will be filed with the official 2018-19 Board records.)

**B. Lincoln Tennis Court Replacement Agreement** (This document is posted online with the informational packet of this meeting and will be filed with the official 2018-19 Board records.)

**VI. BOARD MEMBER COMMENTS**

Vice-Chair Finger-McDonald spoke about the fact that many people are concerned about what school will look like for next year and there is a lot of anxiety regarding this issue. We need to be aware of the tension regarding this issue from our constituents. Superintendent Noss mentioned that we are preparing a survey for parents. This survey asks questions about what would make students and parents more comfortable. This will be going out some time next week and will provide us with more information. We feel this is a good step to show that we are absolutely considering all aspects of this.

Director Adams mentioned that we are not alone in our confusion and turmoil and there are many communities that are having trouble figuring out how to navigate these uncertain waters. We are learning from others, too.

Director Conroy mentioned that we have very uncertain information about the virus which complicates matters. We will not be the first school system that will be back to school so hopefully we can learn from their experiences and lean on those ideas.

Director Whitebear mentioned that it is important to communicate with curious individuals and let them know that it is not up to Board members what the next school year's plans will be – this will be up to state guidance and we cannot provide a lot of clarity right now on these issues. We appreciate and understand the questions and want to help but we don't know all the information yet.

Chair Al-AbdRabbuh agrees and mentioned that we should refer individuals to Superintendent Noss and the websites. Dr. Fauci is quoted as saying “we don't decide the timeline, the virus does. There needs to be flexibility in our plans as our community plans will certainly change and adapt as time goes on.

Director Whitebear mentioned that people are relying on things to go back to how they were in previous school years. There will be a lot of changes and a lot of moving parts here and we should keep communicating that things are very flexible right now. We will need to reiterate this often.

Vice-Chair Finger-McDonald stated that community members and businesses are going to be going to the websites for information. There have been some concerns over whether or not parents will be able to work with the same flexibility. We may want to give updates to the community if possible so that everyone is on the same page in terms of forthcoming changes. We want to have good situational awareness.

## **VII. ADJOURNMENT**

There being no further business before the Board, Chair Al-AbdRabbuh adjourned the meeting at 6:10 p.m.

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Sami Al-AbdRabbuh, Board Chair

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Ryan Noss, Superintendent

Prepared By: Julie Catala



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

**I. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 11:04 AM 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><br>Vincent Adams<br>Sami Al-AbdRabbuh, Chair<br>Jay Conroy<br>Sarah Finger McDonald, Vice Chair<br>Terese Jones<br>Luhui Whitebear<br><br><u>BOARD MEMBERS EXCUSED</u><br>Tina Baker | <u>EXECUTIVE STAFF PRESENT</u><br>Ryan Noss, Superintendent<br>Melissa Harder, Assistant Superintendent<br>Olivia Meyers Buch, Finance and Operations Director |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|

A quorum was present and due notice had been published.

**II. EXECUTIVE SESSION**

The Board met in Executive (closed) Session under ORS 192.660(2)(f) - to consider records that are exempt by law from public disclosure.

**III. PLEDGE OF ALLEGIANCE**

**IV. ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION**

**MOTION:**

It was moved by Director Adams and seconded by Director Conroy that in response to the Lindsey family's request for Board review, the Board take no further action, and instead defer to Assistant Superintendent Harder's May 20<sup>th</sup>, 2020 decision on the Lindsey's May 9<sup>th</sup>, 2020 complaint. The motion was voted on and unanimously approved except one abstaining vote.

**V. CONSOLIDATED ACTION -- CONTRACTS RELATING TO COMPUTER PURCHASES**

There was discussion on items A and B.

Director Adams asked for clarification on leasing versus buying computers. Technology Services Director Gil Anspacher responded leasing them allows us to have an even and sustainable budget over the long term.

**MOTION:**

**It was moved by Director Adams and seconded by Vice-Chair Finger-McDonald to approve the Consolidated Action items. The motion was voted on and unanimously approved.**

**A. Lease Purchase Agreement with Apple Financial Services for Computer Hardware** (This document is posted online with the informational packet of this meeting and will be filed with the official 2019-20 Board records.)

**B. Lease Purchase Agreement with Insight Financial Services for Computer Hardware** (This document is posted online with the informational packet of this meeting and will be filed with the official 2019-20 Board records.)

**VI. BOARD MEMBER COMMENTS**

Director Adams expressed concerns about the structure of mask requirements in schools. More information on this item will be coming shortly as teams plan for the 2020-21 school year. We will continue to follow the Governor's orders, the reopening blueprints, and so on, to limit risk as much as possible.

Superintendent Noss mentioned that we have sent out a survey to parents recently. We are still developing our reopening plan for the Fall but we are eager to take parental concerns into considerations. We will also be creating a new enrollment process for the upcoming school year and we will be giving out information when possible about these opening plans. We will continue to communicate.

Director Adams appreciated this conversation and agrees with many of the points that have been made here. He believes that the more we can do to support students the better. He would like to bring forth a motion to formally authorize Chair Al-AbdRubbah to advocate on behalf of the Board with state and local entities in support of the district having appropriate personal protective equipment implementation to protect the health and safety of staff and students. Director Conroy agreed with Director Adams, however, he wants to make sure that we know when to exercise this appropriately and includes advocacy to increase/continue funding. Vice-Chair Finger-McDonald expresses concern about appointing a sole speaker for the Board because the community needs to perceive the Board as united. Additionally, we don't want to exclude any voices. Superintendent Noss stated that

the Chair is already established as the Board spokesperson and we should keep that in mind as we make these motions.

Director Jones advocated for a separate motion that advocates for mask requirements and mask response to the pandemic in schools. We need to specifically call out that the Board has had a conversation on this issue and has decided that this is a point the Board feels strongly about.

**MOTION:**

**It was moved by Director Adams and seconded by Director Jones to authorize Chair Al-AbdRubbah to advocate on behalf of the Board with state and local entities in support of the district having appropriate personal protective equipment implementation to protect the health and safety of staff and students. The motion was voted on and unanimously approved.**

Director Jones wanted to make sure that the Board understands how they are planning on moving forward in regards to School Resource Officers (SRO's) in schools. She wanted to know how we are planning on moving this conversation forward. Superintendent Noss has spoken with our Police Chief, students who completed the surveys that we sent out, staff in administration and mental health teams, and more. He will continue obtaining feedback, developing plans for moving forward, and will bring this to the Board after more information is available.

**VII. ADJOURNMENT**

There being no further business before the Board, Chair Al-AbdRabbuh adjourned the meeting at 12:43 p.m.

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Sami Al-AbdRabbuh, Board Chair

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Ryan Noss, Superintendent

Prepared By: Lindsey Kang

**MINUTES**  
Business 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 PM 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><b>BOARD MEMBERS PRESENT</b></u><br>Vincent Adams<br>Sami Al-AbdRabbuh, Chair<br>Tina Baker<br>Jay Conroy<br>Sarah Finger McDonald, Vice Chair<br>Terese Jones<br>Luhui Whitebear<br><br><u><b>BOARD MEMBERS EXCUSED</b></u> | <u><b>EXECUTIVE STAFF PRESENT</b></u><br>Ryan Noss, Superintendent<br>Melissa Harder, Assistant Superintendent<br>Jennifer Duvall, Human Resources Director<br>Olivia Meyers Buch, Finance and Operations Director<br><br><u><b>STUDENT REPRESENTATIVES PRESENT</b></u><br>N/A |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

A quorum was present and due notice had been published.

**II. PLEDGE OF ALLEGIANCE**

**III. BOARD MEMBER REPORTS**

Board members provided brief updates regarding various activities in which they engaged during the past month.

**IV. SUPERINTENDENT'S REPORT**

Superintendent Noss provided a few highlights of the work District-wide since his last report. (The Superintendent's report is posted online with the informational packet of this meeting and will be filed with the official 2019-20 Board records.)

**V. PUBLIC HEARING FOR PUBLIC TESTIMONY ON THE 2020-21 BUDGET**

There were no public comments.

## **VI. BUDGET ACTIONS – 2020-21 BUDGET**

### **A. Motions to Revise 2020-21 Budget**

There were no motions to revise the 2020-21 Budget.

### **B. Resolution No. 20-0601: Adopt 2020-21 Budget, Make Appropriations, Impose Property Taxes, and Categorize Taxes**

#### **MOTION:**

**It was moved by Vice-Chair Finger-McDonald and seconded by Director Adams to adopt resolution No. 20-0601: Adopt 2020-21 Budget, Make Appropriations, Impose Property Taxes, and Categorize Taxes. The motion was voted on and unanimously approved.**

## **VII. PUBLIC/STAFF COMMENT**

Mali Gottfried and Aidan Evans, (seniors at CHS) have come forward to provide public comment. They are calling in to voice their frustrations about police presence in schools. They urge instead working to hiring more counselors and no one affiliated with law enforcement. They feel that the conversations so far have ended before they began. They want to make sure that this community is inclusive, especially for Black students, and we need individuals who are able to deescalate situations. Mali reached out to NAACP for support in these efforts. Their executive team has agreed to stand in support of Mali and Aidan and this goal. Many thousands of people have attended protests despite a global pandemic and they believe this demonstrated commitment to these goals. They want to make sure schools are safe for everyone. Minneapolis and Portland have both taken steps to remove police officers from schools and they hope that Corvallis also does the same. Police violence occurs in every city and many changes need to be made in response. They would prefer this funding go towards counselors and would love to explore more policy options that make sure student safety is ensured; however, currently the police department does not serve that goal. There are many resources that allow schools to learn about hiring counselors instead of cops and they would like the Board to consider this action.

Denise Cardinali, 6017 SW Grand Oaks Dr, Corvallis, has come forward to provide public comment. Denise is the parent of two CHS graduates and is the robotics team coach. She is the nurse for Santiam school district. She has concerns about the ratio of nurses to students in reopening plans. Previously the ratio of one nurse to many hundreds of students might have been manageable but with COVID-19 she believes that this is not sustainable. She is also concerned about physical distancing and isolation rooms.

Chris Becerra, 14515 Corvallis Road, Monmouth, has come forward to provide public comment. Chris states that Corvallis recently shared a message of support for equity. He thinks that the all-white administrative team is not representative of the community and

may not make the best decisions about equity and racism. He is not satisfied with the equity coordination efforts and doesn't think that individuals in this school district are held appropriately accountable. Chris proposes an oversight equity director that is hired by the Board and reports directly to them. Additionally, he proposes a stronger dual language program as he feels that this program is not equitable. He also proposes that the complaint system be reformed.

Director Adams suggests a recess until 8:12 p.m. Chair Al-AbdRubbah grants this recess.

The Board reconvenes at 8:12 p.m.

## **VIII. BOND PROGRAM UPDATE**

Kim Patten, Facilities and Maintenance Director, referred to a report the Board received prior to the meeting. (The report is posted online with the informational packet of this meeting and will be filed with the official 2019-20 Board records.) The presenter responded to questions from Board members.

## **IX. CONSOLIDATED ACTION**

There was discussion on item C and item G.2

### **A. Minutes**

1. April 9, 2020
2. April 16, 2020

### **B. Licensed Personnel Action** (This document is posted online with the informational packet of this meeting and will be filed with the official 2018-19 Board records.)

### **C. Resolution No. 20-0602: Transfer of Appropriations in General Fund, District Donation Fund, Designated Facilities Fund, and Designated Revenue Fund** (This document is posted online with the informational packet of this meeting and will be filed with the official 2018-19 Board records.)

### **D. Resolution No. 20-0603: Designation of District Officers, Clerks, Agents, and Depositories of Funds (2019-20 Organizational Resolution)** (This document is posted online with the informational packet of this meeting and will be filed with the official 2018-19 Board records.)

### **E. Resolution No. 20-0604 – Amendment to 2019-21 Linn Benton Lincoln Education Service District Local Service Plan** (This document is posted online with the informational packet of this meeting and will be filed with the official 2018-19 Board records.)

**F. Insurance Renewals for 2020-21 (Property, Liability and Workers' Compensation)**

(This document is posted online with the informational packet of this meeting and will be filed with the official 2018-19 Board records.)

**G. Board Policies -- FOR ACTION:****1. Board Policy EBC/EBCA—Emergency Procedures and Disaster Plans—NEW—Second Reading** (This document is posted online with the informational packet of this meeting and will be filed with the official 2018-19 Board records.)**2. Board Policy JEC—Admissions\*\*—Revised—Second Reading** (This document is posted online with the informational packet of this meeting and will be filed with the official 2018-19 Board records.)**H. Nonresident Transfer Allocation 2020-2021** (This document is posted online with the informational packet of this meeting and will be filed with the official 2018-19 Board records.)

Director Adams had a question answered about the transfer of appropriations resolution. He wanted to know more about the rationale behind these transfer of funds. Olivia Buch mentioned that these are normal transfers for this time of year. When we think we might exceed categorical allocations we ask for transfers so we make sure that we are in compliance prior to our audit. This is just meeting compliance with local budget law. This is moving resources around to align with expected expenditures.

Director Whitebear spoke about the admissions policy. Last time we spoke about this item she had questions about why the immigration act reference was included and also would like to mention that some of the links to references are broken within the document. She tried the links in both the consolidated packet and in the policy itself. It states that the directory was not found for any of those links. She wants to make sure that this xenophobic history is not in our current policies. Director Conroy believes this reference was related to the text that is now being removed and that this reference might need to be also removed. Erika Cook mentions that this statute ensures we cannot ask for birth certificates when individuals are enrolling. Director Whitebear wants to make sure that this is excluded if it's not absolutely necessary. Erika found that we did pose that question to OSBA. The understanding that they sent back to us was that legal reference also supports that legal status cannot be a reason for denying education. Director Whitebear recommends that if we do keep something in our policy like that, which can cause issues because of its racist history, we should also include the ones that protect undocumented students. Erika says that if Director Whitebear sends this question to her, Erika can ask OSBA on her behalf.

**MOTION:**

**It was moved by Director Adams and seconded by Director Jones to approve the Consolidated Action items, excluding item G.2 (policy**

**JEC). The motion was voted on and unanimously approved.**

## **X. CONSOLIDATED INFORMATION**

There was discussion on item A and item C.

**A. Non-Licensed Personnel Information** (This document is posted online with the informational packet of this meeting and will be filed with the official 2018-19 Board records.)

**B. Unaudited Financial Statements - April 30, 2020** (This document is posted online with the informational packet of this meeting and will be filed with the official 2018-19 Board records.)

**C. Sustainability Report 2019-20** (This document is posted online with the informational packet of this meeting and will be filed with the official 2018-19 Board records.)

Director Conroy spoke about non-licensed personnel information. He wanted to recognize individuals on this list who are retiring. He thanked the individuals on this list for their 'heart and soul' and carrying perpetual positive attitudes throughout the district. These individuals will be missed and congratulations to them. Superintendent Noss adds that at the last district Zoom meeting we recognized the individuals who are retiring. He states that it's very special to work here and this is evidenced by the exceptional number of employees who have been with us long-term. Director Conroy asked about a hiring freeze. He wanted to know if retiree positions will be replaced. Superintendent Noss said that the answer depends on each individual position. We will see if we can shift individuals who are already with us to cover some of these individual's former work.

Director Adams spoke about the sustainability report. He mentioned that we are very thankful for our sustainability coordinator. No one anticipated a pandemic hitting in the first year that we hired a sustainability coordinator but Bailey Payne has done a fantastic job of measuring human infrastructure and advancing sustainability issues. We are able to see our progress because we are now measuring our outputs. We have had a lot of sustainability work done in our schools and we are very excited about these measures. Bailey has been building relationships with many community partners as well. We are delighted to have this position and this report. Director Adams was curious as to what the biggest challenge and biggest accomplishment have been that Mr. Payne has faced. Mr. Payne answers that the biggest accomplishment is the student teams that have gotten involved. Seeing student leadership and teacher leadership has been fantastic. The biggest challenge has been adjusting what sustainability looks like.

## **XI. ELECTION OF OFFICERS FOR 2020-21**

### **A. Chair**



Director Adams nominated Sami Al-AbdRabbuh for the position of Board Chair. No other nominations were received. **The Board voted on the nomination and it was unanimously approved.**

### **B. Vice Chair**

Director Adams nominated Sarah Finger McDonald for the position of Board Vice Chair. No other nominations were received. **The Board voted on the nomination and it was unanimously approved.**

## **XII. BOARD MEMBER COMMENTS**

Director Adams mentioned that he nominated Sami and Sarah so quickly because of their thoughtful and efficient responses to events throughout the year. He appreciates their work with OSBA, caucus of color, and many other organizations. He states that they have maintained a student-centered focus on Board goals and he appreciates them.

Director Conroy stated that he forwarded two articles about school resource officers from a journal and a study about equity as well – also related to SRO's. He thinks we need to listen to our community but also follow research based practices. He would additionally like to push for an amendment to our policies to allow for the new Board members (who will be elected in the coming months) to elect new leadership as well.

Director Jones would like to further discuss the role of law enforcement in our schools. Vice-Chair Finger-McDonald agreed and says we need to look carefully at that relationship and see how it impacts our community. We want to make sure that student voices are heard and community perspectives are heard fully.

Vice-Chair Finger-McDonald would like to make sure that individuals who are listening are able to comment on our Board meetings. Please feel free to email the Board via the website and we can absolutely address your comments.

Director Whitebear wanted to make sure we have further conversations about school resource officers and wants to know what actions the school board can take in regards to this matter. The students seemed to feel unsupported by the conversations they have had so far and we want to make sure that we are listening.

Director Jones wanted to pointedly open the conversation as to whether or not there is still a place in our District for School Resource Officers. Director Adams thinks that we need to let the Superintendent do some engagement and build a process to have this conversation. He would like to hear from counseling staff, community members, students, teachers, officers, and anyone else who would like to speak on the subject. Chair Al-AbdRabbah agrees and supports bringing this up in the future after Superintendent Noss has had some time to set up community engagement. Board members want to be close to this issue and stay involved as much as possible.

Vice-Chair Finger-McDonald mentioned that we are not paying for this officer out of our budget so this gives us a little bit of time to explore this issue without feeling like we need to immediately make this decision. Though we need to make this decision soon, as it's relevant to current events and really in the public consciousness, it's not part of the budget crisis. We would like to hear research and data about this as well.

Director Whitebear wanted to point out that she thinks we are past conversation mode. Inaction also sends a message to individuals. What's been asked is that action is taken; this request is coming from the community and students. We want to make sure that we send a strong message and we aren't using inaction to prevent progress. We want to also make sure that we prioritize the safety of individuals who need to be protected. The community is strongly stating that they want action.

Director Baker agreed with Director Whitebear about the fact that we've had a lot of conversations about this and inaction does speak loudly. We want to make sure we are listening to our community members and we need to be mindful of taking too long to find a solution.

Director Jones agreed with Director Baker and Director Whitebear. She wants to make sure that we discuss the topic and look at the information, but as a whole, we need to state that we have an expectation and outline what we would like to hear. This topic is imminent and action cannot wait until next year. We need to listen to the community and then make a plan for action. We need to be pro-active. There was no ambiguity in what we heard from the community and while these voices are obviously a subset of the community we do need to listen to these individuals and receive their comments and take action.

Director Adams mentioned that the students who spoke asked to be involved in a policy discussion around this issue. We as a Board has identified community engagement as a place that we can grow. We should lean into this process but part of that is having difficult conversations with individuals we have not heard from before.

Superintendent Noss synthesizes what he has heard so far. A theme of action, a theme of community engagement (prior to action), and a theme of the inclusion of marginalized communities is what he has gleaned from this discussion. There is some immediacy to this issue because inaction is also a form of action.

Director Whitebear wanted to add that instead of just including voices who are historically marginalized we should center them in this discussion. Superintendent Noss agrees.

Director Adams mentioned that we are seeing many Boards across the state and country that are supporting Black Lives Matter through resolutions. He would love to take up a resolution on this matter. The Board has limited power in this space, in terms of immediate action, so perhaps this resolution could help the Board make their position known. However, this resolution must include specific actions that the Board intends to

take because words without actions are not good enough. He suggests that we draft the resolution in collaboration with staff, students, and stakeholders of color. Additionally, we need to make this resolution now but keep our focus firm. This document should focus the attention and efforts of the Board on making substantive change for the experiences of community members and students of color. There would need to be specific actions on this document. This might open the next chapter of equity work for the school district.

Chair Al-AbdRubbah mentioned that we need to call out race as clearly as possible. He mentions that we could do a resolution or we could ask staff to improve the equity policy.

Director Whitebear wanted to know who these statements are for; individual ease or are they for actual change. She mentioned that having school resources officers in schools and supporting Black Lives Matter are mutually exclusive and if there is more explanation needed on this matter, to look to the ACLU. We need to consider the long-term implications of these types of things. We need to respect the lived experiences of our community members. Whether or not we are reading about these issues or seeing these issues on the news, injustice will still happen.

Director Conroy mentioned that he appreciates Director Adams raising this issue. He wants to have the Board make sure that they are listening and then making sure to take action. We need specific measures that can be taken and we need to base those measures off of what the community voices are saying, especially those who are marginalized.

Vice-Chair Finger-McDonald mentioned that in our last Board training, we discussed equity work. She wants to make sure that we understand that this equity work will not be done once those actions are completed. We need to understand that this is ongoing work.

Director Adams agreed that we need to take action and he sees a resolution as a vehicle to streamline these changes that we intend to make.

Director Baker stated that if we make a resolution that we have to be absolutely committed to anti-racism work. Not only as a Board but for our district. This needs to be systemic change and needs to dig deep into the roots of racism. We need to look at the systemic oppression of police forces, how those forces came about, why we adopted SRO's in the first place, etc. If we are willing to do that work, we should.

Director Jones agreed with Director Baker's sentiment and added that when we talk about engaging a conversation about school resource officers we also need to talk about the juxtaposition between Black Lives Matter and SRO's. Removing an SRO doesn't necessarily mean that we will have no future relationship with law enforcement or that the relationship might not look different. We need to remove systems that don't allow everyone to feel safe. If some students feel same but some do not, we have a problem and that's what we need to address. That conversation is the heavy work that we need to do – we can't just say that we are or are not removing an SRO, we need to do the hard

work of recognizing privilege and understanding why some students feel safe and some do not. She strongly supports making a statement to the community and defers to center other individuals.

Director Baker wanted to mention that we need to look at anti-racism in our curriculum and how we introduce these conversations into our schools so that our families and youths of color hear that they matter and that they are represented in our learning programs. We need to understand the systemic oppression that causes trauma and we need to bring these ideas into our learning environments.

Chair Al-AbdRubbah summarized that there should be a statement of solidarity to acknowledge a legitimate movement and acknowledge a 400 year history of oppression and our commitment to eradicating this oppression.

Director Adams wants to see this conversation on our next meeting. Director Whitebear would like a commitment to dedicate time to this topic.

Vice-Chair Finger-McDonald wants to look at policy changes that can change structural issues. This is a slower process but something that could make greater and more widespread change.

Chair Al-AbdRubbah wants to close with a commitment to updating the community on re-opening as soon as we can and to provide guidance towards.

### **XIII. ADJOURNMENT**

There being no further business before the Board, Chair Al-AbdRabbuh adjourned the meeting at 10:16 p.m.

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Sami Al-AbdRabbuh, Board Chair

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Ryan Noss, Superintendent

Prepared By: Julie Catala



**Corvallis**  
SCHOOL DISTRICT

XI.B. Licensed Personnel Action



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board  
Prepared by: Jennifer Duvall, Human Resources Director  
Meeting Date: September 10, 2020

### Licensed Personnel Action

### ACTION REQUESTED

1. Issue:
  - a. Recommendation to Hire

| Name                     | Position                       | FTE  | Building                    | Start Date | Contract Status |
|--------------------------|--------------------------------|------|-----------------------------|------------|-----------------|
| Blue Arm, Julia          | Art Teacher                    | 0.50 | Crescent Valley High School | 8/31/2020  | Temporary       |
| Bryan, Jerry             | Art Teacher                    | 0.50 | Garfield Elementary School  | 8/31/2020  | Contract*       |
| Fischer, Michael (Mike)  | Elementary Teacher             | 1.00 | Mt. View Elementary School  | 8/31/2020  | Temporary       |
| Gwynne, Elayne           | Counselor                      | 1.00 | Adams Elementary School     | 8/31/2020  | Probationary    |
| Lambert, Connor          | Corvallis Online Teacher       | 1.00 | Corvallis Online            | 8/31/2020  | Temporary       |
| Meeker, Patricia (Patsy) | Special Education Teacher      | 1.00 | Linus Pauling Middle School | 8/31/2020  | Probationary    |
| Miles, Melissa           | Humanities Teacher             | 1.00 | Cheldelin Middle School     | 8/31/2020  | Probationary    |
| Olvera, Daniel           | Elementary Teacher - Bilingual | 0.50 | Garfield Elementary School  | 8/31/2020  | Temporary       |
| Pipitone, Renee          | KG Teacher                     | 0.50 | Husky Elementary School     | 8/31/2020  | Temporary       |
| Rosling, Tonya           | Instructional Coach            | 0.50 | Wildcat Elementary School   | 8/31/2020  | Probationary    |
| Stanfield, Heathrina     | Math Teacher                   | 1.00 | Linus Pauling Middle School | 8/31/2020  | Probationary    |
| Thorson, Kealy           | RTI Specialist                 | 0.33 | Franklin School             | 8/31/2020  | Temporary       |
| Torregrosa, Cristina     | 3rd Grade Teacher - Bilingual  | 1.00 | Lincoln Elementary School   | 8/31/2020  | Temporary       |

\*Moves to contract status based on 3 consecutive years as a retiree on a temporary contract



# Corvallis

## SCHOOL DISTRICT

b. Additional Information/Leaves/Reduction

| Name           | Position                       | FTE  | Building                | Effective | Reason                     |
|----------------|--------------------------------|------|-------------------------|-----------|----------------------------|
| Cox, Christine | Social Worker                  | 0.50 | Husky Elementary School | 7/1/2020  | Year-long leave of absence |
| Wright, Cathy  | TOSA/Teacher on Special Assgn. | 1.00 | Corvallis High School   | 6/30/2020 | Resignation                |

**MOTION REQUESTED:**

"I move to approve the Licensed Personnel action as submitted."



