290 First Street
PO Box 100
Gervais, Oregon 97026-0100
Phone: 503.792.3803
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www.gervais.k12.or.us

We, with the involvement of our culturally rich and dynamic community, will provide an educationally creative, enriching and safe learning environment, that will instill a desire to become life-long learners, ready to enter the 21st century workforce and to be responsible citizens.

School Board Meeting Packet

Thursday, November 21, 2019

Regular Session

The Gervais School District #1 Board of Directors will convene in a Regular Session at 6:00 p.m. in the Gervais School District Conference Center.

Persons having questions about, or requests for special needs and accommodations, should contact the Director of Special Services at the Gervais School District Office. Contact should be made at least 48 hours in advance of the event.

Individuals needing accommodations regarding translation should contact the Director of Federal Programs at the Welcome Center Office x4010. Contact should be made at least 48 hours advance of the event.

Gervais School District is an equal opportunity educator and employer. El Distrito Escolar de Gervais es una empresa educadora de oportunidad igual.

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REGULAR SESSION

The Gervais School District #1 School Board, Gervais, Oregon will convene in a Regular Session in the Gervais School District Conference Center on **Thursday, November 21, 2019, at 6:00 p.m.** The agenda for the Regular Session meeting includes, but is not limited to, the following business:

Reports:

- **Student Council**
  - **Career Information System (CIS) Presentation**
- **Administrators Reports**
  - **504 Report**
- **Financial Reports**
- **Superintendent Report**

Action Items:

- **Policy Second Reading**

  EFAA-AR: Reimbursable Meals and Milk Programs

  KL: Public Complaints

Oregon School Boards Association (OSBA) Elections

- **OSBA Board of Directors Position 12**
- **OSBA Legislative Policy Committee Position 11**
- **OSBA Legislative Policy Committee Position 12**
- **Appoint Budget Committee Member**
- **19-20 Budget Hearing Motion Correction**

Discussion Items:

- **Gervais School District Healthy and Safe School Plan**
- **JFCJ: Weapons in School**
- **District School Improvement Plan**
- **Seismic Assessment-Proposal for Seismic TAP Grant Fee**
- **Math Scores Districtwide**
- **Policy First Reading**

  IGAI: Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education
- **Board/Superintendent Working Agreement**
- **Board Goals**
- **Superintendent's Evaluation Timeline**

GERVAIS SCHOOL DISTRICT

Agenda of November 21, 2019 School Board Meeting

Gervais School District Conference Center

We, with the involvement of our culturally rich and dynamic community, will provide an educationally creative, enriching and safe learning environment, that will instill a desire to become a life-long learners, ready to enter the 21st century workforce and to be responsible citizens.

	ITEM	RESPONSIBILITY	TIME
1.0	**CALL TO ORDER**	Chairperson	6:00 p.m.
	1.1 Pledge of Allegiance		
2.0	**INTRODUCTIONS & ANNOUNCEMENTS**		6:05 p.m.
	2.1 Public Forum Sign-Up	Chairperson	
	2.2 Visitor Guest Book	Chairperson	
	2.3 Announcements	D. Stevens	
3.0	**APPROVAL OF MINUTES**	Chairperson	6:20 p.m.
	3.1 Special Session	October 15, 2019	
	3.2 Regular Session	October 17, 2019	
4.0	**PUBLIC FORUM**	Chairperson	6:25 p.m.
	4.1 Public Participation in Board Meetings (Gervais School District Policy BDDH-AR)		
	Statements by members of the public should be brief and concise. The chairperson may, at his/her discretion, establish a time limit on discussion or oral presentation by a visitor on any topic. Speakers may offer objective criticism of school operations and programs, but the Board will not hear complaints concerning individual school personnel. The Chairperson will direct complaints to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals. At this time, members of the public are invited to present concerns to the Board.		
5.0	**REPORTS**		
	5.1 Student Council Report	Student Council Representative	6:50 p.m.
	• Career Information System (CIS) Presentation		
	5.2 Administrator Reports	Administrators	7:00 p.m.
	• 504 Report	C. Helms	
	5.3 Financial Report	M. Wolfer	7:10 p.m.
	5.4 Superintendent Report	D. Stevens	7:20 p.m.
6.0	**BOARD FOCUS/MEMBER TOPICS**	Chairperson	
7.0	**CONSENT ITEMS**	Chairperson	7:25 p.m.
	7.1 New Hire/Temporary/Extra Duty		
	7.2 Contract Change/Recall/Renewal		
	7.3 Reduction in Force/Resignation/Termination		
	7.4 Process & Procedural Manuals		
	7.5 Gervais School District Job Description for “TAG Building Facilitator”		
	7.6 Gervais School District Job Description for “504 Building Facilitator”		

	ITEM	RESPONSIBILITY	TIME
8.0	**ACTION ITEMS**	Chairperson	7:40 p.m.
	8.1 Policy Second Readings EFAA-AR: Reimbursable Meals and Milk Programs KL: Public Complaints		
	Oregon School Board Association (OSBA) Elections		
	8.2 OSBA Board of Directors Position 12		
	8.3 OSBA Legislative Policy Committee Position 11		
	8.4 OSBA Legislative Policy Committee Position 12		
	8.5 Appoint Budget Committee Member		
	8.6 19-20 Budget Hearing Motion Correction		
9.0	**DISCUSSION ITEMS**	D. Stevens	7:50 p.m.
	9.1 Gervais School District Healthy and Safe School Plan		
	9.2 JFCJ: Weapons in School		
	9.3 District School Improvement Plan		
	9.4 Seismic Assessment-Proposal for Seismic TAP Grant Fee		
	9.5 Math Scores Districtwide		
	9.6 Policy First Reading **IGAI: Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education**		
	9.7 Board/Superintendent Working Agreement		
	9.8 Board Goals		
	9.9 Superintendent's Evaluation Timeline		
10.0	**FUTURE AGENDA ITEMS**		
11.0	**ADJOURN**	Chairperson	8:00 p.m.

Gervais School District #1
School Board Special Session Meeting Minutes
Tuesday, October 15, 2019

SPECIAL SESSION
Director Jirges called the School Board of Gervais School District #1, Marion County, into a Special Session on Tuesday, October 15, 2019, at 5:00 p.m. in the Gervais School District Conference Center. Board members present included: Henry Bustamante, Maria Caballero, Michael Jirges, Lorraine Martin, and Debbie Sullivan. Others present included Kristen Miles, Sandra Segura, and Dandy Stevens.

1.0 CALL TO ORDER

1.1 Pledge of Allegiance
Director Jirges called the School Board Meeting to order with the Pledge of Allegiance at 5:00 p.m.

2.0 INTRODUCTIONS & ANNOUNCEMENTS
None.

3.0 APPROVAL OF MINUTES
None.

4.0 PUBLIC FORUM:

5.0 REPORTS
None.

6.0 BOARD FOCUS/MEMBER TOPICS:
None.

7.0 CONSENT ITEMS:
None.

8.0 ACTION ITEMS
None.

9.0 DISCUSSION ITEMS

Survey Results & What They Mean:
The School Board members reviewed the Board Self Evaluation results and recognized areas of strength and weakness.

Other Discussion Items:
- Having a solid long range maintenance plan.
- Keeping a record when going for a bond of what the intent is and whether it passed or not.
- When the district takes loans, keep a record of how the funds were used.
- Keeping a record when district property sells and the intentions of how the money was planned to be spent and whether it was indeed used for the original planned purpose.

Consider Board Goals in Relation to Survey & Feedback from Administration
The School Board discussed the following:
- Incorporate district goals as part of the monitoring plan.
- Adopt a standard monitoring plan to report progress back to the School Board.
- Have the superintendent communicate to the School Board on behalf of the administrators on progress toward district goals.
- Structure Board agenda & administrators reports around the Strategic Plan quadrants.
- Makeng sure that all individuals know their role in the Strategic Plan.
- Invite administrators to PSP sessions to provide their input.

DRAFT

Superintendent's Goals
Ms. Stevens shared the following input about her goals.

- The administrators provided their input on the superintendent goals.
- Ms. Stevens said that she felt it was important to audit programs first to know what is needed to be able to provide teachers the tools and support they need.
- Ms. Stevens shared that she has already done several business partner visits.

The School Board members shared the following input about the goals.

- Suggested building common protocols.
- Important to build relationships with all stakeholders.
- Go to business partner sites instead of them coming to the superintendent.
- Connect the superintendent goals to the superintendent evaluation.
- Monitor/report on the goals.
- Structure superintendent board reports around the goals every month.
- Visibility at events.
- Transparency and good communication.

After the superintendent and School Board gave their input, the School Board agreed on the goals.

Ms. Stevens said that her goals are on the Regular Session agenda for October for approval.

Board/Superintendent Working Agreement
Ms. Miles said that she would like to see the agreement condensed. She asked the School Board and the Superintendent to select their top five expectations from the draft provided to them.

After a brief discussion, the School Board agreed to the following expectations:

1. Work toward becoming a team with board members.
2. Prepare preliminary goals annually for the board's consideration.
3. Provide data to the board members so data-driven decisions can be made.
4. Inform the board of all critical information, including relevant trends, anticipated adverse media coverage or critical external or internal change.
5. Provide follow-up information to board members on concerns and issues they have referred to the superintendent or provide support to other administrators who have been asked for follow-up information to close the communication loop.

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After a brief discussion, Ms. Stevens gave her top five expectations:

1. Recognition of the superintendent as the educational leader of the school district.
2. Willingness to abide by its own rules, policies, and code of ethical conduct.
3. Willingness to participate in professional development activities at the local, state, and national level.
4. An understanding of the relative or complementary role of the superintendent and board in policy making.
5. Willingness to study and evaluate educational issues affecting the school district.

Ms. Miles said that she would revise the working agreement and send it back for approval. She added that she would discuss communication protocols next month, as well.

Superintendent Evaluation & Monitoring Plan
There was a brief discussion that the School Board would evaluate the superintendent based on the goals presented earlier in the agenda and the superintendent will structure her monthly board report around her goals to report progress.

OSBA Program Scholarship Project (PSP) Description
The School Board agreed to meet on November 12th at 5:00 p.m. for the 3rd PSP session.
The School Board will discuss vision & values at the next meeting and will involve administrators moving forward. The School Board discussed taking the quadrants to the community for their input.
It was agreed to title the PSP project as "Vision, Values and Strategic Direction."

10.0 FUTURE AGENDA ITEMS

11.0 ADJOURN

11.1 Adjourned Special Session

Director Jirges adjourned the Special Session at 07:15 p.m.

APPROVED

_____ _____

Board Chairperson Board Secretary

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Gervais School District #1
School Board Regular Session Meeting Minutes
Thursday, October 17, 2019

REGULAR SESSION
Director Jirges called the School Board of Gervais School District #1, Marion County into a Regular Session on Thursday, October 17, 2019, at 6:00 p.m. in the Gervais School District Conference Center. Board members present included: Henry Bustamante, Maria Caballero, Michael Jirges, Lorraine Martin, and Debbie Sullivan. Others present included Dandy Stevens and Sandra Segura.

1.0 CALL TO ORDER

1.1 Pledge of Allegiance
Director Jirges called the School Board Meeting to order with the Pledge of Allegiance at 6:00 p.m.

2.0 INTRODUCTIONS & ANNOUNCEMENTS
Ms. Stevens announced that she received an email from Kelly Foster from Oregon School Activities Association (OSAA) for a nomination for a sportsmanship award for the varsity boys' soccer team. She also mentioned that she would prepare a snapshot on her report in regards to the state report card. She pointed out that the graduation rate is still very good at 94% for the high school.

2.1 Public Forum Sign-Up
Director Jirges reminded everyone to sign the attendance sheet if they wished to speak during the public forum.

Public Forum Sign-Up included:
Lenthal Kaup.

2.2 Visitor Guest Book
Those present included:
Lenthal Kaup, Bob Martin, Mike Tapia, Sylvia Valentine-Garcia, and Melissa Wolfer.

Announcements:

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3.0 APPROVAL OF MINUTES
There was a motion made by Director Bustamante and seconded by Director Caballero that the Gervais School District Board of Directors approve the Regular & Executive Session for September 26, 2019 minutes and Working & Executive Session for October 3, 2019 minutes. The motion passed 5-0.

Director Martin stated that there was a word missing under public forum. It is missing the word “may” for the Regular & Executive Session for September 26, 2019 minutes.

4.0 Public Forum:
Mr. Kaup said that he reviewed many of the comments that were made on the survey taken by the staff. He stated that he is still in favor of allowing firearms in the schools for personal protection purposes. He said that outcomes are a lot better when better prepared.

5.0 REPORTS

- **Student Council:**

Mike Tapia (Student Council) reported on upcoming assemblies, sports, and homecoming activities. He announced that there will be a home game after all against Colton for homecoming and that students are using the CIS app a lot more.

The School Board asked for more details on the Career Information Services (CIS) app and Living History Day.

Ms. Stevens said that she would follow through on getting the details on the CIS app and Living History Day.

Administrator's Reports

Gervais Middle School/Special Education Services

Mr. Martin (Middle School Principal & Special Education Director) gave an update on the Oktoberfest fundraiser. He said that this fundraiser has a lot of potential and feels that there will probably be no need for other fundraisers.

There was a brief discussion about the I-ready assessment scores dropping.

Mr. Martin clarified that this test is only a diagnostic test and sometimes students rush through the test and do not put as much effort into it.

Director Martin asked for the exact percentage drop compared to last year.

Ms. Martin said that he did not come prepared with that data, but could follow through. He said that he hopes to pilot a product in the middle school and high school to be consistent because currently, there is no assessment tool that the district uses K-12. He added that Smarter Balance Assessment Consortium (SBAC) scores could be checked on how it was done every year. He also gave a brief update on parent/teacher conferences.

Mr. Martin summarized the findings from the special services audit done by LuAnne Anderson.

Recommendations/comments from the audit were as follows:

- Special Education Director should be a 1.0 FTE position.
- Recommended to do an analysis to make sure Instructional Assistants are used appropriately.
- Make sure that current paperwork is being used and timelines are being followed.
- Make sure that 504's are done correctly.
- Praised the district for making special education students part of the student body.

DRAFT

There was further discussion about the percentage of students that are special education students in the district, percentage of students that the state funds the district for special education students at 100%, and grants available for special education.

Director Sullivan would like a report including the number (broken down by schools) of students that are tagged as special education students.

Mr. Martin said that he will provide those numbers.

Ms. Stevens said that a draft of the analyses would be presented by January to the School Board.

Samuel Brown Academy/Early Learning Program

Ms. Valentine-Garcia provided a detailed report on Samuel Brown Academy. The report included credits earned, credits left to graduate, and graduation prospects for each of the students currently enrolled at Samuel Brown Academy.

There was a brief discussion of why the numbers are lower than the previous year.

Ms. Valentine-Garcia said that some of the reasons could be that some have main-streamed to the high school, graduated, or left the district. She also added that the school is not accepting new students this year.

There was further discussion that Samuel Brown will be embedded in the high school next year, and the students are already enrolled in some classes, share the same lunch time, receive services (special education & ELL), and are working with the counselor to do PSAT's and go on college visits.

Ms. Stevens said that the goal is to make the students feel part of the school as much as possible. She added that she had a presentation by a teacher from Silver Falls and did a site visit to Silver Falls District to look at how they embedded the alternative program into the high school.

Early Learning Program

Ms. Valentine-Garcia gave updates on enrollment, curriculum training, piloting for Bridges Math for a better transition to elementary, practicums for teen parents, high school students taking child development, and funding provided by the migrant program for early learning program.

Technology Department

Ms. Stevens said that she followed through with Ms. Lewis (Technology Director) about the questions asked last month in regards to the cameras. She said that there were some cameras that were pulled from areas that cameras were not needed. The other cameras were requested as wants rather than needs and will be provided if funding is available.

Food Services Department

Ms. Stevens provided numbers that Ms. Fitz-Henry reported were an increase of 25 meals (possible due to increase of enrollment). She said that breakfast numbers are little bit off and more solid numbers would be presented in December by Ms. Fitz-Henry (Food Services Director).

Financial Report:

Ms. Wolfer asked if anyone had any questions about the financial reports or checks.

Director Sullivan asked about the check that was written to Wolfer, Mrs. Melissa for the amount of $2500.

Ms. Wolfer replied that check was to get cash to reimburse students for high school fall sports since we are not charging but the parents had already paid. She added that the high school has a good handle on the process of documenting and has run it by auditors in the past for other cash reimbursements in regards to following proper internal controls. She updated the School Board that all scholarship money awarded last spring to seniors has been dispersed to colleges.

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Safety Committee Quarterly Report

Ms. Wolfer reported details and the number of staff and student incident reports that have been submitted so far this year. She said that they also did training with the committee members around safety. The safety committee has discussed having a system in place to follow through on safety prevention. Ms. Wolfer also reported that all schools have a red backpack stocked with items that are needed in case of an emergency and have been restocked with missing items. In addition, she asked the School Board if anyone would like to attend the next Risk Management meeting scheduled on November 4, 2019.

Director Bustamante said that he would attend the meeting.

Superintendent Report:

Ms. Stevens reported the following on 504's:

- Dr. Helms is leading the 504's.
- Accommodations with 504's are broader.
- A series of questions are asked by a care team to determine if the student qualifies for a 504.
- 504's are not supposed to be connected to IEP's.
- Parents can deny having their students tagged.
- Option about bringing a guest from ODE to speak during the summer about 504's.

Ms. Stevens pointed out highlighted topics for the OSBA Annual Conference that the School Board members and she will be attending in November.

JFCJ: Weapons in School

Ms. Stevens said that she contacted the district's insurance company and shared that the School Board has been exploring the topic. She said that she learned that in terms of staff carrying a weapon, the district would have to have a certified person in the district, and anyone else would have the same training as a security officer. The cost to be a certified supervisor is $2,500, and anyone else wishing to carry a weapon would have to do training that would cost about $2000

yearly. The insurance premium that the district pays would also increase. She asked the School Board members if they wish to have further details that she could bring PACE to speak. She said that she also went to all buildings and talked to the staff to let them know that we wanted their input and that it was only informational data the district was collecting. A survey was made available to all staff for one day that asked only four questions around this topic. Seventy five responded, and fifty comments were made. She said that she felt the comments were appropriate, and that it was good feedback from staff.

The School Board members had the opportunity to review some of the comments from the staff survey.

There was a brief discussion about the district's partnership with the Gervais Police Department and the services they provide by doing home visits and parent contact on a regular basis.

There was a discussion that the Student Success Act (SSA) money could be used to get a school resource officer and possibly adding a second social worker. The resource officer could help to fulfill the Adi's and Erin's Law requirements. The School Board agreed to discuss this further in the near future.

Director Jirges said that he would like to get the School Board's approval to get input from the student leadership around weapons in school before making any policy changes.

Mike Tapia (student) said that there are other ways to kill people not just with guns.

Ms. Stevens said that she would coordinate the meeting and will put the policy on hold for a second reading.

Motion:

There was a motion made by Director Jirges and seconded by Director Bustamante that the Gervais School District Board of Directors approves Director Jirges to speak to the student leadership group about weapons in school. The motion passed 5-0.

DRAFT

6.0 BOARD FOCUS/MEMBER TOPICS:

Director Jirges said that he would like to propose to have a spokesperson be designated no more than five minutes to speak during public forum.

There was a brief discussion that there should be a reminder or clock timer for individuals that speak during the public forum and allow a group spokesperson no more than five minutes to speak. The School Board agreed to make those changes to policy BDDH-AR.

Motion:

There was a motion made by Director Martin and seconded by Director Caballero that the Gervais School District Board of Directors amends policy BDDH-AR to say spokesperson may have up to five minutes to speak on behalf of a group. The motion passed 5-0.

Director Sullivan announced that she would not be attending the School Board meeting in November due to a prior commitment but could join via phone if necessary.

7.0 CONSENT ITEMS:

7.1 Approve

New Hire/Temporary

Tami Pizer, GHS Sped Instructional Assistant

Extra Duty:

Andre Brown, Middle School Boys Basketball Coach

Brad Simmons, High School JV Coach

7.2 Approve

Contract Change / Renewal:

Recall:

7.3 Approve
Resignation/Termination/Non-Renewal

Decline:

Rescinding Contract:
Brandon Jones, Middle School Track
Garrett Phillips, Boys Baseball

Reduction in Force:

7.4 Approve
2020-2021 Budget Calendar
Gervais District#1 Board of Directors approves the 2020-21 Budget Calendar as shown on agenda item 10-19-7.4.1

Motion:
There was a motion made by Director Bustamante and seconded by Director Caballero that the Gervais School District Board of Directors approves the revised consent items en masse as listed on the agenda. The motion passed 5-0.

8.0 ACTION ITEMS

8.1 Policy Second Readings
AC: Nondiscrimination
AC-AR: Discrimination Complaint Procedure
GCDA/GDDA: Criminal Records Check and Fingerprinting
GCDA/GDDA-AR: Criminal Records Check and Fingerprinting
IICC: Volunteers

DRAFT

Discussion:
AC & AC-AR
Ms. Stevens said that in regards to the language in this policy, most is required and not much choice based on law with the nondiscrimination policy and AR.

GCDA/GDDA & GCDA/GDDA-AR
Ms. Stevens said that language was chosen to match as much as possible with the policy and the AR. She said that there were some word choices that the district called the Oregon Schools Boards Association (OSBA) about making some changes on the AR, but they said that the district could not make those specific changes.

ICC
Ms. Stevens said that this policy goes more in-depth with regards to the criminal background check and fingerprinting.

Motion:
There was a motion made by Director Bustamante and seconded by Director Caballero that the Gervais School District#1 Board of Directors approves policy changes to policy AC, AC-AR, GDCA/GDDA, GCDA/GDDA-AR, and IICC. (The motion passed 5-0)

8.2 Declare Two Budget Committee Vacancies & Approve the Budget Committee Selection Process.

Discussion:
The School Board members discussed briefly one question that they feel need changes and another question that is unnecessary to have on the application.

Delete question:
"Do you have children in the Gervais School District?"

Change question:
"Are you a U.S. Citizen and a Citizen of Oregon" change to "Are you a U.S. Citizen and a Resident of Oregon?"

Motion:
There was a motion made by Director Jirges and seconded by Director Martin that the Gervais School District#1 Board of Directors approve deleting the question "Do you have children in the Gervais School District?" and approve making changes to the question, "Are you a U.S. citizen and a citizen of Oregon?" by replacing "citizen of Oregon" to "resident of Oregon". (The motion passed 5-0)

Motion:
There was a motion made by Director Caballero and seconded by Director Martin to declare two Budget Committee vacancies & approve the Budget Committee selection process. (The motion passed 5-0)

DRAFT

9.0 DISCUSSION ITEMS

9.1 Policy First Reading
EFAA-AR: Reimbursable Meals and Milk Programs
KL: Public Complaints

Discussion:
EFAA-AR
Ms. Stevens said that Ms. Fitz-Henry has been in contact with Oregon Department of Education (ODE) to ask about adding some language to the policy, and pointed out that there is some optional wording that was selected to have a policy in place on how to guide us if the district charges for meals in the future.

There was a discussion about how much time the district would have in case it lost the free lunch program option, and whether funds would be allocated if it's needed.

Ms. Stevens said that the district is set for a little while, but once the free lunch program ends, the turnaround is pretty quick and it's better to have a plan in place.

KL
Ms. Stevens said that she recommends adding "administrator" instead of "principal" as the designee to initiate a complaint.

Director Jirges recommends complaints about the Board Chair to go to district counsel to be more transparent with the process.

9.2 Policies to Delete

JHFDA: Suspension of a Student's Driving Privileges
JHFDA-AR (1): Request for Suspended Driving Privileges-Conduct

Discussion:
Ms. Stevens said that due to the law changes now these policies are not relevant and recommends deleting.

Motion:
There was a motion made by Director Martin and seconded by Director Caballero that the Gervais School District#1 approve the deletion of policies JHFDA and JHFDA-AR. (The motion passed 5-0)

9.3 Superintendent Evaluation Goals

Discussion:
The goals were already reviewed at a Working Session prior to this meeting.

Motion:
There was a motion made by Director Bustamante and seconded by Director Caballero that the Gervais School District#1 Board of Directors approve the superintendent goals as presented by Ms. Stevens. (The motion passed 5-0)

10.0 FUTURE AGENDA ITEMS

11.0 ADJOURN

11.1 Adjourn Regular Session

Director Jirges adjourned the Regular Session at 08:14 p.m.

APPROVED

_____ _____

Board Chairperson Board Secretary

DRAFT

Gervais School District 1

Code: **BDDH-AR**
Adopted: 4/14/92
Revised/Readopted: 7/15/93, 11/16/17, 10/17/19
Administrative change: 3/15/18

Public Comment at Board Meetings

The Board requests that a public comment add information or a perspective that has not already been mentioned previously, and that the patron refrains from repeating a similar point.

To make a comment or present a topic during public comment, if the opportunity is available on the Board agenda, please sign the public signup sheet upon arrival to the meeting. An individual that has sign up and has been invited to speak by the Board chair will be allowed three minutes.

Any person, who is invited by the Board chair to speak to the Board during a meeting, should state his/her name and address and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose will be allowed five minutes.