# Corvallis

SCHOOL DISTRICT

XI.C. Board Policies -- **FOR ACTION:**





# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board

Prepared by: Erika Cook

Meeting Date: September 10, 2020

### **ACTION REQUESTED**

#### Board Policy JEC—Admissions\*\*—Revised—Second Reading

##### Discussion

At the Board Meeting on June 11, 2020 the question regarding reference to Illegal Immigration and Immigration Reform Act of 1996 was raised once again as no exact language is used in policy from this reference. Furthermore, additional references were quoted that may relate to admissions that are excluded from the reference section on this policy.

Per OSBA, the legal references are intended to be a starting point for someone who is researching the policy or wants to know where the specifics of the policy are from. They do not include every statute that has any impact. For example, ORS 659.850 prohibits various forms of discrimination in schools. The discrimination prohibition applies to everything that schools do, from head lice to teacher discipline and public meetings to student admissions. We do not include a reference to this statute in every policy. We do include it when the policy specifically relies on this language or discusses discrimination.

Illegal Immigration and Immigration Reform Act of 1996. The primary provision that is used is Section 625(a), found on page 172 of this copy. This specifically deals with the admission of foreign students, who come with education-related visas (generally foreign students here as part of a one-year exchange program). These students are limited in the duration of their admission to schools. This is relevant because this policy is specifically about admitting students. The title is incorrect, it should be the Illegal Immigration Reform and Immigrant *Responsibility* Act of 1996. This error will be corrected in the OSBA sample policy.

DACA. A student's DACA status should not impact a student's ability to attend school. The district should admit all students living within its boundaries with very few exceptions (those whose visa does not allow it, but this can be tricky; those expelled from another district; age limitations). A district should not consider DACA or other immigration status, because it should not impact the student's ability to attend.

Oregon Sanctuary Law of 1987, as codified in ORS 181A.820. This law deals only with enforcement of immigration laws, and does not mention schools or a student's ability to

enroll in a school. While it is important to schools, districts don't rely on it when admitting students.

HB 3464 (2017). This law deals with release of information related to a person's immigration status. While schools must follow this, it does not impact a student's ability to enroll in school. Consequently, it has not been included in the admissions policy. The only way that we can see it impacting the admissions process would be when a new district requests information from a previous district, but that would not be for immigration enforcement purposes, so it would not be prohibited.

While we do not think it is necessary to include these laws in the references for the admissions policy, if you feel that it would help someone implement the policy, it would be fine to add them. If you would like a reference that guarantees students access to education, regardless of immigration status, we would recommend *Plyler v. Doe*, 457 U.S. 202 (1982).

#### Background

In review of revisions adopted by the Board on 4/9/2020, OSBA has recommended that we delete the 2<sup>nd</sup> and 3<sup>rd</sup> sentences in paragraph 3 as there is no law requiring a document for proof of age for a student in Oregon.

This policy is optional, edits provided by OSBA on 11/22/2019. Last updated by CSD on 4/9/2020.

#### Involvement

Staff members: Melissa Harder and Erika Cook.

#### Cost Impact

None.

#### Function

Adoption of revisions.



# Corvallis

## SCHOOL DISTRICT

Code: JEC  
Adopted: 6/28/99  
Revised/Readopted: 12/10/07, 1/13/14, 8/15/16, 12/13/18, 4/9/20

### **Admissions\*\***

The Board is committed to providing an educational program for all students living in the district. The Board believes all students living in the district who have not completed 12 years of education should regularly attend a public full-time school and be included in the available educational programs.

State law considers a child to be six years of age if the sixth birthday of the child occurred on or before September 1, and a child is considered to be five years of age if the fifth birthday occurred on or before September 1 immediately preceding the beginning of the current school term.

~~All new students must register with their school office. Registration requirements include immunization records, as required by law, and proof of the student's birth date (e.g., a birth certificate, hospital record, or baptismal record). Students admitted to any grade must show evidence of completing the prior school year(s).~~

**All students must register with their resident boundary school.** Students enrolled in the district shall comply with Oregon laws related to age, residence, health, attendance, and immunization.

Students located in the district shall not be excluded from admission solely because the student does not have a fixed, regular, and adequate nighttime residence or solely because the student is not under the supervision of a parent.

Students located in the district shall not be excluded from admission where they are otherwise eligible, not receiving special education, and they have not yet attained the age of 19 prior to the beginning of the current school year.

The district may admit an otherwise eligible person who is not receiving special education and who has not yet attained 21 years of age prior to the beginning of the current school year if the person is shown to be in need of additional education in order to receive a high school diploma or a modified diploma.

Students who attend a district school on an interdistrict transfer or were admitted prior to 2019 through open enrollment are considered residents of the district.

Students living in the district who have attained the age of majority are considered residents of the district unless the student has transferred to another district via interdistrict transfer or open enrollment.

Minor students living with a parent or guardian who resides in the district are considered residents of the district unless the student has transferred to another district via interdistrict transfer or open enrollment.

Students who are in foster care<sup>1</sup> and who are placed in the district are residents of the district of origin, unless the court determines that attending in the district of residence is in the best interest of the student.

Students who are military children<sup>2</sup> are considered resident of the district, if the district is the district of military residence<sup>3</sup> for the military child. Parents of military students must provide proof of residency within 10 days after the date of military transfer or pending transfer indicated on the official military orders.

Students whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and who is living in a licensed, certified or approved substitute care program, and whose residency is established pursuant to Oregon Revised Statute (ORS) 339.134 are considered residents of the district.

END OF POLICY

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### Legal Reference(s):

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<sup>1</sup> "Foster care" does not mean care for children whose parent or guardian voluntarily placed the child outside the child's home with a public or private agency and for whom the child's parent or guardian retains legal guardianship.

<sup>2</sup> "Military child" means a child who is in a military family covered by the Interstate Compact on Educational Opportunity for Military Children, as determined under rules adopted by the State Board of Education.

<sup>3</sup> "School district of military residence" means the school district in which 1) the family of a military child intends to reside as the result of a military transfer; or 2) if the school district in which the family intends to reside is unknown, the school district in which the military installation identified in the official military order is located.

[ORS 327.006](#)

[ORS 339.133](#)

[Senate Bill 802 \(2019\)](#)

[ORS 336.092](#)

[ORS 339.134](#)

[Senate Bill 905 \(2019\)](#)

[ORS 339.010](#)

[ORS 339.139](#)

[ORS 339.115](#)

[ORS 433.267](#)

[ORS 339.125](#)

[OAR 581-022-2220](#)

Illegal Immigration **Reform** and Immigration **Responsibility** ~~Reform~~ Act of 1996, 8 U.S.C. §§ 1101, 1221, 1252, 1324, 1363, 1367 (2018).

McKinney-Vento Homeless Assistance Act, Subtitle VII-B, reauthorized by Title IX-A of the Every Student Succeeds Act (ESSA) 42. U.S.C. §§ 11431, 11434a (2017).



# Corvallis

SCHOOL DISTRICT

## XII. CONSOLIDATED INFORMATION

### XII.A. Non-Licensed Personnel Information



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board  
Prepared by: Jennifer Duvall, Human Resources Director  
Meeting Date: September 10, 2020

### Non-licensed Personnel Information

### NO ACTION REQUIRED

#### Recommendation to Hire

| Name                | Position                             | Hours | Building                    | Start Date | Contract Status      |
|---------------------|--------------------------------------|-------|-----------------------------|------------|----------------------|
| Liane Dorius        | Administrative Assistant 1-HS        | 7     | Crescent Valley High School | 8/27/2020  | Regular/Probationary |
| Blackman, Janeena   | Registrar 1                          | 8     | Linus Pauling Middle        | 8/31/2020  | Regular/Probationary |
| Adams, Angelique    | Administrative Assistant 1-MS Office | 8     | Linus Pauling Middle        | 8/31/2020  | Regular/Probationary |
| Lopez, Melisa       | Student Behavior Support 1           | 6     | Linus Pauling Middle        | 9/1/2020   | Limited term         |
| Casey Howard        | Educational Assistant 2              | 6.5   | Wildcat Elementary          | 9/1/2020   | Regular/Probationary |
| Sherman, Laniese    | Student Behavior Support 2           | 5.5   | Lincoln Elementary          | 9/2/2020   | Regular/Probationary |
| Torres Diaz, Alexis | Custodial Supervisor                 | 8     | District Office             | 8/24/2020  | Regular/Probationary |
| Gordon, Blake       | Facilities Manager                   | 8     | District Office             | 9/14/2020  | Regular/Probationary |

#### Termination/Resignation/Layoff/Retirement

| Name             | Position                                     | Hours  | Building                    | Effective | Reason      |
|------------------|----------------------------------------------|--------|-----------------------------|-----------|-------------|
| Meyer, Tessa     | Registrar 1                                  | 8      | Linus Pauling Middle School | 8/14/2020 | Resignation |
| Myatt, Breeana   | Administrative Assistant 1-Elem, Registrar 1 | 6.5, 1 | Franklin Middle School      | 8/11/2020 | Resignation |
| Johnson, Kristy  | Administrative Assistant 1-Elem,             | 1.5    | Jaguar Elementary           | 8/26/2020 | Resignation |
| Hayden, Carl     | Custodian                                    | 8      | District Office             | 7/31/2020 | Retirement  |
| Farnes, Makenzie | Student Behavior Support 2                   | 6      | Huskey Elementary           | 6/30/2020 | Resignation |
| Zinzer, Devan    | Educational Assistant 2                      | 7.5    | Adams Elementary            | 8/25/2020 | Resignation |
| Watterson, Zoe   | Educational Assistant Life Skills            | 7.25   | Corvallis High School       | 8/25/2020 | Resignation |
| Olsen, Brittney  | Food Service Assistant                       | 5      | Corvallis High School       | 8/26/2020 | Resignation |
| Reardon, Liam    | Food Service Assistant                       | 2      | Central Kitchen             | 8/31/2020 | Resignation |



**Corvallis**  
SCHOOL DISTRICT

XII.B. Board Policies -- **FOR INFORMATION**



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board

Prepared by: Erika Cook

Meeting Date: September 10, 2020

**NO ACTION REQUIRED**

Board Policy GBEB—Communicable Diseases—Staff—Revised—First Reading

Administrative Regulation GBEB-AR—Communicable Diseases—Staff—Revised—For Information

Board Policy JHCC—Communicable Diseases—Students—Revised—First Reading

Administrative Regulation JHCC-AR—Communicable Diseases—Students—Revised—For Information

### Background

Recent events in our communities prompted revisions to rules prescribed by the Oregon Health Authority (OHA) affecting school attendance by staff and students to protect public health. As a result, OHA added COVID-19 to the restrictable disease list and established criteria for returning staff and students to school, in addition to other revisions made to existing rules including changes in definitions and other parts of previous rules. Please continue to follow guidance as it is reported by OHA and the Oregon Department of Education in connection with these recommended changes.

Revisions to policies and ARs was provided from OSBA on 7/31/2020. Policy GBEB was last updated on 2/1/2018, its AR on 1/11/2018. Policy JHCC was last updated on 2/1/2018, its AR on 1/11/2018.

### Involvement

Staff members: Melissa Harder, Erika Cook, Jennifer Duvall, District Nurses

### Cost Impact

None.

### Function

Review revisions.





# Corvallis

## SCHOOL DISTRICT

Code: GBEB  
Adopted: 7/91  
Revised/Readopted: 7/22/92, 1/8/97, 3/8/99, 1/8/07, 9/13/10, 3/10/14, 2/1/18  
Original Codes: 3810, 4840

### Communicable Disease - Staff

The district shall provide reasonable protection against the risk of exposure to communicable disease for employees while engaged in the performance of their duties. Reasonable protection from communicable disease is generally attained through immunization, exclusion, or other measures as provided by Oregon law, by the local health department, or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA).

~~An employee who knows that he or she has, or has been exposed to, any restrictable disease, may not attend work unless authorized by Oregon law.~~ while in a communicable stage of a restrictable disease or ~~When an administrator has reason to suspect that the any employee has or has been exposed to any disease for which restrictable disease and exclusion is required in accordance with law and per administrative regulation GBEB-AR – Communicable Diseases – Staff, the administrator shall send the employee home. If the disease is a reportable disease, the administrator will report the occurrence to the designated school district nurse who reports to the local health department local health department and school district nurses.~~

Employees shall comply with all other measures adopted by the district and with all rules adopted by the Oregon Health Authority, Public Health Division, and local health department.

Employees shall provide services to students as required by law. In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.

~~Employees who have the responsibility to work with or to provide services to persons other than students, shall provide the services to all such persons as required by law.~~

The district will include as part of its emergency plan a description of the actions to be taken by district staff in the case of a declared public health emergency or other catastrophe that disrupts district operations.

The district shall protect the confidentiality of an employee's health condition and record to the extent possible and consistent with federal and state law.

The superintendent will develop administrative regulations necessary to implement this policy.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

[ORS 431.150](#) to 431.157

[ORS 433.001](#) to 433.526

[OAR 333-018](#)

[OAR 333-019-0010](#)

[OAR 333-019-0014](#)

[OAR 333-019-1000](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-2220](#)

OREGON DEPARTMENT OF EDUCATION and OREGON HEALTH AUTHORITY, *Communicable Disease Guidance* (2017~~20~~).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2017~~8~~); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017~~9~~).

Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. §§ 1320d to -1320d-8 (2018); 45 C.F.R. Parts 160, 164 (2019).



# Corvallis

## SCHOOL DISTRICT

Code: GBEB-AR  
Adopted: 8/23/10  
Revised/Readopted: 2/7/11, 1/11/18

### Communicable Disease - Staff

In accordance with state law, administrative rule, the local health authority, and the *Communicable Disease Guidance*, published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA), the procedures established below will be followed:

1. “Restrictable diseases” are defined by rule and include but are not limited to COVID-19<sup>1</sup>, chickenpox, diphtheria, hepatitis A, hepatitis E, measles, mumps, pertussis, rubella, Salmonella enterica serotype Typhi infection, scabies, Shiga-toxigenic Escherichia coli (STEC) infection, shigellosis, and infectious tuberculosis disease, and may include a communicable stage of hepatitis B infection if, in the opinion of the local health officer, the person poses an unusually high risk to others (e.g., a child that exhibits uncontrollable biting or spitting).

Restrictable disease also includes any other communicable disease identified in an order issued by the Oregon Health Authority or the local public health officer as posing a danger to the public’s health. A disease is considered to be a restrictable disease if it is listed in Oregon Administrative Rule (OAR) 333-019-0010, or it has been designated to be a restrictable disease by Board policy<sup>2</sup> or by the local public health administrator after determining that it poses a danger to the public’s health presents a significant public health risk in the school setting.

2. “Susceptible” for an employee means lacking evidence of immunity to the disease means being at risk of contracting a restrictable disease by virtue of being in one or more categories described in law.
3. “Reportable diseases” means a disease or condition, the reporting of which enables a public health authority to take action to protect or to benefit the public health human reportable disease, infection, microorganism or condition as specified in OAR Chapter 333, Division 18.

### Restrictable Diseases

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<sup>1</sup> Added per OAR 333-019-1000(2).

<sup>2</sup>“OAR 333-019-0010(7) Nothing in these rules prohibits a school or children’s facility from adopting more stringent exclusion standards under ORS 433.284.”

1. An employee of the district will not attend or work at a district school or facility while in a communicable stage of a restrictable disease, including a communicable stage of COVID-19<sup>3</sup>, unless authorized to do so under Oregon law. When an administrator has reason to suspect that an employee has a restrictable disease, the administrator shall send the employee home.
2. An administrator shall exclude a susceptible employee if the administrator has reason to suspect that an employee has been exposed to measles, mumps, rubella, diphtheria, pertussis, hepatitis A, or hepatitis B, unless the local health officer determines that exclusion is not necessary to protect the public's health. The administrator may request the local health officer to make a determination as allowed by law. If the disease is reportable, the administrator will report the occurrence to the local health department.

When an administrator has reason to suspect that an employee has or has been exposed to any restrictable disease that requires exclusion, the administrator shall send the employee home. If the disease is reportable, the administrator will report the occurrence to the local health department.
3. An administrator shall exclude an employee if the administrator has been notified by a local public health administrator or local public health officer that the employee has had a substantial exposure to an individual with COVID-19 and exclusion is deemed necessary by same.
4. An employee will be excluded in such instances until such time as the employee presents a certificate from a physician, a physician assistant licensed under Oregon Revised Statute (ORS) 677.505-677.525, a nurse practitioner licensed under ORS 678.375-678.390, local health department nurse, or district nurse stating that the employee does not have or is not a carrier of any restrictable disease.

An administrator will exclude a susceptible employee that has been exposed to a restrictable disease that is also a reportable disease unless the local health officer determines that exclusion is not necessary to protect the public's health, or the local health officer states the disease is no longer communicable to others or that adequate precautions have been taken to minimize the risk of transmission. The administrator may request the local health officer to make a determination as allowed by law.
5. An administrator may allow attendance of an employee restricted for chickenpox, scabies, staphylococcal skin infections, streptococcal infections, diarrhea, or vomiting if the restriction has been removed by a district nurse or health care provider.
6. More stringent exclusion standards for employees from school or work may be adopted by the local health department or by the district through policy adopted by the Board.
7. The district's emergency plan shall address the district's plan with respect to a declared public health emergency at the local or state level.

## Reportable Diseases Notification

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<sup>3</sup> "Communicable stage of COVID-19" means having a positive presumptive or confirmed test of COVID-19.

1. All employees shall comply with all reporting measures adopted by the district and with all rules set forth by Oregon Health Authority, Public Health Division, and the local health department.
2. An administrator may seek confirmation and assistance from the local health officer to determine the appropriate district response when the administrator is notified that an employee or a student has been exposed to a restrictable disease that is also a reportable disease.
3. District staff with impaired immune responses, that are of childbearing age or some medically fragile condition, should consult with a medical provider for additional guidance<sup>4</sup>.
4. An administrator shall determine other persons who may be informed of an employee's communicable disease, or that of a student's when a legitimate educational interest exists or for health and safety reasons, in accordance with law.

~~An administrator shall determine other persons with a legitimate educational interest who may be informed of the communicable nature of an individual student's disease, or an employee's communicable disease, within guidelines allowed by law.~~

## Equipment and Training

1. The administrator or designee shall, on a case-by-case basis, determine what equipment and/or supplies are necessary in a particular classroom or other setting in order to prevent disease transmission.
2. The administrator or designee shall consult with the district's nurse or other appropriate health officials to provide special training in the methods of protection from disease transmission.
3. All district personnel will be instructed annually under the guidance of the district's SafeSchools Training program, Bloodborne Pathogen Exposure Prevention to use the proper precautions pertaining to blood and body fluid exposure per the Occupational Safety and Health Administration (OSHA).

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<sup>4</sup> Refer to *Communicable Disease Guidance* published by the Oregon Health Authority and the Oregon Department of Education.



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board

Prepared by: Erika Cook

Meeting Date: September 10, 2020

**NO ACTION REQUIRED**

Board Policy GBL—Personnel Records\*—Revised—First Reading

### Background

Senate Bill 155 (2019) updated statute affecting release of personnel records when requests are received.

This policy was last updated on 4/2/2012 and is required. Revisions sent from OSBA on 5/1/2020.

### Involvement

Staff members: Melissa Harder, Erika Cook and Jennifer Duvall.

### Cost Impact

None.

### Function

Review revisions.



# Corvallis

## SCHOOL DISTRICT

Code: GBL  
Adopted: 3/8/99  
Revised/Readopted: 11/7/05, 4/2/12

### Personnel Records\*

An official personnel file will be established for each person employed by the district. **Personnel files will be maintained in a central location.** ~~Such files will be maintained in a central location. All applications from unsuccessful applicants for employment shall be exempt from disclosure by reason of ORS 192.502(2) and (4).~~

All records containing employee medical condition information such as workers' compensation reports and release ~~or~~ permission to return to work forms will be kept confidential, in a separate file from personnel records. Such records will be released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

~~No files will be removed from their central location for personal inspection.~~

The superintendent will be responsible for establishing ~~regulations~~ **procedures** regarding the control, use, safety, and maintenance of all personnel records. Employees will be given a copy of evaluations, complaints, and written disciplinary actions ~~to be placed in their personnel file.~~ All charges resulting in disciplinary action shall be considered a permanent part of a teacher's personnel file and shall not be removed for any reason. Employees may submit a written response to any materials placed in their personnel file.

Except as provided below, or required by law, district employees' personnel records will be available for use and inspection only by the following:

1. The individual employee. An employee or designee may arrange with the human resources office to inspect the contents of his/her **their** personnel file on any day the human resources office is open for business;
2. Others designated ~~in writing by the employee~~ **by the employee in writing** may arrange to **inspect the contents of the employee's personnel file in the same manner described above;**
3. The comptroller or auditor, when such inspection is pertinent to carrying out his/her **their** respective duties, or as otherwise specifically authorized by the Board. Information so obtained will be kept confidential. **No files will be removed from their central location**

for personal inspection;

4. A Board member when specifically authorized by the Board action. Information will be kept confidential. No files will be removed from their central location for personal inspection;
5. The superintendent or designee and members of the central administrative staff designated by the superintendent;
6. District administrators and supervisors who currently or prospectively supervise the employee;
7. Employees of the human resources office as directed by the director of human resources;
8. Attorneys for the district or the district's designated representative on matters of district business; Courts and public agencies with the power of subpoena and attorneys for the district when relevant to the performance of their respective duties.
9. The disciplinary records<sup>1</sup> of a district employee convicted of a crime listed in ORS 342.143 are not exempt from disclosure under ORS 192.501 or 192.502 and may be released to any person upon request. Prior to the release of disciplinary records 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.

Records created pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);

10. Upon request from a law enforcement agency, the Oregon Department of Human Services, the Teacher Standards and Practices Commission, or the Oregon Department of Education, in conducting an investigation related to suspected abuse or suspected sexual conduct, to the extent allowable by state and federal law, including laws protecting a person from self-incrimination or the Teachers Standards and Practices Commission, a district shall provide the records of investigations of suspected child abuse by a district employee.

The superintendent may permit persons other than those specified above to use and to inspect employee personnel records when, in his/her their opinion, the person requesting access has a legitimate official purpose. The superintendent will determine in each case the appropriateness and extent of such access. Reimbursement for copies requested shall be borne by the party requesting copies.

Release of personnel records to parties other than those listed above, will be in line Board policy KBA - Public Records.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

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<sup>1</sup>Disciplinary records is defined as records related to a personnel discipline action or materials or documents supporting that action.



END OF POLICY

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**Legal References:**

~~ORS 192.502(2)(4)~~

[ORS 339.370](#) – 339.374

[ORS 339.388](#)

[ORS 342.143](#)

[ORS 342.850](#)

[ORS 652.750](#)

[OAR 581-022-2405](#)

OSEA v. Lake County Sch. District, 93 Or. App. 481 (1988).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213-112 (2018); 29 C.F.R. Part 1630 (2019~~06~~); 28 C.F.R. Part 35 (2019~~06~~).



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board

Prepared by: Erika Cook

Meeting Date: September 10, 2020

**NO ACTION REQUIRED**

Board Policy GBLA—Disclosure of Information—Revised—First Reading

### Background

Senate Bill 155 (2019) updated statute affecting release of personnel records when requests are received.

This policy was last updated on 1/9/2012 and is highly recommended. Revisions sent from OSBA on 5/1/2020.

### Involvement

Staff members: Melissa Harder, Erika Cook and Jennifer Duvall.

### Cost Impact

None.

### Function

Review revisions.



# Corvallis

## SCHOOL DISTRICT

Code: GBLA  
Adopted: 11/7/05  
Revised/Readopted: 1/9/12

### Disclosure of Information

Authorized district officials may disclose information about a former employee's job performance to a prospective employer. District officials are immune from civil liability for such disclosures under the following conditions:

1. The disclosure of information regarding the former employee's job performance is upon request of the prospective employer or the former employee. This disclosure is presumed to be in good faith. Presumption of good faith is rebutted by showing the information disclosed was:
  - a. Knowingly false;
  - b. Deliberately misleading;
  - c. Rendered with malicious purpose; or
  - d. Violated civil rights of the former employee protected under Oregon Revised Statute (ORS) 659 or ORS 659A.
2. Records created pursuant to ORS 339.388(8)(c) are confidential and are not public records as defined in ORS 192.311. The district may use the record as a basis for providing the information required to be disclosed about an employee under ORS 339.378(1);
3. The disclosure is a result of a request from law enforcement, Oregon Department of Human Services, Teacher Standards and Practices Commission, or the Oregon Department of Education in conducting an investigation related to suspected abuse or suspected sexual conduct to the extent allowable by state and federal law, including laws protecting a person from self-incrimination;
4. No later than 20 days after receiving a request under ORS 339.374(1)(b), the district, if it has or has had an employment relationship with the applicant shall disclose the information requested.
5. ~~2. The disclosure of the disciplinary records<sup>1</sup> of a district employee who has been convicted of a crime listed in ORS 342.143 are not exempt from disclosure under ORS 192.501 or ORS 192.502 and shall~~

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<sup>1</sup>Disciplinary records is defined as records related to a personnel discipline action or materials or documents supporting that action.

be released to any person upon request. Prior to the disclosure of a disciplinary record an education provider shall remove any personally identifiable information from the record that would disclose the identity of a child, a crime victim, or a school employee who is not the subject of the disciplinary record.

3. — The disclosure is the result of a request from a law enforcement agency, the Department of Human Services, or the Teachers Standards and Practices Commission regarding the records of investigations of suspected child abuse by a district employee.

Not later than 20 days after receiving a request under ORS 339.374, an education provider that has or has had an employment relationship with the applicant shall disclose the information requested and any disciplinary records that must be disclosed as provided by ORS 339.388(7).

END OF POLICY

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#### **Legal Reference(s):**

[ORS 30.178](#)  
[ORS 339.370 - 339.374](#)

[ORS 339.378](#)  
[ORS 339.388](#)

[ORS Chapter 659](#)  
[ORS Chapter 659A](#)

OR. ATTORNEY GENERAL'S PUBLIC RECORDS AND MEETINGS MANUAL.



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board

Prepared by: Erika Cook

Meeting Date: September 10, 2020

**NO ACTION REQUIRED**

[Board Policy GBN/JBA](#)—Sexual Harassment—Delete and New—First Reading  
[Administrative Regulation GBN/JBA-AR\(1\)](#)—Sexual Harassment Complaint Procedure—Delete and New—First Reading  
[Administrative Regulation GBN/JBA-AR\(2\)](#)—Federal Law (Title IX) Sexual Harassment Complaint Procedure—New—First Reading  
[Board Policy JBA/GBN](#)—Sexual Harassment—Delete and New—First Reading  
[Administrative Regulation JBA/GBN-AR\(1\)](#)—Sexual Harassment Complaint Procedure—Delete and New—First Reading  
[Administrative Regulation JBA/GBN-AR\(2\)](#)—Federal Law (Title IX) Sexual Harassment Complaint Procedure—New—First Reading

### Background

The updates issued for policy and administrative regulations for sexual harassment result from release of revised Federal regulations for Title IX protections, and the release of updates to Oregon Administrative Rules revised to reflect new Oregon statute adopted in the 2019 Legislative session amending Oregon's sexual harassment definition and its policy and procedures requirements. Members will need to consider the urgency of adoption of these new recommended revisions to update procedures for complaints and investigations of sexual harassment reports or complaints for the coming school year. In compliance with these new recommended policy and administrative regulations, members need to consider which definition of sexual harassment a reported incident or complaint may align with and follow recommended procedure, and whether the reported incident or complaint may need to be investigated and processed under both State and Federal law established procedures.

As stated previously, all recommended revisions are effective for the coming school year, and specifically, the revised Title IX regulations become effective August 14, 2020. The timeline for new policy and procedures identified above should be considered urgent. Members should consider language in current board policy BFC - Adoption and Revision of Policies.

These policies were last updated on 2/7/2019, the administrative regulations were last updated on 1/10/2019. Policies and administrative regulations are required. Revisions to delete and replace were sent from OSBA on 7/1/2020.

Involvement

District staff: Melissa Harder, Erika Cook and Jennifer Duvall.

Cost Impact

None.

Function

Reading of revisions.



# Corvallis

## SCHOOL DISTRICT

Code: GBN/JBA  
Adopted: 6/28/99  
Revised/Readopted: 11/4/02, 5/7/12, 10/13/14, 2/7/19

### **Sexual Harassment**

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff members, or third parties who are on or immediately adjacent to school grounds, at any district-sponsored activity, on any district-provided transportation or at any official district bus stop, by other students, staff members, Board members or third parties. "Third parties" include, but are not limited to, 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. "District" includes: district facilities, district premises and nondistrict property if the student or staff member is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, where students are under the jurisdiction of the district; or where the staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students and staff members or third parties shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for decisions affecting a student or employment or assignment of staff members;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with a staff member's ability to perform job responsibilities; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or

staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students, staff members or third parties.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying, or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any students, staff members or third parties who have knowledge of conduct in violation of this policy or feels they are a victim of sexual harassment must immediately report their concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. Students may also report concerns to a teacher, counselor or district nurse, who will promptly notify the appropriate district official.

Upon receipt of a complaint by a student, student's parents, a staff member or a third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(4) to the complainant.

The student and/or student's parents, the staff member or the third party who initiated the complaint shall be notified that the investigation has been concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal confidentiality laws.

The initiation of a complaint in good faith about behavior that may violate this policy may not adversely affect the educational assignments or educational environment of a student complainant, any terms or conditions of employment or work environment of the staff member complainant or any terms or conditions of employment or of work or educational environment of a third party complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.



Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff members and students; and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available upon request to all students, parents of students, staff members and third parties, posted on the district's website and published in student/parent and staff handbooks. The district's policy shall be posted on a sign in all schools. Posted signs shall be at least 8-1/2 inches by 11 inches in size.

The superintendent will establish a process of reporting incidents of sexual harassment.

END OF POLICY

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**Legal References:**

[ORS 243.706](#)

[ORS 342.700](#)

[ORS 342.704](#)

[ORS 342.708](#)

[ORS 342.850](#)

[ORS 342.865](#)

[ORS 659.850](#)

[ORS 659A.006](#)

[ORS 659A.029](#)

[ORS 659A.030](#)

[OAR 581-021-0038](#)

[OAR 584-020-0040](#)

[OAR 584-020-0041](#)

HB 4150 (2018)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2012).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012);

Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2017).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).



# Corvallis

## SCHOOL DISTRICT

Code: GBN/JBA  
Adopted: 6/28/99  
Revised/Readopted: 11/4/02, 5/7/12, 10/13/14, 2/7/19

### Sexual Harassment

The district is committed to addressing sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

#### General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures. Other complaint procedures may include: Nondiscrimination (Board policy AC), Workplace Harassment (Board policy GBEA), Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence and Domestic Violence - Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy GBNA/JHFF).

#### OREGON DEFINITION AND PROCEDURES

##### Oregon Definition

Sexual harassment of students, staff members or third parties<sup>1</sup> shall include:

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<sup>1</sup> “Third party” means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) At a school-sponsored activity or program; or 3) Off

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:
  - a. Interferes with a student's educational activity or program;
  - b. Interferes with a school or district staff member's ability to perform their job; or
  - c. Creates an intimidating, offensive or hostile environment.
3. Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's action, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

## **Oregon Procedures**

Reports and complaints of sexual harassment should be made to the following individual(s):

Name: Jennifer Duvall

Position: Human Resources Director and Title IX Coordinator

Phone: 541-757-5840

Email: [jennifer.duvall@corvallis.k12.or.us](mailto:jennifer.duvall@corvallis.k12.or.us)

This/These individual(s) is/are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is also designated as the Title IX Coordinator. *See* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

## **Response**

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;

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school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

2. Staff member is protected and to promote a nonhostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to immediately report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

### **Investigation**

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment. <sup>{2}</sup>

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;

<sup>{2}</sup> OSBA strongly recommends that the Board receive input from district administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined by a reasonable person to be..." 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.

2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervision, including law enforcement if necessary, at district events.

### **No Retaliation**

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

## Notice

When a person<sup>3</sup> who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include<sup>4</sup>:

1. Name and contact information for all person designated by the district to receive complaints;
2. The rights of the person that the notification is going to;
3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines.
4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;
5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;
6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:
  - a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
  - b. For the reported persons, information about and contact information for state and community-based mental health services.
8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or

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<sup>3</sup> Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

<sup>4</sup> Remember confidentiality laws when providing any information.

investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

**9. Prohibition of retaliation.**

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

**Oregon Department of Education (ODE) Support**

The ODE will provide technical assistance and training upon request.

**FEDERAL DEFINITION AND PROCEDURES**

**Federal Definition**

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity<sup>5</sup>;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic Violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim

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<sup>5</sup> "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

## **Federal Procedures**

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

## **Reporting**

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. The report can be made at any time.

Jennifer Duvall, Human Resources Director is designated as the Title IX Coordinator and can be contacted at 541-757-5840. The Title IX Coordinator will coordinate the district's efforts to comply with its responsibilities related to this AR. The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook.

## **Response**

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.<sup>6</sup> The district shall treat complainants and respondents equitably by providing supportive measures<sup>7</sup> to the complainant and by following a grievance procedure<sup>8</sup> prior to imposing any

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<sup>6</sup> (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

<sup>7</sup> (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.<sup>7</sup> The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

<sup>8</sup> This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying



disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.<sup>9</sup>

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.<sup>10</sup> The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

### **Notice**

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator or the Assistant Secretary<sup>11</sup>, or both.

### **No Retaliation**

Neither the district or any person may retaliate<sup>12</sup> against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

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administrative regulation, *see* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

<sup>9</sup> The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

<sup>10</sup> The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

<sup>11</sup> Of the United States Department of Education.

<sup>12</sup> Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

### **Publication**

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX Coordinator shall be prominently published in the district student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

END OF POLICY

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### **Legal Reference(s):**

[ORS 243.706](#)  
[ORS 332.107](#)  
[ORS 342.700](#)  
[ORS 342.704](#)  
[ORS 342.708](#)

[ORS 342.850](#)  
[ORS 342.865](#)  
[ORS 659.850](#)  
[ORS 659A.006](#)  
[ORS 659A.029](#)

[ORS 659A.030](#)  
[OAR 581-021-0038](#)  
[OAR 584-020-0040](#)  
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018);

Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).



# Corvallis

## SCHOOL DISTRICT

Code: GBN/JBA-AR  
Adopted: 6/28/99  
Revised/Readopted: 11/4/02, 4/2/12, 3/10/14, 1/10/19

### **Sexual Harassment Complaint Procedures**

Principals, the compliance officer and the superintendent have responsibility for complaints and investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Step 1. Any sexual harassment information (i.e., complaints, rumors, etc.) shall be presented to the principal, compliance officer, or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates.

The district official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes:

1. Their rights;
2. Information about the internal complaint processes available through the school or district that the complainant may pursue;
3. Notice that civil and criminal remedies that are not provided by the school or district may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainant through the school or district including any counseling services, nursing services or peer advising;
5. Information about the privacy rights of the complainant and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district; and
6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment.

This written notification must:

1. Be written in plain language that is easy to understand;
2. Use print that is of the color, size and font that allow the notification to be easily read; and
3. Include that this information is made available to students, students' parents, staff members and members of the public on the school or district website.

Step 2. The district official receiving the information or complaint shall promptly initiate an investigation. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within 10 working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The official conducting the investigation shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter provided in step 1 and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the sexual harassment 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, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 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 within 10 working days.

Step 4. If the complainant is not satisfied with the decision at step 3, the complainant may submit a written appeal to the Board. Such appeal must be filed with the Board within 10 working days after receipt of the step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Complaints against the principal may start at step 3 and may be filed with the superintendent. The superintendent will cause the notice requirements identified in step 1 to be completed. The superintendent will investigate the complaint and will notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may appeal to the Board in step 4.

Complaints against the superintendent may start at step 4 and should be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board chair shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.



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 sexual 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 \_\_\_\_\_



**Corvallis**  
SCHOOL DISTRICT

**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  
1555 SW 35<sup>th</sup> Street – Corvallis OR – 97333  
Phone – 541-757-5911



# Corvallis

## SCHOOL DISTRICT

Code: GBN/JBA-AR(1)  
Adopted: 6/28/99  
Revised/Readopted: 11/4/02, 4/2/12, 3/10/14, 1/10/19

### **Sexual Harassment Complaint Procedures**

Reports and complaints of sexual harassment should be made to the following individual(s):

Name: Jennifer Duvall  
Position: Human Resources Director and Title IX Coordinator  
Phone: 541-757-5840  
Email: [jennifer.duvall@corvallis.k12.or.us](mailto:jennifer.duvall@corvallis.k12.or.us)

The district official receiving the complaint shall issue the required written notice as outlined under Oregon Procedures in Board policy GBN/JBA - Sexual Harassment.

**Step 1** The district official receiving the report or complaint shall promptly initiate an investigation using procedures and standards, including but not limited to, those identified in Board policy GBN/JBA - Sexual Harassment and will notify the complainant or reporting person, any impacted person who is not a reporting person (if appropriate), each reported person, and where applicable the parents of a reporting person, impacted person, or reported person, when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within 5 working days after receipt of the report or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation shall be reduced to writing. The official conducting the investigation shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law within 30 days of receipt of the report or complaint.

A copy of the required written notice(s) and the date and details of notification of the notice of investigation and results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

**Step 2** If a complainant is not satisfied with the decision at Step 1, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 1 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties



as deemed necessary to discuss the appeal within 5 working days of receipt of the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

**Step 3** If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Board will review the decision of the superintendent or designee in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's or designee's decision. All parties involved, including the school administration, may be asked to attend a hearing for the purposes of making further explanations and clarifying the issues. The Board shall provide a written decision to the complainant within 30 working days following receipt of the appeal.

If the Board chooses not to hear the complaint, the superintendent's or designee's decision in Step 2 is final<sup>1</sup>.

The superintendent is authorized to amend these procedures (including timelines) when the superintendent feels it is necessary for the efficient handling of the complaint. Notice of any amendments will be promptly provided to the parties.

Complaints against the principal may start at Step 2 and may be filed with the superintendent or designee. The superintendent or designee will cause the required notices to be provided. The superintendent or designee will investigate the complaint and will notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent or designee, the complainant may appeal to the Board in Step 3.

Complaints against the superintendent or a Board member (other than the Board chair) may start at Step 3 and should be referred to the Board chair on behalf of the Board. The Board chair will cause required notices to be provided. The Board chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Complaints against the Board chair may start at Step 3 and should be referred to the Board vice chair on behalf of the Board. The Board vice chair will cause required notices to be provided. The Board vice chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is

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<sup>1</sup> If the Board chooses to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).

warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board vice chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint or report may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints or reports and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.



**Corvallis**  
SCHOOL DISTRICT

Corvallis School District  
1555 SW 35<sup>th</sup> Street – Corvallis OR – 97333  
Phone – 541-757-5911

### **SEXUAL 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 sexual harassment, i.e., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Corvallis School District does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in its programs and activities, and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding discrimination: Jennifer Duvall, Human Resources Director and Title IX coordinator, [jennifer.duvall@corvallis.k12.or.us](mailto:jennifer.duvall@corvallis.k12.or.us)

541-757-5840 | 1555 SW 35<sup>th</sup> Street, Corvallis, OR 97333



**Corvallis**  
SCHOOL DISTRICT

Corvallis School District  
1555 SW 35<sup>th</sup> Street – Corvallis OR – 97333  
Phone – 541-757-5911

**WITNESS DISCLOSURE FORM**

Name of Witness: \_\_\_\_\_

Position of Witness: \_\_\_\_\_

Date of Testimony/Interview: \_\_\_\_\_

Description of Instance Witnessed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any Other Information: \_\_\_\_\_

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\_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Corvallis School District does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in its programs and activities, and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding discrimination: Jennifer Duvall, Human Resources Director and Title IX coordinator, [jennifer.duvall@corvallis.k12.or.us](mailto:jennifer.duvall@corvallis.k12.or.us)  
541-757-5840 | 1555 SW 35<sup>th</sup> Street, Corvallis, OR 97333



# Corvallis SCHOOL DISTRICT

Code: GBN/JBA-AR(2)  
Adopted:  
Revised/Readopted:

## **Federal Law (Title IX) Sexual Harassment Complaint Procedure**

### **Additional Definitions**

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the district’s Title IX Coordinator or any official of the district who has authority to institute corrective measures on behalf of the district, or to any employee of an elementary or secondary school.<sup>1</sup>

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent<sup>2</sup> and requesting that the district investigate the allegation of sexual harassment.<sup>3</sup>

“Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district’s educational environment, or deter sexual harassment.<sup>4</sup> The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures.

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<sup>1</sup> This standard is not met when the only official with knowledge is the respondent.

<sup>2</sup> “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

<sup>3</sup> A complainant must be participating in or attempting to participate in the education program or activity of the district with which the formal complaint is filed.

<sup>4</sup> Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

## **Formal Complaint Procedures**

Upon receipt of a formal complaint, the district will provide the parties<sup>5</sup> written notice of the following:

1. Notice of the district's grievance process, including any informal resolution process.
2. Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details<sup>6</sup> known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility be made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. The parties may inspect and review evidence.
6. A reference to any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The Title IX Coordinator will contact the complainant and the respondent to discuss supportive measures. If necessary, the Title IX Coordinator will arrange for an individualized safety and risk analysis. If necessary, a student or non-student employee may be removed or placed on leave.

## **Investigation**

The Title IX Coordinator will coordinate the district's investigation. The investigation must:

1. Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence.
2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties.<sup>7</sup>
3. Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

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<sup>5</sup> Parties include the complainant and the respondent, if known.

<sup>6</sup> Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.

<sup>7</sup> The district cannot access, consider, disclose, or otherwise use a party's records that are made of maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's capacity, and which are maintained in connection with the provision of treatment to the party, unless the district obtains the party's (or eligible student's parent's) voluntary, written consent to do so.

5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.<sup>8</sup> The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint.<sup>9</sup> Prior to completion of the investigative report, the district must send to each party and party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report;
8. Create an investigative report that fairly summarizes relevant evidence and is sent to each party and party's advisor in electronic format or hard copy at least 10 days prior to any hearing (if required or provided) or other time of determination of responsibility. The party and advisor will be allowed to review and provide a written response.

After the district has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision maker(s) must afford each party the opportunity to submit written, relevant questions<sup>10</sup> that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Credibility determinations are not based on the person's status as a complainant, respondent or witness.

No person designated as a Title IX Coordinator, investigator, decision-maker, or any person designated by the district to facilitate an informal resolution process may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

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<sup>8</sup> In addition to an advisor, complainants and respondents may also be entitled to other accompaniment as required by law or as necessary for conducting of grievance procedures, including but not limited to translators, services for students with disabilities and parents of minor students.

<sup>9</sup> This includes the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the investigation. The district must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

<sup>10</sup> Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the question and evidence concern specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent.

If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the notice previously provided, the district must provide notice of the additional allegations to the parties whose identities are known.

At no point in the process will the district, or anyone participating on behalf of the district, require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

### **Determination of Responsibility**

The respondent must be deemed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

The standard to be used for formal complaints in determining whether a violation has occurred is the preponderance of the evidence<sup>11</sup> standard.

The person deciding the question of responsibility (the “decision-maker”) must be someone other than the Title IX Coordinator or the investigator(s). The decision-maker must issue a written determination which must include:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the district’s code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
  - a. A determination regarding responsibility;
  - b. Any disciplinary sanctions the district imposes on the respondent; and
  - c. Whether remedies designed to restore or preserve equal access to the district’s education program or activity will be provided by the district to the complainant; and
6. The district’s procedures and permissible bases for the complainant and respondent to appeal.

The district must provide the written determination to the parties simultaneously.

The determination regarding responsibility becomes final either on the date that the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

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<sup>11</sup> A preponderance of the evidence standard is understood to mean concluding that a fact is more likely than not to be true. U.S. Department of Education, Title IX Regulations commentary, p. 1268, FN 1409.



## **Remedies**

The Title IX Coordinator is responsible for effective implementation of any remedies.

The disciplinary sanctions<sup>12</sup> may include:

1. Discipline up to and including suspension and expulsion;
2. Removal from various activities, committees, extra-curricular, positions, etc.;
3. Disqualification for awards and honors;
4. Discipline up to and including termination, in accordance with laws, agreements, contracts, handbooks, etc.;<sup>13</sup>

Other remedies may include:

5. Educational programming.

## **Dismissal of a Formal Complaint**

The district must dismiss a formal complaint with regard to Title IX sexual harassment if the alleged conduct:

1. Would not constitute sexual harassment, even if proved;
2. Did not occur in the district's education program or activity<sup>14</sup>; or
3. Did not occur against a person in the United States.

The district may dismiss a formal complaint with regard to Title IX sexual harassment if at any time during the investigation or hearing, if provided:

1. A complainant notifies the Title IX Coordinator in writing that the complaint would like to withdraw the formal complaint or any allegations therein;
2. The respondent is no longer enrolled or employed by the district; or
3. Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a formal complaint, the district must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

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<sup>12</sup> Districts should review any other disciplinary procedures and requirements prior to imposing any discipline, and should contact legal counsel with questions.

<sup>13</sup> It is important to keep supportive measures separate from disciplinary sanctions. Supportive measures must be "non-disciplinary" and "non-punitive."

<sup>14</sup> Includes locations, events, or circumstances over which the district exercised substantial control over both the respondent the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution. (Title 34 C.F.R. §106.44(a))

**The dismissal of a formal complaint under Title IX does not preclude the district from continuing any investigation and taking action under a different process. The district may have an obligation to continue an investigation and process under a different process.**

### **Consolidation of Complaints**

The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by one or more complainant against one or more respondents, or by one party against another party, where the allegations of sexual harassment arise out of the same facts or circumstances.

### **Informal Resolution**

If the district receives a formal complaint, at any time prior to reaching a determination regarding responsibility, the district may offer an optional informal resolution process, provided that the district:

1. Provides written notice to the parties disclosing:
  - a. The allegations;
  - b. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
  - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtains the parties' voluntary written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

### **Appeals**

Either party may file an appeal from a determination regarding responsibility or from a dismissal of a formal complaint, within 15 days of the decision, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

When an appeal is filed, the district must:

1. Notify the other party in writing;

2. Implement appeal procedures equally for both parties;
3. Ensure the decision-maker(s) for the appeal is not the same person as the decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
4. Ensure the decision-maker for the appeal is free from conflicts of interest and bias;
5. Give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and
7. Provide the written decision simultaneously to both parties.

### **Timelines**

The district will complete the following portions of the grievance process within the specified timelines:

1. General grievance process (from receipt of formal complaint to determination of responsibility: 90 days;
2. Appeals (from receipt of appeal): 60 days;
3. Informal resolution process: 60 days.

Temporary delays of the grievance process, or limited extensions of time will be allowed for good cause<sup>15</sup> with written notice to the parties.

### **Records**

Records will be created and maintained in accordance with the requirements in Title 34 C.F.R. §106.45(a)(10).<sup>16</sup>

### **Training**

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process must receive training on the definition of sexual harassment, the scope of the district's education program or activity, how to conduct an investigation and grievance process

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<sup>15</sup> Good cause may include considerations such as the absence of a party, a party's advisor or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. (Title 34 C.F.R. § 106.45(b)(1)(v))

<sup>16</sup> This includes creating a record for each investigation. This record must include:

- Supportive measures, or reasons why the response was not clearly unreasonable under the circumstances;
- Basis for the conclusion that the district's response was not deliberately indifferent; and
- What measures were taken to restore or preserve equal access to the district's educational program or activity. (Title 34 C.F.R. § 106.45(a)(10)(ii))

Most records (including training) must be retained for at least seven years.

including hearings, appeals, and information resolution processes. The training must also include avoiding prejudgment of the facts at issue, conflicts of interest and bias.

Decision-makers must receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions about evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, must promote impartial investigations and adjudications of formal complaints of sexual harassment and must be made publicly available on the district's website.



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board

Prepared by: Erika Cook

Meeting Date: September 10, 2020

**NO ACTION REQUIRED**

Board Policy IGBAH-AR—Special Education – Evaluation and Eligibility Procedures\*\*—  
Revised—First Reading

### Background

At its March 2020 meeting the Oregon State Board of Education adopted revisions to Oregon Administrative Rule (OAR) 581-015-2115 resulting from passage of Senate Bills 13 and 16 (2019).

The administrative regulation IGBAH is required. Edits provided by OSBA 5/01/2020. Last adoption by CSD 2/11/2008.

### Involvement

Staff members: Melissa Harder, Erika Cook and Sabrina Alexander.

### Cost Impact

None.

### Function

Review of revisions.



# Corvallis

## SCHOOL DISTRICT

Code: IGBAH-AR  
Adopted: 9/10/01  
Revised/Readopted: 3/13/06, 2/11/08

### **Special Education – Evaluation and Eligibility Procedures\*\***

#### 1. Request for Initial Evaluation

- a. Consistent with its child find and parent consent obligations, the district responds promptly to requests initiated by a parent or public agency for an initial evaluation to determine if a child is a child with a disability.
- b. Upon receiving a request from a parent or public agency for an initial evaluation, the district designates a team to determine whether an initial evaluation will be conducted.
  - (1) The district team includes the parent and at least two professionals, at least one of whom is a specialist knowledgeable and experienced in the evaluation and education of children with disabilities.
    - (a) The team may make the decision to evaluate with or without a meeting.
    - (b) The district documents team members' input, including parents, whether or not the district convenes a meeting.
- c. If a meeting is held, the district invites parents to participate.
- d. If the district agency refuses an evaluation requested by the parent, the district provides the parent with prior written notice of its refusal to conduct an evaluation.
- e. The district acknowledges the parent's rights to challenge its refusal to conduct an evaluation.

#### 2. The initial evaluation consists of procedures:

- a. To determine if the child has a disability; and
- b. To identify the child's educational needs.

#### 3. The district conducts the initial evaluation within 60 school days of receiving parental consent for evaluation unless:

- a. The district and the parents agree in writing to extend the timeline for an evaluation to determine eligibility for specific learning disabilities;
- b. The child moves from another district during the evaluation, the district is making sufficient progress to ensure a prompt completion of the evaluation, and the parent and the district agree in writing to a specific time when the evaluation will be completed; **or**
- c. The parent repeatedly fails or refuses to produce the child for evaluation.

#### 4. Re-evaluation

- a. The district conducts re-evaluations:
  - (1) When the educational or related services needs, including improved academic achievement and functional performance of the child, warrant an evaluation;
  - (2) When the child's parents or teacher request a re-evaluation; and
  - (3) At least every three years, unless that parent and the district agree that a re-evaluation is unnecessary.
- b. The district does not conduct re-evaluation more than once a year, unless the parent and district agree otherwise.

#### 5. Evaluation Planning

- a. As part of an initial evaluation (if appropriate) and as part of any re-evaluation, the child's individualized education program (IEP) or individualized family service plan (IFSP) team, including the parents and other qualified professionals as appropriate, must review existing information on the child, including: ~~The district, or designated referral and evaluation agency for preschool children, ensures that, as part of an initial evaluation (if appropriate), the child's IEP or IFSP team, including the parents and other qualified professionals, as appropriate, review and document their review of existing evaluation data on the child including:~~
  - (1) Evaluations and information provided by the child's parents;
  - (2) Current classroom-based, local or state assessments and classroom-based observations; ~~and~~
  - (3) Observations by teachers and related service providers; **and**
  - (4) **Medical, sensory, and health information.**
- b. On the basis of that review and input from the child's parents, identify what additional data if any is needed to determine:
  - (1) Whether the child has a disability;
  - (2) The child's present levels of academic achievement and related development needs;

- (3) Whether the child needs, or continues to need, early intervention/early childhood special education (EI/ECSE) or special education and related services; and
- (4) For re-evaluation, whether the child needs any additions or modifications to the special education and related services or, for a preschool child, any additions or modification to ECSE services:
  - (a) To enable the child to meet the measurable annual goals in the child's IEP or IFSP; and
  - (b) To participate, as appropriate, in the general education curriculum or, for preschool children, appropriate activities.