Please keep in mind that reference to a specific employee or group of employees, is prohibited as follows:

> Board policy BDDH - Public Comment at Board Meetings:
>
> Comments Regarding Staff Members -
> Speakers may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for Board consideration of a legitimate complaints ~~s~~ involving ~~-~~a staff member. The association contract governing the employee's rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, his/her supervisor and the Board."

A complaint brought before the Board shall be referred to the proper school authorities. A complaint shall be processed in accordance with Board policy KL - Public Complaints and KL-AR - Public Complaints Procedure. A hearing conducted before the Board regarding personnel shall take place in an executive session.

The Board requests that a topic or comment is limited to three minutes or less.
A spokesperson is limited to five minutes or less.

9/28/17 | PH

Monthly Administrator Report For Gervais School District Board

Date: November 2019 **School:** GES **Administrator:** Dr. Helms

1. **Academic Highlights, Data and Actions Supporting School Improvement & Student Learning:**
    a. Imagine Learning (our individually adaptive digital language and literacy tool) update + demo
    b. Report: classroom teacher peer-to-peer observations on 11/01/19
    c. GES is developing a long-term STE(A)M identity.
        i. Report: Who, What, Where, Why, Why, and How
        ii. Demo: Marty the Robot
        iii. Demo: GirlsWhoCode

2. **Activity Highlights, Staff and Student Recognition, Honors and Upcoming Events**
    a. Veteran's Day Assembly (11/8/19)
    b. Spirit Assembly (11/6/19) and the Attendance Spirit Stick

3. **Community Relations/Partnerships/Volunteers**
    a. GirlsWhoCode featured on the front page of the Woodburn Independent (10/29/19)
    b. Report: STE(A)M partnerships with the Portland Metro STEM Hub, the South Metro-Salem STEM Hub, and the Pacific Northwest Space Grant Consortium (among others)
        i. ROADS to Mars project in Spring 2020
    c. 3rd Grade class Skyped with a scientist

4. **Staff Professional Development Trainings/Workshops/Conferences**
    a. Dr. Helms (with Mr. Martin, GMS) recently attended the New Special Education Director's Academy
    b. Dr. Helms is participating on ODE's Science Advisory Panel (only K-5 administrator)
    c. Mrs. Gage recently attended a S'cool Moves training workshop
    d. GES looking to become a "PAX Good Behavior Game" school (https://www.goodbehaviorgame.org/)

5. **PBIS School Climate Data/Attendance and Discipline Data**
    a. The Devereux Student Strengths Assessment (DESSA) SEL Assessment; fall assessment complete.
    b. Report: Kinder Conference (11/18/19)
        i. Emphasis on the value of "Every Day Matters" attendance Initiative for kindergarteners

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Supplemental Report

6. **Report: GSD Section 504 update.** Section 504 is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met.

7. **Report: GSD Plan for Erin's Law (Oregon SB 856).** In July of 2015, the Oregon Legislature passed SB 856 (Sex Abuse Prevention Instruction) which requires schools to provide child sexual abuse prevention instruction kindergarten through grade 12

Monthly Administrator Report to Board

Gervais Middle School **November 2019** **Bob Martin, principal**

I. Enrollment: as of 10/31/2019

Total = 244 (-1 since 10/2019)

6th = 85	7th = 73	8th = 86
September 2019	= 250	
October 2019	= 245	
November 2019	= 244	

II. Discipline (# of Student Behavioral Referrals)

Classroom Referrals: Month of October	*Office Referrals*: Month of October
6th: 24	8
7th: 18	3
8th: 10	6

III. Attendance

	2017	2018	2019
Sept.			**95.42**
Oct.			**95.48**

YTD Ave = 95.45%

Regular Attenders*

At the end of October 2019, our regular attender rate is at 84.43% which is way below where our attendance team would like it to be. Remedies will include letters and phone calls home to our chronically absent students; and fun Friday Activities which will be focused around attendance behaviors.

* > 90% of enrolled days for the year

Note: This rate **does** include absences due to religious holidays

IV. Academic Highlights and Actions Supporting School Improvement & Student Learning:

Since my last report, GMS has held student-led conferences were held on October 9th and 10th. Attendance is estimated to be at 80% or above of scheduled conferences. Parents who did not attend on day one were called by office personnel and rescheduled to attend any open spot on day two.

V. Staff and Student Recognition, Honors and Upcoming Events:

October Student of the Month certificates were distributed to students nominated by their teachers for the character trait of Friendship. The following students were recognized: Yesenia Lopez, Rose Gutierrez, Layla Kubishta, David Gayton, Alexandra Rodriguez, Diego Contreras, Kirsten Thompson, Josiah Villegas, Brooklinn Colyer, Mellany Kasachev, and Benjamin Juarez.

GMS also had its inaugural group of Kiwanis Terrific Kids recognized at the November 12th, 2019 Kiwanis meeting. Students being recognized were Elijah Lopez (6th grader), Zoya Chaschin (7th grader), and Carolina Diaz (8th grader).

VI. Career Related Learning/CTE Strand Development:

Our afterschool programs will be starting up after students return from the Thanksgiving Break. LEGO robotics has already been meeting, and the remaining after school programs beginning later this month will be homework help, math support, Latin X, drama club, arts & crafts, indoor soccer, and chess. Mr. Hill has already entered our team in a pre-season competition coming up in November or December.

VII. Community Relations/Partnerships/Volunteer News:

In conjunction with GHS, we will be hosting a viewing of Screenagers. This film was shown to families last school year, and GSD personnel will be leading a question and answer time after watching the video. Dinner will be served prior to the viewing of the video.

VIII. Trainings/Workshops/Conferences:

The GMS staff is going through the RULER training process during the school year; after staff have completed the training, students will be included in a classroom version next year. Principal Martin will be attending the Oregon Law Conference for Educators; the conference will be in Eugene Dec. 3, 4, and 5th. In conjunction with the Law Conference, Principal Martin will be attending the third installment of the New Principals Academy.

IX. 8th Grade News:

No news to report at this time.

X. Leadership News:

RULER training and implementation is continuing at GMS; our staff has created a charter and this was finalized during the month of October. The RULER Team will be leading the staff through formal training the 3rd Wednesday of each month until the end of the year.

Monthly Administrator Report to Board

GHS **November 2019**

I. Enrollment

9th = 91 10th = 74 11th = 95 12th = 61 TOTAL = 321 (Increase of +1 from Sept.)

II. Discipline (# of Student Behavioral Referrals)

	2016-17*	2017-18*	2018-19*
Totals	185	57	39

	2019-20	
September	1	(15, 7, 1 during September in the three prior years)
October	1	(18, 6, 9 during October in the three previous years)
November		
December		
January		
February		
March		
April		
May		
June		

III. Attendance

2018-19

Average 92.46% Regular Attender = 74%

2019-20

Average	September	94.17%	Regular Attender = 80.31%
	October	94.57%	81.88%
	November		
	December		
	January		
	February		
	March		
	April		
	May		
	June		

IV. Academic Highlights and Actions Supporting School Improvement & Student Learning:

- Advancement Via Individual Determination (AVID) students recently went to WOU. All students in attendance will get a $1000 scholarship if they choose to attend Western in the future.
- Sophomores recently went on a trip to an observatory and Portland State.
- The annual Future Farmers of America (FFA) Officer retreat was November 1 – 3 in Portland.

- The annual OASC Leadership Conference was November 3 -4 in Seaside. Our ASB officers attended.
- We have two staff trained in a language proficiency improvement model, who have begun observing classroom lessons and providing feedback, specifically with regard to language learning objectives.
- Teachers will complete their classroom observations of each other this month.
- The GHS SITE Council met again on Monday, October 14th. At future meetings, we will be focusing upon the GHS School Improvement Plan and relating it to the current dollars we have to spend toward student learning and development (High School Success funds and School Improvement funds).
- The Math department met with Ken Stott (Principal) on November 7th to construct a proposal for moving GHS student performance forward in the next three years, using school improvement dollars. Teachers will be researching formative assessment possibilities and designing interventions to target students who are middle of the road in math performance.

V. Staff and Student Recognition, Honors and Upcoming Events:

- Winter sports are about to begin (Girls Basketball, Boys Basketball, Wrestling).
- Students with perfect attendance for October were honored with a Voodoo donut (Donut be late). Attendance percentages continue to be posted in the hallway to promote higher 'Regular Attender' rates.
- We are gathering signatures for the 2nd blood drive of the year, which is December 3rd.
- Living History Day was Monday, November 4th. Our students represented themselves well, as always.

VI. College Readiness and , Learning

- Sara Broadhurst and Adelita Ruiz held our FAFSA night for parents on the evening of October 23rd.
- ASB students will be present at the Board meeting to demonstrate the CIS software system we are using to help develop career plans with students. And they will have copies of our recently revised Personal Education Plan document (PEP).
- Lecia Liege has just started a coding class after school, mirroring the version GES has begun.
- Data Vision has created two videos to assist with telling their story. Megan Dilson and Ken Stott were honored to take part in one of the videos.
  https://vimeo.com/askpivot/review/370432957/7a9e194ad8
- Much time has been spent finalizing reports for last year's High School Success funds and preparing for the spending of this year's funds. The GHS SITE Council will spend significant time in the next two months reviewing our current school improvement plan and comparing our stated needs to the dollars we have to spend to make sure we are targeting our needs.

VII. Community Relations/Partnerships

- 155 students and their families attended fall conferences.
- Screenagers will be shown on November 20th from 5:30 to 7:30 pm in the GHS Cafeteria. We expect to show the sequel early in 2020.
- For the 2nd year, Liz Lopez continues to offer a "Spanish/English Cooking Exchange Club every other Thursday evening (5:00 pm) for all community members. She has 10-12 people who are learning English or Spanish, meet here, and cooking every other week.

VIII. Trainings/Workshops/Conferences

- On Wednesday, November 6th, we debuted a new professional development model – for us. Our own staff offered 'classes' to each other.

  During the rotations staff could choose:

Rotation I A (12:15 – 12:55)	Facilitators
Instruction: Improving Lesson Delivery	Megan Dilson, Amber Enfield
Using the state scoring guide in writing	Andrew Aman, Bonny Atwood

Rotation B (1:00 – 1:40)	
Working with students who have experienced trauma	Sara Broadhurst, Liz Lopez, Brad Simmons
Helping students take ownership of their education	Ken Stott, April Joy-Koer

  We expect to continue this model, mining the depths of our staff experiences and strengths.

  Following these sessions was a wellness activity, followed by our 2nd RULER training for staff - Mood Meter training. Mood meters have been placed in classrooms as a reminder for the adults to emotionally "check in" to work each day.

- Andrew Aman (Vice Principal) attended School Culture Summit – 2 day training on improving school climate.
- Andrew Aman continues to represent the GSD at WCC meetings.
- Andrew Aman continues to meet with Sean Aker (WESD) and others focusing upon programs/activities to reduce chronic absenteeism. The middle and high school attendance teams meet bi-weekly to discuss absenteeism interventions and procedures.
- Andrew Aman and Sara Broadhurt continue to attend RULER (coping with trauma) trainings through the WESD and then bring those trainings to GHS staff.
- Recent trainings for Sara Broadhurst

  10/25 Youth Mental Health First Aid
  11/8 Chemeketa High School Partnerships

IX. Senior News

- Stay tuned

X. Leadership News

- Homecoming was October 21-25, and it was a great week, with student enthusiasm and spirit evident all week. Kudos to Sheena Bettis, Tucker Brack , Andrew Amana, and the GHS student body for a fun week.

- The Homecoming dance was well-attended and was also an enjoyable time.

XI. AVID News

- Teachers are trying out a few AVID strategies in their classrooms. A few staff who have not previously gone will attend an AVID showcase event at Parkrose HS.

Come visit any time.

Ken Stott

Monthly Administrator Report For Gervais School District Board

Date: November 2019 **School: SBA** **Administrator: S. Valentine-Garcia**

1. **Academic Highlights, Data and Actions Supporting School Improvement & Student Learning:**

   Students at SBA spent last week requesting GHS classes for the second trimester last week. All students will again take a math class unless they have completed their math requirements. While we would like to have students in more elective classes, they seem to be more concerned with the core science requirements at this time.

   Students have been working very hard, and we are looking forward to the end of the trimester data we will have at the end of the month.

2. **Activity Highlights, Staff and Student Recognition, Honors and Upcoming Events**

   Samuel Brown Academy has been participating in the "Every Day Counts" campaign that is focused on improving attendance and reducing chronic absenteeism. The SBA staff calls every student or parent personally if they do not show up for school to find out why they are not in attendance. On November 2 we received this email:

Hello Sam Brown Team,

As I'm looking over Regular Attendance data today for our regional schools, I see that Sam Brown is currently sitting at an 80.1% Regular Attendance Rate compared to 54.6% at this time last year.

Recently, you told me about how much you care for all of your students, and how you are personally connected with them and their support networks. Well, the data indicates that you are clearly making a difference for these kids.

Keep up the great work!

Sean Aker

Regional Capacity Builder for
Improving Regular Attendance

3. Community Relations/Partnerships/Volunteers

SBA and GHS continue to work on inclusion practices to create a smooth transition from a separate school to a program of GHS. The students continue to participate in breakfast and lunch with the GHS students, and they may participate in all after school programs and activities and sports.

The SBA students participated in the Living History event this year. They participated in the events throughout the day. They really enjoyed listening to the speakers and being able to show their respect.

During fall conferences, all but 2 parents attended.

4. Staff Professional Development Trainings/Workshops/Conferences

Because SBA is working on transitioning to a program under the high school, we will be participating in the professional development of the high school.

5. School Climate Data/Attendance and Discipline Data…Other

Currently, SBA has 20 students enrolled. 2 of these 20 students are working on GED testing. We have 1 student that has completed a GED this year.

<u>Currently enrolled are:</u>

1 freshman

1 sophomore

5 juniors

13 seniors - 5 regular seniors and 8 seniors that have been in high school 5 or more years

<u>Attendance rate for October:</u>

88.83%

Gervais School Board Meeting
November 21
Maintenance Report

Contact Information:
Email – tony_miller@gervais.k12.or.us or
gustavo_munoz@gervais.k12.or.us

High School

Completed projects:

- New Sound System installed in gym
- Wiring in the halls
- Mowers have been serviced

Ongoing projects

- Johnson Control will be installing the new boilers during Thanksgiving Break. In the mean time we have space heaters in all the classrooms until the new boiler can be fired up
- Steve, Gus and I are still working on the air exchangers
- The lift station electrics will be improved, the wiring will be moved from underground to above

Middle School

Completed projects:

-

Current projects:

- Possible sidewalk from the main modular to the 8th grade modulars. We are still receiving bids for this project

Elementary School

Completed projects:

- Hot water is up and going in kitchen bathroom

Current Projects:

- Measuring for the gym curtain has taken place, and we are hoping to have that installed during Christmas Break

Other Areas

Daycare-

Current projects:

- Need to repair the roof of the daycare. There are a couple of shingles missing. Getting bids for a new roof
- We are replacing the filters, cleaning and lubricating all heaters and AC unit's district wide.

Technology Board Report – November, 2019

Intercom System Replacements:
The new intercom/bell systems are in and working great. We have had training and office staff are enjoying the easy programmability and features while trying to choose the perfect bell sound for their buildings ☺. GMS has already added passing time music and their trademark Super Mario Bros. song to signify that the tardy bell is about to ring. Installation of this Informacast system has provided a backbone for future installations districtwide for safety and notification. Some things that could be added in the future include:

- Messages to digital signage
- Emergency messages to all desktop computers, desktop phones, and mobile phones
- Flashing lights outside to indicate we are in lockdown
- Automatic locking of doors and turning off lights
- Automatic release of fire doors
- Notification if an AED cabinet door is opened
- Panic buttons to trigger functions and messages

Here is a video with more info. https://www.singlewire.com/informacast/service-levels?wvideo=4gxkmxpp0k

Permanent A/V Systems for All Gyms:
The new A/V system in the GHS gym has been installed. The audio system works great, and was used for Living History Day, but the video (LCD projector and automated screen) don't have power to them yet. Electricians will install over Thanksgiving Break and we should be all good.

Other:

I have been looking into our network security in light of the recent uptick in ransomware attacks on businesses and school districts. I'm told we are in very good (but not great) shape because of our existing firewall configuration and our Cisco Umbrella filtering solution. What would put us in great shape would be an upgrade to a Next Gen Firewall. I am getting help with system engineering from our network contractor, Ednetics, and will use the upcoming E-Rate cycle to solicit bids and to hopefully fund the upgrade.

Gervais School Board Meeting
Nov. 21, 2019
Food Service Manager Report

Contact Information:

Email – melinda_fitz-henry@gervais.k12.or.us
Phone - 503.792.3803 ext. 5050

OEA Choice Staff Wellness Grant

Gervais is finishing up the first year of the OEA Choice Staff Wellness Grant. The grant is for five years and runs on a calendar year. The grant has supported the following activities.
Bi-Weekly Zumba classes
Relaxation Rooms for staff
Walker-Tracker challenges
Wellness Wednesdays
Staff Celebrations

Administrative Review

The Gervais School District Food Service Department was notified that their Administrative Review on site portion will be held on February 4th and 5th 2020. The off-site portion is due the end of January.

This review process is conducted either 4 or 5 years apart. Our last review was November of 2015. The Oregon Department of Education Child Nutrition Program will be looking at all aspects of the Food Service Department as well as doing observations on serving methods.

Upcoming Events

November 21st: The Food Service Manager will attend the Summer Partners Meeting in The Dalles: This meeting is presented by the Oregon Department of Education and Partners for a Hunger Free Oregon to review the previous summer meals and plan for 2020 summer meals.

February 12th and 13th: The Oregon Farm to School & School Garden conference will be held at the Oregon Garden in Silverton. The last conference was two years ago and was attended by several Gervais staff members.

Gervais School Board Meeting
November 21, 2019
Business Manager Report
Contact Information:
Email - melissa_wolfer@gervais.k12.or.us
Phone - 503.792.3803 ext. 5020

In the November Board Packet

- We are presenting a draft of the 2019-20 Process and Procedures Manual for your review and approval.
- An update on the budget committee selection process.

2018-19 Financial Reports

The audited 2018-19 financial reports have been received from the district's auditors and distributed to all interested entities. Paper copies for the School Board Members and public are available. The report has also been posted to the district's website.

I am anticipating a verbal report from the audit firm at the January 2020 meeting.

Summary of the Risk Management Meeting in November

Those present: Dandy Stevens, Nate Cortez, Jenny Jones, and Melissa Wolfer

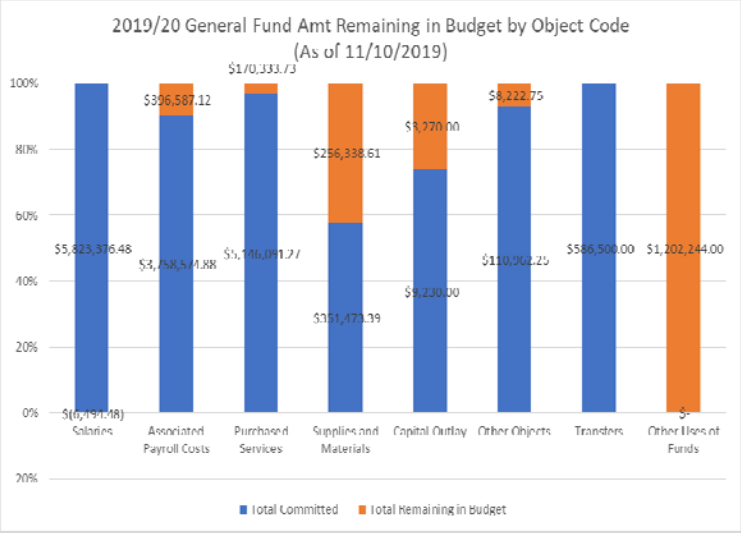
Those present discussed:

- The balances in the district's three bank accounts.
- The checking account reconciliation process.
- Budget vs. actual expenditures year-to-date.
- Filing and payment of payroll reports and liabilities.
- Federal grant reimbursements.
- Preventing cyber crimes and staff training in this area.
- There were no internal control changes at Gervais, but there is implementation of a new financial software for the charter school.
- Year to date spending and possible budget appropriation changes.
- The 8 staff incidents since July 1, resulting in three workers compensation claims with one being designated as disabling.
- A walk through of the high school campus was scheduled for the end of November to assess for any areas of risk.
- A follow-up to the playground inspection done over the summer was discussed.
- The next meeting will be February 3.

Future meetings

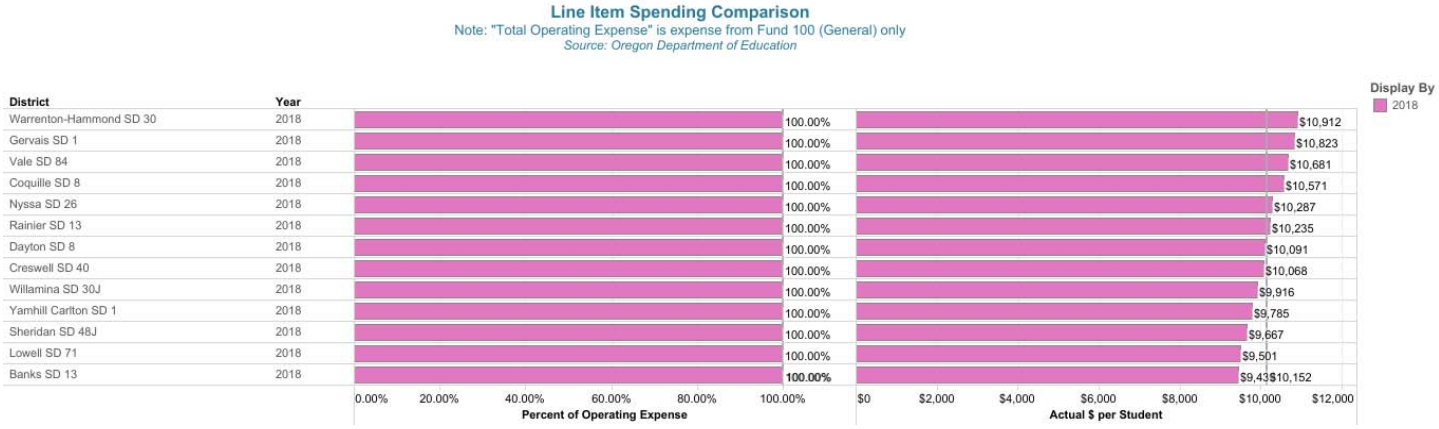
- Verbal report from auditor

2019-20 Budget vs Actual Year-to-Date

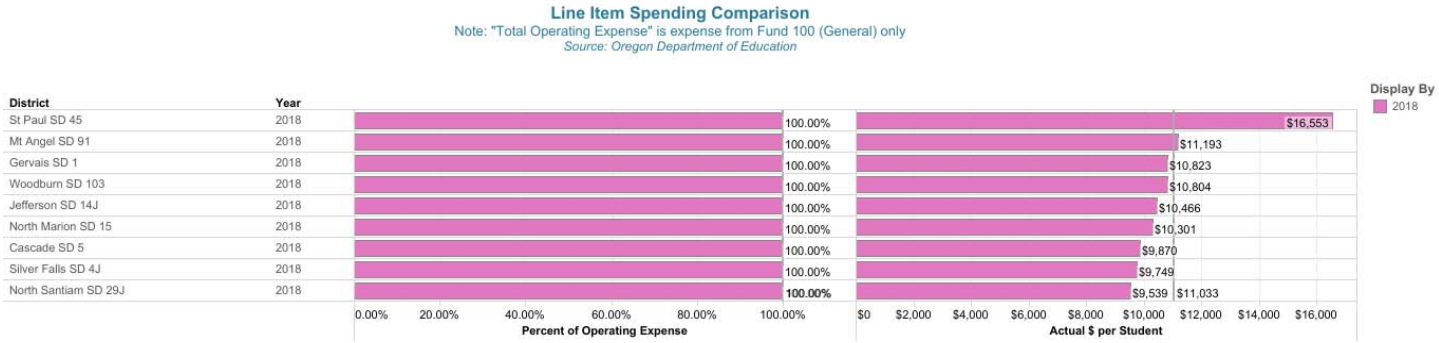


Per student spending

2017-18 Spending Compared with similar sized districts



2017-18 Spending Compared with Marion County districts



Expense Outlier

2017-18 Spending Compared with similar sized districts

	Banks SD 13	Coquille SD 8	Creswell SD 40	Dayton SD 8	Gervais SD 1	Lowell SD 71	Nyssa SD 26	Rainier SD 13	Sheridan SD 48J	Vale SD
111 Licensed Salaries	0.544	-0.742	0.441	0.606	-0.506	-2.915	0.398	-0.235	-0.039	
112 Classified Salaries	-1.193	1.029	1.560	-1.084	0.735	-1.190	-0.545	-0.271	-0.894	
113 Administrators	1.392	0.112	-1.042	-0.256	-0.806	0.107	-0.219	0.594	-1.508	
114 Managerial - Classified		1.618	-0.095	1.077	0.627	-1.312	0.796	-1.099	-1.298	
240 Contractual Employee ..	0.253	1.015	0.356	0.461	0.533	-2.719	0.892	-0.551	-0.394	
410 Consumable Supplies ..	-1.018	-0.463	0.534	-1.014	-0.038	0.974	0.083	1.491	-1.298	
420 Textbooks	0.584	0.512	-1.283	-1.334	-1.053	-0.197	1.091	-1.241	2.136	
460 Non-consumable Suppl..	-1.060	2.333	-0.646	-0.303	-0.679	1.077	1.168	0.014	-0.906	
470 Computer Software	-0.700	1.915	-0.767	0.769	0.568	-0.696	-1.782	0.304	-1.320	
640 Dues and Fees	-0.192	3.215	-0.652	0.096	-0.713	-0.049	-0.681	-0.405	-0.136	

RED - items are greater than 2 SD from the average of this group

ORANGE - items are greater than 1 SD from the average of this group but less than 2 SD

BLUE - items are within 1 SD from the average of this group

Use the sort functionality to reorder the list for a selected district to highlight those items that are the most standard deviations above or below the average per student spend for each line.

Gervais School District #1

Copy of -Budget Summary - All Funds For the Period 10/01/2019 through 10/31/2019

Fiscal Year: 2019-2020

☐ Include Pre Encumbrance

	Budget	Range To Date	Year To Date	Balance	Encumbrance	Budget Balance	
INCOME							
-							
Local Sources (+)	$3,928,785.00	$154,800.98	$423,257.75	$3,505,527.25	$0.00	$3,505,527.25	89.2%
State Sources (+)	$13,105,088.00	$1,087,701.60	$5,344,055.60	$7,761,032.40	$0.00	$7,761,032.40	59.2%
Federal Sources (+)	$1,640,005.00	$66,377.52	$125,099.74	$1,514,905.26	$0.00	$1,514,905.26	92.4%
Transfers (+)	$586,500.00	$586,500.00	$586,500.00	$0.00	$0.00	$0.00	0.0%
Other (+)	$4,970,347.00	$0.00	$5,343,393.24	($373,046.24)	$0.00	($373,046.24)	-7.5%
Sub-total : -	$24,230,725.00	$1,895,380.10	$11,822,306.33	$12,408,418.67	$0.00	$12,408,418.67	51.2%
Total : INCOME	$24,230,725.00	$1,895,380.10	$11,822,306.33	$12,408,418.67	$0.00	$12,408,418.67	51.2%
EXPENSES							
-							
Instruction (-)	$11,604,066.00	$975,834.27	$3,027,364.75	$8,576,701.25	$7,995,004.04	$581,697.21	5.0%
Support Services (-)	$6,868,900.00	$482,558.70	$1,592,025.43	$5,276,874.57	$3,894,545.68	$1,382,328.89	20.1%
Enterprise & Community (-)	$956,635.00	$79,425.44	$158,257.68	$798,377.32	$587,342.72	$211,034.60	22.1%
Facitilities Acquisition (-)	$1,725,000.00	$525.00	$42,276.99	$1,682,723.01	$1,450,178.00	$232,545.01	13.5%
Transfers (-)	$586,500.00	$586,500.00	$586,500.00	$0.00	$0.00	$0.00	0.0%
Debt Service (-)	$1,287,380.00	$0.00	$0.00	$1,287,380.00	$1,280,855.50	$6,524.50	0.5%
Contingency (-)	$1,202,244.00	$0.00	$0.00	$1,202,244.00	$0.00	$1,202,244.00	100.0%
Sub-total : -	($24,230,725.00)	($2,124,843.41)	($5,406,424.85)	($18,824,300.15)	($15,207,925.94)	($3,616,374.21)	14.9%
Total : EXPENSES	($24,230,725.00)	($2,124,843.41)	($5,406,424.85)	($18,824,300.15)	($15,207,925.94)	($3,616,374.21)	14.9%
NET ADDITION/(DEFICIT)	$0.00	($229,463.31)	$6,415,881.48	($6,415,881.48)	($15,207,925.94)	$8,792,044.46	0.0%

NOT AUDITED

End of Report

Gervais School District #1

Board Revenue - All Funds

From Date: 10/1/2019 To Date: 10/31/2019

Fiscal Year: 2019-2020

☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.0000.0000.000.000.000	SUMMARY	($17,701,710.00)	($1,095,700.87)	($8,168,996.19)	($9,532,713.81)	$0.00	($9,532,713.81)	53.85%
100.0000.0000.100.000.000	SUMMARY	($40,000.00)	($2,955.00)	($7,165.00)	($32,835.00)	$0.00	($32,835.00)	82.09%
100.0000.0000.150.000.000	SUMMARY	($75,000.00)	($11,915.00)	($24,519.48)	($50,480.52)	$0.00	($50,480.52)	67.31%
202.0000.0000.000.000.000	SUMMARY	($50,000.00)	($50,000.00)	($50,000.00)	$0.00	$0.00	$0.00	0.00%
204.0000.0000.000.000.000	SUMMARY	($10,000.00)	$0.00	$0.00	($10,000.00)	$0.00	($10,000.00)	100.00%
204.0000.0000.400.000.000	SUMMARY	($250,000.00)	($23,932.60)	($23,932.60)	($226,067.40)	$0.00	($226,067.40)	90.43%
207.0000.0000.000.000.000	SUMMARY	($40,000.00)	($342.79)	($9,310.50)	($30,689.50)	$0.00	($30,689.50)	76.72%
208.0000.0000.150.000.000	SUMMARY	($22,000.00)	$0.00	$0.00	($22,000.00)	$0.00	($22,000.00)	100.00%
211.0000.0000.000.000.000	SUMMARY	($396,520.00)	$0.00	$0.00	($396,520.00)	$0.00	($396,520.00)	100.00%
212.0000.0000.000.000.000	SUMMARY	($40,000.00)	$0.00	$0.00	($40,000.00)	$0.00	($40,000.00)	100.00%
216.0000.0000.400.000.000	SUMMARY	($7,500.00)	$0.00	$0.00	($7,500.00)	$0.00	($7,500.00)	100.00%
218.0000.0000.000.000.000	SUMMARY	($251,075.00)	$0.00	$0.00	($251,075.00)	$0.00	($251,075.00)	100.00%
219.0000.0000.000.000.000	SUMMARY	($100,000.00)	$0.00	($47,215.61)	($52,784.39)	$0.00	($52,784.39)	52.78%
232.0000.0000.000.000.000	SUMMARY	($1,500.00)	$9,671.23	($5,819.74)	$4,319.74	$0.00	$4,319.74	-287.98%
232.0000.0000.100.000.000	SUMMARY	($12,200.00)	($1,687.14)	($1,687.14)	($10,512.86)	$0.00	($10,512.86)	86.17%
232.0000.0000.300.000.000	SUMMARY	($300.00)	($283.28)	($283.28)	($16.72)	$0.00	($16.72)	5.57%
232.0000.0000.400.000.000	SUMMARY	($37,150.00)	($7,850.81)	($10,600.81)	($26,549.19)	$0.00	($26,549.19)	71.46%
232.0000.0000.800.000.000	SUMMARY	($300.00)	($300.00)	($300.00)	$0.00	$0.00	$0.00	0.00%
233.0000.0000.000.000.000	SUMMARY	($37,000.00)	$0.00	$0.00	($37,000.00)	$0.00	($37,000.00)	100.00%
240.0000.0000.000.000.000	SUMMARY	($363,500.00)	($104,010.96)	($245,335.32)	($118,164.68)	$0.00	($118,164.68)	32.51%
241.0000.0000.000.000.000	SUMMARY	($10,000.00)	$0.00	$0.00	($10,000.00)	$0.00	($10,000.00)	100.00%
242.0000.0000.000.000.000	SUMMARY	($250,000.00)	($1,732.37)	($244,879.88)	($5,120.12)	$0.00	($5,120.12)	2.05%
243.0000.0000.000.000.000	SUMMARY	($1,900,000.00)	$0.00	($1,585,165.06)	($314,834.94)	$0.00	($314,834.94)	16.57%
250.0000.0000.000.000.000	SUMMARY	($879,910.00)	($66,481.88)	($197,642.36)	($682,267.64)	$0.00	($682,267.64)	77.54%
250.0000.0000.100.000.000	SUMMARY	($25,000.00)	$0.00	$0.00	($25,000.00)	$0.00	($25,000.00)	100.00%
250.0000.0000.300.000.000	SUMMARY	($10,000.00)	$0.00	$0.00	($10,000.00)	$0.00	($10,000.00)	100.00%
261.0000.0000.000.000.000	SUMMARY	($38,500.00)	$0.00	($38,377.63)	($122.37)	$0.00	($122.37)	0.32%
261.0000.0000.400.000.000	SUMMARY	($179,000.00)	($157,066.42)	($159,449.77)	($19,550.23)	$0.00	($19,550.23)	10.92%
262.0000.0000.000.000.000	SUMMARY	($10,000.00)	$0.00	($10,918.66)	$918.66	$0.00	$918.66	-9.19%
262.0000.0000.300.000.000	SUMMARY	($37,000.00)	($37,000.00)	($37,000.00)	$0.00	$0.00	$0.00	0.00%
270.0000.0000.000.000.000	SUMMARY	$0.00	$1,292.00	$0.00	$0.00	$0.00	$0.00	0.00%
270.0000.0000.100.000.000	SUMMARY	($500.00)	($636.85)	($636.85)	$136.85	$0.00	$136.85	-27.37%
270.0000.0000.300.000.000	SUMMARY	($4,000.00)	($655.15)	($655.15)	($3,344.85)	$0.00	($3,344.85)	83.62%
275.0000.0000.000.000.000	SUMMARY	$0.00	$7,220.84	$0.00	$0.00	$0.00	$0.00	0.00%
275.0000.0000.400.000.000	SUMMARY	($13,000.00)	($7,220.84)	($7,220.84)	($5,779.16)	$0.00	($5,779.16)	44.46%
279.0000.0000.000.000.000	SUMMARY	($3,500.00)	$26,239.43	($1,346.27)	($2,153.73)	$0.00	($2,153.73)	61.54%
279.0000.0000.100.000.000	SUMMARY	($34,350.00)	($27,961.68)	($27,961.68)	($6,388.32)	$0.00	($6,388.32)	18.60%
279.0000.0000.300.000.000	SUMMARY	($27,150.00)	($8,077.15)	($14,246.40)	($12,903.60)	$0.00	($12,903.60)	47.53%
280.0000.0000.000.000.000	SUMMARY	$0.00	$52,640.75	$0.00	$0.00	$0.00	$0.00	0.00%
280.0000.0000.400.000.000	SUMMARY	($79,500.00)	($56,095.32)	($68,028.95)	($11,471.05)	$0.00	($11,471.05)	14.43%
280.0000.0000.800.000.000	SUMMARY	($500.00)	($399.75)	($399.75)	($100.25)	$0.00	($100.25)	20.05%
295.0000.0000.000.000.000	SUMMARY	($20,000.00)	$0.00	($6,834.67)	($13,165.33)	$0.00	($13,165.33)	65.83%
300.0000.0000.000.000.000	SUMMARY	($5,000.00)	$0.00	($4,274.62)	($725.38)	$0.00	($725.38)	14.51%
312.0000.0000.000.000.000	SUMMARY	($244,500.00)	($244,500.00)	($245,916.80)	$1,416.80	$0.00	$1,416.80	-0.58%
313.0000.0000.000.000.000	SUMMARY	($1,013,560.00)	($85,638.49)	($569,801.33)	($443,758.67)	$0.00	($443,758.67)	43.78%
400.0000.0000.000.000.000	SUMMARY	($10,000.00)	$0.00	($6,383.99)	($3,616.01)	$0.00	($3,616.01)	36.16%
	Grand Total:	($24,230,725.00)	($1,895,380.10)	($11,822,306.33)	($12,408,418.67)	$0.00	($12,408,418.67)	51.21%

End of Report

NOT AUDITED

Gervais School District #1

Board Expense Report- All Funds

From Date: 10/1/2019 To Date: 10/31/2019

Fiscal Year: 2019-2020

☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.1000.0100.000.000.000	Salaries	$3,775,393.00	$322,523.25	$643,894.72	$3,131,498.28	$3,212,965.28	($81,467.00)	-2.16%
204.1000.0100.000.000.000	Salaries	$39,500.00	$7,006.30	$13,514.36	$25,985.64	$60,207.27	($34,221.63)	-86.64%
208.1000.0100.000.000.000	Salaries	$3,000.00	$160.32	$160.32	$2,839.68	$0.00	$2,839.68	94.66%
211.1000.0100.000.000.000	Salaries	$130,455.00	$8,631.23	$18,043.41	$112,411.59	$87,353.92	$25,057.67	19.21%
218.1000.0100.000.000.000	Salaries	$84,400.00	$8,383.22	$16,694.62	$67,705.38	$83,113.92	($15,408.54)	-18.26%
219.1000.0100.000.000.000	Salaries	$27,825.00	$373.01	$15,937.38	$11,887.62	$3,730.10	$8,157.52	29.32%
233.1000.0100.000.000.000	Salaries	$7,400.00	$615.82	$1,231.64	$6,168.36	$6,158.20	$10.16	0.14%
261.1000.0100.000.000.000	Salaries	$99,750.00	$13,742.25	$25,035.22	$74,714.78	$70,586.55	$4,128.23	4.14%
262.1000.0100.000.000.000	Salaries	$24,000.00	$6,012.00	$10,420.00	$13,580.00	$9,600.00	$3,980.00	16.58%
100.2000.0100.000.000.000	Salaries	$2,041,489.00	$164,876.77	$580,118.69	$1,461,370.31	$1,386,397.79	$74,972.52	3.67%
204.2000.0100.000.000.000	Salaries	$4,850.00	$1,288.88	$2,697.76	$2,152.24	$14,000.50	($11,848.26)	-244.29%
207.2000.0100.000.000.000	Salaries	$8,000.00	$683.33	$1,283.33	$6,716.67	$5,466.67	$1,250.00	15.63%
208.2000.0100.000.000.000	Salaries	$3,000.00	$0.00	$0.00	$3,000.00	$0.00	$3,000.00	100.00%
211.2000.0100.000.000.000	Salaries	$21,775.00	$2,200.25	$5,708.00	$16,067.00	$15,327.21	$739.79	3.40%
212.2000.0100.000.000.000	Salaries	$1,000.00	$0.00	$0.00	$1,000.00	$0.00	$1,000.00	100.00%
218.2000.0100.000.000.000	Salaries	$2,500.00	$0.00	$0.00	$2,500.00	$0.00	$2,500.00	100.00%
219.2000.0100.000.000.000	Salaries	$30,000.00	$570.11	$1,102.73	$28,897.27	$2,327.20	$26,570.07	88.57%
232.2000.0100.000.000.000	Salaries	$0.00	$170.58	$1,555.24	($1,555.24)	$0.00	($1,555.24)	0.00%
211.3000.0100.000.000.000	Salaries	$1,100.00	$0.00	$0.00	$1,100.00	$0.00	$1,100.00	100.00%
250.3000.0100.000.000.000	Salaries	$217,050.00	$17,568.30	$48,530.04	$168,519.96	$164,399.38	$4,120.58	1.90%
	OBJECT: Salaries - 0100	$6,522,487.00	$554,805.62	$1,385,927.46	$5,136,559.54	$5,121,633.99	$14,925.55	0.23%
100.1000.0200.000.000.000	Associated Payroll Costs	$2,694,246.00	$211,523.08	$421,481.51	$2,272,764.49	$2,093,471.72	$179,292.77	6.65%
204.1000.0200.000.000.000	Associated Payroll Costs	$33,175.00	$4,039.32	$7,916.89	$25,258.11	$37,169.72	($11,911.61)	-35.91%
208.1000.0200.000.000.000	Associated Payroll Costs	$1,150.00	$56.82	$56.82	$1,093.18	$0.00	$1,093.18	95.06%
211.1000.0200.000.000.000	Associated Payroll Costs	$116,010.00	$7,935.13	$16,331.22	$99,678.78	$79,608.88	$20,069.90	17.30%
218.1000.0200.000.000.000	Associated Payroll Costs	$60,450.00	$5,583.71	$11,144.55	$49,305.45	$55,576.33	($6,270.88)	-10.37%
219.1000.0200.000.000.000	Associated Payroll Costs	$13,650.00	$366.80	$5,688.40	$7,961.60	$3,666.95	$4,294.65	31.46%
233.1000.0200.000.000.000	Associated Payroll Costs	$7,975.00	$662.52	$1,325.11	$6,649.89	$6,622.71	$27.18	0.34%
261.1000.0200.000.000.000	Associated Payroll Costs	$40,525.00	$4,105.29	$7,648.65	$32,876.35	$27,089.66	$5,786.69	14.28%
262.1000.0200.000.000.000	Associated Payroll Costs	$8,700.00	$1,207.76	$2,286.58	$6,413.42	$3,356.13	$3,057.29	35.14%
100.2000.0200.000.000.000	Associated Payroll Costs	$1,460,916.00	$110,472.55	$364,763.46	$1,096,152.54	$873,174.83	$222,977.71	15.26%
204.2000.0200.000.000.000	Associated Payroll Costs	$6,215.00	$775.43	$1,559.98	$4,655.02	$7,830.80	($3,175.78)	-51.10%
207.2000.0200.000.000.000	Associated Payroll Costs	$2,975.00	$198.26	$390.74	$2,584.26	$1,584.60	$999.66	33.60%
208.2000.0200.000.000.000	Associated Payroll Costs	$1,250.00	$0.16	$0.16	$1,249.84	$0.00	$1,249.84	99.99%
211.2000.0200.000.000.000	Associated Payroll Costs	$15,485.00	$1,192.34	$3,175.64	$12,309.36	$9,346.12	$2,963.24	19.14%
212.2000.0200.000.000.000	Associated Payroll Costs	$160.00	$0.00	$0.00	$160.00	$0.00	$160.00	100.00%
218.2000.0200.000.000.000	Associated Payroll Costs	$1,600.00	$7.97	$15.87	$1,584.13	$78.82	$1,505.31	94.08%
219.2000.0200.000.000.000	Associated Payroll Costs	$14,700.00	$264.83	$533.11	$14,166.89	$1,563.52	$12,603.37	85.74%
232.2000.0200.000.000.000	Associated Payroll Costs	$0.00	$61.72	$513.58	($513.58)	$0.00	($513.58)	0.00%
233.2000.0200.000.000.000	Associated Payroll Costs	$500.00	$0.61	$1.21	$498.79	$6.10	$492.69	98.54%
250.2000.0200.000.000.000	Associated Payroll Costs	$1,000.00	$16.29	$45.69	$954.31	$151.94	$802.37	80.24%
211.3000.0200.000.000.000	Associated Payroll Costs	$625.00	$0.00	$0.00	$625.00	$0.00	$625.00	100.00%
250.3000.0200.000.000.000	Associated Payroll Costs	$203,935.00	$13,297.43	$33,768.81	$170,166.19	$128,294.38	$41,871.81	20.53%
	OBJECT: Associated Payroll Costs - 0200	$4,685,242.00	$361,768.02	$878,647.98	$3,806,594.02	$3,328,593.21	$478,000.81	10.20%
100.1000.0300.000.000.000	Purchased Services	$3,672,800.00	$323,521.16	$1,587,713.09	$2,085,086.91	$2,027,411.45	$57,675.46	1.57%
204.1000.0300.000.000.000	Purchased Services	$66,260.00	$0.00	$0.00	$66,260.00	$0.00	$66,260.00	100.00%
208.1000.0300.000.000.000	Purchased Services	$500.00	$5,997.00	$5,997.00	($5,497.00)	$0.00	($5,497.00)	-1099.40%
211.1000.0300.000.000.000	Purchased Services	$16,000.00	$75.00	$75.00	$15,925.00	$5,575.00	$10,350.00	64.69%
218.1000.0300.000.000.000	Purchased Services	$11,500.00	$837.50	$837.50	$10,662.50	$73,708.50	($63,046.00)	-548.23%

NOT AUDITED

Gervais School District #1

Board Expense Report- All Funds

From Date: 10/1/2019 To Date: 10/31/2019

Fiscal Year: 2019-2020

☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
219.1000.0300.000.000.000	Purchased Services	$0.00	$0.00	$0.00	$0.00	$1,500.00	($1,500.00)	0.00%
233.1000.0300.000.000.000	Purchased Services	$500.00	$0.00	$0.00	$500.00	$0.00	$500.00	100.00%
261.1000.0300.000.000.000	Purchased Services	$22,850.00	$8,135.40	$12,747.64	$10,102.36	$3,534.10	$6,568.26	28.75%
262.1000.0300.000.000.000	Purchased Services	$3,500.00	$0.00	$1,689.00	$1,811.00	$1,000.00	$811.00	23.17%
100.2000.0300.000.000.000	Purchased Services	$1,643,625.00	$141,765.74	$260,877.85	$1,382,747.15	$1,233,526.92	$149,220.23	9.08%
204.2000.0300.000.000.000	Purchased Services	$10,000.00	$1,884.00	$1,884.00	$8,116.00	$0.00	$8,116.00	81.16%
207.2000.0300.000.000.000	Purchased Services	$9,125.00	$809.10	$809.10	$8,315.90	$930.79	$7,385.11	80.93%
208.2000.0300.000.000.000	Purchased Services	$2,700.00	$27.26	$27.26	$2,672.74	$0.00	$2,672.74	98.99%
211.2000.0300.000.000.000	Purchased Services	$30,500.00	$1,100.00	$3,610.37	$26,889.63	$13,150.00	$13,739.63	45.05%
212.2000.0300.000.000.000	Purchased Services	$24,000.00	$0.00	$700.00	$23,300.00	$4,250.00	$19,050.00	79.38%
218.2000.0300.000.000.000	Purchased Services	$59,750.00	$0.00	$2,122.00	$57,628.00	$31,792.80	$25,835.20	43.24%
219.2000.0300.000.000.000	Purchased Services	$4,500.00	$0.00	$3,529.08	$970.92	$970.92	$0.00	0.00%
232.2000.0300.000.000.000	Purchased Services	$11,150.00	$0.00	$169.16	$10,980.84	$0.00	$10,980.84	98.48%
233.2000.0300.000.000.000	Purchased Services	$12,725.00	$402.62	$402.62	$12,322.38	$500.00	$11,822.38	92.91%
241.2000.0300.000.000.000	Purchased Services	$10,000.00	$0.00	$0.00	$10,000.00	$0.00	$10,000.00	100.00%
243.2000.0300.000.000.000	Purchased Services	$50,000.00	$1,987.50	$69,834.80	($19,834.80)	$65,168.00	($85,002.80)	-170.01%
261.2000.0300.000.000.000	Purchased Services	$20,000.00	$4,951.16	$4,951.16	$15,048.84	$15,048.84	$0.00	0.00%
262.2000.0300.000.000.000	Purchased Services	$5,000.00	$1,013.05	$1,013.05	$3,986.95	$3,986.95	$0.00	0.00%
295.2000.0300.000.000.000	Purchased Services	$5,000.00	$0.00	$1,896.04	$3,103.96	$0.00	$3,103.96	62.08%
211.3000.0300.000.000.000	Purchased Services	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	$1,500.00	100.00%
232.3000.0300.000.000.000	Purchased Services	$0.00	$0.00	$2,500.00	($2,500.00)	$0.00	($2,500.00)	0.00%
250.3000.0300.000.000.000	Purchased Services	$30,075.00	$2,892.84	$9,920.49	$20,154.51	$15,465.78	$4,688.73	15.59%
243.4000.0300.000.000.000	Purchased Services	$0.00	$0.00	$10,000.00	($10,000.00)	$0.00	($10,000.00)	0.00%
	OBJECT: Purchased Services - 0300	$5,723,560.00	$495,399.33	$1,983,306.21	$3,740,253.79	$3,497,520.05	$242,733.74	4.24%
100.1000.0400.000.000.000	Supplies & Materials	$241,757.00	$9,666.40	$84,090.70	$157,666.30	$17,122.89	$140,543.41	58.13%
202.1000.0400.000.000.000	Supplies & Materials	$50,000.00	$0.00	$49,863.50	$136.50	$0.00	$136.50	0.27%
204.1000.0400.000.000.000	Supplies & Materials	$90,000.00	$7,761.78	$9,902.68	$80,097.32	$1,171.10	$78,926.22	87.70%
208.1000.0400.000.000.000	Supplies & Materials	$7,400.00	$295.00	$295.00	$7,105.00	$957.66	$6,147.34	83.07%
211.1000.0400.000.000.000	Supplies & Materials	$19,570.00	$0.00	$0.00	$19,570.00	$82.50	$19,487.50	99.58%
216.1000.0400.000.000.000	Supplies & Materials	$7,500.00	$0.00	$0.00	$7,500.00	$0.00	$7,500.00	100.00%
218.1000.0400.000.000.000	Supplies & Materials	$13,000.00	$0.00	$0.00	$13,000.00	$0.00	$13,000.00	100.00%
219.1000.0400.000.000.000	Supplies & Materials	$0.00	$0.00	$3,520.66	($3,520.66)	$230.95	($3,751.61)	0.00%
232.1000.0400.000.000.000	Supplies & Materials	$8,100.00	$1.04	$1,088.65	$7,011.35	$2,748.96	$4,262.39	52.62%
233.1000.0400.000.000.000	Supplies & Materials	$7,900.00	$0.00	$0.00	$7,900.00	$5,711.38	$2,188.62	27.70%
261.1000.0400.000.000.000	Supplies & Materials	$16,375.00	$3,371.26	$7,276.78	$9,098.22	$1,589.23	$7,508.99	45.86%
262.1000.0400.000.000.000	Supplies & Materials	$3,300.00	$241.94	$1,286.94	$2,013.06	$0.00	$2,013.06	61.00%
270.1000.0400.000.000.000	Supplies & Materials	$4,500.00	$0.00	$0.00	$4,500.00	$0.00	$4,500.00	100.00%
275.1000.0400.000.000.000	Supplies & Materials	$12,400.00	$0.00	$395.06	$12,004.94	$0.00	$12,004.94	96.81%
279.1000.0400.000.000.000	Supplies & Materials	$65,000.00	$5,235.54	$8,689.70	$56,310.30	$4,553.28	$51,757.02	79.63%
280.1000.0400.000.000.000	Supplies & Materials	$80,000.00	$5,993.63	$13,671.66	$66,328.34	$7,829.70	$58,498.64	73.12%
295.1000.0400.000.000.000	Supplies & Materials	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$5,000.00	100.00%
100.2000.0400.000.000.000	Supplies & Materials	$336,055.00	$32,348.77	$95,156.66	$240,898.34	$147,942.21	$92,956.13	27.66%
207.2000.0400.000.000.000	Supplies & Materials	$19,900.00	$338.69	$939.41	$18,960.59	$544.31	$18,416.28	92.54%
208.2000.0400.000.000.000	Supplies & Materials	$3,000.00	$0.00	$0.00	$3,000.00	$0.00	$3,000.00	100.00%
211.2000.0400.000.000.000	Supplies & Materials	$15,000.00	$155.66	$2,585.66	$12,414.34	$344.34	$12,070.00	80.47%
212.2000.0400.000.000.000	Supplies & Materials	$11,340.00	$0.00	$0.00	$11,340.00	$0.00	$11,340.00	100.00%
218.2000.0400.000.000.000	Supplies & Materials	$2,875.00	$0.00	$0.00	$2,875.00	$0.00	$2,875.00	100.00%
219.2000.0400.000.000.000	Supplies & Materials	$9,325.00	$0.00	$1,067.24	$8,257.76	$0.00	$8,257.76	88.56%
232.2000.0400.000.000.000	Supplies & Materials	$20,050.00	$0.00	$0.00	$20,050.00	$775.19	$19,274.81	96.13%