## 6. Evaluation Procedures

- a. The district assesses the child in all areas related to the suspected disability, including, if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.
- b. The evaluation is sufficiently comprehensive to identify all of the child's special education and related needs, whether or not commonly linked to the disability category in which the child has been classified.
- c. The evaluation includes information provided by the parent and a variety of assessment tools and strategies to gather relevant functional, developmental and academic information about the child that assist in determining:
  - (1) Whether the child has a disability; and
  - (2) The content of the child's IEP, including information related to enabling the child to be involved in and progress in the general education curriculum (or for a preschool child, to participate in appropriate activities).
- d. The district ensures that assessments and other evaluation materials, including those tailored to assess specific areas of educational need, used to assess a child:
  - (1) Are selected and administered so as not to be discriminatory on a racial or cultural basis;
  - (2) Are provided and administered in the child's native language or other mode of communication and in the form most likely to yield accurate information on what the child knows and can do academically, developmentally and functionally, unless it is clearly not feasible to do so;
  - (3) Are used for the purposes for which the assessments or measures are valid and reliable;
  - (4) Are administered by trained and knowledgeable personnel; and
  - (5) Are administered in accordance with any instructions provided by the producer of the assessments.



- e. The district selects and administers assessments to ensure that if an assessment is administered to a child with impaired sensory, manual or speaking skills, the assessment results accurately reflect the child's aptitude or achievement level or whatever other factors the test purports to measure, rather than reflecting the child's impaired sensory, manual or speaking skills (unless those skills are the factors that the test purports to measure).
  - f. The district uses technically sound instruments that may assess the relative contribution of cognitive factors and behavioral factors in addition to physical or developmental factors.
  - g. The district does not use any single measure of assessment as the sole criterion for determining whether a child is a child with a disability and for determining an appropriate educational program for the child.
7. Requirements if Additional Evaluation Data is not Needed to Determine Eligibility
- a. If the child's IEP or IFSP team determines that no additional data is needed whether the child is or continues to be a child with a disability, and to determine the child's educational and developmental needs, the district provides prior written notice of that decision, the reasons for it, and the right of parents to request an assessment.
  - b. When the IEP or IFSP team determines that no additional data is needed to determine eligibility, the district does not conduct an assessment of the child unless requested to do so by the parents.
8. Evaluation Procedures for Transfer Students
- When a child with disabilities transfers from one district to another district in the same school year, the district coordinates with the previous district to complete any pending assessment as quickly as possible.
9. Eligibility Determination
- a. Once evaluation is completed, the district designates an eligibility team to determine whether the child is eligible for special education services.
  - b. This team includes:
    - (1) Two or more professionals, one of whom will be knowledgeable and experienced in evaluating and teaching students with the suspected disability; and
    - (2) The student's parent(s).
  - c. For consideration of eligibility in the area of specific learning disabilities, the district eligibility team includes:
    - (1) A group of qualified professionals and the parent;

- (2) The child's regular classroom teacher or, if the child does not have a regular classroom teacher, a regular classroom teacher qualified to teach a child of ~~his or her~~ **their** age, or for a child of less than school age, a preschool teacher; and
  - (3) A person qualified to conduct individual diagnostic examinations of children, such as a school psychologist, speech-language pathologist or other qualified professional.
- d. In interpreting evaluation data, each district team carefully considers and documents information from a variety of sources, including but not limited to, aptitude and achievement tests, teacher recommendations, physical condition, social or cultural background and adaptive behavior and all required elements of the evaluation.
- e. Each eligibility team prepares a written eligibility statement that includes:
  - (1) Identification of the evaluation data considered in determining the child's eligibility, including the required evaluation components for the disability under consideration;
  - (2) A determination of whether the child meets the minimum evaluation criteria for one or more of the disability categories in Oregon Administrative Rule;
  - (3) A determination of whether the primary basis for the suspected disability is:
    - (a) A lack of appropriate instruction in reading (including the essential components of reading) or math; or
    - (b) Limited English proficiency.
  - (4) A determination of whether the child's disability has an adverse impact on the child's educational performance;
  - (5) A determination of whether, as a result of the disability, the child needs special education services;
  - (6) The signature of every team member and an indication of whether each agrees with the eligibility determination;
  - (7) For a child suspected of having a specific learning disability, the team's written report includes additional specific documentation as required by Oregon Administrative Rule.
- f. The team does not find a child eligible as a child with a disability if the determinant factor for that eligibility decision is:
  - (1) Lack of appropriate instruction in reading, including the essential components of reading instruction or lack of appropriate instruction in math; or
  - (2) Limited English proficiency; and

- (3) The child does not otherwise meet the eligibility criteria found in Oregon Administrative Rule for the category(ies) of disability under consideration.
- g. The team finds a child eligible if the child has a disability and needs special education and related services, even though the child is advancing from grade to grade.
- h. A child may have disabilities to more than one disability category, but the team needs to find the child eligible under only one category. However, the district evaluates the child in all areas related to the suspected disability or disabilities, and the child's IEP addresses all of the child's special education needs.



# Corvallis

## SCHOOL DISTRICT

Code: IKFB  
Adopted: 8/30/99  
Revised/Readopted: 2/7/00, 4/5/10, 5/4/15

### Graduation Exercises

~~Because~~ The Board believes that completion of the requirements for a diploma, a modified diploma, an extended diploma, or an alternative certificate from the public schools is an achievement that improves the community as well as the individual. The Board wishes to recognize this achievement in a publicly celebrated graduation exercise.

Accordingly, appropriate graduation dates and programs may be planned by the high schools.

Presenters may be permitted to speak as part of the district's planned graduation program. All speeches will be reviewed and approved in advance by the building administrator or designee.

All students in good standing who have successfully completed the requirements for a high school diploma, qualifies to receive or receives a modified diploma, an extended diploma, or an alternative certificate ~~(as defined in policy IKF)~~ may participate in graduation exercises.

~~Students earning a high school diploma or modified diploma must meet career learning requirements and essential skills requirements to participate in the graduation ceremony. Students working toward a standard high school diploma may participate in graduation ceremonies based upon the criteria outlined below, if they have completed a plan for completing the remaining credit and essential skills by September 1 of the following school year. Principals may recommend exceptions for extenuating circumstances through an appeal made to the superintendent. Decisions regarding exceptions made by the superintendent will be final.~~

In good standing means the student has not been suspended, expelled, or otherwise excluded from school programs at the time of the ceremony.

|                              | 2014-15                                                                                                                                                                 | 2015-16    | 2016-17    | 2017-18              |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|----------------------|
| Credit Requirement           | 23 of 24                                                                                                                                                                | 23.5 of 24 | 23.5 of 24 | All credits          |
| Essential Skills Requirement | <del>Students must make satisfactory progress toward passing all essential skills and participate (92% attendance) in all assigned interventions. (Plan required)</del> |            |            | All essential skills |

END OF POLICY

Legal Reference(s):

Graduation Exercises - IKFB

[~~ORS 329.035~~](#)  
[ORS 329.451](#)  
[~~ORS 329.465~~](#)  
[ORS 332.105](#)  
[ORS 332.107](#)

[ORS 332.114](#)  
[ORS 339.115](#)  
[ORS 339.505](#)  
[ORS 343.295](#)  
[OAR 581-021-0071](#)

[OAR 581-022-1130](#) 2000  
[OAR 581-022-2015](#)  
[OAR 581-022-2010](#)  
[OAR 581-022-2020](#)  
[OAR 581-022-1350](#) 2505

31 OR. ATTY. GEN. OP. 428 (1964)

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (~~2006~~ 2017);  
Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal  
Financial Assistance, 34 C.F.R. Part 106 (~~2006~~ 2017).

Kay v. David Douglas Sch. Dist. No. 40 (1987); *cert. den.*, 484 U.S. 1032 (1988).

Doe v. Madison Sch. Dist. No. 321, 177 F.3d 789 (9th Cir. 1999).

Lee v. Weisman, 505 U.S. 577 (1992).

Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988).



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board

Prepared by: Erika Cook

Meeting Date: September 10, 2020

**NO ACTION REQUIRED**

### Board Policy IKFB—Graduation Exercises—Revised—First Reading

#### Background

House Bill (HB) 3267, passed by the 2017 Oregon Legislature, directs districts and public charter schools to give a waiver for any graduation requirements above the state's requirements, if the student at anytime from grade 9 to 12 is, or was a foster child, homeless, a runaway, a child in a military family, a child of a migrant worker or enrolled in the Youth Corrections Education Program or the Juvenile Detention Education Program.

Senate Bill 20, also passed by the 2017 Legislature, adds that a student may also have the option to participate in a high school graduation ceremony with the student's class, if the student "qualifies to receive" a modified diploma, an extended diploma or an alternative certificate, in addition to the previous allowance for a student to participate who "receives" the same. Lastly, HB 2220 removes certain exceptions for a person, who served in the U.S. Armed Forces and was discharged or released under honorable conditions, to receive a high school diploma upon request, subject to state law. The effective date for these amendments is July 1, 2017.

This policy is optional. Edits provided by OSBA 9/28/2017. Last adoption by CSD 5/04/2015.

#### Involvement

Staff members: Melissa Harder, Erika Cook, and Nikki McFarland.

#### Cost Impact

None.

#### Function

Review of revisions.



# Corvallis

## SCHOOL DISTRICT

Code: JBA/GBN  
Adopted: 6/28/99  
Revised/Readopted: 11/4/02, 5/7/12, 10/13/14, 2/7/19

### **Sexual Harassment**

The Board is committed to the elimination of sexual harassment in district schools and activities. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment of students, staff members, or third parties who are on or immediately adjacent to school grounds, at any district-sponsored activity, on any district-provided transportation or at any official district bus stop, by other students, staff members, Board members or third parties. "Third parties" include, but are not limited to, 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. "District" includes: district facilities, district premises and nondistrict property if the student or staff member is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events, where students are under the jurisdiction of the district; or where the staff member is engaged in district business. The prohibition also includes off duty conduct which is incompatible with district job responsibilities.

Sexual harassment of students and staff members or third parties shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits;
2. Submission to or rejection of the conduct or communication is used as the basis for decisions affecting a student or employment or assignment of staff members;
3. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance or with a staff member's ability to perform job responsibilities; or creates an intimidating, offensive or hostile educational or working environment. Relevant factors to be considered will include, but not be limited to, did the individual view the environment as hostile; was it reasonable to view the environment as hostile; the nature of the conduct; how often the conduct occurred and how long it continued; age and sex of the complainant; whether the alleged harasser was in a position of power over the student or

staff member subjected to the harassment; number of individuals involved; age of the alleged harasser; where the harassment occurred; and other incidents of sexual harassment at the school involving the same or other students, staff members or third parties.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying, or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints about behavior that may violate this policy shall be promptly investigated. Any students, staff members or third parties who have knowledge of conduct in violation of this policy or feels they are a victim of sexual harassment must immediately report their concerns to the principal, compliance officer or superintendent, who has overall responsibility for all investigations. Students may also report concerns to a teacher, counselor or district nurse, who will promptly notify the appropriate district official.

Upon receipt of a complaint by a student, student's parents, a staff member or a third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(4) to the complainant.

The student and/or student's parents, the staff member or the third party who initiated the complaint shall be notified that the investigation has been concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal confidentiality laws.

The initiation of a complaint in good faith about behavior that may violate this policy may not adversely affect the educational assignments or educational environment of a student complainant, any terms or conditions of employment or work environment of the staff member complainant or any terms or conditions of employment or of work or educational environment of a third party complainant. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate. Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.



Additionally, the district may report individuals in violation of this policy to law enforcement officials. Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff members and students; and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available upon request to all students, parents of students, staff members and third parties, posted on the district's website and published in student/parent and staff handbooks. The district's policy shall be posted on a sign in all schools. Posted signs shall be at least 8-1/2 inches by 11 inches in size.

The superintendent will establish a process of reporting incidents of sexual harassment.

END OF POLICY

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**Legal References:**

[ORS 243.706](#)

[ORS 342.700](#)

[ORS 342.704](#)

[ORS 342.708](#)

[ORS 342.850](#)

[ORS 342.865](#)

[ORS 659.850](#)

[ORS 659A.006](#)

[ORS 659A.029](#)

[ORS 659A.030](#)

[OAR 581-021-0038](#)

[OAR 584-020-0040](#)

[OAR 584-020-0041](#)

HB 4150 (2018)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2012).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2012).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2012);

Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2017).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).



# Corvallis

## SCHOOL DISTRICT

Code: JBA/GBN  
Adopted: 6/28/99  
Revised/Readopted: 11/4/02, 5/7/12, 10/13/14, 2/7/19

### Sexual Harassment

The district is committed to addressing sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

#### General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures. Other complaint procedures may include: Nondiscrimination (Board policy AC), Workplace Harassment (Board policy GBEA), Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence and Domestic Violence - Student (Board policy JFCF), and Reporting Requirements for Suspected Sexual Conduct with Students (Board policy GBNA/JHFF).

#### OREGON DEFINITION AND PROCEDURES

##### Oregon Definition

Sexual harassment of students, staff members or third parties<sup>1</sup> shall include:

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<sup>1</sup> "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) At a school-sponsored activity or program; or 3) Off

Sexual Harassment - JBA/GBN

A demand or request for sexual favors in exchange for benefits;

Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:

Interferes with a student's educational activity or program;

Interferes with a school or district staff member's ability to perform their job; or

Creates an intimidating, offensive or hostile environment.

Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's action, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

## **Oregon Procedures**

Reports and complaints of sexual harassment should be made to the following individual(s):

Name: Jennifer Duvall

Position: Human Resources Director and Title IX Coordinator

Phone: 541-757-5840

Email: [jennifer.duvall@corvallis.k12.or.us](mailto:jennifer.duvall@corvallis.k12.or.us)

This/These individual(s) is/are responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is also designated as the Title IX Coordinator. *See* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

## **Response**

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;
2. Staff member is protected and to promote a nonhostile work environment; or

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school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to immediately report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

### **Investigation**

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment. <sup>{2}</sup>

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;

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<sup>{2}</sup> OSBA strongly recommends that the Board receive input from district administration prior to adopting a standard here. Of note, Title IX's definition of sexual harassment includes "unwelcome conduct determined by a reasonable person to be..." 34 CFR 106.30(a), emphasis added. It is important to consider the different definitions under Oregon law and Title IX when determining which standards will apply for the Oregon process.

2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;
2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;
3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;
4. Limiting attendance at district events; and
5. Providing for additional supervision, including law enforcement if necessary, at district events.

### **No Retaliation**

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or
2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

## Notice

When a person<sup>3</sup> who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;
2. If appropriate, any impacted person who is not a reporting person;
3. Each reported person; and
4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include<sup>4</sup>:

1. Name and contact information for all person designated by the district to receive complaints;

The rights of the person that the notification is going to;

Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines.

Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;

Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;

Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;

Information about, and contact information for, services and resources that are available to the person, including but not limited to:

For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or

For the reported persons, information about and contact information for state and community-based mental health services.

Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's

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<sup>3</sup> Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

<sup>4</sup> Remember confidentiality laws when providing any information.

knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

#### Prohibition of retaliation.

Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.

#### The notice must:

1. Be written in plain language that is easy to understand;
2. Use print that is of a color, size and font that allows the notification to be easily read; and
3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

#### Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

#### FEDERAL DEFINITION AND PROCEDURES

##### Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity<sup>5</sup>;
3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;
5. "Domestic Violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the

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<sup>5</sup> "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

## **Federal Procedures**

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

## **Reporting**

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. The report can be made at any time.

Jennifer Duvall, Human Resources Director is designated as the Title IX Coordinator and can be contacted at 541-757-5840. The Title IX Coordinator will coordinate the district's efforts to comply with its responsibilities related to this AR. The district prominently will display the contact information for the Title IX Coordinator on the district website and in each handbook.

## **Response**

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.<sup>6</sup> The district shall treat complainants and respondents equitably by providing supportive measures<sup>7</sup> to the complainant and by following a grievance procedure<sup>8</sup> prior to imposing any

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<sup>6</sup> (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

<sup>7</sup> (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.<sup>7</sup> The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

<sup>8</sup> This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).



disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.<sup>9</sup>

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.<sup>10</sup> The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

### **Notice**

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator(s);
2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and
3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

Inquiries about the application to Title IX and its requirements may be referred to the Title IX Coordinator or the Assistant Secretary<sup>11</sup>, or both.

### **No Retaliation**

Neither the district or any person may retaliate<sup>12</sup> against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

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<sup>9</sup> The Title IX Coordinator may also discuss that the Title IX Coordinator has the ability to file a formal complaint.

<sup>10</sup> The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

<sup>11</sup> Of the United States Department of Education.

<sup>12</sup> Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

### **Publication**

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX Coordinator shall be prominently published in the district student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

END OF POLICY

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### **Legal Reference(s):**

[ORS 243.706](#)  
[ORS 332.107](#)  
[ORS 342.700](#)  
[ORS 342.704](#)  
[ORS 342.708](#)

[ORS 342.850](#)  
[ORS 342.865](#)  
[ORS 659.850](#)  
[ORS 659A.006](#)  
[ORS 659A.029](#)

[ORS 659A.030](#)  
[OAR 581-021-0038](#)  
[OAR 584-020-0040](#)  
[OAR 584-020-004](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018);

Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).



# Corvallis

## SCHOOL DISTRICT

Code: JBA/GBN-AR  
Adopted: 6/28/99  
Revised/Readopted: 11/4/02, 4/2/12, 3/10/14, 1/10/19

### **Sexual Harassment Complaint Procedures**

Principals, the compliance officer, and the superintendent have responsibility for complaints and investigations concerning sexual harassment. The investigator(s) shall be a neutral party having no involvement in the complaint presented.

Step 1. Any sexual harassment information (i.e., complaints, rumors, etc.) shall be presented to the principal, compliance officer, or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment, and corresponding dates.

The district official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes:

1. Their rights;
2. Information about the internal complaint processes available through the school or district that the complainant may pursue;
3. Notice that civil and criminal remedies that are not provided by the school or district may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainant through the school or district including any counseling services, nursing services or peer advising;
5. Information about the privacy rights of the complainant and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district; and
6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment.

This written notification must:

1. Be written in plain language that is easy to understand;
2. Use print that is of the color, size and font that allow the notification to be easily read; and
3. Include that this information is made available to students, students' parents, staff members and members of the public on the school or district website.

Step 2. The district official receiving the information or complaint shall promptly initiate an investigation. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within 10 working days after receipt of the information or complaint. All findings of the investigation, including the response of the alleged harasser, shall be reduced to writing. The official conducting the investigation shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. The parties will have an opportunity to submit evidence and a list of witnesses.

A copy of the notification letter provided in step 1 and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the sexual harassment 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, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 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 within 10 working days.

Step 4. If the complainant is not satisfied with the decision at step 3, the complainant may submit a written appeal to the Board. Such appeal must be filed with the Board within 10 working days after receipt of the step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given the opportunity to present the appeal. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Complaints against the principal may start at step 3 and may be filed with the superintendent. The superintendent will cause the notice requirements identified in step 1 to be completed. The superintendent will investigate the complaint and will notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may appeal to the Board in step 4.

Complaints against the superintendent may start at step 4 and should be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board chair shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 Second Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.



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 sexual 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 \_\_\_\_\_



**Corvallis**  
SCHOOL DISTRICT

**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  
1555 SW 35<sup>th</sup> Street – Corvallis OR – 97333  
Phone – 541-757-5911



# Corvallis

## SCHOOL DISTRICT

Code: JBA/GBN-AR(1)  
Adopted: 6/28/99  
Revised/Readopted: 11/4/02, 4/2/12, 3/10/14, 1/10/19

### **Sexual Harassment Complaint Procedures**

Reports and complaints of sexual harassment should be made to the following individual(s):

Name: Jennifer Duvall  
Position: Human Resources Director and Title IX Coordinator  
Phone: 541-757-5840  
Email: [jennifer.duvall@corvallis.k12.or.us](mailto:jennifer.duvall@corvallis.k12.or.us)

The district official receiving the complaint shall issue the required written notice as outlined under Oregon Procedures in Board policy GBN/JBA - Sexual Harassment.

**Step 1** The district official receiving the report or complaint shall promptly initiate an investigation using procedures and standards, including but not limited to, those identified in Board policy GBN/JBA - Sexual Harassment and will notify the complainant or reporting person, any impacted person who is not a reporting person (if appropriate), each reported person, and where applicable the parents of a reporting person, impacted person, or reported person, when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within 5 working days after receipt of the report or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings of the investigation shall be reduced to writing. The official conducting the investigation shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law within 30 days of receipt of the report or complaint.

A copy of the required written notice(s) and the date and details of notification of the notice of investigation and results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

**Step 2** If a complainant is not satisfied with the decision at Step 1, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 1 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties



as deemed necessary to discuss the appeal within 5 working days of receipt of the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

**Step 3** If a complainant is not satisfied with the decision at Step 2, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Board will review the decision of the superintendent or designee in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's or designee's decision. All parties involved, including the school administration, may be asked to attend a hearing for the purposes of making further explanations and clarifying the issues. The Board shall provide a written decision to the complainant within 30 working days following receipt of the appeal.

If the Board chooses not to hear the complaint, the superintendent's or designee's decision in Step 2 is final<sup>1</sup>.

The superintendent is authorized to amend these procedures (including timelines) when the superintendent feels it is necessary for the efficient handling of the complaint. Notice of any amendments will be promptly provided to the parties.

Complaints against the principal may start at Step 2 and may be filed with the superintendent or designee. The superintendent or designee will cause the required notices to be provided. The superintendent or designee will investigate the complaint and will notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent or designee, the complainant may appeal to the Board in Step 3.

Complaints against the superintendent or a Board member (other than the Board chair) may start at Step 3 and should be referred to the Board chair on behalf of the Board. The Board chair will cause required notices to be provided. The Board chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Complaints against the Board chair may start at Step 3 and should be referred to the Board vice chair on behalf of the Board. The Board vice chair will cause required notices to be provided. The Board vice chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is

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<sup>1</sup> If the Board chooses to accept the superintendent's decision as the district's final decision on the complaint, the superintendent's written decision must meet the requirements of OAR 581-022-2370(4)(b).

warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted. The Board vice chair shall notify the parties in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint or report may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints or reports and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding. Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.



Corvallis School District  
1555 SW 35<sup>th</sup> Street – Corvallis OR – 97333  
Phone – 541-757-5911

### SEXUAL 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 sexual harassment, i.e., letters, photos, etc. (attach evidence if possible): \_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Corvallis School District does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in its programs and activities, and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding discrimination: Jennifer Duvall, Human Resources Director and Title IX coordinator, [jennifer.duvall@corvallis.k12.or.us](mailto:jennifer.duvall@corvallis.k12.or.us)

541-757-5840 | 1555 SW 35<sup>th</sup> Street, Corvallis, OR 97333



Corvallis School District  
1555 SW 35<sup>th</sup> Street – Corvallis OR – 97333  
Phone – 541-757-5911

### 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: \_\_\_\_\_

The Corvallis School District does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in its programs and activities, and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding discrimination: Jennifer Duvall, Human Resources Director and Title IX coordinator, [jennifer.duvall@corvallis.k12.or.us](mailto:jennifer.duvall@corvallis.k12.or.us)  
541-757-5840 | 1555 SW 35<sup>th</sup> Street, Corvallis, OR 97333



# Corvallis

## SCHOOL DISTRICT

Code: JBA/GBN-AR(2)  
Adopted:  
Revised/Readopted:

### **Federal Law (Title IX) Sexual Harassment Complaint Procedure**

#### **Additional Definitions**

“Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to the district’s Title IX Coordinator or any official of the district who has authority to institute corrective measures on behalf of the district, or to any employee of an elementary or secondary school.<sup>1</sup>

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent<sup>2</sup> and requesting that the district investigate the allegation of sexual harassment.<sup>3</sup>

“Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district’s educational environment, or deter sexual harassment.<sup>4</sup> The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures.

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<sup>1</sup> This standard is not met when the only official with knowledge is the respondent.

<sup>2</sup> “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

<sup>3</sup> A complainant must be participating in or attempting to participate in the education program or activity of the district with which the formal complaint is filed.

<sup>4</sup> Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

## **Formal Complaint Procedures**

Upon receipt of a formal complaint, the district will provide the parties<sup>5</sup> written notice of the following:

1. Notice of the district's grievance process, including any informal resolution process.
2. Notice of the allegations of sexual harassment potentially constituting sexual harassment, including sufficient details<sup>6</sup> known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility be made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. The parties may inspect and review evidence.
6. A reference to any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The Title IX Coordinator will contact the complainant and the respondent to discuss supportive measures. If necessary, the Title IX Coordinator will arrange for an individualized safety and risk analysis. If necessary, a student or non-student employee may be removed or placed on leave.

## **Investigation**

The Title IX Coordinator will coordinate the district's investigation. The investigation must:

1. Include objective evaluation of all relevant evidence, including inculpatory and exculpatory evidence.
2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties.<sup>7</sup>
3. Provide an equal opportunity for the parties to present witnesses, and other inculpatory and exculpatory evidence.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

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<sup>5</sup> Parties include the complainant and the respondent, if known.

<sup>6</sup> Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known.

<sup>7</sup> The district cannot access, consider, disclose, or otherwise use a party's records that are made of maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's capacity, and which are maintained in connection with the provision of treatment to the party, unless the district obtains the party's (or eligible student's parent's) voluntary, written consent to do so.