NOT AUDITED

Gervais School District #1

Board Expense Report- All Funds

From Date: 10/1/2019 To Date: 10/31/2019

Fiscal Year: 2019-2020

☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
240.2000.0400.000.000.000	Supplies & Materials	$29,180.00	$0.00	$0.00	$29,180.00	$0.00	$29,180.00	100.00%
243.2000.0400.000.000.000	Supplies & Materials	$300,000.00	$8,559.26	$59,536.11	$240,463.89	$38,033.73	$202,430.16	67.48%
261.2000.0400.000.000.000	Supplies & Materials	$8,500.00	$788.81	$788.81	$7,711.19	$7,711.19	$0.00	0.00%
262.2000.0400.000.000.000	Supplies & Materials	$2,500.00	$86.61	$86.61	$2,413.39	$2,413.39	$0.00	0.00%
295.2000.0400.000.000.000	Supplies & Materials	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$5,000.00	100.00%
400.2000.0400.000.000.000	Supplies & Materials	$5,000.00	$0.00	$0.00	$5,000.00	$500.00	$4,500.00	90.00%
100.3000.0400.000.000.000	Supplies & Materials	$30,000.00	$0.00	$0.00	$30,000.00	$0.00	$30,000.00	100.00%
211.3000.0400.000.000.000	Supplies & Materials	$3,500.00	$0.00	$0.00	$3,500.00	$0.00	$3,500.00	100.00%
232.3000.0400.000.000.000	Supplies & Materials	$500.00	$0.00	$0.00	$500.00	$0.00	$500.00	100.00%
250.3000.0400.000.000.000	Supplies & Materials	$448,225.00	$45,666.87	$62,656.01	$385,568.99	$278,771.18	$106,797.81	23.83%
295.3000.0400.000.000.000	Supplies & Materials	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$5,000.00	100.00%
	OBJECT: Supplies & Materials - 0400	$1,886,752.00	$120,511.26	$402,897.84	$1,483,854.16	$519,033.19	$964,820.97	51.14%
204.1000.0500.000.000.000	Capital Outlay	$0.00	$0.00	$15,000.00	($15,000.00)	$0.00	($15,000.00)	0.00%
100.2000.0500.000.000.000	Capital Outlay	$12,500.00	$0.00	$9,230.00	$3,270.00	$0.00	$3,270.00	26.16%
204.2000.0500.000.000.000	Capital Outlay	$10,000.00	$0.00	$0.00	$10,000.00	$0.00	$10,000.00	100.00%
240.2000.0500.000.000.000	Capital Outlay	$40,000.00	$0.00	$0.00	$40,000.00	$0.00	$40,000.00	100.00%
243.2000.0500.000.000.000	Capital Outlay	$350,000.00	$0.00	$0.00	$350,000.00	$0.00	$350,000.00	100.00%
250.3000.0500.000.000.000	Capital Outlay	$12,125.00	$0.00	$0.00	$12,125.00	$0.00	$12,125.00	100.00%
240.4000.0500.000.000.000	Capital Outlay	$270,000.00	$0.00	$0.00	$270,000.00	$205,109.01	$64,890.99	24.03%
242.4000.0500.000.000.000	Capital Outlay	$250,000.00	$0.00	$0.00	$250,000.00	$238,185.00	$11,815.00	4.73%
243.4000.0500.000.000.000	Capital Outlay	$1,200,000.00	$525.00	$32,276.99	$1,167,723.01	$1,000,500.00	$167,223.01	13.94%
400.4000.0500.000.000.000	Capital Outlay	$5,000.00	$0.00	$0.00	$5,000.00	$6,383.99	($1,383.99)	-27.68%
	OBJECT: Capital Outlay - 0500	$2,149,625.00	$525.00	$56,506.99	$2,093,118.01	$1,450,178.00	$642,940.01	29.91%
100.1000.0600.000.000.000	Other	$650.00	$129.00	$129.00	$521.00	$0.00	$521.00	80.15%
261.1000.0600.000.000.000	Other	$9,500.00	$1,644.79	$4,194.79	$5,305.21	$0.00	$5,305.21	55.84%
262.1000.0600.000.000.000	Other	$0.00	$0.00	$25.00	($25.00)	$0.00	($25.00)	0.00%
275.1000.0600.000.000.000	Other	$600.00	$0.00	$64.00	$536.00	$0.00	$536.00	89.33%
100.2000.0600.000.000.000	Other	$118,535.00	$3,010.39	$103,339.25	$15,195.75	$7,325.00	$7,870.75	6.64%
211.2000.0600.000.000.000	Other	$25,000.00	$0.00	$0.00	$25,000.00	$0.00	$25,000.00	100.00%
212.2000.0600.000.000.000	Other	$3,500.00	$0.00	$0.00	$3,500.00	$0.00	$3,500.00	100.00%
218.2000.0600.000.000.000	Other	$15,000.00	$0.00	$0.00	$15,000.00	$0.00	$15,000.00	100.00%
232.2000.0600.000.000.000	Other	$11,150.00	$550.00	$4,004.00	$7,146.00	$0.00	$7,146.00	64.09%
243.2000.0600.000.000.000	Other	$0.00	$0.00	$0.00	$0.00	$2,375.00	($2,375.00)	0.00%
232.3000.0600.000.000.000	Other	$500.00	$0.00	$0.00	$500.00	$0.00	$500.00	100.00%
250.3000.0600.000.000.000	Other	$2,500.00	$0.00	$882.33	$1,617.67	$412.00	$1,205.67	48.23%
240.5000.0600.000.000.000	Other	$24,320.00	$0.00	$0.00	$24,320.00	$24,320.00	$0.00	0.00%
300.5000.0600.000.000.000	Other	$5,000.00	$0.00	$0.00	$5,000.00	$0.00	$5,000.00	100.00%
312.5000.0600.000.000.000	Other	$244,500.00	$0.00	$0.00	$244,500.00	$244,500.00	$0.00	0.00%
313.5000.0600.000.000.000	Other	$1,013,560.00	$0.00	$0.00	$1,013,560.00	$1,012,035.50	$1,524.50	0.15%
	OBJECT: Other - 0600	$1,474,315.00	$5,334.18	$112,638.37	$1,361,676.63	$1,290,967.50	$70,709.13	4.80%
100.5000.0700.000.000.000	Transfers	$586,500.00	$586,500.00	$586,500.00	$0.00	$0.00	$0.00	0.00%
	OBJECT: Transfers - 0700	$586,500.00	$586,500.00	$586,500.00	$0.00	$0.00	$0.00	0.00%
100.6000.0800.000.000.000	Other Uses of Funds	$1,202,244.00	$0.00	$0.00	$1,202,244.00	$0.00	$1,202,244.00	100.00%
	OBJECT: Other Uses of Funds - 0800	$1,202,244.00	$0.00	$0.00	$1,202,244.00	$0.00	$1,202,244.00	100.00%

NOT AUDITED

Gervais School District #1

Board Expense Report- All Funds

From Date: 10/1/2019 To Date: 10/31/2019

Fiscal Year: 2019-2020

☐ Subtotal by Collapse Mask ☐ Include pre encumbrance ☐ Print accounts with zero balance ☑ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
Grand Total:		$24,230,725.00	$2,124,843.41	$5,406,424.85	$18,824,300.15	$15,207,925.94	$3,616,374.21	14.92%

End of Report

NOT AUDITED

Gervais School District #1

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: US Bank 153604172442 **From Date:** 10/01/2019 **To Date:** 10/31/2019

From Check: **To Check:** **From Clear Date:** **To Clear Date:**

From Voucher: **To Voucher:**

Types: ☑ Expense ☐ Manual ☐ Payroll ☑ Payroll Deductions ☐ Other Disbursements

*** Indicates gap in check sequence**

	Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
	68966	10/03/2019	ANDERSON, LU ANN	$1,017.28	1036	Printed	Expense	☑	10/31/2019	
	68967	10/03/2019	BOWMAN, TIMOTHY	$291.21	1036	Printed	Expense	☑	10/31/2019	
	68968	10/03/2019	BROADHURST, SARA L	$13.41	1036	Printed	Expense	☑	10/31/2019	
	68969	10/03/2019	COMMUNITY NEWSPAPERS	$165.00	1036	Printed	Expense	☑	10/31/2019	
	68970	10/03/2019	DATAVISION COMMUNICATIONS	$536.76	1036	Printed	Expense	☑	10/31/2019	
	68971	10/03/2019	DRUIDE INFORMATIQUE, INC.	$860.00	1036	Printed	Expense	☑	10/31/2019	
	68972	10/03/2019	FIREFLY COMPUTERS, LLC	$1,552.00	1036	Printed	Expense	☑	10/31/2019	
	68973	10/03/2019	FRONTIER COMMUNICATIONS	$57.58	1036	Printed	Expense	☑	10/31/2019	
	68974	10/03/2019	GAGLE ENTERPRISES INC.	$5,600.00	1036	Printed	Expense	☑	10/31/2019	
	68975	10/03/2019	GEORGE FOX UNIVERSITY	$2,052.00	1036	Printed	Expense	☑	10/31/2019	
	68976	10/03/2019	GOVERNMENT ETHICS COMMISSION	$768.41	1036	Printed	Expense	☑	10/31/2019	
	68977	10/03/2019	GW HARDWARE #244	$161.27	1036	Printed	Expense	☑	10/31/2019	
	68978	10/03/2019	HUBBARD CHEVROLET	$230.90	1036	Printed	Expense	☑	10/31/2019	
	68979	10/03/2019	INDUSTRIAL WELDING SUPPLY INC	$50.00	1036	Printed	Expense	☑	10/31/2019	
	68980	10/03/2019	KINYON, ROBERT R.	$525.00	1036	Printed	Expense	☑	10/31/2019	
	68981	10/03/2019	LAWRENCE CO	$62.50	1036	Printed	Expense	☑	10/31/2019	
	68982	10/03/2019	LONG BROS BUILDING SUPPLY	$298.25	1036	Printed	Expense	☑	10/31/2019	
	68983	10/03/2019	LOWE'S HOME IMPROVEMENT	$1,286.95	1036	Printed	Expense	☑	10/31/2019	
*	68985	10/03/2019	MARION CO ENVIRONMENTAL HEALTH	$771.00	1036	Printed	Expense	☑	10/31/2019	
	68986	10/03/2019	MOVIE LICENSING USA	$1,747.00	1036	Printed	Expense	☑	10/31/2019	
	68987	10/03/2019	NEWBERG STEEL & FAB, INC.	$514.00	1036	Printed	Expense	☑	10/31/2019	
	68988	10/03/2019	OFFICE DEPOT	$2,736.76	1036	Printed	Expense	☑	10/31/2019	

Gervais School District #1

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: US Bank 153604172442 **From Date:** 10/01/2019 **To Date:** 10/31/2019

From Check: **To Check:** **From Clear Date:** **To Clear Date:**

From Voucher: **To Voucher:**

Types: ☑ Expense ☐ Manual ☐ Payroll ☑ Payroll Deductions ☐ Other Disbursements

*** Indicates gap in check sequence**

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
68989	10/03/2019	OREGON LIBRARY ASSOCIATION	$130.00	1036	Printed	Expense	☑	10/31/2019	
68990	10/03/2019	OSPA	$420.00	1036	Printed	Expense	☑	10/31/2019	
68991	10/03/2019	PACIFIC OFFICE AUTOMATION	$410.00	1036	Printed	Expense	☑	10/31/2019	
68992	10/03/2019	PACIFIC OFFICE AUTOMATION LEASING	$421.85	1036	Printed	Expense	☑	10/31/2019	
68993	10/03/2019	PGE_01831	$51.40	1036	Printed	Expense	☑	10/31/2019	
68994	10/03/2019	PIXIS LABS	$50.00	1036	Printed	Expense	☑	10/31/2019	
68995	10/03/2019	POWERS, JULIE	$536.00	1036	Printed	Expense	☑	10/31/2019	
68996	10/03/2019	SCHOOL SPECIALTY	$179.25	1036	Printed	Expense	☑	10/31/2019	
68997	10/03/2019	SCHULTZ, BENJAMIN JAMES	$98.32	1036	Printed	Expense	☑	10/31/2019	
68998	10/03/2019	STRONG, CARRIE	$675.00	1036	Printed	Expense	☑	10/31/2019	
68999	10/03/2019	STUDENT MAGS	$95.87	1036	Printed	Expense	☑	10/31/2019	
69000	10/03/2019	SUMMIT BENEFIT & ACTUARIAL SERVICES	$575.00	1036	Printed	Expense	☑	10/31/2019	
69001	10/03/2019	T-MOBILE	$239.64	1036	Printed	Expense	☑	10/31/2019	
69002	10/03/2019	TRAINING ROOM, INC.	$1,293.68	1036	Printed	Expense	☑	10/31/2019	
69003	10/03/2019	US BANK	$22,089.00	1036	Printed	Expense	☑	10/31/2019	
69004	10/03/2019	VALLEY ATHLETICS	$1,399.70	1036	Printed	Expense	☑	10/31/2019	
69005	10/03/2019	VALLEY GREEN INC.	$175.00	1036	Printed	Expense	☑	10/31/2019	
69006	10/03/2019	WALTER E. NELSON CO.	$1,014.91	1036	Printed	Expense	☑	10/31/2019	
69007	10/03/2019	WILLAMETTE ESD_02407	$881.93	1036	Printed	Expense	☑	10/31/2019	
69008	10/03/2019	WOODBURN KIWANIS	$142.00	1036	Printed	Expense	☑	10/31/2019	
69009	10/03/2019	WOODBURN RADIATOR & GLASS INC	$609.00	1036	Printed	Expense	☑	10/31/2019	
69010	10/03/2019	WOODBURN SCHOOL DIST.	$890.25	1036	Printed	Expense	☑	10/31/2019	

Gervais School District #1

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: US Bank 153604172442 **From Date:** 10/01/2019 **To Date:** 10/31/2019

From Check: **To Check:** **From Clear Date:** **To Clear Date:**

From Voucher: **To Voucher:**

Types: ☑ Expense ☐ Manual ☐ Payroll ☑ Payroll Deductions ☐ Other Disbursements

*** Indicates gap in check sequence**

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69011	10/02/2019	BONNEVILLE BILLING & COLLECTIONS INC	$168.36	1038	Printed	Payroll Ded	☑	10/31/2019	
69012	10/10/2019	AMAZON FULFILLMENT SERVICES, INC	$604.41	1041	Printed	Expense	☑	10/31/2019	
69013	10/10/2019	BEAR ELECTRIC	$1,884.00	1041	Printed	Expense	☑	10/31/2019	
69014	10/10/2019	CULLIGAN WATER CO	$131.50	1041	Printed	Expense	☑	10/31/2019	
69015	10/10/2019	DEMCO INC	$204.01	1041	Printed	Expense	☑	10/31/2019	
69016	10/10/2019	DUCK DELIVERY	$6,377.79	1041	Printed	Expense	☑	10/31/2019	
69017	10/10/2019	EDNETIC, INC	$636.64	1041	Printed	Expense	☑	10/31/2019	
69018	10/10/2019	ERNST IRRIGATION	$2,599.73	1041	Printed	Expense	☑	10/31/2019	
69019	10/10/2019	GENERAL PARTS DISTRIBUTION LLC	$14.68	1041	Printed	Expense	☑	10/31/2019	
69020	10/10/2019	HM RECEIVABLE CO, LLC	$1,200.00	1041	Printed	Expense	☑	10/31/2019	
69021	10/10/2019	JENNIE-O TURKEY STORE INC	$421.44	1041	Printed	Expense	☑	10/31/2019	
69022	10/10/2019	MCDONALD WHOLESALE CO	$775.38	1041	Printed	Expense	☑	10/31/2019	
69023	10/10/2019	MEDOSWEET FARMS OF OREGON	$4,924.66	1041	Printed	Expense	☑	10/31/2019	
69024	10/10/2019	MT. ANGEL OKTOBERFEST	$595.58	1041	Printed	Expense	☐		
69025	10/10/2019	OFFICE CRAFT	$284.25	1041	Printed	Expense	☑	10/31/2019	
69026	10/10/2019	OFFICE DEPOT	$290.37	1041	Printed	Expense	☑	10/31/2019	
69027	10/10/2019	POWELL'S BOOKS INC_04063	$339.65	1041	Printed	Expense	☑	10/31/2019	
69028	10/10/2019	SALEM ACADEMY	$195.00	1041	Printed	Expense	☑	10/31/2019	
69029	10/10/2019	SALEM SOCCER REFEREES ASSOC	$2,025.00	1041	Printed	Expense	☑	10/31/2019	
69030	10/10/2019	SEGURA TARULA, SANDRA	$60.09	1041	Printed	Expense	☑	10/31/2019	
69031	10/10/2019	SKID INK	$523.00	1041	Printed	Expense	☑	10/31/2019	
69032	10/10/2019	WALTER E. NELSON CO.	$2,778.02	1041	Printed	Expense	☑	10/31/2019	

Gervais School District #1

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: US Bank 153604172442 **From Date:** 10/01/2019 **To Date:** 10/31/2019

From Check: **To Check:** **From Clear Date:** **To Clear Date:**

From Voucher: **To Voucher:**

Types: ☑ Expense ☐ Manual ☐ Payroll ☑ Payroll Deductions ☐ Other Disbursements

*** Indicates gap in check sequence**

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69033	10/10/2019	WILLAMETTE TURF	$750.00	1041	Printed	Expense	☑	10/31/2019	
69034	10/10/2019	WOLFER, MRS. MELISSA	$290.00	1041	Printed	Expense	☑	10/31/2019	
69035	10/10/2019	YES GRAPHICS PRINTING CO	$130.00	1041	Printed	Expense	☑	10/31/2019	
69036	10/15/2019	DIRECT FOCUS SOFTWARE LLC	$1,320.00	1015	Printed	Expense	☐		
69037	10/17/2019	ACE CHEMICAL TOILETS	$124.00	1043	Printed	Expense	☑	10/31/2019	
69038	10/17/2019	AMAZON FULFILLMENT SERVICES, INC	$628.86	1043	Printed	Expense	☑	10/31/2019	
69039	10/17/2019	AMAZON FULFILLMENT SERVICES, INC	$209.41	1043	Printed	Expense	☑	10/31/2019	
69040	10/17/2019	AMAZON FULFILLMENT SERVICES, INC	$334.84	1043	Printed	Expense	☑	10/31/2019	
69041	10/17/2019	ATWOOD, BONNY	$95.00	1043	Printed	Expense	☐		
69042	10/17/2019	AUS WEST LOCKBOX	$1,007.05	1043	Printed	Expense	☑	10/31/2019	
69043	10/17/2019	BATTERIES PLUS	$538.98	1043	Printed	Expense	☑	10/31/2019	
69044	10/17/2019	BOILER & COMBUSTION SERVICE INC	$1,600.00	1043	Printed	Expense	☑	10/31/2019	
69045	10/17/2019	BOWMAN, TIMOTHY	$138.04	1043	Printed	Expense	☑	10/31/2019	
69046	10/17/2019	BSN SPORTS	$1,157.74	1043	Printed	Expense	☑	10/31/2019	
69047	10/17/2019	CASCADE ATHLETICS	$674.95	1043	Printed	Expense	☑	10/31/2019	
69048	10/17/2019	CASCADE EMPLOYERS ASSOCIATION, INC.	$155.00	1043	Printed	Expense	☑	10/31/2019	
69049	10/17/2019	CHASE, MICHELLE	$294.00	1043	Printed	Expense	☑	10/31/2019	
69050	10/17/2019	CITY OF GERVAIS	$1,560.68	1043	Printed	Expense	☑	10/31/2019	
69051	10/17/2019	DILSON, MEGAN D	$27.84	1043	Printed	Expense	☑	10/31/2019	
69052	10/17/2019	EDNETIC, INC	$4,505.06	1043	Printed	Expense	☑	10/31/2019	
69053	10/17/2019	ELLIS, THOMAS J	$57.44	1043	Printed	Expense	☐		

Gervais School District #1

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: US Bank 153604172442 **From Date:** 10/01/2019 **To Date:** 10/31/2019

From Check: **To Check:** **From Clear Date:** **To Clear Date:**

From Voucher: **To Voucher:**

Types: ☑ Expense ☐ Manual ☐ Payroll ☑ Payroll Deductions ☐ Other Disbursements

*** Indicates gap in check sequence**

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69054	10/17/2019	ES-N-JAY ENTERPRISES	$240.00	1043	Printed	Expense	☑	10/31/2019	
69055	10/17/2019	FIGURA, RYAN F	$95.00	1043	Printed	Expense	☑	10/31/2019	
69056	10/17/2019	FRONTIER CHARTER ACADEMY	$315,953.16	1043	Printed	Expense	☑	10/31/2019	
69057	10/17/2019	GRAINGER SUPPLY	$99.66	1043	Printed	Expense	☑	10/31/2019	
69058	10/17/2019	HAMLIN, HOLLY MICHELLE	$2,984.00	1043	Printed	Expense	☐		
69059	10/17/2019	INDUSTRIAL WELDING SUPPLY INC	$373.41	1043	Printed	Expense	☑	10/31/2019	
69060	10/17/2019	JKW SCHOOL PSYCHOLOGICAL SERVICES	$7,285.60	1043	Printed	Expense	☑	10/31/2019	
69061	10/17/2019	JTM PROVISIONS CO.	$573.87	1043	Printed	Expense	☑	10/31/2019	
69062	10/17/2019	LAZEL	$1,699.15	1043	Printed	Expense	☑	10/31/2019	
69063	10/17/2019	MID COLUMBIA BUS CO INC	$113,064.20	1043	Printed	Expense	☑	10/31/2019	
69064	10/17/2019	NW NATURAL	$723.64	1043	Printed	Expense	☑	10/31/2019	
69065	10/17/2019	OFFICE DEPOT	$249.14	1043	Printed	Expense	☑	10/31/2019	
69066	10/17/2019	OSBA	$1,825.00	1043	Printed	Expense	☑	10/31/2019	
69067	10/17/2019	PGE_01831	$7,229.71	1043	Printed	Expense	☑	10/31/2019	
69068	10/17/2019	REMEMBERING AMERICA'S HEROES	$500.00	1043	Printed	Expense	☑	10/31/2019	
69069	10/17/2019	REPUBLIC SERVICES	$3,068.28	1043	Printed	Expense	☑	10/31/2019	
69070	10/17/2019	SILVERTON HEALTH	$75.00	1043	Printed	Expense	☑	10/31/2019	
69071	10/17/2019	SKID INK	$445.50	1043	Printed	Expense	☑	10/31/2019	
69072	10/17/2019	SPRINT SOLUTIONS, INC	$182.78	1043	Printed	Expense	☑	10/31/2019	
69073	10/17/2019	SYSCO FOOD SERVICES	$23,497.83	1043	Printed	Expense	☑	10/31/2019	
69074	10/17/2019	WALTER E. NELSON CO.	$204.72	1043	Printed	Expense	☑	10/31/2019	
69075	10/17/2019	WESTERN OREGON UNIVERSITY	$250.00	1043	Printed	Expense	☑	10/31/2019	

Gervais School District #1

Reprint Check Listing

Fiscal Year: 2019-2020

Criteria:

Bank Account: US Bank 153604172442 **From Date:** 10/01/2019 **To Date:** 10/31/2019

From Check: **To Check:** **From Clear Date:** **To Clear Date:**

From Voucher: **To Voucher:**

Types: ☑ Expense ☐ Manual ☐ Payroll ☑ Payroll Deductions ☐ Other Disbursements

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Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69076	10/17/2019	WOLFER, MELISSA	$30.00	1043	Printed	Expense	☑	10/31/2019	
69077	10/24/2019	ANDERSON, LU ANN	$442.28	1044	Printed	Expense	☑	10/31/2019	
69078	10/24/2019	ARMOR ZONE	$635.00	1044	Printed	Expense	☑	10/31/2019	
69079	10/24/2019	AVID CENTER	$550.00	1044	Printed	Expense	☑	10/31/2019	
69080	10/24/2019	BUREAU OF EDUCATION & RESEARCH	$279.00	1044	Printed	Expense	☑	10/31/2019	
69081	10/24/2019	CANON FINANCIAL SERVICES	$2,462.43	1044	Printed	Expense	☑	10/31/2019	
69082	10/24/2019	DILSON, MEGAN D	$107.32	1044	Printed	Expense	☑	10/31/2019	
69083	10/24/2019	EDNETIC, INC	$7,583.90	1044	Printed	Expense	☑	10/31/2019	
69084	10/24/2019	GAGLE ENTERPRISES INC.	$226.00	1044	Printed	Expense	☑	10/31/2019	
69085	10/24/2019	GALAXY T-SHIRT	$135.00	1044	Printed	Expense	☑	10/31/2019	
69086	10/24/2019	GREAT AMERICA FINANCIAL SERVICES	$129.00	1044	Printed	Expense	☑	10/31/2019	
69087	10/24/2019	GREEN THUMB FLOWER BOX	$100.00	1044	Printed	Expense	☑	10/31/2019	
69088	10/24/2019	HI-SCHOOL PHARMACY	$280.00	1044	Printed	Expense	☐		
69089	10/24/2019	HM RECEIVABLE CO, LLC	$1,213.06	1044	Printed	Expense	☑	10/31/2019	
69090	10/24/2019	HOCKMAN-CHUPP, CYNTHIA M.	$1,100.00	1044	Printed	Expense	☑	10/31/2019	
69091	10/24/2019	JOSTENS	$12.10	1044	Printed	Expense	☑	10/31/2019	
69092	10/24/2019	LADER, BECKI L	$47.10	1044	Printed	Expense	☑	10/31/2019	
69093	10/24/2019	LES AND BOBS SPORTS APPAREL, INC	$116.50	1044	Printed	Expense	☑	10/31/2019	
69094	10/24/2019	MARTIN, LISA (CONSULTANT)	$500.00	1044	Printed	Expense	☑	10/31/2019	
69095	10/24/2019	MARTIN, ROBERT J	$180.38	1044	Printed	Expense	☑	10/31/2019	
69096	10/24/2019	MERSEREAU SHANNON LLP	$500.00	1044	Printed	Expense	☑	10/31/2019	
69097	10/24/2019	NLR REFRIGERATION	$631.00	1044	Printed	Expense	☑	10/31/2019	

Gervais School District #1

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Types: ☑ Expense ☐ Manual ☐ Payroll ☑ Payroll Deductions ☐ Other Disbursements

*** Indicates gap in check sequence**

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69098	10/24/2019	OFFICE DEPOT	$255.03	1044	Printed	Expense	☑	10/31/2019	
69099	10/24/2019	PGE_01831	$946.45	1044	Printed	Expense	☑	10/31/2019	
69100	10/24/2019	PORTLAND STATE UNIVERSITY_08011	$250.00	1044	Printed	Expense	☑	10/31/2019	
69101	10/24/2019	POWELL'S BOOKS INC_04063	$392.97	1044	Printed	Expense	☑	10/31/2019	
69102	10/24/2019	RALLY ATHLETIC	$1,470.00	1044	Printed	Expense	☐		
69103	10/24/2019	SAIF CLAIM REIMBURSEMENT	$224.63	1044	Printed	Expense	☑	10/31/2019	
69104	10/24/2019	SCOREBOARD SERVICE COMPANY	$280.00	1044	Printed	Expense	☑	10/31/2019	
69105	10/24/2019	STAPLES BUSINESS CREDIT	$131.10	1044	Printed	Expense	☑	10/31/2019	
69106	10/24/2019	TOOLS FOR SCHOOLS	$5,223.51	1044	Printed	Expense	☑	10/31/2019	
69107	10/24/2019	VALENTINE-GARCIA, SYLVIA	$402.62	1044	Printed	Expense	☑	10/31/2019	
69108	10/24/2019	VALLEY GREEN INC.	$630.00	1044	Printed	Expense	☑	10/31/2019	
69109	10/24/2019	WALTER E. NELSON CO.	$1,137.94	1044	Printed	Expense	☑	10/31/2019	
69110	10/24/2019	WILLAMETTE ESD_02407	$7,573.17	1044	Printed	Expense	☑	10/31/2019	
69111	10/24/2019	YES GRAPHICS PRINTING CO	$69.00	1044	Printed	Expense	☑	10/31/2019	
69112	10/24/2019	ZELENKA, MICHELLE MARIE	$87.00	1044	Printed	Expense	☑	10/31/2019	
69113	10/30/2019	AFA-ANNUITY PREMIUM TRUST	$3,805.00	1049	Printed	Payroll Ded	☐		
69114	10/30/2019	AFLAC	$658.43	1049	Printed	Payroll Ded	☐		
69115	10/30/2019	AMERICAN FIDELITY ASSURANCE CO	$4,906.64	1049	Printed	Payroll Ded	☐		
69116	10/30/2019	AMERICAN FIDELITY.	$2,288.72	1049	Printed	Payroll Ded	☐		
69117	10/30/2019	AMERICAN FIDELTIY ASSURANCE	$5,740.02	1049	Printed	Payroll Ded	☐		
69118	10/30/2019	AXA EQUITABLE EQUI-VEST	$4,478.50	1049	Printed	Payroll Ded	☐		
69119	10/30/2019	BONNEVILLE BILLING & COLLECTIONS INC	$174.55	1049	Printed	Payroll Ded	☑	10/31/2019	

Gervais School District #1

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Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69120	10/30/2019	FORESTER FINANCIAL	$900.00	1049	Printed	Payroll Ded	☐		
69121	10/30/2019	GERVAIS EDUCATION ASSOCIATION	$1,944.00	1049	Printed	Payroll Ded	☐		
69122	10/30/2019	IVY FUNDS	$25.00	1049	Printed	Payroll Ded	☐		
69123	10/30/2019	LEGAL SHIELD	$330.85	1049	Printed	Payroll Ded	☐		
69124	10/30/2019	MATRIX TRUST COMPANY (DEN)	$200.00	1049	Printed	Payroll Ded	☐		
69125	10/30/2019	OREGON EDUCATION ASSOCIATION	$4,432.80	1049	Printed	Payroll Ded	☑	10/31/2019	
69126	10/30/2019	OSEA	$1,847.49	1049	Printed	Payroll Ded	☐		
69127	10/30/2019	TEXAS LIFE INS CO	$1,453.98	1049	Printed	Payroll Ded	☐		
69128	10/31/2019	AMAZON FULFILLMENT SERVICES, INC	$519.04	1052	Printed	Expense	☐		
69129	10/31/2019	ARMOR ZONE	$2,940.00	1052	Printed	Expense	☐		
69130	10/31/2019	BSN SPORTS	$585.77	1052	Printed	Expense	☐		
69131	10/31/2019	BUREAU OF EDUCATION & RESEARCH	$479.00	1052	Printed	Expense	☐		
69132	10/31/2019	CAMACHO, CRYSTAL ROSE	$28.42	1052	Printed	Expense	☐		
69133	10/31/2019	COSA	$477.00	1052	Printed	Expense	☐		
69134	10/31/2019	EDNETIC, INC	$600.00	1052	Printed	Expense	☐		
69135	10/31/2019	GALAXY T-SHIRT	$1,531.00	1052	Printed	Expense	☐		
69136	10/31/2019	JENNIE-O TURKEY STORE INC	$535.20	1052	Printed	Expense	☐		
69137	10/31/2019	LONG BROS BUILDING SUPPLY	$134.64	1052	Printed	Expense	☐		
69138	10/31/2019	MARQUEZ, CELIA	$165.30	1052	Printed	Expense	☐		
69139	10/31/2019	MARTIN, LISA (CONSULTANT)	$1,200.00	1052	Printed	Expense	☐		
69140	10/31/2019	MULKERIN, MICHAEL	$60.00	1052	Printed	Expense	☐		
69141	10/31/2019	O'CONNOR, TODD	$85.84	1052	Printed	Expense	☐		

Gervais School District #1

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Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
69142	10/31/2019	OASBO	$275.00	1052	Printed	Expense	☐		
69143	10/31/2019	PACE	$343.00	1052	Printed	Expense	☐		
69144	10/31/2019	PACIFIC OFFICE AUTOMATION LEASING	$421.85	1052	Printed	Expense	☐		
69145	10/31/2019	PGE_01831	$64.43	1052	Printed	Expense	☐		
69146	10/31/2019	RIVERA, ESPERANZA ANGEL	$18.56	1052	Printed	Expense	☐		
69147	10/31/2019	SALEM KEIZER COALITION FOR EQUALITY	$5,997.00	1052	Printed	Expense	☐		
69148	10/31/2019	SCHULTZ, BENJAMIN JAMES	$875.35	1052	Printed	Expense	☐		
69149	10/31/2019	SKID INK	$936.00	1052	Printed	Expense	☐		
69150	10/31/2019	ST PAUL SCHOOL DISTRICT #45	$30.00	1052	Printed	Expense	☐		
69151	10/31/2019	THE MANDT SYSTEM, INC	$169.37	1052	Printed	Expense	☐		
69152	10/31/2019	WALTER E. NELSON CO.	$195.40	1052	Printed	Expense	☐		
69153	10/31/2019	WILLAMETTE VALLEY SECURITY INC	$85.00	1052	Printed	Expense	☐		
		Total Amount:	$665,198.82						

Report Total Amount: Amount

End of Report

Gervais School Board Meeting
November 21, 2019
Superintendent's Report

Contact Information:

Email – dandy_stevens@gervais.k12.or.us
Phone - 503.792.3803 ext. 5010

Math Performance Data—presentation made during discussion section of the meeting

You will see a variety of slides in your packet highlighting different data points regarding math performance in our district. We were notified by ODE that we will receive additional funds to be used in the area of math instruction for GHS and Sam Brown. Additionally, Frontier Charter was identified as needing improvement in their 9th grade performance data including on track for graduation and participation in testing. We are receiving a total of $190,000 to put towards improving these areas.

I have met with Ken and Sylvia to determine how best to use these funds by the deadline given to us by the state—September 30, 2020. We are not allowed to carry these monies over and I asked all parties to be mindful of how we are spending this money and doing so in a way supported by best practices and helping to lay the groundwork for long term, sustainable adjustments.

Of note for the budget:
*The district will provide support to Frontier Charter Academy by contributing $5,000 to help pay for their counselor. This is a new position this year and this person is tasked with connecting with freshmen and their parents to achieve better results in "on track" at the end of the 9th grade year.

*Ken will ask the math department at the high school to conduct site visit of high schools with better scores than ours serving students of a similar demographic. These teachers will conduct action research to see where we can improve our practice.

*The high school teachers will begin an analysis based on strand data and determine where our current instruction may be falling short. At the same time, they will work to implement a short-term remediation plan so that students who are behind can receive additional instruction in preparation for the SBAC exam. We are working to hire an additional math person (temporary) to complete this work the second half of the year.

We have also set aside the following amounts:

$20,000 GSD Professional Development opportunities - SUMMER (Assessment; Standards-based grading; SIOP; etc.)

$45,000 Summer School Program for all students

Increasing FTE/Hours

After discussion with administrators and teachers, I worked with Melissa to increase (by 10 hours per week) our contract with the school psychologist who is an independent contractor. The volume of cases she is working on and the amount of time/paperwork involved warranted this increased time for the remainder of this year. I'm hoping that with the Student Investment Act monies we will be able to fund additional hours of her time next year as well.

District/School Improvement Plan—Conversation held during discussion section of meeting

As soon as this report is available, I will forward it to you.

CONSENT ITEMS TO BE APPROVED EN MASSE

PROPOSED MOTION: Move that the Gervais District #1 Board of Directors approve the consent items as listed en masse:

MOTION BY: _____ SECONDED BY: _____

7.1 Approve

New Hire / Temporary:

Ismael Martinez, Custodian II

Alyssa Ventura, Childcare Worker GES

Extra Duty:

Sara Broadhurst, Building Section 504 Facilitator, HS TAG Facilitator

Grant Funderburg, Testing Coordinator GHS

7.2 Approve

Contract Change / Renewal:

Recall:

7.3 Approve

Resignation / Termination/Non-Renewal:

Decline:

Reduction in Force:

7.4 Approve

Process & Procedural Manuals

Gervais District#1 Board of Directors approves the Process and Procedural Manual as shown on agenda item 11-19-7.4.1.

7.5 Approve

Gervais School District Job Description for "TAG Building Facilitator"

Gervais District#1 Board of Directors approves revisions to the Job Description "TAG Building Facilitator" as shown on agenda item 11-19-7.5.1

7.6 Approve

Gervais School District Job Description for "504 Building Facilitator"

Gervais District#1 Board of Directors approves revisions to the Job Description "504 Building Facilitator" as shown on agenda item 11-19-7.6.1

Board Members:	**For:**	**Against:**	**Abstain:**
Bustamante	_____	_____	_____
Caballero	_____	_____	_____
Jirges	_____	_____	_____
Martin	_____	_____	_____
Sullivan	_____	_____	_____

Board Members can request to have any consent item removed and made into an action item, or tabled until a future meeting.

290 First Street - P.O. Box 100
Gervais, Oregon 97026-0100
Phone: (503) 792-3801
FAX: (503) 792-3809
www.gervais.k12.or.us

Process And Procedures Manual

Gervais School Board Approved September 2010, Revisions approved by Board on 10/2013,10/2014, 01/2016, 10/2016, 11/2017 & 10/2018

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Introduction to Internal Controls

The four basic functions of management are often described as planning, organizing, directing, and controlling. Internal control relates to the fourth function, controlling. Adequate internal controls allow principals and managers to delegate responsibilities to subordinate staff and contractors with reasonable assurance that what they expect to happen, does happen. Administration must develop internal controls for each activity for which they are responsible. The internal controls exercised over individual activities, when taken collectively, become the internal controls of the program or administrative function of which they are a part. The internal controls for each school, department, program, and administrative functions, when combined with district-wide internal controls, comprise the school district's internal control documentation.

The paramount management objective in a school district is the education of children. The major activity is the instruction of students with the associated support activities being secondary. Internal controls apply primarily to the supporting service activities.

Management's role is to provide leadership and support to achieve the educational goals and objectives of the school district. Board policy, administrative rules and internal controls are tools used by managers and principals to help the district achieve educational objectives. Internal controls are the structure, policies, and procedures used to ensure that management accomplishes its objectives and performs its responsibilities.

Any discussion of fundamental management responsibilities would include effectiveness, efficiency, compliance with laws and regulations, and accuracy in reporting. Effectiveness measures whether an organizational unit achieves its objectives. Efficiency measures how good managers make use of available resources in achieving these objectives. While effectively and efficiently achieving the organization's objectives, managers must also comply with Oregon statute, Board policy, administrative rules and internal policies and procedures. Finally, to make sound decisions and comply with oversight requirements, managers must receive accurate information and prepare accurate reports. Internal controls can then be defined as a coordinated set of policies and procedures used by managers to ensure their agencies, programs, or functions operate efficiently and effectively in conformance with applicable laws and regulations.

What are Internal Controls?

The Committee of Sponsoring Organization (COSO) of the Treadway Commission developed the current official definition of internal control. In its influential report, *Internal Control - Integrated Framework*, the Commission defines internal control as follows:

"Internal control is a process, effected by an entity's Board of directors, management and other personnel, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:

- Effectiveness and efficiency of operations.
- Reliability of financial reporting.
- Compliance with applicable laws and regulations.

This definition reflects certain fundamental concepts:

- Internal control is a process. It is a means to an end, not an end in itself.
- Internal control is affected by people. It is not policy manuals and forms, but people at every level of an organization.
- Internal control can be expected to provide only reasonable assurance, not absolute assurance, to an entity's management and Board.
- Internal control is geared to the achievement of objectives in one or more separate but overlapping categories."

A less technical definition might state that:

Internal controls are tools that help managers be effective and efficient while avoiding serious problems such as overspending, operational failures, and violations of law.

Internal control has been further defined as consisting of five interrelated components: (1) control environment, (2) risk assessment, (3) control activities, (4) information and communication, and (5) monitoring.

The process of internal control also incorporates four *basic principles*. Because internal controls are a means to an end, they must help, rather than prevent or delay, an organization from reaching its objectives. Before designing and implementing internal controls, managers should consider the following:

1. Internal controls must benefit, rather than hinder, the organization.
2. Internal controls must make sense within each organization's unique operating environment.
3. Internal controls are not stand-alone practices. They are woven into the day-to-day responsibilities of managers and their staff.
4. Internal controls should be cost effective.

Consider internal controls as a continuous series of decisions affected by changing circumstances that will require periodic review and modification, rather than a static system. When managers evaluate their internal controls, they must first determine whether they are functioning as designed and still applicable given current operations.

Why Do We Need Internal Controls?

School administration is responsible for managing the resources entrusted to them for teaching children in public schools. A major factor in fulfilling this responsibility of trust

is ensuring that adequate controls exist in the education programs and support systems. Properly designed internal controls promote effectiveness and efficiency in our activities.

Public officials, legislators, and taxpayers are entitled to know whether government agencies are properly handling funds and complying with laws and regulations. They need to know whether government organizations, programs, and services are achieving the purposes for which they were authorized and funded. Officials and employees who manage programs must be accountable to the public. Frequently specified by law, this concept of accountability is intrinsic to the governing process of Oregon.

Governance Structure and Environment

Control Environment

Integrity and ethical environment:
Sound integrity and ethical values, particularly of top management, are developed and understood and set the standard of conduct for operations and financial reporting.

- **Board of Directors**
  - The Board understands, and exercises oversight responsibility related to Oregon statute, administrative rules and Board policy.
- **Management philosophy and operating style**
  - Management's philosophy and operating style support achieving effective internal control over financial reporting and compliance with applicable rules and regulations.
- **Organizational structure**
  - The organizational structure supports compliance and effective internal control over financial reporting.
- **Authority and responsibility**
  - Management and employees are assigned appropriate levels of authority and responsibility to facilitate compliance and effective internal control over financial reporting.

Senior Management	Under the oversight of the Board. Sets strategic direction and establishes an entity's value system. Provides assurance that risks are managed as part of a risk management process, operations are monitored, results are measured, and corrective actions are implemented in a timely fashion. To assist the Board of Directors in monitoring the District's activities, the Board will: ▪ Receive monthly reports on Year to Date (YTD) expenditures and revenues compared to Budget; ▪ Receive monthly listing of all accounts payable checks; ▪ Complete and return questionnaires received from auditors and express concerns to the auditors; ▪ Receive copies of the completed audit and management letter; ▪ Receive an overview of the audit from the District's auditor at a public meeting; and ▪ Any changes made to this Procedures & Process manual will be approved by the Gervais School Board of Directors.
Operating Management	Deploys strategy, enforces internal control, and provides direct supervision for areas under its control. Accountable to senior~~executive~~ management, and ultimately the Board, for implementing and monitoring the risk management process and establishing effective and appropriate internal control systems.
Internal Auditing	Performs assessments to provide assurance that governance structures and processes are properly designed and operating effectively. Provides advice on potential improvements to governance structures and processes.
External Auditing	Provides independent assurance on the financial statement preparation and reporting activities, in accordance with applicable regulations and accounting principles.

The roles of the parties are separate, and the responsibilities of each role are different. Effective governance is diminished if role boundaries are not respected. Good governance results from effective synergy generated among the activities of these differing roles.

Commonly Identified Organizational Governance Principles

Organizational governance is a broad concept. A partial list of principles often included in defining effective governance processes are:

1. Ensure a properly organized and functioning Board that has the correct number of members; an appropriate Board committee structure; established meeting protocols; sound, independent judgment about affairs of the organization; and periodically reaffirmed membership.

2. Make sure Board members possess appropriate qualifications and experience, with a clear understanding of their role in the governance activities, a sound knowledge of the organization's operations, and an independent/objective mindset.

3. Assure that the Board has sufficient authority, funding, and resources to conduct independent inquiries.

4. Maintain an understanding by executive management and the Board of the Organization’s operating structure, including structures that impede transparency.

5. Articulate an organizational strategy against which the success of the overall enterprise and the contribution of individuals are measured.

6. Create an organizational structure that supports the Board in achieving its goals and strategy.

7. Establish governing policy for the operation of key activities of the organization.

8. Set and enforce clear lines of responsibility and accountability throughout the organization by adopting appropriate policy.

9. Ensure effective interaction among the Board, management, external and internal auditors, and any other assurance providers.

10. Secure appropriate oversight by management, including establishment and maintenance of a strong set of internal controls.

11. Make sure that compensation policies and practices related to senior management are consistent with the organization's ethical values, objectives, strategy, and control environment, and encourage appropriate behavior.

12. Communicate and reinforce throughout the organization an ethical culture, organizational values, and appropriate tone at the top, including an environment that allows employees to raise concerns without fear of retaliation, the avoidance of

potential conflicts of interest and requesting monitoring and investigations by senior management as deemed necessary.

13. Effectively use internal auditors, ensuring the adequacy of their independence, resources, scope of activities, and effectiveness of operations.

14. Clearly define and implement risk management policies, processes, and accountabilities at the Board level and throughout the organization.

15. Effectively use external auditors, ensuring their independence, adequate resources, and scope of activities.

16. Provide appropriate disclosure of key information, in a transparent manner, to stakeholders.

17. Provide disclosure of the organization's governance processes, comparing those processes with recognized national codes or best practices.

18. Ensure proper oversight of related party transactions and conflict of interest events.

Segregation of Duties

It is common knowledge that one of the best ways to protect assets is to have strong internal controls. Segregation of duties is an important piece of that effort. Everyone also knows that many school business offices do not have enough staff members making it difficult to distributed work sufficiently to attain complete segregation of duties.

However, no school business office should be complacent. Almost everyone can improve internal control, which will provide more confidence that the school district, employees and management are protected.

1. Who collects incoming money?
   Mail: Administrative Assistant & Data Specialist OR ~~District Secretary~~Personnel Clerk
   Walk-ins: Payroll Clerk, ~~District Secretary~~Personnel Clerk, Administrative Assistant or Business Manager

   a. Does this person make a list of amounts, payers and reasons for the receipt, which they subsequently compare to the cash receipts book? Yes

   b. Do this person's duties exclude all other accounting duties? No

   c. Does this person restrictively endorse checks immediately upon opening mail? Yes

2. Who prepares District checks? Payroll Clerk (Business Manager is back-up as needed)

Do these person's duties exclude general ledger access? No
Do this person's duties exclude access to cash receipts? No

   a. Are controls for hand-prepared checks the same as for machine-prepared checks?
   All checks are prepared using the computer there is no hand-written checks.

   b. How is access to unused checks controlled? All blank check stock is kept in vault. There is not account numbers or district information on the stock.

3. Who signs District checks? Business Manager has pre-printed signature. If the check is over $2500 a second signature is required by either the Payroll Clerk, Administrative Assistant or the Superintendent.

   a. Do this person's duties exclude general ledger access? Limited Access

b. Do this person's duties exclude access to cash receipts? No

c. How is access to the check signing machine and signature plates controlled? Other staff do~~es~~ not have the ability to print checks. There are no plates. Check printing is allowed through system security assignment. Only the Business Manager and Payroll Clerk can release printed checks

d. Does the check signer maintain a log of the check signer counter, and account for all usage? – the Business System records and keeps and internal User Log. If the Superintendent's stamp is used, the Administrative Assistant keeps the log.

e. Are original invoices cancelled immediately upon payment? Yes

4. Who records District checks? (See 3d)
Do this person's duties exclude access to cash receipts? NA

a. Do this person's duties exclude those involving general ledger, and disbursement preparation and approval? No

5. Who is the internal auditor (if applicable)? Business Manager. The District does not have titled internal auditor.

a. Do this person's duties exclude all other accounting duties? No

b. Are payments approved only on the basis of original invoices? Yes

6. Would an undeliverable W-2 be returned to a person with no other payroll processing duties? Yes

a. To whom? Administrative Assistant & Data Specialist or ~~District Secretary~~Personnel Clerk opens mail and returned items are routed to the Business Manager.

5. Is a live labor test done periodically by a person with no other payroll processing duties? Yes

a. How often? Monthly with payroll review

b. By whom? Business Manager

c. Describe how the live labor test is performed:
Initial review of contract employee checks prior to posting of timecards and subs. Also, a full review of payroll edit list along with timesheets, sub forms and leave forms.

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6. Who maintains the cash receipts book? All Business Office staff

7. Who maintains the general ledger? Business Manager

8. Who reconciles the bank account? Payroll Clerk

    a. Do this person's duties exclude all other cash receipt and disbursement duties? No

    b. Does the bank reconciler obtain the "book balance" directly from the general ledger, and either through an intermediary person, or from some other document? Yes, the financial system has an internal bank reconciliation process that balances to the GL in the system.

    c. Are bank statements delivered unopened to the person who reconciles the account? The statements for all accounts are downloaded from web based systems. The statements are downloaded by either the Payroll Clerk or the Business Manager.

    d. Does the bank reconciler compare bank statement deposit dates and amounts with cash receipts book entries? Yes

    e. Do the bank reconcilers compare date, payee and amount on cancelled checks with cash disbursements book/warrant entries? Dates and amounts only.

    f. Does the bank reconciler evaluate endorsements on checks for reasonableness? No, we do not get our checks back from the bank.

9. Is the bank notified promptly of any change in staff that is authorized to perform banking transactions? Yes

10. Describe how wire transfers are authorized:
    The Payroll Clerk enters the required information for payments and the Business Manager approves and releases payments.

11. Are all general journal entries supported by a voucher packet of documentation that provides support for the reason and amount of the entry, and includes documentation of supervisory approval? Yes

12. How often are investments reviewed? Monthly

    a. By whom? Business Manager

b. Who periodically reviews bank collateral to assure statutory amounts are adequate? Business Manager

13. Do accounts payable records contain documentation that the remaining balance of blanket purchase orders was sufficient for the purchase? Yes

14. Who prepares bills, when necessary, for district services? Business Manager, Elementary Office Manager, and ~~Home to School Coordinator~~Migrant Community Liason

15. Does the Board specifically inquire into the reasons for under-budget revenues and over-budget expenditures? The Board receives monthly information of the budget and its status. Members are free to ask any question they may have regarding the District's finances.

    a. Does the Board inquire into the methodology used to budget for revenues? Yes, if they wish. The methodology is presented during the budget process to the Board and the committee members.

16. Is there a policy requiring mandatory vacations, during which another staff member performs the duties of the staff member on vacation? No, there are not mandatory vacations.

17. Is an environment strongly fostered by the administration in which ethical behavior is frequently mentioned, and ample opportunity is routinely provided for staff members to discuss questions they may have during their work? Yes

Budget Preparation and Additional Appropriations

The Governing Board appoints the Budget Officer and appoints additional committee members as required for the committee. (ORS 294.331-336)

A Budget Calendar is developed listing budget meeting dates, considering the required public meeting notices and budget preparation timelines. The budget period is for the fiscal year beginning July 1st and ending June 30th of the following year.

Under the direction of the Budget Officer, the proposed budget is prepared for the Budget Committee to consider for approval.

Two public meeting notices are prepared for the first Budget Committee Meeting. The two notices, if published in the newspaper, should be published no more than 30 days before and not less than 5 days prior to the first meeting. The two notices should also be separated by 5 days.

Budget Committee Meeting

The first Budget Committee Meeting includes the following activities:

1. A Presiding Officer is elected by the Budget Committee. (ORS 294.331-336)
2. The Budget Message is presented by the Budget Officer. (ORS 294.391,396)
3. An estimate of budget resources is presented for each fund including: (ORS 294.361)
   - Estimated student ADMw~~W~~ and the associated ~~SSF~~ State School Fund revenue
   - Estimate of the Local Revenue available.
   - An estimate of the Beginning Fund Balance.
   - Estimated taxes to be levied under the statutory limitations.
   - Estimated grant revenue available for educational programs.
4. An estimate of expenditures is presented for each fund including: (ORS 294.352)
   - Current budget amount and full time equivalent employees ~~FTE~~ compared to the estimate for the new year.
   - An estimate for an increase in benefits.
   - Including a placeholder for short term interest in case of a need to borrow.
   - Consideration of the impact of existing contract obligations.
   - Necessary textbook adoptions, technology purchases, and maintenance needs of the district in the regular cycle.
   - Review insurance premium increases.
   - Identified bond principal and interest by issue.
   - A sufficient operating contingency in operating funds.
   - Estimate unappropriated fund balance necessary to start the succeeding year.

Budget Committee Action

The Budget Committee meets, receives the budget document, reviews the proposed budget estimates and makes changes as agreed. After making changes, if any, the budget committee approves the proposed budget with changes. The committee also approves the permanent tax rate and an estimated tax amount necessary to balance the fund budgets. The tax amounts necessary to pay for bonded debt obligations or a local option tax are also approved by the committee if applicable.

After the budget is approved, the governing body of the local government must hold a budget hearing. The governing body must publish a "Notice of Budget Hearing and Financial Summary" (ED-1) five to 30 days before the scheduled hearing. This information must either appear in a newspaper of general circulation, be mailed or hand delivered.

Governing Board Action

The governing body may make changes in the approved budget before it is adopted. Before the beginning of the fiscal year to which the budget relates, the governing body can also make changes to the adopted budget. However, if the governing body wants to make any of the following changes, they must first publish a revised *"Notice of Budget Hearing and Financial Summary"* and hold another public hearing:

- If the governing body increases taxes over the amount approved by the budget committee.
- If the governing body increases estimated expenditures in a fund over the amount approved by the budget committee by more than $5,000 or 10 percent, whichever is greater.
- If the governing body increases estimated expenditures in a fund in a biennial budget over the amount approved by the budget committee by more than $10,000 or 10 percent, whichever is greater.

After the budget hearing, and after considering public testimony, the governing body prepares a resolution or ordinance that formally adopts the budget, makes appropriations and, if property taxes are needed, levies and categorizes each tax. The budget is the basis for making appropriations and certifying the taxes. The resolutions or ordinances adopting the budget and making appropriations must be adopted no later than June 30 [OAR 150-294.435(4)].

Budget Document Distribution

Budget document distribution begins with the delivery of the ED-50 form to each county assessor in which a tax is levied by July 15th. The ED-50 serves as a certification of the tax amount or rate the assessor is authorized to levy. The budget resolution(s) enacted by the Board must accompany the Form ED-50. If a district has successfully passed a bond levy or an option tax levy, a copy of the ballot question should also be included.

The same documents should be filed with a copy of the budget document delivered to Oregon Department of Education, the education service district and the county clerk. Some assessors may also require a copy of the budget. Verification of receipt of the documents may be obtained by a date stamp from each agency.

Additional Appropriations

The Governing Board may make additional appropriations in the new fiscal year for the following events:

- Unanticipated grants or gifts.
- Emergency and/or natural disaster.
- Debt service requirements because of the sale of bonds, bond proceeds or debt proceeds.
- Appropriation transfers from one appropriation to another.
- Transfers from contingency-limited to 15% of fund expenditures.
- Appropriations made because of a supplemental budget.

Supplemental Budget

A supplemental budget may be prepared for a fund in which the occurrence or condition had not been ascertained at the time the district budget document was prepared. If the estimated expenditures for the supplemental budget are less than 10 % of any fund the supplemental budget may be adopted and appropriated at a regular Board meeting. A public notice must be published at least five days prior to the meeting. The notice should contain sufficient details for the revenue and expenditures for the supplemental budget.

If the estimated expenditures for the supplemental budget will exceed 10% of the original fund budget, a public hearing must be held. A public notice must be published following the publication rules for the regular budget hearing. Following the public hearing the governing Board must adopt the supplemental budget and make appropriations for the additional expenditures.

Appropriation Transfers

Appropriation transfers may be authorized by the governing Board during the fiscal year. The authority to move appropriations from a major function to another must be granted by the governing Board in a formal resolution.

Working Budget

A working budget may be developed from the adopted budget as budget line items are changed to reflect under spending in one-line item to be offset by overspending in another.

A working budget may also be developed to reflect a grant budget that was received after the preparation and adoption of the original budget. The working budget provides flexibility to track internal differences that may occur after the original budget was prepared. However, formal financial reports must reflect the adopted budget and include additional appropriations enacted by the governing Board.

RESOLUTION ESTABLISHING POLICIES FOR FUND BALANCE
GERVAIS SCHOOL DISTRICT #1
(updated April 16, 2015)

GASB 54, a ruling by the Government Accounting and Standards Board effective for the fiscal year ending June 30, 2011, requires fund balances to be reported in classifications that "comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent." The District wants to maintain a minimum general fund ending fund balance of 1 month or 8% of general fund expenditures. The District is committed to maintaining a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unpredicted on-time expenditures. The District's minimum Fund Balance Policy requires a Reserve for economic uncertainties

The District will strive to maintain total General Fund discretionary reserves equal to 5% - 10% of annual General Fund operating expenditures. Further, priority should be given to increase reserve levels. In addition, consideration should be given to increase reserve levels should resources become available. Additional resources need not be set aside at this time for economic uncertainties, but used to further other board goals.

The ending balance for all funds must be designated per the following categories set forth by GASB 54:

- **Non-spendable** – Funds which cannot be spent.
- **Restricted** – Amounts subject to externally enforceable legal restrictions (imposed by grantors, contributors, governmental regulations, etc.)
- **Committed** – Amounts whose use is constrained by limitations that a government imposes upon itself.
- **Assigned** – Intended use of resources established by the governing body itself, or by an official or officers to which authority is delegated by the governing body.
- **Unassigned** – Available for any purpose. (Reported only in the General Fund.)

Assignments
Authority to classify portions of ending fund balance as Assigned is hereby granted to the Superintendent and the Business Manager.

Spending as it Relates to Ending Fund Balance Policy
The Board of Education considers the spending of restricted fund balances on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the board will consider that committed amounts will be reduced first, followed by assigned amounts and then unassigned amounts.

NOW THEREFORE the Board of Education for the Gervais School District #1 hereby makes the following designations of ending fund balances and revenues for specific uses:

1. **Committed Fund Balances** – The ending balance of each of the following funds is **"Committed"** in accordance with the purposes stated for each fund or program in the adopted budget:
   - Fund 202- Textbook Reserve / Technology pertaining to Curriculum
   - Fund 232 – Private Grant Funds
   - Fund 240 – Facility Improvements
   - Fund 241 – Telecom and Technology Infrastructure
   - Fund 261/262 – Co-Curricular Activities
   - Fund 270/275-Fee Classes

2. **Restricted Fund Balances** –
   - The ending balance of all grant related special revenue funds (including food service) shall be designated as restricted for the sole uses intended by the granting authorities.
   - Ending balances in student body funds are restricted for the benefit and intent associated with each of the student body groups who generate the funds.

3. **Debt Service Funds**
   - Funds are **"Restricted"** for payment of principal and interested related with the associated debt offerings.

Federal and State Grant Compliance

Internal Control Objectives

The objectives of internal control regarding compliance requirements for Federal programs, as found in Office of Management and Budget (OMB) Circular A-133, are as follows:

1. Transactions are properly recorded and accounted for to:
    - Permit the preparation of reliable financial statements and Federal reports
    - Maintain accountability over assets
    - Demonstrate compliance with laws, regulations, and other compliance requirements
2. Transactions are executed in compliance with:
    - Laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on a Federal program.
    - Any other laws and regulations that are identified in the compliance supplements
3. Funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

Allowable Costs & Cost Principles

The standards for allowable costs must be consistent with OMB Circular A-87. The allowable costs and cost principles apply to federal grants received directly as well as those received through the Oregon Department of Education. Supporting documentation must be provided to assure expenditures comply with the list of allowable expenditures.

An adequate separation of duties must exist to allow for a review and comparison of expenditures with the allowable costs and cost principles. The separate review must determine if the expenditures align with the objectives of the grant.

Payroll documentation must clearly divide federal and non-federal expenditures using time records or the semi-annual certification method. Documentation should clearly reflect the portion of federal vs. non-federal time allocated.

Reports reflecting grant expenditures compared to the grant budget must be available to those responsible for program expenditures. Reporting frequency may be immediate for on-line reporting or available at least quarterly. Grant budget over-expenditures should be reviewed to determine if a budget transfer from the Grantor may be necessary to sustain continuing program activity.

Cash Management

Cash drawdown must be limited to the immediate needs of each grant. Oregon Department of Education grant funds are accessed using the Electronic Grants

Management System (EGMS). Actual grant expenditure levels should be used to determine the amount and the frequency of cash drawdowns.

Davis-Bacon Act

Management understands and communicates to staff, contractors and subcontractors the requirements to pay prevailing wages for construction projects according to the Davis-Bacon Act. The request for proposal must clearly state the necessity of compliance with the Davis-Bacon Act and provide current information or references for the prevailing wage rates. Certified payrolls serve to provide documentation of compliance of the prevailing wage rates. Program Directors/Managers are responsible for monitoring compliance the certified payrolls submitted to the District.

Eligibility

Only eligible individuals or organizations should receive assistance under Federal & State grants. Documentation for procedures and calculations used to determine eligibility should be maintained for program participants. Verification of the accuracy of the data used in eligibility determination should be periodically reviewed by supervisors.

Equipment & Property Record Management

Accurate records must be maintained for all acquisitions and dispositions of property acquired with Federal awards. Property records must contain a description (including serial number or other identification number), source, who holds title, acquisition date and cost, percentage of Federal participation in the cost, location, condition, and disposition data. The appropriate amount of reimbursement must be returned to the Federal awarding agency if the amount of sale exceeds certain thresholds.

Matching, Level of Effort, Earmarking of Funds

Responsibility and policies for assuring matching, level of effort or earmarking requirements are met as required in the grant document. Matching or level of effort funds should be marked in the accounting system, so the calculations and amounts are accurately maintained.

Authorized Grant Periods

Program Manager and Business Office understand the beginning and ending dates for each specific grant award. The effective dates must be honored, and expenditures and claims made within the stated dates. A reasonable estimate of any remaining balances must be provided to the program manager for effective decision making as the funding limits are approached.

Procurement

Procurement of goods and services must comply with federal requirements as well as Oregon statute. Oregon bidding requirements are generally followed as capital purchases and construction projects are not commonly available to the District.

Individual integrity, avoiding conflicts of interest and good moral behavior are all expected standards to assure competition is in place for procurements.

Program Income
Management and Business Office staff understands how program income is to be receipted and subsequently expended for activities directly related to program requirements.

Reporting
The required reports for federal and state grants are reported timely and have underlying data as a basis for the reports. Attention is given to assure the report includes financial activities within the authorized grant award dates. Internal reports for management must also have time periods identified and fiscal years delineated to clearly reflect expenditures for a specific period.

Subrecipient Monitoring
Some grant awards may contain pass-through opportunities to subrecipients, such as school districts or non-profit entities. The subrecipient activities must also comply with the grant requirements to be certain the program objectives are met. Monitoring may consist of reliance on the school district's independent audit report, requesting documentation for expenditures and/or obtaining progress reports comparing results to program goals.

The CFDA title and number must be communicated with the subrecipient and compliance and reporting requirements must be explained. Agreements for compliance according to the federal guidelines should be used to strengthen the likelihood of compliance. Assistance should be provided to the subrecipient in resolving audit findings or program deficiencies.

Human Resources

Recruitment, selection and training of employees are critical functions in maintaining good internal controls. An employee having a high standard of integrity lessens the likelihood of loss or diversion of assets. Background checks, references and fingerprint screenings are a critical part of selecting candidates with reputable work histories.

A professional growth, supervision and evaluation system is in place to assist staff in their professional development. The systems are designed to:

- Promote self-directed professional growth and development
- Improve and enhance professional practice and job performance
- Ensure accountability to high standards of performance
- Provide a process and framework for assessing performance

Evaluations are conducted annually for employees to encourage continual professional development. Individual goal setting and self reflection are key elements in the professional growth and development of employees.

As employment applicants are selected for hiring, the human resource office determines the salary scale range and step, completes the employment data and communicates work assignment codes to the payroll staff. Salary schedules and disciplinary actions are also managed or recorded by staff.

The separation provides strengthened internal control over the potential creation of non-existent employees being paid in payroll.

Cash Receipts and Accounts Receivable

Cash Receipts

Cash receipts may be collected at a specific site, program, activity, and event or received by mail or via electronic transfers. Collection methods may be different depending on the nature of the transaction and the setting in which the cash is collected. Receipts or other collection documents are used as the original documentation for cash received. The person paying the cash should be readily identified in the documentation for future reference and to enhance the documentation.

A comparison of the amount of cash received and the documentation generated is performed on a cash transmittal form with exceptions noted on the form. Names of the individuals involved in the collection activity are listed on the cash transmittal form. The cash collected, and transmittal form are delivered to the Business Office for deposit and recording.

Individuals receiving cash are to be cognizant of the trust and responsibility of receiving public monies. Documentation (receipts ticket reconciliations and event records) must demonstrate the accountability for cash received. Adequate documentation will also reinforce the integrity of the person(s) handling cash received.

Two persons should be present as cash counts are performed, and the transmittal summary document should reflect the names of those counting cash.

Flow Chart References	Internal Control Objective	Description of Activity
	Two Persons Count Cash	Two persons should always be present when cash is being counted. Cash transmittal documents must contain the names /initials of those involved in the cash counts.
	Separation of Cash Collection from Deposit Duties	Person collecting cash for tuition, fees, activities, and welcome center events, etc. should not be the same person completing the bank deposit slip.
	Separation of Bank	As receipts and the deposit are received in the

	Deposit Duties from the Person recording entries	District Office, the person completing the bank deposit slip is a different individual than the one recording revenue and accounts receivables entries.
	Accounts Receivable Recording	Accounts receivable transactions are recorded as income for services or supplies and become measurable and available.

Accounts Receivable
A periodic review of outstanding receivables must be performed to assure timely collection of billings.

Invoicing for Federal & State grant monies should be performed electronically through the electronic systems provided.

Payroll Procedures

Concepts of Internal Control

The payroll procedure consists of four functions:
- (1) authorization of payroll additions and changes
- (2) maintenance of time-attendance and accrual records
- (3) payroll preparation; and
- (4) distribution of payroll checks.

Effective internal control must be an integral part of each function. Control elements include staff competence and integrity, independence of their assigned function and their understanding of the related procedures. Three major control objectives are:
- (1) no payments are made to fictitious employees
- (2) no overpayments are made to bona fide employees; and
- (3) payroll related expenses are properly accrued and classified in the financial statements.

Accurate and appropriate reporting is the goal of the entire payroll process. Records of each payroll generated must be maintained for the appropriate time periods as designated by Oregon statute.

Authorization of Payroll Changes and Conditions

The human resource staff is responsible for initiating all payroll changes for employees. Records are maintained for changes to be made in each payroll period. Letters of resignation, retirement and other supporting documents are maintained by the human resource staff. The changes would include hours to be paid, work location, paid and unpaid leaves, new employees and terminated employees. Payroll staff controls the actual creation and issue of a ~~pay check~~paycheck creating a separation of duties between human resource staff and the payroll staff. The separation of duties

strengthens internal control over the payment of employees. Final pay checks should be calculated to assure the final pay reflects the actual days worked if annualized and leave accruals are properly adjusted if awarded at the beginning of the fiscal year. The timeliness of delivery of final checks at termination must meet Oregon legal requirements.

Time and Attendance Records

A supervisor is responsible for certifying the completeness and accuracy of time reported for each employee. The reporting duty may be assigned to support staff as desired although the records must be signed by the supervisor. Following the review and signature of the supervisor, the time and leave records are submitted to the payroll for verification and system entry.

Payroll Preparation

Annual calendars, attendance and leave data provide the basis for the monthly salary calculation for each employee. Leave taken in excess of a balance available triggers an automatic system dock in pay for the employee. Leave reports are available to principals and managers. System check registers are generated by payroll period and postings are made according to the position assignment and work records. Account classifications are assigned to each position but may be changed at data entry if the position worked is different than the position assigned.
Supplemental pay code classification options are also available at the time of entry. As the payroll is executed posting entries are generated complete with classification coding.

Payroll Check Distribution

The direct deposit program for payroll checks is aggressively encouraged for the convenience of the employee and the employer. Checks are dispersed to building office managers to be distributed to the appropriate employees. Employees requesting a printout of their direct deposit slip have their checks/direct deposit slips mailed to them directly from the payroll office.

Payroll vendor checks are mailed directly from the business office.

	Internal Control Objectives	**Description of Activity**
	Separation of employee setup procedures	Human resource personnel ~~office~~ consults with the principal or manager regarding job description modification as vacancies exist. Wording used for advertising is developed and the vacancy is posted. Recruiting, interviewing, selection and terminations are facilitated by ~~the~~ human resource personnel~~office~~ and the principal or manager. Staffing change forms are used to communicate any changes to employment status to the business office in a timely manner.
	Time and attendance	Each principal or manager is responsible for time and attendance for employees they supervise. Time records and employee contracts form the basis for pay for each employee. Time and leave information authorized by a supervisor's signature or electronic approval is then forwarded to the payroll office for review then entered into the system. The time record is not returned to the employee after the supervisor signature is added to the record.
	Payroll Processing	Contracts, time and leave records are reviewed by payroll staff prior to manual entry into the system. Voluntary deduction information is modified as requested by employees. A preliminary payroll is processed, reviewed by Business Manager and the personnel clerk with the timesheets and leave forms and a subsequent final payroll is generated. Payroll checks, stubs and vendor checks are produced for timely release.
	Check Printing	Restricted access is maintained under the direction of the Business Manager. Review of the payroll may be accomplished by access to the payroll transactions and reports available in the system.
	Check Distribution	Office managers distribute checks. Checks for ~~substitutes~~ temporary employees and coaching staff are~~and~~ printed along with direct deposit slips for employees requesting it are mailed directly to the ~~substitute~~ staff.
	Payroll Records	Payroll records are maintained for everyone. Established procedures dictate the process for maintaining pay-related documentation. The records are archived and maintained as required by state record retention guidelines.
	System Security	The Business Manager and Technology Director assigns staff security levels according to the related business functions. School principals, department managers have access to employee leave balances under their supervision.

Monitoring Payroll

Grant payroll expenses are monitored by each respective grant manager or assigned staff to assure correct classifications. Oversight and review functions are performed monthly by the district business office staff. The Governing Board also receives reports reflecting salaries and benefits compared to appropriation limits.

Purchasing Materials and Services

Authorization to purchase materials and supplies is resident with the principals or department managers. The purchases are limited by the amounts in the budget document as appropriated by the Board of Directors. The business office provides the secondary check to limit expenditures to the authorized appropriations. Dollar level authorizations may be assigned by the business office, principals and department managers.

The formal recording of the expenditure is the responsibility of the business office staff. Although purchase requests are initiated in the principal's or manager's office, the creation of the purchase order, verification of quantities, vendors and the classification code are reviewed and corrected if necessary in the business office. A purchase order is encumbered, and the expenditure recorded as the purchase order is created. The purchase order is later adjusted in the system if the pricing or quantities vary from the original purchase order.

Materials and supplies are generally drop-shipped at each school building or department office. The receiving staff member is responsible to determine variances in the amount ordered compared to the amount received. Payments are made for purchases as the materials are received at de-centralized locations. Receiving documents are compared to shipments received, exceptions noted, initialed and forwarded to the business office for payment.

Expense reports are available on demand or online from the business system reflecting the actual expenditures compared to budget, the encumbrances outstanding and the remaining budget balance. The reports are available to the business office, the principal's office or the department manager's office providing current information for purchase decisions.

	Internal Control Objectives	**Description of Activity**
	3-Way document match & review	Receiving documentation and purchasing documentation originate within school sites or departments. Vendor invoices are received by the district office separating the purchasing and ordering functions with that of recording invoices in preparation for payment. The purchase order and receiving document are matched with the invoice prior to paying the vendor.
	Principal/department review and approval	Purchase order requests and claim vouchers and receiving document are reviewed by school principal or department manager for appropriateness and completeness providing authorization either through the business system or by signing written form
	Business office review and verification	A secondary review of the documents, account coding and authorized signatures is performed by the business office.
	Payment of checks	Vendor checks are prepared by the Business Manager. Restricted access is maintained under the direction of the Business Manager. A final review of the payment transaction is provided by the Business Manager and Administrative Assistant or Payroll Clerk as a review of the check batch is performed. Purchase documents are made available for the Administrative Assistant and Payroll Clerk as the final review is performed.
	Check Distribution	Checks are mailed direct to the vendor to strengthen controls over fraudulent payments.
	System Security	The business manager and technology director assigns access levels according to the needs of the related functions. School staff, department managers and secretaries have access to the purchasing and receiving system as well as read-only access to the general ledger accounts related to their areas of responsibility.

Monitoring Purchases

Purchases are monitored by reports generated from the accounting system. Defined reports are available to school building staff as well as specialized reports for a specific transaction or a range of transactions. Reports are available using a date range or an account number range to suit the needs of the user.

The business office has full access to additional detail reports needed to perform their specific function. The accounting system tracks each individual transaction or change of transaction on the system with user and date stamp included in the system. As a result, a complete audit trail is maintained internally for all activity on the system.

Higher level reports are available for executive managers and the governing Board to review as they compare the year-to-date activity to the amount of the budget appropriation authorized when the budget was adopted.

Safeguarding Assets

Cash and Investments

Checking, Savings, Investments and the Local Government Investment Pool are utilized to control cash in the District. Savings accounts, investments and the Local Government Investment Pool are utilized to maximize earnings of cash accumulations.

Accounts Receivable

There is a growing amount of activity in accounts receivable. Invoicing for Daycare,Preschool, and Childcare services are ~~many~~ much of the accounts receivable activity. There are a limited number of retiree checks for insurance coverage that are submitted monthly. Tracking procedures are in place to assure correct payments are in fact received.