5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.<sup>8</sup> The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint.<sup>9</sup> Prior to completion of the investigative report, the district must send to each party and party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report;
8. Create an investigative report that fairly summarizes relevant evidence and is sent to each party and party's advisor in electronic format or hard copy at least 10 days prior to any hearing (if required or provided) or other time of determination of responsibility. The party and advisor will be allowed to review and provide a written response.

After the district has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision maker(s) must afford each party the opportunity to submit written, relevant questions<sup>10</sup> that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Credibility determinations are not based on the person's status as a complainant, respondent or witness.

No person designated as a Title IX Coordinator, investigator, decision-maker, or any person designated by the district to facilitate an informal resolution process may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

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<sup>8</sup> In addition to an advisor, complainants and respondents may also be entitled to other accompaniment as required by law or as necessary for conducting of grievance procedures, including but not limited to translators, services for students with disabilities and parents of minor students.

<sup>9</sup> This includes the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the investigation. The district must make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

<sup>10</sup> Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the question and evidence concern specific incidents of the complainants prior sexual behavior with respect to the respondent and are offered to prove consent.

If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the notice previously provided, the district must provide notice of the additional allegations to the parties whose identities are known.

At no point in the process will the district, or anyone participating on behalf of the district, require, allow, rely upon, or otherwise use questions or evidence that constitutes, or seeks disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

### **Determination of Responsibility**

The respondent must be deemed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

The standard to be used for formal complaints in determining whether a violation has occurred is the preponderance of the evidence<sup>11</sup> standard.

The person deciding the question of responsibility (the “decision-maker”) must be someone other than the Title IX Coordinator or the investigator(s). The decision-maker must issue a written determination which must include:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the district’s code of conduct to the facts;
5. A statement of, and rationale for, the result as to each allegation, including:
  - a. A determination regarding responsibility;
  - b. Any disciplinary sanctions the district imposes on the respondent; and
  - c. Whether remedies designed to restore or preserve equal access to the district’s education program or activity will be provided by the district to the complainant; and
6. The district’s procedures and permissible bases for the complainant and respondent to appeal.

The district must provide the written determination to the parties simultaneously.

The determination regarding responsibility becomes final either on the date that the recipient provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

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<sup>11</sup> A preponderance of the evidence standard is understood to mean concluding that a fact is more likely than not to be true. U.S. Department of Education, Title IX Regulations commentary, p. 1268, FN 1409.



## **Remedies**

The Title IX Coordinator is responsible for effective implementation of any remedies.

The disciplinary sanctions<sup>12</sup> may include:

1. Discipline up to and including suspension and expulsion;
2. Removal from various activities, committees, extra-curricular, positions, etc.;
3. Disqualification for awards and honors;
4. Discipline up to and including termination, in accordance with laws, agreements, contracts, handbooks, etc.;<sup>13</sup>

Other remedies may include:

5. Educational programming.

## **Dismissal of a Formal Complaint**

The district must dismiss a formal complaint with regard to Title IX sexual harassment if the alleged conduct:

1. Would not constitute sexual harassment, even if proved;
2. Did not occur in the district's education program or activity<sup>14</sup>; or
3. Did not occur against a person in the United States.

The district may dismiss a formal complaint with regard to Title IX sexual harassment if at any time during the investigation or hearing, if provided:

1. A complainant notifies the Title IX Coordinator in writing that the complaint would like to withdraw the formal complaint or any allegations therein;
2. The respondent is no longer enrolled or employed by the district; or
3. Specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a formal complaint, the district must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

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<sup>12</sup> Districts should review any other disciplinary procedures and requirements prior to imposing any discipline, and should contact legal counsel with questions.

<sup>13</sup> It is important to keep supportive measures separate from disciplinary sanctions. Supportive measures must be "non-disciplinary" and "non-punitive."

<sup>14</sup> Includes locations, events, or circumstances over which the district exercised substantial control over both the respondent the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution. (Title 34 C.F.R. §106.44(a))

**The dismissal of a formal complaint under Title IX does not preclude the district from continuing any investigation and taking action under a different process. The district may have an obligation to continue an investigation and process under a different process.**

### **Consolidation of Complaints**

The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by one or more complainant against one or more respondents, or by one party against another party, where the allegations of sexual harassment arise out of the same facts or circumstances.

### **Informal Resolution**

If the district receives a formal complaint, at any time prior to reaching a determination regarding responsibility, the district may offer an optional informal resolution process, provided that the district:

1. Provides written notice to the parties disclosing:
  - a. The allegations;
  - b. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
  - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtains the parties' voluntary written consent to the informal resolution process; and
3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

### **Appeals**

Either party may file an appeal from a determination regarding responsibility or from a dismissal of a formal complaint, within 15 days of the decision, on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

When an appeal is filed, the district must:

1. Notify the other party in writing;

2. Implement appeal procedures equally for both parties;
3. Ensure the decision-maker(s) for the appeal is not the same person as the decision-maker(s) who reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
4. Ensure the decision-maker for the appeal is free from conflicts of interest and bias;
5. Give both parties a reasonable equal opportunity to submit a written statement in support of, or challenging the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and
7. Provide the written decision simultaneously to both parties.

### **Timelines**

The district will complete the following portions of the grievance process within the specified timelines:

1. General grievance process (from receipt of formal complaint to determination of responsibility: 90 days;
2. Appeals (from receipt of appeal): 60 days;
3. Informal resolution process: 60 days.

Temporary delays of the grievance process, or limited extensions of time will be allowed for good cause<sup>15</sup> with written notice to the parties.

### **Records**

Records will be created and maintained in accordance with the requirements in Title 34 C.F.R. §106.45(a)(10).<sup>16</sup>

### **Training**

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process must receive training on the definition of sexual harassment, the scope of the district's education program or activity, how to conduct an investigation and grievance process

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<sup>15</sup> Good cause may include considerations such as the absence of a party, a party's advisor or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. (Title 34 C.F.R. § 106.45(b)(1)(v))

<sup>16</sup> This includes creating a record for each investigation. This record must include:

- Supportive measures, or reasons why the response was not clearly unreasonable under the circumstances;
- Basis for the conclusion that the district's response was not deliberately indifferent; and
- What measures were taken to restore or preserve equal access to the district's educational program or activity. (Title 34 C.F.R. § 106.45(a)(10)(ii))

Most records (including training) must be retained for at least seven years.

including hearings, appeals, and information resolution processes. The training must also include avoiding prejudgment of the facts at issue, conflicts of interest and bias.

Decision-makers must receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions about evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators must receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes, must promote impartial investigations and adjudications of formal complaints of sexual harassment and must be made publicly available on the district's website.



# Corvallis

## SCHOOL DISTRICT

Code: JHCC  
Adopted: 8/90  
Revised/Readopted: 6/28/99, 1/8/07, 9/13/10, 3/14/11, 3/10/14, 2/1/18  
Original Code: 56756

### Communicable Diseases - Students

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion, or other measures as provided by Oregon law, by the local health department, or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

A student will not attend school while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that any susceptible student has or has been exposed to any restrictable disease for which the student is required to be excluded in accordance with law and per administrative regulation JHCC-AR - Communicable Diseases - Students. If the disease is a reportable disease, the administrator involved shall exclude the student from school; and if the disease is a reportable disease, will report the occurrence to the designated school district nurse who reports to the local health department. The administrator will also take whatever reasonable steps considered necessary to organize and operate programs in a way that both furthers the education and protects the health of the students and others.

In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.

The district may, for the protection of both the student who has a restrictable disease and the exposed student, provide an educational program in an alternative setting.

The district will include, as part of its emergency plan, a description of the actions to be taken by district personnel in the case of a declared public health emergency or other catastrophe that disrupts district operations.

The district shall protect the confidentiality of each student's health condition and record to the extent possible and consistent with federal and state law. In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.

The superintendent will develop administrative regulations necessary to implement this policy.

END OF POLICY

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**Legal Reference(s):**

[ORS 431.150](#) to 431.157

[ORS 433.001](#) to 433.526

[OAR 333-018](#)

[OAR 333-019-0010](#)

[OAR 333-019-0014](#)

[OAR 333-019-1000](#)

[OAR 437-002-0360](#)

[OAR 437-002-0377](#)

[OAR 581-022-2220](#)

OREGON DEPARTMENT OF EDUCATION and OREGON HEALTH AUTHORITY, *Communicable Disease Guidance* (2017<sup>20</sup>).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2017<sup>8</sup>); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2017<sup>9</sup>).



# Corvallis

## SCHOOL DISTRICT

Code: JHCC-AR  
Adopted: 8/23/10  
Revised/Readopted: 2/7/11, 1/11/18

### Communicable Diseases - Students

In accordance with state law, administrative rule, the local health authority, and the *Communicable Disease Guidance*, published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA), the procedures established below will be followed:

1. “Restrictable diseases” are defined by rule and include but are not limited to COVID-19<sup>1</sup>, chickenpox, diphtheria, hepatitis A, hepatitis E, measles, mumps, pertussis, rubella, Salmonella enterica serotype Typhi infection, scabies, Shiga-toxigenic Escherichia coli (STEC) infection, shigellosis, and infectious tuberculosis disease, and may include a communicable stage of hepatitis B infection if, in the opinion of the local health officer, the person poses an unusually high risk to others (e.g., a child that exhibits uncontrollable biting or spitting).

Restrictable disease also includes any other communicable disease identified in an order issued by the Oregon Health Authority or the local public health officer as posing a danger to the public’s health. A disease is considered to be a restrictable disease if it is listed in Oregon Administrative Rule (OAR) 333-019-0010, or it has been designated to be a restrictable disease by Board policy<sup>2</sup> or by the local public health administrator after determining that it poses a danger to the public’s health presents a significant public health risk in the school setting.

2. “Susceptible” for a child means lacking documentation of immunization required under OAR 333-050-0050 means being at risk of contracting a restrictable disease by virtue of being in one or more categories described in law.
3. “Reportable diseases” means a disease or condition, the reporting of which enables a public health authority to take action to protect or to benefit the public health human reportable disease, infection, microorganism or condition as specified in OAR Chapter 333, Division 18.

### Restrictable Diseases

<sup>1</sup> Added per OAR 333-019-1000(2).

<sup>2</sup>“OAR 333-019-0010(7) Nothing in these rules prohibits a school or children’s facility from adopting more stringent exclusion standards under ORS 433.284.”

1. A student of the district will not attend a district school or facility while in a communicable stage of a restrictable disease, including a communicable stage of COVID-19<sup>3</sup>, unless authorized to do so under Oregon law. When an administrator has reason to suspect any child has a restrictable disease, the administrator shall send the student home.

~~An administrator that has reason to suspect that a student has or has been exposed to any restrictable disease for which the student is required to be excluded, shall exclude that student from school and send the student home. If the disease is reportable, the administrator will report the occurrence to the local health department.~~

2. An administrator shall exclude a susceptible child from school if the administrator has reason to suspect that the student has been exposed to measles, mumps, rubella, diphtheria, pertussis, hepatitis A, or hepatitis B, unless the local health officer determines that exclusion is not necessary to protect the public's health. The administrator may request the local health officer to make a determination as allowed by law. If the disease is reportable, the administrator will report the occurrence to the local health department.

~~The student will be excluded until such time as the student or the parent or guardian of the student presents a certificate from a physician, a physician assistant licensed under Oregon Revised Statute (ORS) 677.505-677.525, a nurse practitioner licensed under ORS 678.375-678.390, local health department nurse, or district nurse stating that the student does not have or is not a carrier of any restrictable diseases.~~

3. An administrator shall exclude a student if the administrator has been notified by a local public health administrator or local public health officer that the student has had a substantial exposure to an individual with COVID-19 and exclusion is deemed necessary by same.

~~An administrator will exclude a susceptible student that has been exposed to a restrictable disease that is also a reportable disease unless the local health officer determines that exclusion is not necessary to protect the public's health, or the local health officer states the diseases is no longer communicable to others or that adequate precautions have been taken to minimize the risk of transmission. The administrator may request the local health officer to make a determination as allowed by law.~~

4. A student will be excluded in such instances until such time as the student or the parent or guardian of the student presents a certificate from a physician, a physician assistant licensed under Oregon Revised Statute (ORS) 677.505 - 677.525, a nurse practitioner licensed under ORS 678.375 - 678.390, local health department nurse or district nurse stating that the student does not have or is not a carrier of any restrictable diseases.

5. The district may, for the protection of both the student who has a restrictable disease and the exposed student, provide an educational program in an alternative setting. A student may remain in an alternative educational setting until such time as a certificate from a physician, physician assistant, nurse practitioner, local health department nurse, or district nurse states that the student does not have or is not a carrier of any restrictable disease, or until such time as a local public health administrator officer states that the disease is no longer communicable to others or that adequate precautions have been taken to minimize

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<sup>3</sup> "Communicable stage of COVID-19" means having a positive presumptive or confirmed test of COVID-19.



the risk of transmission. A restrictable disease exclusion for chickenpox, scabies, staphylococcal skin infections, streptococcal infections, diarrhea, or vomiting may also be removed by a district nurse or health care provider.

6. More stringent exclusion standards for students from school may be adopted by the local health department ~~or by the district through policy adopted by the Board.~~
6. ~~A disease is considered to be a restrictable disease if it is listed in OAR 333-019-0010, or it has been designated to be a restrictable disease through Board policy or by the local health administrator, after determining that it presents a significant public health risk in the school setting.~~
7. The district's emergency plan shall address the district's plan with respect to a declared public health emergency at the local or state level.

### **Reportable Diseases Notification**

1. All employees shall comply with all reporting measures adopted by the district and with all rules set forth by the Oregon Health Authority, Public Health Division, and the local health department.
2. An administrator may seek confirmation and assistance from the local health officer to determine the appropriate district response when the administrator is notified that a student or an employee has been exposed to a restrictable disease that is also a reportable disease.
3. An administrator shall determine other persons who may be informed of a student's communicable disease when a legitimate educational interest exists or for health and safety reasons in accordance with law.

~~An administrator shall determine other persons with a legitimate educational interest who may be informed of the communicable nature of an individual student's disease, or an employee's communicable disease, within guidelines allowed by law.~~

### **Education**

1. The administrator or designee shall seek information from the district's nurse or other appropriate health officials regarding the health needs/hazards of all students and the impact on the educational needs of a student diagnosed with a restrictable disease or exposed to a restrictable disease.
2. The administrator or designee shall, utilizing information obtained above, determine an educational program for such a student and implement the program in an appropriate (i.e., regular or alternative) setting.
3. The administrator or designee shall review the appropriateness of the educational program and the educational setting of each individual student **diagnosed with a restrictable disease.**

## **Equipment and Training**

1. The administrator or designee shall, on a case-by-case basis, determine what equipment and/or supplies are necessary in a particular classroom or other setting in order to prevent disease transmission.
2. The administrator or designee shall consult with the district's nurse or other appropriate health officials to provide special training in the methods of protection from disease transmission.
3. All district personnel will be instructed annually under the guidance of the district's SafeSchools Training program, Bloodborne Pathogen Exposure Prevention to use the proper precautions pertaining to blood and body fluid exposure per the Occupational Safety and Health Administration (OSHA).



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board

Prepared by: Erika Cook

Meeting Date: September 10, 2020

**NO ACTION REQUIRED**

**Board Policy JHH**—Student Suicide Prevention\*\*—NEW—First Reading

### **Background**

Senate Bill (SB) 52, also known as Adi's Act and passed by the 2019 Legislature, directs districts to adopt a policy requiring a comprehensive plan on student suicide prevention for students in kindergarten through grade 12. It is recommended that the district review the new required sample model board policy JHH - Student Suicide Prevention and board adopt as required by Oregon Revised Statute (ORS) 339.343.

In preparation for questions which the Board may have regarding the implementation of this policy, the following information has been prepared for review:

### **1. What are the current procedures relating to suicide prevention, intervention and activities that reduce risk and promote healing after a suicide?**

Our current suicide process outlines the following: staff training standards, preventative program steps, comprehensive suicide screening processes for all students, a process for suicide evaluation for all students and a postvention process located within our incident response. This process is 3 years mature and has been adapted to include our expanded mental health staffing capacity which occurred last spring and the process will be reviewed again prior to the 2020-21 school year.

### **2. What is the postvention process?**

Postvention is the process of responding to a completed suicide within our system. We have built an incident response process that responds to suicide completion as well as other student deaths. We have practical language that had been developed in our communications department for engaging in safe messaging (e.g. we use the term "completed" not "committed") which as part of national suicidology standards for responding after a death.

### **3. Who is responsible in the oversight of this policy and process?**

The following staff are responsible for oversight of the suicide policy/process across the district: Joe Leykam - Mental Health Program Manager, and Chris Hawkins - Mental Health/Student Crisis Tier 4 Specialist.

The following staff groups are responsible for providing direct service to students who may need suicide screening/intervention: School Counselors/Social Workers, Mental Health and Wellness Therapists, and Skills Trainers.

Each school year, a team of staff is identified who will provide Question Persuade Refer QPR training within the district.

**4. How may a person request review of the actions of a school in responding to suicidal risk?**

Review would be requested to the Mental Health Program Manager and conducted by that person in conjunction with District Office Coordinators. In line with other complaint resolution procedures, an appeal of that review would be directed to the Office of the Assistant Superintendent.

**5. What are the methods to address the needs of high-risk groups, including:  
a. Youth bereaved by suicide; b. Youth with disabilities, mental illness or substance abuse disorders; c. Youth experiencing homelessness or out of home settings, such as foster care; and d. Lesbian, gay, bisexual, transgender, queer and other minority gender identity and sexual orientation, Native American, Black, Latinx, and Asian students?**

The district's existing process identifies the needs of specific vulnerable populations through direct language as well as indirectly through a model of racial equity and inclusive practices. Specialized training related to the mental health needs of individual populations is woven into PLCs across the year.

**6. What materials are used as part of the training plan?**

The District uses Question Persuade Refer (QPR) as the cornerstone for all staff training intervention for suicide identification and intervention. Also utilized, is a multi-tiered response involving a comprehensive screening/intervention process deployed for students identified by school counselors/social workers. After an initial intervention, support for formal evaluation is conducted by the Mental Health Program Manager and Mental Health staff up to and including suicide risk evaluation. Partnership with both the local Hospital system (Samaritan Health Services) as well as the Community Mental Health Program (Benton County) are in place to identify and refer cases through crisis and transition service supports outside of the school district operations.

**7. How does the District maintain supports that are culturally and linguistically responsive?**

Consistent with CSD practice services are culturally attentive and work to establish equity across race. The District employs providers within Dual Language Immersion programs to include Spanish speaking and bicultural clinical staff.

**8. What are the procedures for reentry into a school environment following a hospitalization or behavioral health crisis?**

The District uses its existing Tier 4 transition planning process to ensure all students who have been placed in hospital or residential settings have a team planning process to help them reintegrate into the school setting. Students are all asked to participate in a transition

planning meeting with their receiving school as well as the Tier 4 team. Relevant risks and needs are discussed with the receiving school, the student, their family and/or their guardian.

**9. What is the process for designating staff to be trained in an evidence-based suicide prevention program?**

The current process ensures all staff are trained in QPR annually. Mental health staff are trained in an enhanced suicide risk evaluation process developed from Dialectical Behavioral Therapy (DBT) practices.

Involvement

District staff: Melissa Harder, Joe Leykam, Chris Hawkins and Erika Cook.

Cost Impact

None.

Function

Review of content.



# Corvallis

## SCHOOL DISTRICT

Code: JHH

Adopted:

Revised/Readopted:

### **Student Suicide Prevention\*\***

The district shall develop a comprehensive student suicide prevention plan for students in kindergarten through grade 12.

The district may consult with state or national suicide prevention organizations, the Oregon Department of Education (ODE), school-based mental health professionals, parents, guardians, employees, students, administrators and school boards associations when developing the required plan.

The plan shall include, at a minimum:

1. Procedures relating to suicide prevention, intervention and activities that reduce risk and promote healing after a suicide;
2. Identification of the school officials responsible for responding to reports of suicidal risk;
3. A procedure by which a person may request the district to review the actions of a school in responding to suicidal risk;
4. Methods to address the needs of high-risk groups, including:
  - a. Youth bereaved by suicide;
  - b. Youth with disabilities, mental illness or substance abuse disorders;
  - c. Youth experiencing homelessness or out of home settings, such as foster care; and
  - d. Lesbian, gay, bisexual, transgender, queer and other minority gender identity and sexual orientation, Native American, Black, Latinx, and Asian students.
5. A description of, and materials for, any training to be provided to employees as part of the plan, which must include:
  - a. When and how to refer youth and their families to appropriate mental health services; and
  - b. Programs that can be completed through self-review of suitable suicide prevention materials.
6. Supports that are culturally and linguistically responsive;

7. Procedures for reentry into a school environment following a hospitalization or behavioral health crisis<sup>1</sup>; and
8. A process for designating staff to be trained in an evidence-based suicide prevention program.<sup>2</sup>

The plan must be written to ensure that a district employee acts only within the authorization and scope of the employee's credentials or licenses.

The plan must be available annually to the community of the district, including district students, their parents and guardians, and employees and volunteers of the district, and readily available at the district office and on the district website.

END OF POLICY

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**Legal Reference(s):**

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<sup>1</sup> "Behavioral health crisis" as defined by Oregon Administrative Rule (OAR) 581-022-2510, means a disruption in an individual's mental or emotional stability or functioning resulting in an urgent need for immediate treatment to prevent a serious deterioration in the individual's mental or physical health.

<sup>2</sup> ODE will provide a list of available programs.

[ORS 332](#).107

[ORS 339](#).343

[OAR 581](#)-022-2510





**Corvallis**  
SCHOOL DISTRICT

XII.C. FINANCIAL STATEMENTS



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board

Prepared by: Olivia Meyers Buch, Finance and Operations Director

Meeting Date: September 10, 2020

### July Financial Statements (Unaudited)

### NO ACTION REQUIRED

#### Background

The Statement of Resources and Requirements for the General Fund for the period ending July 31, 2019 and July 31, 2020 follow this report.

Year-to-date operating revenues through the end of July 2020 total \$7.3 million or 8.2% of total budgeted operating revenues as compared to \$6.6 million or 8.3% through the end of July 2019. As usual, revenues from the state school fund constitute the majority of funds received at this point in the year.

The beginning fund balance reflects an increase of \$1.1 million over the adopted budget of \$11.5 million. Overall, total operating revenues in 2019-20 were 100.8% of budget while total operating expenditures were 96.5% of budget.

Year-to-date operating expenditures through the end of July 2020 total \$2.7 million or 3.0% of total budgeted operating expenditures as compared to \$3.5 million or 4.0% through the end of July 2019.

Projected resources and requirements through June 30, 2021 result in an ending fund balance of \$10.5 million, or 12.9% of projected operating revenues. The projected ending fund balance reflects a decrease in fund balance, or operating deficit, of \$2.0 million. All General Fund reserves are projected to be at or above the designations outlined in board policy on June 30, 2021.

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

#### Supplementary Materials

1. Statements of Resources and Requirements as of July 31, 2019 and 2020
2. Schedule of Investments as of July 31, 2020
3. Schedule of Cash Disbursements greater than or equal to \$1,000 for the period of July 1 – July 31, 2020

Corvallis School District 509J  
Statement of Resources and Requirements  
Fiscal Year to Date as of July 31, 2019 and 2020 Respectively (Unaudited)

**General Fund**

|                                       | FY 2019-20           |                      |              |                      |                | FY 2020-21           |                      |              |                      |                |
|---------------------------------------|----------------------|----------------------|--------------|----------------------|----------------|----------------------|----------------------|--------------|----------------------|----------------|
|                                       | Amended              | Actuals Thru         | % of         | Projected Thru       | % of           | Adopted              | Actuals Thru         | % of         | Projected Thru       | % of           |
|                                       | Budget               | 7/31/2019            | Budget       | 6/30/2020            | Budget         | Budget               | 7/31/2020            | Budget       | 6/30/2021            | Budget         |
| <b>RESOURCES</b>                      |                      |                      |              |                      |                |                      |                      |              |                      |                |
| State School Fund Formula Revenue     |                      |                      |              |                      |                |                      |                      |              |                      |                |
| State School Fund - General Support   | \$ 38,905,151        | \$ 6,614,749         | 17.0%        | \$ 38,745,585        | 99.6%          | \$ 41,265,280        | \$ 6,841,025         | 16.6%        | \$ 38,544,898        | 93.4%          |
| Property Taxes Levied by District     | 29,762,663           | -                    | 0.0%         | 30,091,002           | 101.1%         | 30,876,118           | -                    | 0.0%         | 31,194,212           | 101.0%         |
| Common School Fund                    | 649,272              | -                    | 0.0%         | 945,382              | 145.6%         | 667,074              | -                    | 0.0%         | 664,976              | 99.7%          |
| County School Funds                   | 260,000              | -                    | 0.0%         | 224,105              | 86.2%          | 260,000              | -                    | 0.0%         | 260,000              | 100.0%         |
| Local Option Taxes Levied by District | 7,084,797            | -                    | 0.0%         | 7,168,130            | 101.2%         | 7,230,932            | -                    | 0.0%         | 7,303,460            | 101.0%         |
| Earnings on Investments               | 613,000              | -                    | 0.0%         | 789,208              | 128.7%         | 363,000              | -                    | 0.0%         | 363,000              | 100.0%         |
| Other                                 | 2,591,784            | 4,580                | 0.2%         | 2,540,027            | 98.0%          | 7,628,544            | 411,691              | 5.4%         | 3,402,808            | 44.6%          |
| <b>Total Operating Revenues</b>       | <b>\$ 79,866,667</b> | <b>\$ 6,619,329</b>  | <b>8.3%</b>  | <b>\$ 80,503,438</b> | <b>100.8%</b>  | <b>\$ 88,290,948</b> | <b>\$ 7,252,716</b>  | <b>8.2%</b>  | <b>\$ 81,733,354</b> | <b>92.6%</b>   |
| Beginning Fund Balance                | \$ 16,373,874        | \$ 16,373,874        | 100.0%       | \$ 16,373,874        | 100.0%         | \$ 11,493,134        | \$ 12,553,737        | 109.2%       | \$ 12,553,737        | 109.2%         |
| <b>TOTAL RESOURCES</b>                | <b>\$ 96,240,541</b> | <b>\$ 22,993,203</b> | <b>23.9%</b> | <b>\$ 96,877,312</b> | <b>100.7%</b>  | <b>\$ 99,784,082</b> | <b>\$ 19,806,452</b> | <b>20.4%</b> | <b>\$ 94,287,091</b> | <b>94.5%</b>   |
| <b>REQUIREMENTS</b>                   |                      |                      |              |                      |                |                      |                      |              |                      |                |
| Salaries                              | \$ 41,476,992        | \$ 679,086           | 1.6%         | \$ 41,580,271        | 100.2%         | \$ 43,223,899        | \$ 694,854           | 1.6%         | \$ 40,603,152        | 93.9%          |
| Associated Payroll Costs              | 25,697,817           | 367,800              | 1.4%         | 25,195,364           | 98.0%          | 27,183,779           | 386,303              | 1.4%         | 25,267,155           | 92.9%          |
| Purchased Services                    | 12,813,811           | 375,123              | 2.9%         | 10,888,460           | 85.0%          | 13,354,925           | 381,914              | 2.9%         | 12,016,176           | 90.0%          |
| Supplies and Materials                | 5,586,567            | 933,048              | 16.7%        | 4,632,084            | 82.9%          | 4,104,096            | 628,652              | 15.3%        | 3,862,246            | 94.1%          |
| Capital Outlay                        | 55,000               | 45,161               | 82.1%        | 267,299              | 486.0%         | 125,000              | -                    | 0.0%         | 120,000              | 96.0%          |
| Other Objects                         | 1,789,724            | 1,139,270            | 63.7%        | 1,760,098            | 98.3%          | 1,930,162            | 601,044              | 31.1%        | 1,870,716            | 96.9%          |
| <b>Total Operating Expenditures</b>   | <b>\$ 87,419,911</b> | <b>\$ 3,539,487</b>  | <b>4.0%</b>  | <b>\$ 84,323,575</b> | <b>96.5%</b>   | <b>\$ 89,921,861</b> | <b>\$ 2,692,768</b>  | <b>3.0%</b>  | <b>\$ 83,739,444</b> | <b>93.1%</b>   |
| Contingency                           | -                    | -                    | -            | -                    | -              | 2,265,501            | -                    | 0.0%         | -                    | 0.0%           |
| Rainy Day Reserves                    | 3,210,137            | -                    | 0.0%         | -                    | 0.0%           | 4,531,001            | -                    | 0.0%         | -                    | 0.0%           |
| Unappropriated Reserves               | 2,811,990            | -                    | 0.0%         | -                    | 0.0%           | 3,065,719            | -                    | 0.0%         | -                    | 0.0%           |
| Unappropriated Reserve (PERS)         | 2,798,503            | -                    | 0.0%         | -                    | 0.0%           | -                    | -                    | -            | -                    | -              |
| <b>TOTAL REQUIREMENTS</b>             | <b>\$ 96,240,541</b> | <b>\$ 3,539,487</b>  | <b>3.7%</b>  | <b>\$ 84,323,575</b> | <b>87.6%</b>   | <b>\$ 99,784,082</b> | <b>\$ 2,692,768</b>  | <b>2.7%</b>  | <b>\$ 83,739,444</b> | <b>83.9%</b>   |
| <b>ENDING FUND BALANCE</b>            |                      | <b>\$ 19,453,715</b> |              | <b>\$ 12,553,737</b> |                |                      | <b>\$ 17,113,685</b> |              | <b>\$ 10,547,646</b> |                |
| Contingency                           |                      |                      |              | 2,012,586            | 2.5% *         |                      |                      |              | 2,043,334            | 2.5% *         |
| Rainy Day Reserves                    |                      |                      |              | 4,025,172            | 5.0% *         |                      |                      |              | 4,086,668            | 5.0% *         |
| Unappropriated Reserves               |                      |                      |              | 6,515,979            | 8.1% *         |                      |                      |              | 4,417,645            | 5.4% *         |
| <b>* Percent of Operating Revenue</b> |                      |                      |              | <b>\$ 12,553,737</b> | <b>15.6% *</b> |                      |                      |              | <b>\$ 10,547,646</b> | <b>12.9% *</b> |

Corvallis School District 509J  
Schedule of Investments  
July 31, 2020

|                                              |            |                |        | Bond       |                |                |
|----------------------------------------------|------------|----------------|--------|------------|----------------|----------------|
|                                              | Investment | Maturity/ Call | No. of | Equivalent |                | Par (Maturity) |
| Type of Investment                           | Date       | Date           | Days   | Yield      | Purchase Price | Value          |
| U.S. Treasury Obligations:                   |            |                |        |            |                |                |
|                                              | 08/07/18   | 08/15/20       | 740    | 2.546%     | \$97.95        | 6,780,000      |
|                                              | 08/07/18   | 10/15/20       | 801    | 2.559%     | \$98.02        | 5,870,000      |
|                                              | 08/07/18   | 11/15/20       | 832    | 2.570%     | \$98.20        | 6,530,000      |
|                                              | 08/07/18   | 01/15/21       | 893    | 2.584%     | \$98.63        | 6,530,000      |
|                                              | 08/07/18   | 05/15/21       | 1,013  | 2.605%     | \$100.05       | 4,750,000      |
|                                              | 08/07/18   | 07/15/21       | 1,074  | 2.624%     | \$100.00       | 4,750,000      |
|                                              | 12/17/18   | 08/15/21       | 948    | 2.670%     | \$100.20       | 6,000,000      |
|                                              | 11/22/19   | 11/15/20       | 359    | 1.485%     | \$98.60        | 5,000,000      |
|                                              | 11/22/19   | 11/30/20       | 374    | 1.510%     | \$100.11       | 5,000,000      |
|                                              | 11/22/19   | 02/15/21       | 451    | 1.556%     | \$98.15        | 5,000,000      |
|                                              | 12/02/19   | 07/31/20       | 242    | 1.428%     | \$100.79       | 5,000,000      |
|                                              | 01/15/20   | 06/30/21       | 532    | 1.501%     | \$99.46        | 3,000,000      |
|                                              | 01/15/20   | 07/31/21       | 563    | 1.508%     | \$99.42        | 2,500,000      |
|                                              | 01/15/20   | 08/31/21       | 594    | 1.515%     | \$99.98        | 2,500,000      |
|                                              | 01/15/20   | 09/30/21       | 624    | 1.517%     | \$99.97        | 2,500,000      |
|                                              | 01/17/20   | 09/15/20       | 242    | 1.442%     | \$99.96        | 2,000,000      |
|                                              | 02/11/20   | 10/05/20       | 237    | 1.381%     | \$100.16       | 2,000,000      |
|                                              | 05/29/20   | 04/15/21       | 321    | 0.080%     | \$102.00       | 4,900,000      |
|                                              | 05/28/20   | 10/15/21       | 505    | 0.085%     | \$103.85       | 3,600,000      |
| US Government-Sponsored Enterprises (Total): |            |                |        |            |                |                |
|                                              | 08/07/18   | 09/28/20       | 784    | 2.550%     | \$97.57        | 6,780,000      |
|                                              | 08/07/18   | 12/28/20       | 875    | 2.587%     | \$98.36        | 6,530,000      |
|                                              | 08/07/18   | 02/15/21       | 924    | 2.647%     | \$102.98       | 1,200,000      |
|                                              | 08/07/18   | 03/12/21       | 949    | 2.646%     | \$97.77        | 4,750,000      |
|                                              | 08/07/18   | 04/19/21       | 987    | 2.682%     | \$99.92        | 4,750,000      |
|                                              | 08/07/18   | 06/11/21       | 1,040  | 2.665%     | \$102.61       | 4,750,000      |
|                                              | 01/15/19   | 09/10/21       | 974    | 2.500%     | \$101.27       | 6,000,000      |
|                                              | 11/22/19   | 12/22/20       | 396    | 1.519%     | \$100.09       | 5,000,000      |
|                                              | 03/30/20   | 06/22/21       | 449    | 0.425%     | \$102.84       | 2,260,000      |
|                                              | 03/30/20   | 07/07/21       | 464    | 0.424%     | \$101.84       | 2,260,000      |
|                                              | 03/30/20   | 08/12/21       | 500    | 0.412%     | \$100.97       | 2,260,000      |
|                                              | 05/15/20   | 04/13/21       | 333    | 0.076%     | \$102.21       | 4,950,000      |
|                                              | 05/15/20   | 05/12/21       | 362    | 0.082%     | \$100.01       | 5,000,000      |
|                                              | 05/29/20   | 05/06/21       | 342    | 0.091%     | \$101.08       | 5,000,000      |
|                                              | 05/28/20   | 11/19/21       | 540    | 0.100%     | \$102.25       | 3,000,000      |
| Commercial Paper                             |            |                |        |            |                |                |
|                                              | 04/23/20   | 10/20/20       | 180    | 0.602%     |                | 3,400,000      |

|                                                                |                       |
|----------------------------------------------------------------|-----------------------|
| Total Investments outside of Local Government Investment Pool: | <u>\$ 152,100,000</u> |
|----------------------------------------------------------------|-----------------------|

|                                                   | Average<br>Annualized<br>Rate |                           |
|---------------------------------------------------|-------------------------------|---------------------------|
| <u>Local Government Investment Pool:</u>          |                               |                           |
| General Account                                   | 1.00%                         | \$ 13,441,562             |
| Debt Service Account                              | 1.00%                         | 4,973                     |
| <u>Debt Service Account - GO 2018 Bond Series</u> | 1.00%                         | <u>24,196,588</u>         |
| Subtotal LGIP <sup>1</sup>                        |                               | <u>\$ 37,643,123</u>      |
| Pension Bond Debt Service Account: <sup>2</sup>   | 1.00%                         | <u>\$ 191,990</u>         |
| <br>Total Investments                             |                               | <br><u>\$ 189,935,113</u> |

1. The maximum amount (in any combination of accounts) that the Local Government Investment Pool (LGIP) allows in an account is \$50,400,000

2. The Pension Bond Debt Service Account is outside of the LGIP limit, and collects the PERS intercept payments from the Basic School Fund for payment

#### Compliance with Investment Policy

| Type of Investment                                                                           | Maximum % of<br>Portfolio per Policy<br>DFA | Current Percent |
|----------------------------------------------------------------------------------------------|---------------------------------------------|-----------------|
| U.S. Treasury Obligations                                                                    | 100.0%                                      | 44.3%           |
| U.S. Government Agency Securities and Instrumentalities of Government-sponsored Corporations | 90.0%                                       | 34.0%           |
| State of Oregon Local Investment Pool                                                        | 100.0%                                      | 19.9%           |
| Bankers Acceptances                                                                          | 25.0%                                       | 0.0%            |
| Repurchase Agreements                                                                        | 25.0%                                       | 0.0%            |
| Certificates of Deposits                                                                     | 50.0%                                       | 0.0%            |
| Commercial Paper                                                                             | 10.0%                                       | 1.8%            |
| State of Oregon and Oregon Local Government Securities                                       | 25.0%                                       | 0.0%            |
| <b>TOTAL</b>                                                                                 |                                             | <b>100.00%</b>  |

#### Benchmarks as of 7/31/20:

|                                           |       |
|-------------------------------------------|-------|
| 3 Month U.S. Treasury Yield Curve Rate    | 0.09% |
| 3 Month Jumbo Certificate of Deposit Rate | 0.82% |

Corvallis School District 509J  
Schedule of Cash Disbursements greater than or equal to \$1,000  
For the period of July 1-July 31, 2020

| <b>Vendor by Fund and Object</b>                          | <b>Check Total</b> |
|-----------------------------------------------------------|--------------------|
| <b>100 - General Fund</b>                                 |                    |
| <b>Cash Donations to Other Agencies</b>                   |                    |
| CORVALLIS PUBLIC SCHOOLS FOUNDATION                       | 75,000.00          |
| <b>Charter School Payments</b>                            |                    |
| INAVALE COMMUNITY PARTNERS, INC                           | 180,800.00         |
| <b>Computer Software</b>                                  |                    |
| ARCHIVE SOCIAL                                            | 4,788.00           |
| CLASSLINK                                                 | 20,162.50          |
| DUDE SOLUTIONS INC                                        | 24,925.71          |
| INCIDENT IQ, LLC                                          | 14,670.25          |
| JAMF SOFTWARE LLC                                         | 48,697.53          |
| OETC                                                      | 55,100.73          |
| PDQ.COM CORPORATION                                       | 3,600.00           |
| PROQUEST INFORMATION & LEARNING                           | 4,019.60           |
| SCHOLASTIC INC EDUCATION                                  | 5,267.00           |
| SEESAW                                                    | 11,072.70          |
| <b>Consumable Supplies and Materials</b>                  |                    |
| MICK'S GLASS SERVICE INC                                  | 2,700.00           |
| MILLER PAINT COMPANY                                      | 1,467.50           |
| SCHOOL SPECIALTY                                          | 6,525.00           |
| WAXIE SANITARY SUPPLY                                     | 2,016.05           |
| <b>Dues and Fees</b>                                      |                    |
| AVID CENTER                                               | 22,646.00          |
| COSA                                                      | 17,850.00          |
| PARTNERS IN DIVERSITY                                     | 1,000.00           |
| <b>Instructional, Professional and Technical Service</b>  |                    |
| DHS RECEIVING AND TRUST                                   | 23,874.22          |
| <b>Other Non-instructional Professional and Technical</b> |                    |
| BENTON COUNTY HEALTH DEPARTMENT                           | 121,500.00         |
| CORVALLIS CLINIC - OCCUPATIONAL MEDICINE                  | 1,408.00           |
| <b>Other Professional Services - Certified Subs</b>       |                    |
| EDUSTAFF                                                  | 2,792.85           |
| <b>Periodicals</b>                                        |                    |
| AVID CENTER                                               | 2,320.00           |
| <b>Redemption of Principal</b>                            |                    |
| APPLE INC.                                                | 439,503.09         |
| FIFTH THIRD BANK                                          | 19,099.58          |
| OREGON CLEAN POWER COOPERATIVE                            | 16,066.00          |
| <b>Regular Interest</b>                                   |                    |
| FIFTH THIRD BANK                                          | 1,245.60           |
| OREGON CLEAN POWER COOPERATIVE                            | 6,989.00           |
| <b>Repairs and Maintenance Services</b>                   |                    |

Corvallis School District 509J  
Schedule of Cash Disbursements greater than or equal to \$1,000  
For the period of July 1-July 31, 2020

| <b>Vendor by Fund and Object</b>                          | <b>Check Total</b>  |
|-----------------------------------------------------------|---------------------|
| CAMPBELL CONSTRUCTION NW                                  | 3,500.00            |
| DAIKIN APPLIED                                            | 5,374.00            |
| KONE INC                                                  | 13,763.52           |
| MICK'S GLASS SERVICE INC                                  | 1,239.58            |
| SYNERGY SECURITY SOLUTIONS                                | 17,261.00           |
| <b>Telephone</b>                                          |                     |
| CENTURYLINK                                               | 4,740.08            |
| <b>100 - General Fund Total</b>                           | <b>1,182,985.09</b> |
| <b>204 - District Donation Fund</b>                       |                     |
| <b>Consumable Supplies and Materials</b>                  |                     |
| FRED MEYER CUSTOMER CHARGES                               | 1,000.00            |
| <b>204 - District Donation Fund Total</b>                 | <b>1,000.00</b>     |
| <b>296 - Grants Fund</b>                                  |                     |
| <b>Textbooks</b>                                          |                     |
| PERFECTION LEARNING                                       | 1,787.52            |
| <b>296 - Grants Fund Total</b>                            | <b>1,787.52</b>     |
| <b>298 - Designated Revenue Fund</b>                      |                     |
| <b>Computer Software</b>                                  |                     |
| POINT AND CLICK SOLUTIONS INC                             | 15,030.00           |
| <b>298 - Designated Revenue Fund Total</b>                | <b>15,030.00</b>    |
| <b>299 - Food Service Fund</b>                            |                     |
| <b>Computer Software</b>                                  |                     |
| TITAN SCHOOL SOLUTIONS                                    | 14,300.00           |
| <b>Food - Food Service Only</b>                           |                     |
| DUCK DELIVERY PRODUCE INC                                 | 2,767.75            |
| LOCHMEAD DAIRY                                            | 3,515.16            |
| <b>Inventories</b>                                        |                     |
| MCDONALD WHOLESALE CO                                     | 3,049.91            |
| <b>299 - Food Service Fund Total</b>                      | <b>23,632.82</b>    |
| <b>405 - 2018 Series GO Bond Proceeds Fund</b>            |                     |
| <b>Buildings Acquisition</b>                              |                     |
| CITY OF CORVALLIS - DEVELOPMENT SERVICES                  | 6,960.05            |
| NW NATURAL                                                | 3,376.01            |
| PACIFIC POWER                                             | 7,549.00            |
| <b>405 - 2018 Series GO Bond Proceeds Fund Total</b>      | <b>17,885.06</b>    |
| <b>601 - Insurance Fund</b>                               |                     |
| <b>Liability Insurance</b>                                |                     |
| BARKER-UERLINGS INSURANCE, INC                            | 22,744.00           |
| PACE                                                      | 162,693.00          |
| <b>Other Non-instructional Professional and Technical</b> |                     |
| BARKER-UERLINGS INSURANCE, INC                            | 85,123.00           |
| <b>Property Insurance Premiums</b>                        |                     |

Corvallis School District 509J  
Schedule of Cash Disbursements greater than or equal to \$1,000  
For the period of July 1-July 31, 2020

| Vendor by Fund and Object           |       | Check Total  |
|-------------------------------------|-------|--------------|
| BARKER-UERLINGS INSURANCE, INC      |       | 550,558.00   |
| VOYAGER INDEMNITY INSURANCE COMPANY |       | 3,370.05     |
| 601 - Insurance Fund                | Total | 824,488.05   |
| Grand Total                         |       | 2,066,808.54 |





# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board  
Prepared by: Olivia Meyers Buch, Finance and Operations Director  
Meeting Date: September 10, 2020

### **June Financial Statements (Unaudited)**

### **NO ACTION REQUIRED**

#### Background

The Statement of Resources and Requirements for the General Fund for the period ending June 30, 2019 and June 30, 2020 follow this report.

Year-to-date operating revenues through the end of June 2020 total \$80.5 million or 100.8% of total budgeted operating revenues as compared to \$77.0 million or 104.8% through the end of June 2019. Total operating revenues are projected to exceed budgeted operating revenue by \$0.6 million.

Year-to-date operating expenditures through the end of June 2020 total \$84.3 million or 96.5% of total budgeted operating expenditures as compared to \$75.3 million or 98.3% through the end of June 2019. Operating expenditures are projected to total 96.5% of budgeted operating expenditures.

Projected resources and requirements through June 30, 2020 result in an ending fund balance of \$12.6 million, or 15.6% of projected operating revenues. The projected ending fund balance reflects a decrease in fund balance, or operating deficit, of \$3.8 million, but all General Fund reserves are projected to be at or above the designations outlined in board policy on June 30, 2020.

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

#### Supplementary Materials

1. Statements of Resources and Requirements as of June 30, 2019 and 2020
2. Schedule of Investments as of June 30, 2020
3. Schedule of Cash Disbursements greater than or equal to \$1,000 for the period of June 1-30, 2020

Corvallis School District 509J  
Statement of Resources and Requirements  
Fiscal Year to Date as of June 30, 2019 and 2020 Respectively (Unaudited)

**General Fund**

|                                       | FY 2018-19           |                           |                |                           |                | FY 2019-20           |                           |                |                             |                |
|---------------------------------------|----------------------|---------------------------|----------------|---------------------------|----------------|----------------------|---------------------------|----------------|-----------------------------|----------------|
|                                       | Amended<br>Budget    | Actuals Thru<br>6/30/2019 | % of<br>Budget | Actuals Thru<br>6/30/2019 | % of<br>Budget | Amended<br>Budget    | Actuals Thru<br>6/30/2020 | % of<br>Budget | Projected Thru<br>6/30/2020 | % of<br>Budget |
| <b>RESOURCES</b>                      |                      |                           |                |                           |                |                      |                           |                |                             |                |
| State School Fund Formula Revenue     |                      |                           |                |                           |                |                      |                           |                |                             |                |
| State School Fund - General Support   | \$ 36,569,504        | \$ 33,335,049             | 91.2%          | \$ 33,335,049             | 91.2%          | \$ 38,905,151        | \$ 38,745,585             | 99.6%          | \$ 38,745,585               | 99.6%          |
| Property Taxes Levied by District     | 27,842,602           | 29,158,432                | 104.7%         | 29,158,432                | 104.7%         | 29,762,663           | 30,091,002                | 101.1%         | 30,091,002                  | 101.1%         |
| Common School Fund                    | 692,493              | 1,029,035                 | 148.6%         | 1,029,035                 | 148.6%         | 649,272              | 945,382                   | 145.6%         | 945,382                     | 145.6%         |
| County School Funds                   | 160,000              | 325,089                   | 203.2%         | 325,089                   | 203.2%         | 260,000              | 224,105                   | 86.2%          | 224,105                     | 86.2%          |
| Local Option Taxes Levied by District | 6,533,657            | 7,233,192                 | 110.7%         | 7,233,192                 | 110.7%         | 7,084,797            | 7,168,130                 | 101.2%         | 7,168,130                   | 101.2%         |
| Earnings on Investments               | 275,000              | 1,265,853                 | 460.3%         | 1,265,853                 | 460.3%         | 613,000              | 789,208                   | 128.7%         | 789,208                     | 128.7%         |
| Other                                 | 1,374,000            | 4,628,158                 | 336.8%         | 4,628,158                 | 336.8%         | 2,591,784            | 2,540,027                 | 98.0%          | 2,540,027                   | 98.0%          |
| <b>Total Operating Revenues</b>       | <b>\$ 73,447,256</b> | <b>\$ 76,974,809</b>      | <b>104.8%</b>  | <b>\$ 76,974,809</b>      | <b>104.8%</b>  | <b>\$ 79,866,667</b> | <b>\$ 80,503,438</b>      | <b>100.8%</b>  | <b>\$ 80,503,438</b>        | <b>100.8%</b>  |
| Beginning Fund Balance                | \$ 14,680,682        | \$ 14,680,682             | 100.0%         | \$ 14,680,682             | 100.0%         | \$ 16,373,874        | \$ 16,373,874             | 100.0%         | \$ 16,373,874               | 100.0%         |
| <b>TOTAL RESOURCES</b>                | <b>\$ 88,127,938</b> | <b>\$ 91,655,491</b>      | <b>104.0%</b>  | <b>\$ 91,655,491</b>      | <b>104.0%</b>  | <b>\$ 96,240,541</b> | <b>\$ 96,877,312</b>      | <b>100.7%</b>  | <b>\$ 96,877,312</b>        | <b>100.7%</b>  |
| <b>REQUIREMENTS</b>                   |                      |                           |                |                           |                |                      |                           |                |                             |                |
| Salaries                              | \$ 38,369,511        | \$ 37,656,035             | 98.1%          | \$ 37,656,035             | 98.1%          | \$ 41,476,992        | \$ 41,580,271             | 100.2%         | \$ 41,580,271               | 100.2%         |
| Associated Payroll Costs              | 21,557,545           | 20,429,023                | 94.8%          | 20,429,023                | 94.8%          | 25,697,817           | 25,195,364                | 98.0%          | 25,195,364                  | 98.0%          |
| Purchased Services                    | 10,235,681           | 10,834,944                | 105.9%         | 10,834,944                | 105.9%         | 12,813,811           | 10,888,460                | 85.0%          | 10,888,460                  | 85.0%          |
| Supplies and Materials                | 4,206,143            | 4,615,855                 | 109.7%         | 4,615,855                 | 109.7%         | 5,586,567            | 4,632,084                 | 82.9%          | 4,632,084                   | 82.9%          |
| Capital Outlay                        | 585,559              | 265,814                   | 45.4%          | 265,814                   | 45.4%          | 55,000               | 267,299                   | 486.0%         | 267,299                     | 486.0%         |
| Other Objects                         | 1,621,929            | 1,479,947                 | 91.2%          | 1,479,947                 | 91.2%          | 1,789,724            | 1,760,098                 | 98.3%          | 1,760,098                   | 98.3%          |
| <b>Total Operating Expenditures</b>   | <b>\$ 76,576,368</b> | <b>\$ 75,281,617</b>      | <b>98.3%</b>   | <b>\$ 75,281,617</b>      | <b>98.3%</b>   | <b>\$ 87,419,911</b> | <b>\$ 84,323,575</b>      | <b>96.5%</b>   | <b>\$ 84,323,575</b>        | <b>96.5%</b>   |
| Contingency                           | 1,820,050            | -                         | 0.0%           | -                         | 0.0%           | -                    | -                         | -              | -                           | -              |
| Rainy Day Reserves                    | 3,640,100            | -                         | 0.0%           | -                         | 0.0%           | 3,210,137            | -                         | 0.0%           | -                           | 0.0%           |
| Unappropriated Reserves               | 2,891,420            | -                         | 0.0%           | -                         | 0.0%           | 2,811,990            | -                         | 0.0%           | -                           | 0.0%           |
| Unappropriated Reserve (PERS)         | 3,200,000            | -                         | 0.0%           | -                         | 0.0%           | 2,798,503            | -                         | 0.0%           | -                           | 0.0%           |
| <b>TOTAL REQUIREMENTS</b>             | <b>\$ 88,127,938</b> | <b>\$ 75,281,617</b>      | <b>85.4%</b>   | <b>\$ 75,281,617</b>      | <b>85.4%</b>   | <b>\$ 96,240,541</b> | <b>\$ 84,323,575</b>      | <b>87.6%</b>   | <b>\$ 84,323,575</b>        | <b>87.6%</b>   |
| <b>ENDING FUND BALANCE</b>            |                      | <b>\$ 16,373,874</b>      |                | <b>\$ 16,373,874</b>      |                |                      | <b>\$ 12,553,737</b>      |                | <b>\$ 12,553,737</b>        |                |
| Contingency                           |                      |                           |                | 1,924,370                 | 2.5% *         |                      |                           |                | 2,012,586                   | 2.5% *         |
| Rainy Day Reserves                    |                      |                           |                | 3,848,740                 | 5.0% *         |                      |                           |                | 4,025,172                   | 5.0% *         |
| Unappropriated Reserves               |                      |                           |                | 7,400,763                 | 9.6% *         |                      |                           |                | 6,515,979                   | 8.1% *         |
| Unappropriated Reserve (PERS)         |                      |                           |                | 3,200,000                 | 4.2% *         |                      |                           |                | -                           | 0.0% *         |
| <b>* Percent of Operating Revenue</b> |                      |                           |                | <b>\$ 16,373,874</b>      | <b>21.3% *</b> |                      |                           |                | <b>\$ 12,553,737</b>        | <b>15.6% *</b> |