Federal and state grant awards result in subsequent billings to federal or state agencies for amounts expended. Federal and state agencies transmit the funds electronically directly into District bank accounts. As a result, there is little risk of the funds being diverted. Grant balances are monitored by program staff as well as business office staff.

Land, Buildings and Equipment

District land and buildings are consistently secured and maintained for authorized use according to District policy and procedures. The frequent utilization of buildings for student and community activities provides minimal time periods for vandalism or destruction.

Fixed Asset Records

Asset records are maintained for land, buildings, and equipment. Surplus property is disposed of according to Oregon statute, specific grant requirements and/or District policy. Inventory records are maintained for specific high-risk assets that do not meet the fixed asset dollar threshold of $5,000.

Electronic Transactions-Federal and State Agencies

Funds Transferred Electronically

The following agencies participate in Electronic Interface Transactions involving cash amounts received and paid:

Oregon Department of Education	Local Government Investment Pool
Internal Revenue Service	Oregon Department of Revenue
Oregon Department of Justice	US Department of Education
PERS	OEBB

All electronic cash transactions have password security authorized by the Business Manager. The Business Manager also provides security for the business accounting programs password protection and specific user assignment.

Student Activity Accounting

The student activity accounting procedures provide the rules, regulations and procedures to be used by the building principals, faculty advisors, student activity club officers, and school office staff. The following procedures are designed to provide consistency, completeness and continuity in the recording and reporting of student activity transactions. Careful observance of the procedures will:

1. Establish uniformity of practices and procedures.
2. Reduce or eliminate the misunderstanding of established procedures.
3. Assure financial operations are properly conducted.
4. Assure financial reports are properly presented.
5. Provide a reference for required and recommended accounting procedures.
6. Serve as a training tool for new employees.
7. Assure all financial transactions are recorded.
8. Strengthen internal control procedures.

This accounting system described herein has been developed in accordance with the following assumptions:

1. The Student Activity Fund transactions will be recorded in a Special Revenue Fund in the district accounting system.
2. Student Activity Funds should be accounted for on the modified accrual basis of accounting for year-end financial reporting purposes.
3. Budget estimates will be projected and included in the district's annual budget document.

Introduction

Management of Student Activity Funds must be accomplished within the framework of state laws and regulations, Board policy, and administrative rules. It is fundamental that management of student activities be organized to best serve the interest of pupils. The School Board has set forth in Board Policy IGDG the purpose, definition and authority for student "co-curricular activities," defined as those activities which are sponsored or approved by the Board, but which are conducted outside the regular classroom program.

Students who choose to participate in various activities should be involved in the fiscal management of those activities; consequently, each activity group should consist of a Student President, Student Treasurer, and Faculty Advisor. The Faculty Advisor may or may not be paid by the School District for their participation. The Faculty Advisor and Student Treasurer must maintain a record of their activity balance.

At the end of each month, the Faculty Advisors and Student Treasurers must review the financial report received from the school office. Any discrepancies must be brought to the immediate attention of the school office and differences reconciled. Discrepancies that cannot be reconciled must be reported to the Principal. Discrepancies that cannot be resolved should be reported to the District Business Office immediately.

The accounting system will account for revenue and expenditures of activity funds by various student groups. These funds should include only student funds, should be custodial in nature and should be used to promote the general welfare, education, and morale of all the students and to finance the normal, legitimate co-curricular activities of the various individual student groups. All funds derived from an individual student activity, must be expended only to benefit that student activity as a whole.

Cash Disbursements

Fees, donations from students, parent groups or commissions for providing services which the District General Fund bears the majority of expense should not be deposited in the Student Activity Fund. An example would be fees paid by users of facilities, cafeteria sponsored banquets or vendor payment for school pictures. The receipts should not be deposited in a student activity accounts but rather into the appropriate General Fund or Cafeteria Fund.

All payments for activities should be made by check. No expense should be paid in cash directly from ticket sales, dues collection, sales or other cash receipts.

The Building Principal, as trustee, will be ultimately responsible for the proper disposition of these funds.

Cash Receipt Procedures

1. Funds will be collected and counted by two of the following: the Faculty Advisor, Student Officer, or other authorized individuals, and a cash reconciliation form completed for each activity.
2. The Faculty Advisor and/or Student Officers shall compare the cash reconciliation form with the respective deposit slip for accuracy.
3. A copy of the deposit slip and the associated cash reconciliation form shall be retained in the club files.
4. One copy of the cash reconciliation sheet shall be sent to the District office for each completed bank bag.

Depositing Receipts

1. The Faculty Advisor and/or Student Officers will endorse all checks with a special deposit stamp as follows: FOR DEPOSIT ONLY, DISTRICT NAME, and BANK ACCOUNT NUMBER. If a stamp is not readily available, please legibly write this information on the back of the check where indicated.
2. A deposit slip must be completed by two of the following: the Faculty Advisor, Student Officer, or another authorized individual. The deposit slip will include the date, check amount, and cash amount.
3. As the deposit is completed an entry should be recorded in the accounting system, providing credit to the appropriate student organization.
4. The original deposit slip plus one copy shall be placed in a completed bank bag, sealed and deposited in the school safe, which is located within the building until it is delivered to the Business Office for deposit in the bank. The Revenue Posting form and reconciliation form are sent to the District Office separate from the Deposit Bag.
5. All receipts not deposited immediately will be kept under the safekeeping of the School Principal or a designated staff member.
6. When the validated bank receipt is received from the bank, the receipt shall be compared with the deposit slip and any discrepancies resolved immediately.
7. A copy of the bank receipt should be attached to a copy of the deposit posting form and filed sequentially in a deposit control file to be available for audit.

Graduated Class Funds

Money left over in senior class funds following the graduation of each senior high school class must be used to further a school-related purpose. The class officers must remove the funds within six months of graduation. Maintaining or distributing funds for class reunions after graduation is not a legitimate use of the funds.

Upon graduation, senior class funds/assets should be handled in one of the following methods:

1. Expend remaining funds in a way that will benefit the student body;
2. Transfer remaining funds to the next year's graduating class accounts.
3. Transfer the remaining balance to the General Student Activity Account.

Senior Class officers should make the decision and clearly document, with records of minutes, etc., how the class funds were distributed within six months of graduation. If Senior Class officers do not make this decision within six months of graduation, the remaining graduated class funds will be transferred to the General Student Activity Account.

Inactive Accounts

Student groups that are no longer active may have any remaining balance in their activity account transferred to the General Student Activity account. All transfers of inactive accounts will be ordered by the building principal after considering the length of the inactivity and the potential resurgence of the group.

District Responsibility

Student Activity Funds must be supported by detailed records maintained at the school building responsible for the organization. Due to the fiduciary responsibility of the Board of Education, these funds are subject to the same internal controls and subject to audit as all other district funds.

GERVAIS SCHOOL DISTRICT NO. 1
MARION COUNTY, OREGON
BOND POST-ISSUANCE COMPLIANCE PROCEDURES

This Procedure establishes the requirements and procedures for ensuring compliance with federal laws and securities laws relating to the issuance and post-issuance monitoring of bonds and related disclosure obligations. This Procedure statement represents the objectives of GERVAIS SCHOOL DISTRICT, MARION County, Oregon (the "Issuer") and will be adhered to by all employees, officials, and financial representatives affiliated with the Issuer.

The Issuer will provide opportunities for education and training for the parties identified in this procedure in order to facilitate their performance of the responsibilities in this procedure. The Business Manager and his or her designated staff are responsible for staying current with any changes in the rules for tax-exempt bonds and disclosure. The Business Manager may rely upon outside advisors for assistance and guidance with these matters.

The Business Manager will monitor compliance with the guidelines contained in this Procedure as well as any other covenants related to bonds not specifically included herein.

FEDERAL TAX LAW COMPLIANCE

The Issuer shall comply with all federal tax laws related to tax-exempt bonds and tax-exempt bond financed facilities prior to and after issuance. The Business Manager of the Issuer is assigned the primary responsibility to monitor compliance with federal tax requirements. The Business Manager may assign staff responsibility for components of this Procedure.

1. Use of Proceeds

The Business Manager will monitor expenditure of bond proceeds and permit expenditures only as permitted in the authorizing documents and under federal tax law. If any proceeds remain following completion of the project, the Business Manager will, in consultation with bond counsel, direct the use of remaining proceeds in accordance with the authorizing documents or to the redemption or defeasance of outstanding bonds.

2. Use of Project Financed

To maintain the tax-exempt status of the bonds, the projects financed must be used for governmental purposes during the life of the bond issue except for permitted de minimus amounts or remedial actions. The Business Manager will monitor and maintain records regarding any private use by third parties (including business corporations, partnerships, limited liability companies, associations, non-profit corporations, natural persons engaged in trade or business activity, and the United States of America and any federal agency) of the project financing with tax-exempt bonds. The Business Manager will consult with the Issuer's bond counsel prior to any private use of the project (including sale or lease of all or a portion of the project, easements, use arrangements, management contacts, preference arrangements, "naming rights" contract, "public-private partnership" arrangements, or any similar use arrangement that provides special legal entitlements for the use of the bond finance property) to obtain federal tax advice in whether that use arrangement, if put into effect, will be consistent with the restrictions on private business use. If the Business Manager determines that the use of bond proceeds or bond financed projects is different from the covenants and representation in the tax certificate, the Business Manager will contact bond counsel in a timely manner. The Issuer will work with bond counsel to implement any remedial action necessary to preserve the tax-exempt status of the bonds.

3. Arbitrage Rebate

Arbitrage is the difference (profit) earned from investing tax-exempt proceeds in higher yielding investments. The Business Manager will monitor ongoing compliance with regards to arbitrage rebate obligations of the Issuer for each bond issue.

A. Timeline – an arbitrage rebate installment payment is required to be paid no later than 60 days after the end of every 5th bond year throughout the term of a bond issue and within 60 days of retirement of the bonds.

B. Schedule – the Business Manager will maintain a schedule of each bond issue and the 5th bond year. The Business Manager reviews the schedule no less than annually to determine when a 5th bond year is approaching. Arbitrage rebate calculations on outstanding bond issues may be performed as often as annually or in alternating years, but never longer than the 5th year.

C. Calculations – the Issuer has the option to perform arbitrage calculations internally or to contract with a third party provider for arbitrage rebate calculations and preparation of IRS Form 8038-T (Arbitrage Rebate, Yield Reduction and Penalty In lieu of Arbitrage Rebate). The Issuer will either complete the calculations internally or provide a third party provider with copies of all applicable records 30 to 60 days before the reporting deadline for the third party provider to prepare the arbitrage calculations and submit a report and IRS Form 8038-T, if applicable, to the Issuer. If positive arbitrage exists at the end of a 5th year bond period, the Issuer will prepare payment to submit with IRS Form 8038-T. Upon redemption of a bond issue, a payment of 100% of the amount due must be paid no later than 60 days after the discharge date.

D. Yield Restriction – The Business Manager will monitor ongoing compliance with regards to yield restriction. Interim arbitrage calculations will be used to evaluate investment strategies or optional elections that may reduce future rebate liabilities.

E. Yield Reduction Payments – If the Issuer fails to expend all amounts requires to be spent as of the close of any temporary period specified in the Tax Certificate (generally three years for proceeds of a new money issue and 13 months for amounts held in a debt service fund), the Business Manager will determine and pay any required yield reduction payment.

F. Exceptions – there are exceptions to the general rebate requirements applicable to government bond proceeds: the most common being the small issuer exception and spending exceptions. The Business Manager shall consult with the Issuer's bond counsel to determine if any exceptions to rebate apply. The small issuer exception applies if the total principal amount of tax-exempt governmental obligations of the Issuer issued by or on behalf of the Issuer and subordinate entities during the calendar year, including the new issue, will not be greater than $5,000,000, plus such additional amount not in excess of $10,000,000 as is to be spent for the construction of public school facilities. If the small issuer exception does not apply, the Business Manager will monitor expenditures prior to semi-annual target dates for any expected spending exception outlined in the tax certificate for each issue (the six-month, 18-month, or 24-month spending rebate exceptions) to determine if the Issuer met the spending exception.

G. "Bona fide" debt service funds – when possible, debt service funds will be accounted for and funded to achieve a proper matching of revenues with principal and interest payments within each bond year so the earnings are exempt from arbitrage.

H. Advance Refunding Escrows – State and Local Government Securities (SLGs) are commonly used for refunding escrows to yield restrict the investments. The Business Manager will ensure SLGS for a refunding escrow account meet the yield restriction requirement.

4. Information Filing and Monitoring

At the time of issuance and throughout the bond life, issuers of governmental bonds must comply with certain information filing requirements under §149(e) of the Code. The Business Manager works with the Issuer's bond counsel to complete and file each applicable form by the required due date after each bond issue.

A. Tax-exempt bonds: IRS Form 8038-G (Information Return for Tax-Exempt Governmental Obligations) must be filed by the 15th day of the second calendar month following the quarter in which the bonds were issued. For example, the due date of Form 8038-G for bonds issued on February 15th is May 15th.

B. IRS Form 8038-T (Arbitrage Rebate, Yield Reduction and Penalty In lieu of Arbitrage Rebate) must be filed within 60 days after each five-year period reporting deadline or within 60 days after the debt is retired, if arbitrage rebate applies (See Section 3).

5. Reimbursement Resolutions

The Business Manager is responsible for ensuring that Reimbursement Resolutions are prepared in accordance with §1.150-2 of the U.S. Treasury regulations for projects the Issuer intends to finance with bonds.

RECORDS RETENTION

The Business Manager shall maintain the following records for the life of the bond issue, and for the life of any bond issue that refunds the bond issue, and for a period of three years thereafter.

1. The bond transcript (including the Official Statement, Board minutes and resolutions authorizing issuance, trustee statements, and bond counsel opinion);

2. Documentation showing expenditure of bond proceeds, including receipts, purchase contracts, construction contracts, progress payments, invoices, cancelled checks, and payment of bond issuance costs;

3. Documentation evidencing use of bond-financed property by public and private sources (i.e., copies of management contracts, leases, user agreements);

4. Documentation evidencing all sources of payment or security for the bonds;

5. Documentation pertaining to any investment of bond proceeds (including the amount of each investment, date investment is made, date investment matures, the sale date, the interest rate and/or yield, actual investment income received, SLGs subscriptions, yield calculations, guaranteed investment contracts, records of interest earnings on reserve funds).

6. Arbitrage rebate reports prepared internally and by outside consultants.

7. Information, records and calculations showing that, with respect to each bond issue, the Issuer was eligible for the "small issuer" exception or one of the spending exceptions to the arbitrage rebate requirements.

8. All tax returns and other communication related to the bonds such as certificates, forms and returns filed with the IRS.

FEDERAL SECURITIES LAW COMPLIANCE

The Issuer will comply with all continuing disclosure agreements under SEC Rule 15c2-12 (the "Rule). The Rule prohibits any broker, dealer, or municipal securities dealer from acting as an underwriter in a primary offering of municipal securities unless the issuer promises in writing to provide certain ongoing information. The annual financial information is to be sent to the MSRB as designated by the SEC. The Business Manager will coordinate with staff, and may engage a dissemination agent, counsel or other professionals to assist in performing the actions listed below.

1. The Business Manager will compile and maintain a set of currently effective continuing disclosure agreements of the Issuer (the "Current Agreements".)

2. The Business Manager shall ensure that all necessary financial and operating data is filed in the manner and by the filing dates set forth in the Current Agreements. The Business Manager shall review the Current Agreements annually prior to the filing dates keeping in mind the information and timing requirements may differ between Current Agreements. As part of the annual review, the Business Manager shall also review prior filings made within the past five years subsequent to the last such review of prior filings and the Business Manager will remedy and prior late or missing filings.

3. The Business Manager shall keep a calendar of filing dates required under the Current Agreement and subscribe to notification services made available through the EMMA system.

4. The Business Manager shall monitor the occurrence of the following events and/or other events set forth in the Current Agreements and shall provide notice of the same in the manner required by the applicable Current Agreement (likely within 10 days of occurrence):
    a. Principal and interest payment delinquencies;
    b. Non-payment related defaults, if material;
    c. Unscheduled draws on debt service reserves reflecting financial difficulties;
    d. Unscheduled draws on credit enhancements reflecting financial difficulties;
    e. Substitution of credit or liquidity providers, or their failure to perform;
    f. Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Obligations, or other events affecting the tax status of the Bonds;
    g. Modifications to rights of Bond holders, if material;
    h. Bond calls, if material, and tender offers;
    i. Defeasances;
    j. Release, substitution or sale of property securing repayment of the Bonds, if material;
    k. Rating changes;

l. Bankruptcy, insolvency, receivership or similar event of the Issuer;
m. The consummation of a merger, consolidation, or acquisition involving the Issuer, or the sale of all or substantially all of the assets of the Issuer, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
n. Appointment of a successor or additional trustee or the change of name of a trustee, if material.

5. The Business Manager shall review drafts of any official statement for a new offering of securities and with assistance with its dissemination agent, counsel, or other agents of the Issuer, as applicable, and shall determine that the official statement accurately and completely describes the Issuer's continuing disclosure compliance history within the five years prior to the date of the official statement. This compliance review is not intended to limit the Issuer's other reviews of or diligence procedures relating to its official statements.

6. The Business Manager shall arrange for annual disclosure training with bond counsel for the Business Manager and designated staff to include education on these procedures and the disclosure obligations under federal and state securities laws.

Financial Accountability Meeting between the School Board Chair, Superintendent and Business Manager

On a quarterly basis (schedule to be determined), the Chair and/or Vice Chair will meet with The Superintendent and Business Manager. The purpose is to review and ask the following questions with answers documented and signed by the Superintendent, Chair and/or Vice Chair as an example of fiduciary responsibility.

- Is the general ledger balance and reconciled?
- Does the adopted budget reflect expected expenditures?
- Are all payroll reports filed and have all payroll liabilities been paid in a timely manner?
- Have all federal and state grant reimbursement requests as well as required financial reporting forms been timely filed?
- Are there any cases of fraud that we need to be aware of?
- Are there any changes in the internal control system?
- Are there any changes in the accounting system or accounting procedures?
- Are there any other financial related matters we should be aware of?
- Are all cash and investment accounts reconciled to the records?
- Are all financial statements and information provided to the Board accurate and complete to the best of your knowledge?
- Without the Superintendent present, ask the Business Manager if he/she has been asked by the Superintendent to do anything that makes him/her uncomfortable or to present any information he/she feels is inaccurate.
- Without the Business Manager present, ask the Superintendent if he/she feels that there are reporting deficiencies, areas of apprehension in the financial oversight of the district and/or other areas of concern with the business office.

Open Questions / Outstanding Issues / Areas for Consideration:

- Consider a district-wide statement of expected ethical behavior signed by each new employee entering the District. Consider strategies for gaining agreement to ethical standards by all current employees.
- Consider a Board policy for the management and ownership of intellectual property developed by District employees as District employees. How does the District retain legal rights to that intellectual property? How does this apply to students who create items on District equipment?
- Develop clear expectations surrounding methods, types, frequency and Board involvement in audit communication.

Gervais School District Child Nutrition Program

PROCUREMENT PLAN

The Gervais School District will purchase goods, products, and/or services for use in the Child Nutrition Programs (CNP) in compliance with 2 CFR Part 200 as well as 7 CFR Part 225. Procurement standards are specifically located in 7 CFR Part 225.17 and 2 CFR Part 200.317-326. (Note Parts 3016 and Part 3019 have been superseded by 2 CFR Part 200 as adopted and supplemented by USDA in 2 CFR Part 400 for the SFSP and other Child Nutrition Programs.

The primary purpose of this procurement plan is to assure open and free competition, transparency in transactions, comparability, and documentation of all procurement activities. The procurement process practiced by the CNP Sponsor must not restrict or eliminate competition. For example, description of goods, products, and/or services to be procured should not contain features that unduly restrict competition. Competition helps assure that goods, products, and/or services will be obtained that best meets your organization's needs.

A new procurement plan does not need to be developed every year. However, an annual review of the approved plan is suggested to assure its relevance to current procedures.

It will be the responsibility of Food Service Manager to evaluate the procurement needs and forecast the amounts to be purchased so the correct method of procurement will be followed.

A Child Nutrition Program Sponsor must perform a cost or price analysis when purchases are estimated to exceed the Sponsor's most restrictive small purchase threshold (Federal simplified acquisition threshold is currently valued at $150,000) in connection with every procurement action in excess of the simplified acquisition threshold including contract modifications.

Regardless of procurement method, the following factors will be determined regarding the allowability of costs:

- Be necessary and reasonable for proper and efficient administration of the program(s)
- Be allocable to federal awards applicable to the administration of the program(s)
- Be authorized and not prohibited under federal, state, and local laws.

A Child Nutrition Program Sponsor may set a lower simplified acquisition threshold than the federal simplified acquisition threshold. The most restrictive (lowest) threshold must be used.

Purchasing will be conducted at the most restrictive procurement threshold:

	Federal Procurement Thresholds	CNP Sponsor Procurement Thresholds (fill in) for CNP Purchases
Micro-purchasing	Less than $3,500	$3,500
Small/Informal	Less than $150,000	
Formal	Greater than $150,000 or any total Food Service Management Contract	
Equipment	Over $5,000	
Service Only		Above $15,000 requires School Board approval.

All staff conducting purchasing will be trained on the procurement procedures. Procurement training available on Agency website at: http://www.oregon.gov/ode/students-and-family/childnutrition/Pages/Procurement.aspx

Does Gervais School District have a lower simplified acquisition threshold?

Mark the appropriate answer. ☐ Yes List the dollar amount $_____
☒No

A. **Micro purchase procedures**. This method applies to the purchase of supplies or services when the aggregate dollar amount does not exceed $3,500 per transaction. These purchases may be awarded without soliciting competitive quotes if the entity considers the price reasonable. Sponsor must maintain written documentation as evidence of this reasonableness in records of all micro-purchases equitably distributed. Purchases must meet program needs and be priced reasonable.

- The Food Service Manager is responsible for contacting potential vendor/contractor.
- The Food Service Manager is responsible for documentation of records of the purchase, name of vendor/contractor, price, and the written specifications.
- The Food Service Manager is responsible for documentation that the actual product was received.
- The Food Service Manager is responsible for documentation that purchases are distributed equitably among qualified suppliers with reasonable prices.
- The Food Service Manager and the Business Manager are required to sign documentation, confirming a review and the approval of the purchase of the goods, products, and/or services.

B. Informal/small purchase procedures. This method applies for purchases of goods, products, and/or services when the aggregate dollar amount is less than $150,000 (current Federal simplified acquisition threshold) or the Sponsor's simplified acquisition threshold if lower. Quotes from three (3) or more qualified vendor/contractor will be required.

- In developing the written specifications the same information needs to be provided to all vendors/contractors, you may use prices found online, in catalogs, sale flyers, newspapers, prices obtained from grocery stores, farmer's markets, and etc.
- Each vendor/contractor will be contacted and given an opportunity to provide a price quote on the same specifications.
- The Food Service Manager is responsible for contacting potential vendors/contractors when price quotes are needed.
- The price quotes are to remain confidential information until the actual purchase has been made.

- Quotes are awarded by Food Service Manager and the Business Manager. Quotes awarded are to the lowest and best quote based upon price, quality, service availability, and/or most advantageous to the District.

- The Food Service Manager and Business Manager are responsible for documentation of records to show selection of vendor/contractor, reasons for selection, names of all vendors/contractors contacted, price quotes from each vendor/contractor, and **written specifications**.

- The Food Service Manager and Business Manager are responsible for documentation that the actual product specified is received.

- Any time an accepted item is not available, the Food Service Manager will select the acceptable alternate. Food Service Manager will document the reason for accepting an alternate and keep the documentation on file.

- Quotes are awarded on the following criteria: Must meet the requirements of the solicited product or service and must have the lowest price. (Examples: quality, delivery, service, etc.)

    1. ***Price***
    2. ***Quality***
    3. ***Service Availability***
    4. ***Most advantageous to the District***

- The Food Service Manager and Business Manager are required to sign documentation, confirming a review and the approval of the purchase of the goods, products, and/or services.

- The Food Service Manager is the Sponsors authorized purchaser.

C. Formal purchase procedures. This method applies to purchases of supplies or services when the aggregate cost amount is more than $150,000 or greater than the Sponsor's simplified acquisition threshold or for a Food Service Management Company. The formal procurement method requires the use of an Invitation for Bid (IFB) or a Request for Proposal (RFP).

- The Food Service Manager is the Sponsors authorized purchaser.

- An announcement of an **Invitation for Bid *(IFB) or a Request for Proposal (RFP)*** will be placed in The Oregon Procurement Information Network and the District's Website to publicize the intent of the Child Nutrition Program Sponsor to purchase needed items. The advertisement for bids/proposals or legal notice will be run for two weeks.

- An advertisement is required for all purchases over the Sponsor's simplified acquisition threshold of $150,000. The announcement (advertisement or legal notice) will contain a general description of items to be purchased, the deadline for submission of sealed IFB's and RFP's and the address where complete specifications and other procurement documents may be obtained.

- In an IFB or RFP**,** each vendor/contractor will be given an opportunity to bid on the same specifications.

- The developer of written specifications or descriptions for procurements will be prohibited from submitting bids or proposals for such products or services.