Corvallis School District 509J  
Schedule of Investments  
June 30, 2020

| Type of Investment                           | Investment<br>Date | Maturity/ Call<br>Date | No. of<br>Days | Bond                |                | Par (Maturity)<br>Value |
|----------------------------------------------|--------------------|------------------------|----------------|---------------------|----------------|-------------------------|
|                                              |                    |                        |                | Equivalent<br>Yield | Purchase Price |                         |
| U.S. Treasury Obligations:                   |                    |                        |                |                     |                |                         |
|                                              | 08/07/18           | 07/15/20               | 709            | 2.531%              | \$98.06        | 6,780,000               |
|                                              | 08/07/18           | 08/15/20               | 740            | 2.546%              | \$97.95        | 6,780,000               |
|                                              | 08/07/18           | 10/15/20               | 801            | 2.559%              | \$98.02        | 5,870,000               |
|                                              | 08/07/18           | 11/15/20               | 832            | 2.570%              | \$98.20        | 6,530,000               |
|                                              | 08/07/18           | 01/15/21               | 893            | 2.584%              | \$98.63        | 6,530,000               |
|                                              | 08/07/18           | 05/15/21               | 1,013          | 2.605%              | \$100.05       | 4,750,000               |
|                                              | 08/07/18           | 07/15/21               | 1,074          | 2.624%              | \$100.00       | 4,750,000               |
|                                              | 12/17/18           | 08/15/21               | 948            | 2.670%              | \$100.20       | 6,000,000               |
|                                              | 11/22/19           | 11/15/20               | 359            | 1.485%              | \$98.60        | 5,000,000               |
|                                              | 11/22/19           | 11/30/20               | 374            | 1.510%              | \$100.11       | 5,000,000               |
|                                              | 11/22/19           | 02/15/21               | 451            | 1.556%              | \$98.15        | 5,000,000               |
|                                              | 12/02/19           | 07/31/20               | 242            | 1.428%              | \$100.79       | 5,000,000               |
|                                              | 01/15/20           | 06/30/21               | 532            | 1.501%              | \$99.46        | 3,000,000               |
|                                              | 01/15/20           | 07/31/21               | 563            | 1.508%              | \$99.42        | 2,500,000               |
|                                              | 01/15/20           | 08/31/21               | 594            | 1.515%              | \$99.98        | 2,500,000               |
|                                              | 01/15/20           | 09/30/21               | 624            | 1.517%              | \$99.97        | 2,500,000               |
|                                              | 01/17/20           | 09/15/20               | 242            | 1.442%              | \$99.96        | 2,000,000               |
|                                              | 02/11/20           | 10/05/20               | 237            | 1.381%              | \$100.16       | 2,000,000               |
|                                              | 05/29/20           | 04/15/21               | 321            | 0.080%              | \$102.00       | 4,900,000               |
|                                              | 05/28/20           | 10/15/21               | 505            | 0.085%              | \$103.85       | 3,600,000               |
| US Government-Sponsored Enterprises (Total): |                    |                        |                |                     |                |                         |
|                                              | 08/07/18           | 09/28/20               | 784            | 2.550%              | \$97.57        | 6,780,000               |
|                                              | 08/07/18           | 12/28/20               | 875            | 2.587%              | \$98.36        | 6,530,000               |
|                                              | 08/07/18           | 02/15/21               | 924            | 2.647%              | \$102.98       | 1,200,000               |
|                                              | 08/07/18           | 03/12/21               | 949            | 2.646%              | \$97.77        | 4,750,000               |
|                                              | 08/07/18           | 04/19/21               | 987            | 2.682%              | \$99.92        | 4,750,000               |
|                                              | 08/07/18           | 06/11/21               | 1,040          | 2.665%              | \$102.61       | 4,750,000               |
|                                              | 01/15/19           | 09/10/21               | 974            | 2.500%              | \$101.27       | 6,000,000               |
|                                              | 11/22/19           | 12/22/20               | 396            | 1.519%              | \$100.09       | 5,000,000               |
|                                              | 03/30/20           | 06/22/21               | 449            | 0.425%              | \$102.84       | 2,260,000               |
|                                              | 03/30/20           | 07/07/21               | 464            | 0.424%              | \$101.84       | 2,260,000               |
|                                              | 03/30/20           | 08/12/21               | 500            | 0.412%              | \$100.97       | 2,260,000               |
|                                              | 05/15/20           | 04/13/21               | 333            | 0.076%              | \$102.21       | 4,950,000               |
|                                              | 05/15/20           | 05/12/21               | 362            | 0.082%              | \$100.01       | 5,000,000               |
|                                              | 05/29/20           | 05/06/21               | 342            | 0.091%              | \$101.08       | 5,000,000               |
|                                              | 05/28/20           | 11/19/21               | 540            | 0.100%              | \$102.25       | 3,000,000               |
| Commercial Paper                             |                    |                        |                |                     |                |                         |
|                                              | 04/23/20           | 10/20/20               | 180            | 0.602%              |                | 3,400,000               |
|                                              | 04/23/20           | 07/30/20               | 98             | 0.813%              |                | 3,400,000               |

|                                                                |                |
|----------------------------------------------------------------|----------------|
| Total Investments outside of Local Government Investment Pool: | \$ 162,280,000 |
|----------------------------------------------------------------|----------------|

|                                                   | Average<br>Annualized<br>Rate |                       |
|---------------------------------------------------|-------------------------------|-----------------------|
| <u>Local Government Investment Pool:</u>          |                               |                       |
| General Account                                   | 1.30%                         | \$ 11,134,867         |
| Debt Service Account                              | 1.30%                         | 4,978                 |
| <u>Debt Service Account - GO 2018 Bond Series</u> | 1.30%                         | <u>22,832,040</u>     |
| Subtotal LGIP <sup>1</sup>                        |                               | \$ 33,971,885         |
| Pension Bond Debt Service Account: <sup>2</sup>   | 1.30%                         | \$ 29,291             |
| <u>Total Investments</u>                          |                               | <u>\$ 196,281,176</u> |

1. The maximum amount (in any combination of accounts) that the Local Government Investment Pool (LGIP) allows in an account is \$50,400,000
2. The Pension Bond Debt Service Account is outside of the LGIP limit, and collects the PERS intercept payments from the Basic School Fund for payment

#### Compliance with Investment Policy

| Type of Investment                                                                           | Maximum % of<br>Portfolio per Policy<br>DFA | Current Percent |
|----------------------------------------------------------------------------------------------|---------------------------------------------|-----------------|
| U.S. Treasury Obligations                                                                    | 100.0%                                      | 46.4%           |
| U.S. Government Agency Securities and Instrumentalities of Government-sponsored Corporations | 90.0%                                       | 32.9%           |
| State of Oregon Local Investment Pool                                                        | 100.0%                                      | 17.3%           |
| Bankers Acceptances                                                                          | 25.0%                                       | 0.0%            |
| Repurchase Agreements                                                                        | 25.0%                                       | 0.0%            |
| Certificates of Deposits                                                                     | 50.0%                                       | 0.0%            |
| Commercial Paper                                                                             | 10.0%                                       | 3.5%            |
| State of Oregon and Oregon Local Government Securities                                       | 25.0%                                       | 0.0%            |
| <b>TOTAL</b>                                                                                 |                                             | <b>100.00%</b>  |

#### Benchmarks as of 6/30/20:

|                                           |       |
|-------------------------------------------|-------|
| 3 Month U.S. Treasury Yield Curve Rate    | 0.16% |
| 3 Month Jumbo Certificate of Deposit Rate | 0.82% |

Corvallis School District 509J  
Schedule of Cash Disbursements greater than or equal to \$1,000  
For the period of June 1-June 30, 2020

| <b>Vendor by Fund and Object</b>                          | <b>Check Total</b> |
|-----------------------------------------------------------|--------------------|
| <b>100 - General Fund</b>                                 |                    |
| <b>Audit Services</b>                                     |                    |
| PAULY, ROGERS AND CO. P.C.                                | 12,000.00          |
| <b>Computer Software</b>                                  |                    |
| EXPLORE LEARNING                                          | 3,295.00           |
| INSTRUCTURE INC                                           | 71,110.59          |
| LEARNING A-Z                                              | 1,259.40           |
| SCENARIO LEARNING LLC                                     | 1,316.00           |
| <b>Consumable Supplies and Materials</b>                  |                    |
| AMAZON.COM CREDIT SERVICES                                | 2,843.31           |
| CABLEWHOLESALE.COM INC                                    | 6,079.12           |
| DICK BLICK                                                | 1,627.80           |
| GOPHER SPORT                                              | 2,738.15           |
| HIGH TEMP INC                                             | 4,927.50           |
| HOME DEPOT CREDIT SERVICES                                | 2,476.35           |
| INTELLICEPT                                               | 1,346.00           |
| JOSTEN'S                                                  | 2,683.30           |
| JOSTENS INC.                                              | 1,682.02           |
| LEARNING WITHOUT TEARS                                    | 5,179.50           |
| MILLER PAINT COMPANY                                      | 2,558.25           |
| NO DINX INC                                               | 5,153.61           |
| OFFICE DEPOT, INC                                         | 14,934.73          |
| SCHOOL SPECIALTY                                          | 6,473.00           |
| Ward-Satey, Alicia P                                      | 1,503.51           |
| WAXIE SANITARY SUPPLY                                     | 5,162.05           |
| <b>Dues and Fees</b>                                      |                    |
| POSTMASTER - CORVALLIS                                    | 1,310.00           |
| <b>Electricity</b>                                        |                    |
| CONSUMERS POWER INC                                       | 4,321.55           |
| <b>Equipment \$5,000 and greater</b>                      |                    |
| SIMPLE BOX OREGON                                         | 5,260.00           |
| <b>Fuel</b>                                               |                    |
| NW NATURAL                                                | 7,008.28           |
| <b>Garbage</b>                                            |                    |
| REPUBLIC SERVICES                                         | 6,418.87           |
| <b>Instructional, Professional and Technical Service</b>  |                    |
| LINN BENTON COMMUNITY COLLEGE                             | 16,005.82          |
| <b>Legal Services</b>                                     |                    |
| LUVAAS COBB                                               | 2,320.50           |
| <b>Other Communication Services</b>                       |                    |
| COMCAST/INSTITUTIONAL NETWORKS                            | 19,182.04          |
| <b>Other Non-instructional Professional and Technical</b> |                    |

Corvallis School District 509J  
Schedule of Cash Disbursements greater than or equal to \$1,000  
For the period of June 1-June 30, 2020

| <b>Vendor by Fund and Object</b>                    | <b>Check Total</b> |
|-----------------------------------------------------|--------------------|
| ABIDE WEB DESIGN                                    | 1,409.20           |
| BELVEAL, BRENT                                      | 3,000.00           |
| CAREERSTAFF UNLIMITED                               | 2,376.00           |
| CARRUTH COMPLIANCE CONSULTING INC                   | 7,566.00           |
| RICK COOPER EDITING AND DESIGN                      | 1,400.00           |
| <b>Other Professional Services - Certified Subs</b> |                    |
| EDUSTAFF                                            | 15,349.15          |
| <b>Other Property Services</b>                      |                    |
| US Bank Equipment Finance                           | 4,177.42           |
| <b>Reimbursable Student Transportation</b>          |                    |
| STA WEST REGION                                     | 211,465.23         |
| <b>Rentals</b>                                      |                    |
| BEST POTS INC - ALBANY                              | 2,195.60           |
| OREGON STATE UNIVERSITY COLLEGE OF BUS              | 5,836.00           |
| <b>Repairs and Maintenance Services</b>             |                    |
| ADVANCED WOODCRAFT                                  | 8,965.00           |
| CAMPBELL CONSTRUCTION NW                            | 1,475.00           |
| CORVALLIS POWER EQUIPMENT                           | 2,168.19           |
| EC ELECTRIC                                         | 1,180.46           |
| PBS ENGINEERING & ENVIRONMENTAL INC                 | 7,995.00           |
| UNCOMMON CABINETRY                                  | 2,040.00           |
| <b>Technology Taggable Equip &lt;\$5,000</b>        |                    |
| GRESHAM-BARLOW SCHOOL DISTRICT                      | 38,679.40          |
| <b>Telephone</b>                                    |                    |
| CENTURYLINK                                         | 4,516.04           |
| <b>Textbooks</b>                                    |                    |
| CENTER FOR THE COLLABORATIVE CLASSROOM              | 2,381.40           |
| <b>Travel, Out of District</b>                      |                    |
| YOUR INFINITE LIFE TRAINING & COACHING              | 3,395.00           |
| <b>Water and Sewage</b>                             |                    |
| CITY OF CORVALLIS                                   | 33,287.78          |
| <b>100 - General Fund Total</b>                     | <b>579,034.12</b>  |
| <b>203 - Food Service Fund</b>                      |                    |
| <b>Food - Food Service Only</b>                     |                    |
| FRANZ FAMILY BAKERIES                               | 1,592.41           |
| LOCHMEAD DAIRY                                      | 4,193.88           |
| <b>Inventories</b>                                  |                    |
| FOOD SERVICE OF AMERICA                             | 4,319.95           |
| MCDONALD WHOLESALE CO                               | 2,978.05           |
| <b>Repairs and Maintenance Services</b>             |                    |
| ADVANCED ENVIRONMENTAL SYSTEMS                      | 7,200.00           |
| BENTON COUNTY PUBLIC WORKS                          | 2,804.47           |

Corvallis School District 509J  
Schedule of Cash Disbursements greater than or equal to \$1,000  
For the period of June 1-June 30, 2020

| Vendor by Fund and Object                                |                                        | Check Total       |
|----------------------------------------------------------|----------------------------------------|-------------------|
| <b>Taxes and Licenses</b>                                |                                        |                   |
|                                                          | BENTON COUNTY HEALTH DEPT              | 4,648.00          |
| <b>203 - Food Service Fund</b>                           | <b>Total</b>                           | <b>27,736.76</b>  |
| <b>204 - District Donation Fund</b>                      |                                        |                   |
| <b>Consumable Supplies and Materials</b>                 |                                        |                   |
|                                                          | CAPRI VILLA                            | 2,420.00          |
|                                                          | FRED MEYER CUSTOMER CHARGES            | 1,420.72          |
|                                                          | GROCERY OUTLET - CORVALLIS             | 1,102.99          |
|                                                          | NO DINX INC                            | 1,500.00          |
|                                                          | PACIFIC POWER                          | 2,023.49          |
|                                                          | PINION PROPERTY MANAGEMENT, INC        | 1,000.00          |
|                                                          | SPHERO INC                             | 1,869.57          |
| <b>Travel, Out of District</b>                           |                                        |                   |
|                                                          | YOUR INFINITE LIFE TRAINING & COACHING | 1,600.00          |
| <b>204 - District Donation Fund Total</b>                |                                        | <b>12,936.77</b>  |
| <b>208 - Designated Facilities Fund</b>                  |                                        |                   |
| <b>Buildings Acquisition</b>                             |                                        |                   |
|                                                          | GERDING BUILDERS, LLC                  | 56,476.43         |
|                                                          | PIVOT ARCHITECTURE                     | 3,648.91          |
| <b>208 - Designated Facilities Fund Total</b>            |                                        | <b>60,125.34</b>  |
| <b>296 - Grants Fund</b>                                 |                                        |                   |
| <b>Architect/Engineer Services</b>                       |                                        |                   |
|                                                          | DLR GROUP                              | 8,832.80          |
|                                                          | PBS ENGINEERING & ENVIRONMENTAL INC    | 1,362.50          |
| <b>Buildings Acquisition</b>                             |                                        |                   |
|                                                          | BALDWIN GENERAL CONTRACTING INC        | 271,271.77        |
|                                                          | CLAIR COMPANY INC                      | 1,472.00          |
| <b>Instructional, Professional and Technical Service</b> |                                        |                   |
|                                                          | CENTER FOR THE COLLABORATIVE CLASSROOM | 2,250.00          |
| <b>Library Books</b>                                     |                                        |                   |
|                                                          | CENGAGE LEARNING                       | 5,297.90          |
|                                                          | OVERDRIVE                              | 5,142.29          |
| <b>Travel, Student Out of District</b>                   |                                        |                   |
|                                                          | OMSI                                   | 23,646.00         |
| <b>296 - Grants Fund Total</b>                           |                                        | <b>319,275.26</b> |
| <b>297 - Student Body Funds</b>                          |                                        |                   |
| <b>Consumable Supplies and Materials</b>                 |                                        |                   |
|                                                          | CORVALLIS VIDEO                        | 1,080.00          |
|                                                          | KRISPY KREME FUNDRAISING               | 1,485.00          |
| <b>Printing and Binding</b>                              |                                        |                   |
|                                                          | HERFF JONES - YEARBOOKS                | 14,050.00         |
| <b>297 - Student Body Funds Total</b>                    |                                        | <b>16,615.00</b>  |

Corvallis School District 509J  
Schedule of Cash Disbursements greater than or equal to \$1,000  
For the period of June 1-June 30, 2020

| Vendor by Fund and Object                            |              | Check Total         |
|------------------------------------------------------|--------------|---------------------|
| <b>298 - Designated Revenue Fund</b>                 |              |                     |
| <b>Consumable Supplies and Materials</b>             |              |                     |
| COLLEGE BOARD - SAT                                  |              | 17,280.00           |
| <b>Printing and Binding</b>                          |              |                     |
| PHOTOBOOK WORLDWIDE CREDIT CARD CHARGE               |              | 4,840.00            |
| <b>Repairs and Maintenance Services</b>              |              |                     |
| TECH DEFENDERS                                       |              | 4,210.87            |
| <b>298 - Designated Revenue Fund</b>                 | <b>Total</b> | <b>26,330.87</b>    |
| <b>405 - 2018 Series GO Bond Proceeds Fund</b>       |              |                     |
| <b>Architect/Engineer Services</b>                   |              |                     |
| ARCHAEOLOGICAL INVESTIGATIONS NORTHWEST              |              | 16,066.07           |
| BRENDLE GROUP INC                                    |              | 3,106.25            |
| CLEMOW ASSOCIATES LLC                                |              | 1,950.00            |
| DLR GROUP                                            |              | 326,075.92          |
| FOUNDATION ENGINEERING                               |              | 35,073.88           |
| PBS ENGINEERING & ENVIRONMENTAL INC                  |              | 21,995.89           |
| PIVOT ARCHITECTURE                                   |              | 55,185.05           |
| WENAH GROUP INC                                      |              | 105,245.09          |
| <b>Buildings Acquisition</b>                         |              |                     |
| ACC COST CONSULTANTS LLC                             |              | 12,111.50           |
| BALL JANIK LLP                                       |              | 2,437.50            |
| CITY OF CORVALLIS - DEVELOPMENT SERVICES             |              | 50,500.30           |
| EC ELECTRIC                                          |              | 11,979.00           |
| FORTIS CONSTRUCTION                                  |              | 602,597.01          |
| GERDING BUILDERS, LLC                                |              | 89,228.30           |
| GLUMAC                                               |              | 4,700.00            |
| LLAMA MOVERS LLC                                     |              | 5,901.00            |
| NW NATURAL, ATTN: ENGINEERING DEPT                   |              | 6,560.67            |
| WILLAMETTE VALLEY PLANNING, LLC                      |              | 2,303.00            |
| <b>405 - 2018 Series GO Bond Proceeds Fund Total</b> |              | <b>1,353,016.43</b> |
| <b>601 - Insurance Fund</b>                          |              |                     |
| <b>Computer Software</b>                             |              |                     |
| MSDS ONLINE                                          |              | 3,299.00            |
| <b>Group Insurance</b>                               |              |                     |
| SAIF CORPORATION                                     |              | 203,534.97          |
| <b>Other Insurance and Judgments</b>                 |              |                     |
| WISCARSON LAW PC                                     |              | 1,400.00            |
| <b>601 - Insurance Fund</b>                          | <b>Total</b> | <b>208,233.97</b>   |
| <b>Grand Total</b>                                   |              | <b>2,603,304.52</b> |





# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board  
Prepared by: Olivia Meyers Buch, Finance and Operations Director  
Meeting Date: September 10, 2020

### **May Financial Statements (Unaudited)**

### **NO ACTION REQUIRED**

#### Background

The Statement of Resources and Requirements for the General Fund for the period ending May 31, 2019 and May 31, 2020 follow this report.

Year-to-date operating revenues through the end of May 2020 total \$78.5 million or 98.3% of total budgeted operating revenues as compared to \$73.5 million or 100.1% through the end of May 2019. Total operating revenues are projected to exceed budgeted operating revenue by \$0.6 million.

Year-to-date operating expenditures through the end of May 2020 total \$68.3 million or 78.1% of total budgeted operating expenditures as compared to \$59.5 million or 77.6% through the end of May 2019. Operating expenditures are projected to total 96.5% of budgeted operating expenditures.

Projected resources and requirements through June 30, 2020 result in an ending fund balance of \$12.6 million, or 15.6% of projected operating revenues. The projected ending fund balance reflects a decrease in fund balance, or operating deficit, of \$3.8 million, but all General Fund reserves are projected to be at or above the designations outlined in board policy on June 30, 2020.

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

#### Supplementary Materials

1. Statements of Resources and Requirements as of May 31, 2019 and 2020
2. Schedule of Investments as of May 31, 2020
3. Schedule of Cash Disbursements greater than or equal to \$1,000 for the period of May 1-31, 2020

Corvallis School District 509J  
Statement of Resources and Requirements  
Fiscal Year to Date as of May 31, 2019 and 2020 Respectively (Unaudited)

**General Fund**

|                                       | FY 2018-19           |                           |                |                           |                | FY 2019-20           |                           |                |                             |                |
|---------------------------------------|----------------------|---------------------------|----------------|---------------------------|----------------|----------------------|---------------------------|----------------|-----------------------------|----------------|
|                                       | Amended<br>Budget    | Actuals Thru<br>5/31/2019 | % of<br>Budget | Actuals Thru<br>6/30/2019 | % of<br>Budget | Amended<br>Budget    | Actuals Thru<br>5/31/2020 | % of<br>Budget | Projected Thru<br>6/30/2020 | % of<br>Budget |
| <b>RESOURCES</b>                      |                      |                           |                |                           |                |                      |                           |                |                             |                |
| State School Fund Formula Revenue     |                      |                           |                |                           |                |                      |                           |                |                             |                |
| State School Fund - General Support   | \$ 36,569,504        | \$ 35,706,867             | 97.6%          | \$ 35,706,867             | 97.6%          | \$ 38,905,151        | \$ 38,745,585             | 99.6%          | \$ 38,745,585               | 99.6%          |
| Property Taxes Levied by District     | 27,842,602           | 28,322,388                | 101.7%         | 29,158,432                | 104.7%         | 29,762,663           | 29,227,452                | 98.2%          | 30,091,002                  | 101.1%         |
| Common School Fund                    | 692,493              | 514,518                   | 74.3%          | 1,029,035                 | 148.6%         | 649,272              | 472,692                   | 72.8%          | 945,382                     | 145.6%         |
| County School Funds                   | 160,000              | 262,087                   | 163.8%         | 325,089                   | 203.2%         | 260,000              | 168,161                   | 64.7%          | 224,105                     | 86.2%          |
| Local Option Taxes Levied by District | 6,533,657            | 7,030,003                 | 107.6%         | 7,191,010                 | 110.1%         | 7,084,797            | 6,965,926                 | 98.3%          | 7,168,130                   | 101.2%         |
| Earnings on Investments               | 275,000              | 877,791                   | 319.2%         | 1,087,073                 | 395.3%         | 613,000              | 620,146                   | 101.2%         | 789,208                     | 128.7%         |
| Other                                 | 1,374,000            | 800,377                   | 58.3%          | 2,477,302                 | 180.3%         | 2,591,784            | 2,276,903                 | 87.9%          | 2,540,027                   | 98.0%          |
| <b>Total Operating Revenues</b>       | <b>\$ 73,447,256</b> | <b>\$ 73,514,031</b>      | <b>100.1%</b>  | <b>\$ 76,974,809</b>      | <b>104.8%</b>  | <b>\$ 79,866,667</b> | <b>\$ 78,476,865</b>      | <b>98.3%</b>   | <b>\$ 80,503,438</b>        | <b>100.8%</b>  |
| Beginning Fund Balance                | \$ 14,680,682        | \$ 14,680,682             | 100.0%         | \$ 14,680,682             | 100.0%         | \$ 16,373,874        | \$ 16,373,874             | 100.0%         | \$ 16,373,874               | 100.0%         |
| <b>TOTAL RESOURCES</b>                | <b>\$ 88,127,938</b> | <b>\$ 88,194,713</b>      | <b>100.1%</b>  | <b>\$ 91,655,491</b>      | <b>104.0%</b>  | <b>\$ 96,240,541</b> | <b>\$ 94,850,739</b>      | <b>103.5%</b>  | <b>\$ 96,877,312</b>        | <b>100.7%</b>  |
| <b>REQUIREMENTS</b>                   |                      |                           |                |                           |                |                      |                           |                |                             |                |
| Salaries                              | \$ 38,369,511        | \$ 29,670,453             | 77.3%          | \$ 37,656,035             | 98.1%          | \$ 41,476,992        | \$ 32,749,695             | 79.0%          | \$ 41,580,271               | 100.2%         |
| Associated Payroll Costs              | 21,557,545           | 16,004,725                | 74.2%          | 20,429,023                | 94.8%          | 25,697,817           | 19,640,714                | 76.4%          | 25,195,364                  | 98.0%          |
| Purchased Services                    | 10,235,681           | 9,203,198                 | 89.9%          | 10,834,944                | 105.9%         | 12,866,811           | 9,700,825                 | 75.4%          | 10,888,460                  | 84.6%          |
| Supplies and Materials                | 4,206,143            | 3,162,753                 | 75.2%          | 4,615,855                 | 109.7%         | 5,536,567            | 4,171,418                 | 75.3%          | 4,632,084                   | 83.7%          |
| Capital Outlay                        | 585,559              | 26,263                    | 4.5%           | 265,814                   | 45.4%          | 55,000               | 264,571                   | 481.0%         | 267,299                     | 486.0%         |
| Other Objects                         | 1,621,929            | 1,385,819                 | 85.4%          | 1,479,947                 | 91.2%          | 1,786,724            | 1,757,170                 | 98.3%          | 1,760,098                   | 98.5%          |
| <b>Total Operating Expenditures</b>   | <b>\$ 76,576,368</b> | <b>\$ 59,453,210</b>      | <b>77.6%</b>   | <b>\$ 75,281,617</b>      | <b>98.3%</b>   | <b>\$ 87,419,911</b> | <b>\$ 68,284,392</b>      | <b>78.1%</b>   | <b>\$ 84,323,575</b>        | <b>96.5%</b>   |
| Contingency                           | 1,820,050            | -                         | 0.0%           | -                         | 0.0%           | -                    | -                         | -              | -                           | -              |
| Rainy Day Reserves                    | 3,640,100            | -                         | 0.0%           | -                         | 0.0%           | 3,210,137            | -                         | 0.0%           | -                           | 0.0%           |
| Unappropriated Reserves               | 2,891,420            | -                         | 0.0%           | -                         | 0.0%           | 2,811,990            | -                         | 0.0%           | -                           | 0.0%           |
| Unappropriated Reserve (PERS)         | 3,200,000            | -                         | 0.0%           | -                         | 0.0%           | 2,798,503            | -                         | 0.0%           | -                           | 0.0%           |
| <b>TOTAL REQUIREMENTS</b>             | <b>\$ 88,127,938</b> | <b>\$ 59,453,210</b>      | <b>67.5%</b>   | <b>\$ 75,281,617</b>      | <b>85.4%</b>   | <b>\$ 96,240,541</b> | <b>\$ 68,284,392</b>      | <b>71.0%</b>   | <b>\$ 84,323,575</b>        | <b>87.6%</b>   |
| <b>ENDING FUND BALANCE</b>            |                      | <b>\$ 28,741,503</b>      |                | <b>\$ 16,373,874</b>      |                |                      | <b>\$ 26,566,347</b>      |                | <b>\$ 12,553,737</b>        |                |
| Contingency                           |                      |                           |                | 1,924,370                 | 2.5% *         |                      |                           |                | 2,012,586                   | 2.5% *         |
| Rainy Day Reserves                    |                      |                           |                | 3,848,740                 | 5.0% *         |                      |                           |                | 4,025,172                   | 5.0% *         |
| Unappropriated Reserves               |                      |                           |                | 7,400,763                 | 9.6% *         |                      |                           |                | 6,515,979                   | 8.1% *         |
| Unappropriated Reserve (PERS)         |                      |                           |                | 3,200,000                 | 4.2% *         |                      |                           |                | -                           | 0.0% *         |
| <b>* Percent of Operating Revenue</b> |                      |                           |                | <b>\$ 16,373,874</b>      | <b>21.3% *</b> |                      |                           |                | <b>12,553,737</b>           | <b>15.6%</b>   |

Corvallis School District 509J  
Schedule of Investments  
May 31, 2020

| Type of Investment                           | Investment<br>Date | Maturity/ Call<br>Date | No. of<br>Days | Bond                |                | Par (Maturity)<br>Value |
|----------------------------------------------|--------------------|------------------------|----------------|---------------------|----------------|-------------------------|
|                                              |                    |                        |                | Equivalent<br>Yield | Purchase Price |                         |
| U.S. Treasury Obligations:                   |                    |                        |                |                     |                |                         |
|                                              | 08/07/18           | 06/15/20               | 679            | 2.512%              | \$98.18        | 6,780,000               |
|                                              | 08/07/18           | 07/15/20               | 709            | 2.531%              | \$98.06        | 6,780,000               |
|                                              | 08/07/18           | 08/15/20               | 740            | 2.546%              | \$97.95        | 6,780,000               |
|                                              | 08/07/18           | 10/15/20               | 801            | 2.559%              | \$98.02        | 5,870,000               |
|                                              | 08/07/18           | 11/15/20               | 832            | 2.570%              | \$98.20        | 6,530,000               |
|                                              | 08/07/18           | 01/15/21               | 893            | 2.584%              | \$98.63        | 6,530,000               |
|                                              | 08/07/18           | 05/15/21               | 1,013          | 2.605%              | \$100.05       | 4,750,000               |
|                                              | 08/07/18           | 07/15/21               | 1,074          | 2.624%              | \$100.00       | 4,750,000               |
|                                              | 12/17/18           | 08/15/21               | 948            | 2.670%              | \$100.20       | 6,000,000               |
|                                              | 11/22/19           | 11/15/20               | 359            | 1.485%              | \$98.60        | 5,000,000               |
|                                              | 11/22/19           | 11/30/20               | 374            | 1.510%              | \$100.11       | 5,000,000               |
|                                              | 11/22/19           | 02/15/21               | 451            | 1.556%              | \$98.15        | 5,000,000               |
|                                              | 11/22/19           | 05/31/20               | 191            | 1.448%              | \$100.03       | 10,000,000              |
|                                              | 12/02/19           | 07/31/20               | 242            | 1.428%              | \$100.79       | 5,000,000               |
|                                              | 01/15/20           | 06/30/21               | 532            | 1.501%              | \$99.46        | 3,000,000               |
|                                              | 01/15/20           | 07/31/21               | 563            | 1.508%              | \$99.42        | 2,500,000               |
|                                              | 01/15/20           | 08/31/21               | 594            | 1.515%              | \$99.98        | 2,500,000               |
|                                              | 01/15/20           | 09/30/21               | 624            | 1.517%              | \$99.97        | 2,500,000               |
|                                              | 01/17/20           | 09/15/20               | 242            | 1.442%              | \$99.96        | 2,000,000               |
|                                              | 02/11/20           | 10/05/20               | 237            | 1.381%              | \$100.16       | 2,000,000               |
|                                              | 05/28/20           | 10/15/21               | 505            | 0.085%              | \$103.85       | 3,600,000               |
| US Government-Sponsored Enterprises (Total): |                    |                        |                |                     |                |                         |
|                                              | 08/07/18           | 09/28/20               | 784            | 2.550%              | \$97.57        | 6,780,000               |
|                                              | 08/07/18           | 12/28/20               | 875            | 2.587%              | \$98.36        | 6,530,000               |
|                                              | 08/07/18           | 02/15/21               | 924            | 2.647%              | \$102.98       | 1,200,000               |
|                                              | 08/07/18           | 03/12/21               | 949            | 2.646%              | \$97.77        | 4,750,000               |
|                                              | 08/07/18           | 04/19/21               | 987            | 2.682%              | \$99.92        | 4,750,000               |
|                                              | 08/07/18           | 06/11/21               | 1,040          | 2.665%              | \$102.61       | 4,750,000               |
|                                              | 01/15/19           | 09/10/21               | 974            | 2.500%              | \$101.27       | 6,000,000               |
|                                              | 11/22/19           | 12/22/20               | 396            | 1.519%              | \$100.09       | 5,000,000               |
|                                              | 12/02/19           | 06/22/20               | 203            | 1.412%              | \$100.05       | 4,615,000               |
|                                              | 03/30/20           | 06/22/21               | 449            | 0.425%              | \$102.84       | 2,260,000               |
|                                              | 03/30/20           | 07/07/21               | 464            | 0.424%              | \$101.84       | 2,260,000               |
|                                              | 03/30/20           | 08/12/21               | 500            | 0.412%              | \$100.97       | 2,260,000               |
|                                              | 05/15/20           | 04/13/21               | 333            | 0.076%              | \$102.21       | 4,950,000               |
|                                              | 05/15/20           | 05/12/21               | 362            | 0.082%              | \$100.01       | 5,000,000               |
|                                              | 05/28/20           | 11/19/21               | 540            | 0.100%              | \$102.25       | 3,000,000               |

Commercial Paper

|          |          |     |        |           |
|----------|----------|-----|--------|-----------|
| 04/23/20 | 10/20/20 | 180 | 0.602% | 3,400,000 |
| 04/23/20 | 07/30/20 | 98  | 0.813% | 3,400,000 |

Total Investments outside of Local Government Investment Pool: \$ 173,775,000

| <u>Local Government Investment Pool:</u>          | <u>Average<br/>Annualized<br/>Rate</u> |                       |
|---------------------------------------------------|----------------------------------------|-----------------------|
| General Account                                   | 1.30%                                  | \$ 20,423,656         |
| Debt Service Account                              | 1.30%                                  | 6,864,669             |
| <u>Debt Service Account - GO 2018 Bond Series</u> | 1.30%                                  | <u>13,477,204</u>     |
| Subtotal LGIP <sup>1</sup>                        |                                        | <u>\$ 40,765,529</u>  |
| Pension Bond Debt Service Account: <sup>2</sup>   | 1.30%                                  | <u>\$ 1,978,436</u>   |
| <u>Total Investments</u>                          |                                        | <u>\$ 216,518,965</u> |

1. The maximum amount (in any combination of accounts) that the Local Government Investment Pool (LGIP) allows in an account is \$50,400,000
2. The Pension Bond Debt Service Account is outside of the LGIP limit, and collects the PERS intercept payments from the Basic School Fund for payment

Compliance with Investment Policy

| <u>Type of Investment</u>                                                                    | <u>Maximum % of<br/>Portfolio per Policy<br/>DFA</u> | <u>Current Percent</u> |
|----------------------------------------------------------------------------------------------|------------------------------------------------------|------------------------|
| U.S. Treasury Obligations                                                                    | 100.0%                                               | 47.5%                  |
| U.S. Government Agency Securities and Instrumentalities of Government-sponsored Corporations | 90.0%                                                | 29.6%                  |
| State of Oregon Local Investment Pool                                                        | 100.0%                                               | 19.7%                  |
| Bankers Acceptances                                                                          | 25.0%                                                | 0.0%                   |
| Repurchase Agreements                                                                        | 25.0%                                                | 0.0%                   |
| Certificates of Deposits                                                                     | 50.0%                                                | 0.0%                   |
| Commercial Paper                                                                             | 10.0%                                                | 3.1%                   |
| State of Oregon and Oregon Local Government Securities                                       | 25.0%                                                | 0.0%                   |
| <b>TOTAL</b>                                                                                 |                                                      | <b>100.00%</b>         |

**Benchmarks as of 5/31/20:**

|                                           |       |
|-------------------------------------------|-------|
| 3 Month U.S. Treasury Yield Curve Rate    | 0.14% |
| 3 Month Jumbo Certificate of Deposit Rate | 1.49% |

Corvallis School District 509J  
Schedule of Cash Disbursements greater than or equal to \$1,000  
For the period of May 1-May 31, 2020

| <b>Vendor by Fund and Object</b>              | <b>Check Total</b> |
|-----------------------------------------------|--------------------|
| <b>100 - General Fund</b>                     |                    |
| <b>Advertising</b>                            |                    |
| POWERSCHOOL GROUP LLC                         | 4,977.50           |
| <b>Cash Donations to Other Agencies</b>       |                    |
| CITY OF CORVALLIS - PARKS & RECREATION        | 100,000.00         |
| <b>Charter School Payments</b>                |                    |
| INAVALE COMMUNITY PARTNERS, INC               | 174,421.00         |
| <b>Cleaning Services</b>                      |                    |
| UNIFIRST CORPORATION                          | 1,328.36           |
| <b>Computer Software</b>                      |                    |
| CVE TECHNOLOGIES                              | 5,600.00           |
| FRONTLINE TECHNOLOGIES GROUP LLC              | 56,356.10          |
| N2Y LLC                                       | 1,960.53           |
| PARENTSQUARE INC                              | 3,000.00           |
| SEAS EDUCATION, INC                           | 8,111.35           |
| ZEARN INC                                     | 15,000.00          |
| <b>Consumable Supplies and Materials</b>      |                    |
| AMAZON.COM CREDIT SERVICES                    | 3,705.90           |
| BSN SPORTS                                    | 5,760.31           |
| CHRISTENSON ELECTRIC INC                      | 1,230.00           |
| DAY WIRELESS SYSTEMS                          | 1,942.50           |
| ELEMENT GRAPHICS, INC                         | 5,767.00           |
| EMS SAFETY SERVICE INC                        | 1,468.20           |
| FREESTYLE                                     | 3,582.91           |
| GEORGIE'S CERAMIC & CLAY CO - PORTLAND        | 2,285.57           |
| GOPHER SPORT                                  | 2,488.87           |
| GRAINGER                                      | 1,223.36           |
| HOME DEPOT CREDIT SERVICES                    | 1,205.60           |
| MILLER PAINT COMPANY                          | 1,369.65           |
| OFFICE DEPOT, INC                             | 31,015.42          |
| PLATT ELECTRIC SUPPLY CO                      | 3,121.47           |
| ROBERT LLOYD SHEET METAL, INC                 | 2,550.00           |
| SARAPE SASHES                                 | 1,144.00           |
| SCHOOL SPECIALTY                              | 2,000.68           |
| TOTAL FILTRATION SERVICE INC                  | 3,404.12           |
| WAXIE SANITARY SUPPLY                         | 11,878.22          |
| <b>Dues and Fees</b>                          |                    |
| COGNIA INC                                    | 1,200.00           |
| <b>Electricity</b>                            |                    |
| CONSUMERS POWER INC                           | 8,641.35           |
| PACIFIC POWER                                 | 23,002.37          |
| <b>Equipment-like items \$1,000 - \$4,999</b> |                    |

Corvallis School District 509J  
Schedule of Cash Disbursements greater than or equal to \$1,000  
For the period of May 1-May 31, 2020

| <b>Vendor by Fund and Object</b>                          | <b>Check Total</b> |
|-----------------------------------------------------------|--------------------|
| WILDWOOD PLAYGROUNDS NW                                   | 1,415.90           |
| <b>Fuel</b>                                               |                    |
| BENTON COUNTY PUBLIC WORKS                                | 2,450.51           |
| NW NATURAL                                                | 19,473.89          |
| <b>Garbage</b>                                            |                    |
| REPUBLIC SERVICES                                         | 7,103.24           |
| <b>Instructional, Professional and Technical Service</b>  |                    |
| HARRINGTON, RACHEL A                                      | 3,750.00           |
| INAVALE COMMUNITY PARTNERS, INC                           | 3,045.02           |
| OREGON DEPARTMENT OF EDUCATION                            | 1,724.40           |
| <b>Legal Services</b>                                     |                    |
| HUNGERFORD LAW FIRM LLP                                   | 2,545.00           |
| <b>Library Books</b>                                      |                    |
| INGRAM LIBRARY SERVICE                                    | 3,108.76           |
| <b>Other Communication Services</b>                       |                    |
| COMCAST/INSTITUTIONAL NETWORKS                            | 9,820.25           |
| NOCTEL COMMUNICATIONS INC                                 | 1,061.08           |
| <b>Other Employee Benefits</b>                            |                    |
| Farnes, Makenzie M                                        | 1,500.00           |
| Noss, Ryan                                                | 2,190.71           |
| <b>Other Non-instructional Professional and Technical</b> |                    |
| ABIDE WEB DESIGN                                          | 1,590.00           |
| BLUFISH TECHNOLOGIES LLC                                  | 2,450.00           |
| DELTA CONNECTS                                            | 1,704.60           |
| FLO ANALYTICS                                             | 12,017.56          |
| MAXIM STAFFING SOLUTIONS                                  | 27,311.94          |
| WILLAMETTE VALLEY TOXICOLOGY                              | 1,100.00           |
| <b>Other Professional Services - Certified Subs</b>       |                    |
| EDUSTAFF                                                  | 16,903.17          |
| <b>Other Property Services</b>                            |                    |
| US Bank Equipment Finance                                 | 4,177.42           |
| <b>Postage</b>                                            |                    |
| GARTEN SERVICES, INC                                      | 1,930.51           |
| <b>Printing and Binding</b>                               |                    |
| FRANKLIN PRESS                                            | 1,311.75           |
| <b>Repairs and Maintenance Services</b>                   |                    |
| BENTON COUNTY PUBLIC WORKS                                | 10,742.84          |
| CAMPBELL CONSTRUCTION NW                                  | 3,350.00           |
| CHOWN HARDWARE                                            | 11,643.12          |
| COOLSYS COMMERCIAL & INDUSTRIAL SOLUTION                  | 4,602.44           |
| EC ELECTRIC                                               | 3,001.80           |
| FITZPATRICK PAINTING INC                                  | 5,350.00           |

Corvallis School District 509J  
Schedule of Cash Disbursements greater than or equal to \$1,000  
For the period of May 1-May 31, 2020

| <b>Vendor by Fund and Object</b>                         | <b>Check Total</b> |
|----------------------------------------------------------|--------------------|
| KARCHER NORTH AMERICA                                    | 4,011.69           |
| MCGOVERN MAINTENANCE                                     | 2,170.00           |
| PACIFIC OFFICE AUTOMATION                                | 6,467.40           |
| ROBERT LLOYD SHEET METAL, INC                            | 6,785.91           |
| STOM PAINTERS, INC                                       | 2,400.00           |
| <b>Telephone</b>                                         |                    |
| AT&T MOBILITY-ACCT#837370420 (TECH)                      | 4,715.46           |
| CENTURYLINK                                              | 4,586.42           |
| <b>Textbooks</b>                                         |                    |
| LEARNING WITHOUT TEARS                                   | 2,213.75           |
| <b>Water and Sewage</b>                                  |                    |
| CITY OF CORVALLIS                                        | 66,316.36          |
| <b>100 - General Fund Total</b>                          | <b>758,785.24</b>  |
| <b>203 - Food Service Fund</b>                           |                    |
| <b>Food - Food Service Only</b>                          |                    |
| DUCK DELIVERY PRODUCE INC                                | 2,969.54           |
| FRANZ FAMILY BAKERIES                                    | 1,203.64           |
| LOCHMEAD DAIRY                                           | 12,444.76          |
| <b>Inventories</b>                                       |                    |
| FOOD SERVICE OF AMERICA                                  | 10,914.02          |
| MCDONALD WHOLESALE CO                                    | 5,396.58           |
| <b>203 - Food Service Fund</b>                           | <b>Total</b>       |
|                                                          | <b>32,928.54</b>   |
| <b>204 - District Donation Fund</b>                      |                    |
| <b>Consumable Supplies and Materials</b>                 |                    |
| ALEXANDER COURT APARTMENTS                               | 1,200.00           |
| CENTURION REAL ESTATE MANAGEMENT, LLC                    | 1,388.00           |
| CITY OF CORVALLIS                                        | 2,063.32           |
| CONSUMERS POWER INC                                      | 1,139.17           |
| CORVALLIS COUNTRY CLUB                                   | 3,124.52           |
| DUERKSEN & ASSOCIATES INC                                | 1,700.00           |
| FLAGHOUSE                                                | 5,000.00           |
| GROCERY OUTLET - CORVALLIS                               | 1,774.84           |
| PACIFIC POWER                                            | 5,637.81           |
| SUMMERSET VILLAGE                                        | 1,164.97           |
| <b>Instructional, Professional and Technical Service</b> |                    |
| INSTITUTE FOR APPLIED ECOLOGY                            | 1,203.91           |
| <b>204 - District Donation Fund Total</b>                | <b>25,396.54</b>   |
| <b>208 - Designated Facilities Fund</b>                  |                    |
| <b>Buildings Acquisition</b>                             |                    |
| GERDING BUILDERS, LLC                                    | 52,519.36          |
| <b>Improvements Other Than Buildings</b>                 |                    |
| BUENA VISTA ARBOR CARE COMPANY, INC                      | 7,580.00           |

Corvallis School District 509J  
Schedule of Cash Disbursements greater than or equal to \$1,000  
For the period of May 1-May 31, 2020

| <b>Vendor by Fund and Object</b>                          | <b>Check Total</b> |
|-----------------------------------------------------------|--------------------|
| <b>208 - Designated Facilities Fund Total</b>             | <b>60,099.36</b>   |
| <b>296 - Grants Fund</b>                                  |                    |
| <b>Architect/Engineer Services</b>                        |                    |
| DLR GROUP                                                 | 8,832.80           |
| PBS ENGINEERING & ENVIRONMENTAL INC                       | 5,975.49           |
| <b>Buildings Acquisition</b>                              |                    |
| BALDWIN GENERAL CONTRACTING INC                           | 78,150.93          |
| <b>Equipment-like items \$1,000 - \$4,999</b>             |                    |
| SHEFFIELD POTTERY                                         | 3,719.00           |
| <b>Instructional, Professional and Technical Service</b>  |                    |
| SHARNA PRASAD                                             | 1,562.06           |
| <b>Other Non-instructional Professional and Technical</b> |                    |
| OREGON LIONS SIGHT & HEARING FOUNDATION                   | 10,387.20          |
| <b>296 - Grants Fund Total</b>                            | <b>108,627.48</b>  |
| <b>297 - Student Body Funds</b>                           |                    |
| <b>Consumable Supplies and Materials</b>                  |                    |
| DE ATHLETIC INC                                           | 1,192.72           |
| EASTBAY                                                   | 2,645.20           |
| ELEMENT GRAPHICS, INC                                     | 1,116.75           |
| GUENTHER, VICKI                                           | 2,378.36           |
| LES & BOBS SPORTS AND APPAREL                             | 3,832.00           |
| STAYTON SPORTS STORE                                      | 1,196.00           |
| <b>297 - Student Body Funds Total</b>                     | <b>12,361.03</b>   |
| <b>298 - Designated Revenue Fund</b>                      |                    |
| <b>Consumable Supplies and Materials</b>                  |                    |
| AMAZON.COM CREDIT SERVICES                                | 4,779.15           |
| APPLE INC                                                 | 3,800.00           |
| <b>298 - Designated Revenue Fund Total</b>                | <b>8,579.15</b>    |
| <b>405 - 2018 Series GO Bond Proceeds Fund</b>            |                    |
| <b>Architect/Engineer Services</b>                        |                    |
| ARCHAEOLOGICAL INVESTIGATIONS NORTHWEST                   | 26,165.42          |
| BRENDLE GROUP INC                                         | 2,755.50           |
| DLR GROUP                                                 | 303,809.66         |
| FOUNDATION ENGINEERING                                    | 1,180.00           |
| PBS ENGINEERING & ENVIRONMENTAL INC                       | 10,381.03          |
| PIVOT ARCHITECTURE                                        | 181,970.40         |
| WENHA GROUP INC                                           | 136,529.84         |
| <b>Buildings Acquisition</b>                              |                    |
| BALL JANIK LLP                                            | 1,050.00           |
| BUREAU OF LABOR AND INDUSTRIES                            | 12,691.95          |
| CITY OF CORVALLIS - DEVELOPMENT SERVICES                  | 9,720.10           |
| COLE SURVEYING LLC                                        | 1,000.00           |



Corvallis School District 509J  
Schedule of Cash Disbursements greater than or equal to \$1,000  
For the period of May 1-May 31, 2020

| <b>Vendor by Fund and Object</b>                     | <b>Check Total</b>  |
|------------------------------------------------------|---------------------|
| EC ELECTRIC                                          | 26,742.85           |
| FORTIS CONSTRUCTION                                  | 1,687,524.04        |
| GERDING BUILDERS, LLC                                | 523,119.70          |
| LANCASTER LOGISTICS                                  | 2,588.75            |
| LILE INTERNATIONAL                                   | 6,849.84            |
| LLAMA MOVERS LLC                                     | 26,259.00           |
| US ASSURE                                            | 205,968.00          |
| WILLAMETTE VALLEY PLANNING, LLC                      | 1,284.00            |
| <b>Improvements Other Than Buildings</b>             |                     |
| SOUTHERN BLEACHER COMPANY INC                        | 39,385.00           |
| <b>405 - 2018 Series GO Bond Proceeds Fund Total</b> | <b>3,206,975.08</b> |
| <b>601 - Insurance Fund</b>                          |                     |
| <b>Consumable Supplies and Materials</b>             |                     |
| DAY WIRELESS SYSTEMS                                 | 2,418.90            |
| <b>Group Insurance</b>                               |                     |
| SAIF CORPORATION                                     | 3,185.20            |
| WILLAMETTE DENTAL GROUP (GROUP Z1329)                | 61,960.85           |
| <b>Liability Insurance</b>                           |                     |
| BARKER-UERLINGS INSURANCE, INC                       | 16,388.00           |
| <b>Other Insurance and Judgments</b>                 |                     |
| PACE- SPECIAL DISTRICTS ASSN OF OREGON               | 1,500.00            |
| <b>601 - Insurance Fund Total</b>                    | <b>85,452.95</b>    |
| <b>Grand Total</b>                                   | <b>4,299,205.37</b> |



# Corvallis

## SCHOOL DISTRICT

XIII. BOARD MEMBER COMMENTS (8:50 p.m.)\*

XIV. ADJOURNMENT (9:00 p.m.)\*

\*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](mailto: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 35<sup>th</sup> Street, Corvallis, OR 97333. E-mail may be sent to [schoolboard@corvallis.k12.or.us](mailto: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](mailto: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](mailto:kim.nelson@corvallis.k12.or.us) or submitted between 8:00 am – 5:00 pm Monday through Friday at 1555 SW 35<sup>th</sup> 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 |