- The IFB or RFP will clearly define the purchase conditions. The following, shall be addressed in the procurement document:

(1) Contract time period
(2) CNP Sponsor is responsible for all contracts awarded (statement)
(3) Date, time, and location of bid opening
(4) How vendor/contractor will be informed of bid acceptance or rejection
(5) Delivery schedule
(6) Requirements which bidder must fulfill in order for bid to be evaluated
(7) Benefits to which the Child Nutrition Program Sponsor will be entitled if the contractor can not or will not perform as required
(8) Statement assuring positive efforts will be made to involve minority and small business
(9) Statement regarding the return of purchase incentives, discounts, rebates, and credits to the Child Nutrition Program Sponsor non-profit Child Nutrition account
(10) Contract and/or purchase orders may be issued for firm fixed prices after formal bidding process
(11) Price adjustment clause based on appropriate standard or cost index
(12) Method of evaluation and type of contract to be awarded
(13) Method of award announcement and effective date (if intent to award is required by State or local procurement requirements)
(14) Specific bid protest procedures including contact information of person and address and the date by which a written protest must be received
(15) Provision requiring access by duly authorized representatives of the CNP Sponsor, State Agency, United States Department of Agriculture, or Comptroller General to any books, documents, papers and records of the contractor which are directly pertinent to all negotiated contracts.
(16) Method of shipment or delivery upon contract award.
(17) Program Regulations: The contractor shall be in conformance with the applicable portions of the CNP Sponsor's agreement under the program. The contractor will conduct program operations in accordance with 7 CFR Parts 210, 215, 220, 225, 226 and 250.

The contractor shall provide products that meet the Public Law 111-296, the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). The contractor's products shall meet grade level caloric, sodium, saturated fat, and trans fat requirements as applicable for your program.

(18) Affordable Care Act: The contractor understands and agrees that it shall be solely responsible for compliance with the patient Protection and Affordable Care Act, Public Law 111-148 and the Health Care and Education Reconciliation Act, Public Law 111-152 (collectively the Affordable Care Act "ACA"). The contractor shall bear sole responsibility for providing health care benefits for its employees who provide services to the CNP Sponsor as required by State or Federal law.

(19) Buy American Provision (applies to NSLP, SBP, and USDA Foods): The contractor will purchase, to the maximum extent practicable, domestic commodities or products in accordance with 7 CFR 210.21(d) and 7 CFR 220.16(d). The contractor shall purchase, to the maximum extent practicable, domestic agricultural commodities or products substantially processed in the United States. "Substantially" means the final processed product contains over 51% domestically grown agricultural commodities.
This provision applies to all food purchases paid from the nonprofit school food services account. There are limited exceptions to this provision which allow for the purchase of products not meeting the "domestic" standard as described above (*non-domestic*) in circumstances when use of domestic products is truly not practicable. However, before utilizing an exception, alternatives to purchasing non-domestic food products should be considered.

(20) Disclosure of Lobbying Activities: Pursuant to Byrd Anti-Lobbying Amendment 31 USC 1352, the contractor must disclose lobbying activities in connection with school nutrition programs. If there are material changes after the initial filing, updated reports must be submitted on a quarterly basis. 7 CFR 3018.100 **(Only applies to contracts over $100,000)**

(21) Certification Regarding Lobbying: Pursuant to 31 USC 1352, the contractor must submit a certification regarding lobbying which conforms in substance with the language provided in CFR Part 200.450. No appropriated funds may be expended by the recipient of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer of employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered Federal actions. **(Only applies to contracts over $100,000).**

(22) Certificate of Independent Price Determination: The vendor admits that all prices in their Offer have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor certification regarding non-collusion.

(23) Civil Rights Compliance: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
To file a program compliant of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information required in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (a) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email:

program.intake@usda.gov.

(24) Clean Air Act, Clean Water Act, and Environmental Protection Agency Regulation: The contractor will comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738 and Environmental Protection Agency regulations which prohibit the use, under nonexempt federal contracts, grants or loans to facilities included on the EPA list of Violating Facilities.
The CNP Sponsor will report all violations to ADE and to the USEPA Assistance Administrator for Enforcement. **(Only applies to contracts over $100,000)**

(25) Contract Work Hours and Safety Standard Act: The contractor shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5). **(Only applies to contracts over $2,500).**

(26) Debarment, Suspension, Ineligibility and Voluntary Exclusion: By signing the Offer & Award form, the contractor shall certify that they have not been debarred, suspended, or otherwise excluded from or ineligible for participations in federal assistance programs under executive order 12549 and 12689. The contractor shall comply with regulations implementing Office of Management and Budget Guidance in Non-procurement Debarment and suspension codified at 2 CFR Part 180 and 2 CFR Part 417. These regulations restrict transactions with certain parties that are debarred, suspended or otherwise excluded from, or ineligible for, participation in Federal assistance programs or activities. **(Only applies to contracts over $25,000).**

(27) Energy Policy and Conservation Act: The contractor shall meet the mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act. (Pub. L. 94-163,89 Stat.871)

(28) Equal Employment Opportunity: The contractor shall comply with Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity,” as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations. (41 CFR Chapter 60)

(29) Record Keeping: The books and records of the contractor pertaining to operations under this agreement shall be available to the CNP Sponsor at any reasonable time. These records are subject to inspection or audit by representatives of the CNP Sponsor, State Agency, the USDA, and the US General Accounting Office at any reasonable time and place. The CNP Sponsor shall maintain such records, for a period of not less than three (3) years after the final day of the contract, or longer if required for audit resolution. (7 CFR 210.23, and 2 CFR Part 200.381)

(30) Invoicing: The contractor fully discloses all discounts, rebates, allowances and incentives received by the CNP Sponsor from its suppliers. If the contractor receives a discount, rebate, allowance, or incentive from any supplier, the contractor must disclose and return to the CNP Sponsor the full amount of the discount, rebate, or applicable credit that is received based on the purchases made on behalf of the CNP Sponsor. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoice presented to the Sponsor for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. (2 CFR 200 and 7CFR 210.21)
No expenditure may be made from the nonprofit food service account for any cost resulting from a cost-reimbursable contract that fails to include the requirements of 2 CFR 200 and 7 CFR 210.~~210~~, nor may any expenditure be made from the

nonprofit food service account that permits or results in the contractor receiving payments in excess of the contractor's actual, next allowable costs. (2 CFR 200 and 7 CFR 210.21)

(31) Termination Clause: The contract may be terminated for cause and for convenience by the CNP Sponsor. Appendix II to 2 CFR Part 200. **(Only applies to contracts over $10,000).**

(32) Signed statement of non-collusion.

(33) For building projects:

Copeland "Anti-Kickback" Act

All contracts and sub grants in excess of $2000 for construction or repair awarded by recipients and sub recipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act.

Davis-Bacon Act.

The contractor shall comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations. (29 CFR Part 5)

(34) Optional:

Applying a Geographical Preference. 7 CFR Part 210.21(g)

(Only use if applicable)

A. The Sponsor seeks to increase its purchase of seasonal, minimally processed fresh fruits and raw vegetables as part of the Farm to School Program. Reasons for purchasing local products include the potential cost savings, nutrition education for students, and quality of product.

B. The Sponsor is interested in the following locally grown products**: apples, pears, corn, cucumbers, tomatoes, lettuce, blueberry, strawberries, peas, green beans, melons, and squash.**

C. The contractor will make every effort to provide the Sponsor with locally grown products according to the definitions below.

   1. Locally Grown: **Grown in Oregon or more than minimally processed in Oregon.**
   2. Minimally processed: Includes refrigerating, adjusting size (peeling, slicing, dicing, cutting, chopping), washing, packaging and adding ascorbic acid or other preservatives to prevent oxidation or produce (as described in USDA's Final Rule of Geographic Preference).

D. All products designated under the geographic preference clause shall be labeled with its designating origin (grower name and address/state or area of production) on each case/invoice delivered.

E. Locally grown products should be generally free from insect damage and decay (flexible on grading for produce only per USDA guidance). Produce items are to be rinsed, cleaned and packed in appropriate commercial produce packaging such as waxed cardboard boxes or sanitary/reusable bins.

- Specifications will be prepared and provided to potential vendors/contractors desiring to submit IFB or RFP for the products or services requested. Vendors/contractors will be selected using the Sponsor's procedures such as:

  1. Does the vendor's product meet the required specifications?
  2. Does the vendor's delivery schedule meet the Sponsor's needs?
  3. Is the vendor's service and product advantageous to the school district?

- If any potential vendor/contractor is in doubt as to the true meaning of specifications or purchase conditions, an interpretation will be provided by Food Service Manager.

- The Business Manager is responsible for securing all IFB or RFP.

- The Food Service Manager and Business Manager are responsible to ensure all CNP Sponsor procurements are conducted in compliance with applicable Federal regulations, State General Statutes or policies of the Sponsor.

- The following criteria will be used in awarding contracts as a result of bids. (Examples: quality, delivery, service, etc.)

  1. ***Price***
  2. ***Quality***
  3. ***Service Availability***
  4. ***Most advantageous to the District***

- In awarding a competitive negotiation (RFP), a set of award criterion in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award, but remains the primary consideration when awarding a contract. Following evaluation and negotiations a firm fixed price or cost reimbursable contract is awarded.

- The contracts will be awarded to the responsible bidder/proposer whose bid or proposal is responsive to the invitation and best meets the needs of the CNP Sponsor, price, and other factors considered. Any and all bids or proposals may be rejected in accordance with law.

- The Superintendent required to sign on the bid tabulation of competitive sealed bids or the evaluation criterion score sheet of competitive proposals signifying a review and approval of the selections.

- The Business Manager will review the procurement system to check ensure compliance with applicable laws.

- The Food Service Manager is responsible for documentation that the actual product specified is received.

- Any time an accepted item is not available, the Food Service Manager will select the acceptable alternate. The contractor must inform Food Service Manager **within 24 hours after order placed** that a product is not available. In the event a non-domestic agricultural product is to be provided to the CNP Sponsor, the contractor must obtain, in advance, the written approval of the product. The Food Service Manager must comply with the Buy American Provision (if the Sponsor participates in NSLP, SBP or USDA Foods).

- Full documentation as to the reason an accepted item was unavailable, and to the procedure used in determining acceptable alternates, will be available for audit and review. The person responsible for this documentation is Food Service Manager.

- The Food Service Manager and Business Manager are responsible for maintaining all documentation of the procurement process.

D. Non-Competitive Negotiation Procedures (only with State Agency approval). If items are available **only** from a single source (aka Sole Source) when *the award of a contract is not feasible under simplified acquisition purchase, IFB or RFP* Non-Competitive Negotiation procedures will be used: (must have prior approval from State Agency before executing. (2 CFR 200.320)

- Written Specifications will be prepared and provided to the vendor/contractor.
- The Food Service Manager is responsible for the documentation of records to fully explain the decision to use the non-competitive negotiation. The records will be available for audit and review.
- The Food Service Manager is responsible for documentation that the actual product or service specified was received.
- The Business Manager is responsible for reviewing the procedures to be certain all requirements for using single source or non-competitive negotiation are met.
- Non-competitive negotiations shall be used for one-time purchases of a new food item in order to determine food acceptance by students and for samples for testing purposes. A record of non-competitive negotiation purchase shall be maintained by the Gervais School District. The record of non-competitive purchases shall include, at a minimum, the following:

  a. Item name
  b. Dollar amount
  c. Vendor/contractor, and
  d. Reason for non-competitive procurement

E. Emergency Procurement. If it is necessary to make an emergency procurement to continue service, the purchase shall be made, and a log of all such purchases shall be maintained by the Food Service Manager. The following emergency procedures shall be followed. All emergency procurements shall be approved by the Business Manager. At a minimum, the following emergency procurement procedures shall be documented:

a. Item name
b. Dollar amount
c. Vendor/contractor, and
d. Reason for emergency

F. Record Keeping. The contractor shall agree to retain all books, records and other documents relative to the contract agreement for three (3) years after final payment. The CNP Sponsor, its authorized agents, State Agency, and/or USDA auditors shall have full access to and the right to examine any of said materials during said period. Specifically, the CNP Sponsor shall maintain, at a minimum, the following documents:

a. Written rationale for the method of procurement;
b. A copy of the original solicitation;
c. The selection of contract type;
d. The bidding and negotiation history and working papers'

e. The basis for contractor selection;
f. Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
g. The basis for award cost or price;
h. The terms and conditions of the contract;
i. Any changes to the contract and negotiation history;
j. Billing and payment records'
k. A history of any contractor claims; and
l. A history or any contractor breaches.

G. Equipment Purchases. If the amount of purchase for equipment is greater than $5,000, the following procedure is used. Equipment means tangible personal property (including information technology systems) having a useful life of more than one (1) year and per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statements purposes, or $5,000.

During an administrative review, as required by 7 CFR Part 210.18, and audits as required by 2 CFR 200.501 the Sponsor's equipment purchases will be reviewed. Sponsors may purchase any equipment from the Pre-Approved Capital Equipment List (see list located at: http://www.oregon.gov/ode/students-and-family/childnutrition/Documents/capital-equipment-fns-pre-approved-list-06162016-final.pdf) following proper Federal, State, or local procurement procedures, as applicable, without submitting a *Capitol Equipment Purchase Request* to Agency for approval.

- Written specifications will be prepared and provided to vendors.
- Each vendor will be contacted and given an opportunity to provide a price quote on the same specifications. A minimum of two (2) vendors shall be contacted.
- The price quotes will receive appropriate confidentiality before award.
- If using USDA funding for the purchase, the CN Sponsor will seek prior approval from the Oregon Department of Education by completing the Capital Expenditure Pre-Approval Request.
- Quotes will be awarded by Food Service Manager. Quotes awarded will be to the lowest and best quote based upon quality, service availability, price, and or the most advantageous to the district.
- The Food Service Manager and Business Manager are responsible for documentation of records to show selection of vendor, reasons for selectin, names of all vendors contacted, price quotes from each vendor, and written specifications.
- The Food Service Manager is responsible for documentation that the actual product specified is received.

H. Code of Standards of Conduct. The Child Nutrition Program Sponsor must maintain a written code of standards of conduct (2 CFR 200.318 and 7 CFR210.21) that includes procedures that governs the performance of its officers, employees, or agents who are engaged in the award and administration of contracts supported by Child Nutrition Program Funds.

The following conduct will be expected of all persons who are engaged in the awarding and administration of contracts supported by Child Nutrition Program Funds.

- No employee, officer or agent of the Gervais School District shall participate in the selection or in the award or administration of a contract supported by program funds if a conflict of interest, real or apparent, would be involved.

- Conflicts of interest arise when one of the following has a financial or other interest in the firm selected for the award:

  a. The employee, officer or agent;
  b. Any member of the immediate family;
  c. His or her partner;
  d. An organization which employs or is about to employ one of the above;
  e. A less-than-arms-length transaction. This is one party's ability to control or influence the other party to the transaction. A less-than-arms-length transaction occurs:

     i. when a transaction is conducted between related parties, meaning that the integrity of the transaction could be compromised;
     ii. When one party to the transaction is able to control or influence the actions of the other party.

     Examples could include:
     1. Hiring the CEO's brother as a janitor.
     2. Purchasing goods or services from a business owned by an officer, employee, or relative of the Sponsor's entity.
     3. Agreement for computer maintenance between a business and person who are related to the Sponsor's employees or board members.

- The Gervais School District employees, officers or agents must not solicit or accept gratuities, favors, or anything of monetary value from prospective contractors/vendors, potential contractors, or parties of subcontract.

- The Gervais School District must set standards when financial interest is not substantial or the gift is an unsolicited item of nominal value and may be acceptable.

- Disciplinary actions for violation of the code of conduct of the Gervais School District will be the following actions: (list appropriate actions for your organization).

  a. As listed in the Negotiated Employee Group Contracts
  b. As shown in District Policy (GDP & GDP-AR)

I. **Minority, Women Owned and Small Business.** A Child Nutrition Program Sponsor (applies to CACFP and SFSP only) must take all necessary affirmative steps to assure that minority business, women business enterprise, and labor surplus area firms are used when possible. (2 CFR 200.321, 7 CFR 226.22, and 7 CFR 225.17)

The following affirmative steps must be used in determining if a firm is available:

- Placing qualified small and minority businesses and women's business enterprises on the solicitation lists;

- Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;

- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises.

A resource available to use is Certification Office for Business Inclusion and Diversity (COBID). This site provides information on Minority/Women Business Enterprise (MWBE), Emerging Small Business (ESB) and Disadvantaged Business Enterprise (DBE). https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp?XID=6787&TN=oregon4biz

J. **Intergovernmental Agency.** The CNP Sponsor is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. (2 CFR 200.318)

K. The CNP Sponsor entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a federal concern. Violations of law will be referred to local, State, or Federal authority having proper jurisdiction. (2 CFR 200.318)

SAMPLES

Language that Sponsor can use in their Ordering Instrument when using Price Agreements

THIS PURCHASE IS SUBMITTED PURSUANT TO OCNC PRICE AGREEMENT #_____ (Ordering Organization will insert Agreement Number). THE PRICE AGREEMENT INCLUDING CONTRACT TERMS AND CONDITIONS AND SPECIAL CONTRACT TERMS AND CONDITIONS (T's & C's) CONTAINED IN THE PRICE AGREEMENT ARE HEREBY INCORPORATED BY REFERENCE AND SHALL APPLY TO THIS PURCHASE AND SHALL TAKE PRECEDENCE OVER ALL OTHER CONFLICTING T's & C's, EXPRESSED OR IMPLIED.

INFORMAL PROCUREMENT LOG AND EVALUATION MATRIX

(Purchases costing less than $150,000)

Supplier Name:										
Items to be Purchased: • Delivery Frequency : _____ • Bid will be honored for: _____ (number of day(s)/week(s)/month(s)) (sponsor will state time period)	Quantity estimated to be purchased	Unit Price	Extended Price (Quantity x Unit Price)	*BS (line item) (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (line item) (✓)	Unit Price	Extended Price (Quantity x Unit Price)	*BS (line item) (✓)
1. Product name & specification:				☐			☐			☐
2. Product name & specification:				☐			☐			☐
3. Product name & specification:				☐			☐			☐
4. Product name & specification:				☐			☐			☐
5. Product name & specification:				☐			☐			☐
6. Product name & specification:				☐			☐			☐
Total:		$			$			$		
*Bidder Selected (BS) on lowest bottom line price		☐			☐			☐		
*Bidder Selected (BS); sponsor can award all items to one bidder (lowest bottom line price) or award purchase on a line item basis (lowest line item price). Sponsor need to tell the bidders which option they will use for awarding the purchase when they are asking for pricing. Sponsors can state that either option may be used by the school to award the purchase.										
Method of contact: Email/Fax/Mail/In person/Phone										
Name of person quoting pricing:										
Date contacted:										
Additional Notes:										
Signature of person completing this form:								Date:		

Name of bidder selected: _____
Bidder selected was notified on: _____ (If notification was in writing attach document to the procurement log/evaluation matrix)
Method of notification: _____ (Email/Fax/Mail/In person/Phone)

Oregon School Food Authority: Non-Profit Food Service Account

MICRO PURCHASE DOCUMENTATION FORM

1. Recipient Information **Date:**_____

School District Name:_____

Contact:_____ Phone:_____ EXT:_____

Address:_____ email:_____

City:_____ Zip Code:_____

2. Micro Purchase Description

Vendor Name	Item/Service Description	Unit Price	Quantity	Total Price

3. Price Determination & Required Certification

I hereby determine the price to be fair and reasonably based on at least one of the following:

	Found reasonable on recent purchase		**Personal knowledge of item cost**		**Other:**
	Obtained from current price list		**Commercial market sale price**		
	Obtained from current catalog		**Regulated rate**		

Equitable Distribution & Fair and Reasonable Price Determination

I, _____ certify that _____ (Agency name) Distributed micro purchases equitably among qualified suppliers and the price to be fair and reasonable.

(2 CFR 200.67, 2 CFR 200.320(a), 2 CFR 200.404**)**

No Splitting the Aggregate Dollar Amount

I, _____ certify that _____ (Agency name) Did not reduce the size of the procurement merely to come within the micro purchase threshold.

(2 CFR 200.67, 2 CFR 200.320(a))

Buy American Provision

I, _____ certify that _____ (Agency name) Was in compliance with the enforcement of the Buy American Provision for food products.

(7 CFR 210.21(d))

Authorized Signature:_____ Date:_____

GERVAIS SCHOOL DISTRICT # 1 – TAG BUILDING FACILITATOR

QUALIFICATIONS:

- A valid Oregon Teaching License or other background training appropriate to the requirements of this position;
- Degrees and areas of study as required for Oregon licensing;
- Current teaching assignment in Gervais School District;
- The ability to organize and supervise; and
- Must have experience working with school age students and adults.

REPORTS TO:

- Director of Special Services

TERMS OF EMPLOYMENT:

- One school year

JOB GOAL:

- Facilitates the Building TAG program with building level staff, students and parents.

PERFORMANCE RESPONSIBILITIES:

- Attend monthly District TAG meeting;
- Implement TAG identification steps according to the District's timeline;
- Assist in planning Building/District TAG projects for the year;
- Facilitate TAG projects in each building;
- Implement TAG Plan parent contacts;
- Facilitate TAG Plans for each student identified as TAG;
- Implement any changes in the TAG program / handbook;
- Facilitate TAG referrals;
- Act as building contact for TAG questions from staff and parents;
- Attend evening TAG parent meetings twice per year;
- Attend Parent TAG Advisory meetings;
- Participate in TAG staff inservice trainings;
- Act as a resource to other teachers in promoting TAG instructional strategies;
- Be an advocate for TAG education at building level;
- Contribute information and articles for the quarterly District TAG newsletter; and
- Work closely with the District's TAG director to implement the TAG program.

I have received a copy of this job description:

_____ _____

Teacher Signature Date

Adopted 10/19/2006

GERVAIS SCHOOL DISTRICT # 1 –BUILDING SECTION 504 FACILITATOR

QUALIFICATIONS:

- A valid Oregon Teaching License or other background training appropriate to the requirements of this position ;
- Degrees and areas of study as required for Oregon licensing;
- Current teaching assignment in Gervais School District;
- The ability to organize and supervise; and
- Must have experience working with school age students and adults.

REPORTS TO:

- Director of Special Services and school administrators

TERMS OF EMPLOYMENT

- One school year

JOB GOAL

- Facilitates the Building 504 Plans with building level staff, students and parents.

PERFORMANCE RESPONSIBILITIES

- Attend regular building Section 504 Facilitator meetings;
- Develop a working knowledge of current laws, regulations, and district guidelines related to Section 504 of the Rehabilitation Act.
- Participate on school CARE Teams to facilitate potential 504 referrals;
- Implement the 504 identification processes according to district prescribed timelines and utilizing district prescribed paperwork and database;
- Facilitate requisite testing and medical input as prescribed by 504 Manuals;
- Facilitate all meetings with students' 504 team, including parents and students as appropriate;
- Ensure administrators and staff are aware of a student's 504 Plan and are implementing the plans at the building level according to district guidelines;
- Act as building contact for 504 questions from staff and parents;
- Provide 504 overview and requirements to staff during inservice trainings;
- Act as a resource to other teachers in promoting 504 instructional strategies and accommodations;
- Be an advocate for the students' needs as outlined in their 504 plans at building level;

I have received a copy of this job description:

_____ _____

Teacher Signature Date

POLICY SECOND READING
Proposed Resolution:
EFAA-AR: Reimbursable Meals and Mild Programs
KL: Public Complaints

Move that the Gervais School District #1 Board of Directors adopt and/or approve changes to policies EFAA-AR and KL as shown in action item 11-19-8.1.

MOTION BY:_____ SECONDED BY:_____

DISCUSSION:_____

_____

Board Member:	**For:**	**Against:**	**Abstain:**
Bustamante	_____	_____	_____
Caballero	_____	_____	_____
Jirges	_____	_____	_____
Martin	_____	_____	_____
Sullivan	_____	_____	_____

Gervais School District #1

Code: **EFAA-AR**
Adopted: 02/20/03
Revised: 06/21/12, 03/16/17, 11/21/19

Reimbursable Meals and Milk Programs

(National School Lunch Program, School Breakfast Program, Special Milk Program and other meal programs)

The district's nutrition and food services will be operated in accordance with the following requirements:

Meal Pricing Procedures

1. The district may operate the Special Milk Program (SMP) at schools where students do not have access to program meals. Under SMP, the district will choose one of the following options:

    a. Nonpricing (serve SMP milk at no charge to all students);
    b. Pricing programs without a free option (charge all students for SMP milk); or
    c. Pricing programs with a free option (distribute confidential applications for free milk and charge only those students for SMP milk who do not qualify for free milk based on the household's application or direct certification from Supplemental Nutrition Assistance Programs (SNAP).

2. Reimbursable meals and afterschool snacks will be priced as a unit.

3. Reimbursable meals, and afterschool snacks will be served free or at a reduced price to all children who are determined by the district to be eligible for free or reduced-price meals.

4. Annually, the district will establish prices for reimbursable student meals, and afterschool snacks. The price charged to students who do not qualify for free or reduced-price meals will be established annually by the district in compliance with state and federal laws.

5. The price charged to students who qualify for reduced-price meals will be established annually by the district in compliance with state and federal laws.

1. The district will implement claiming alternative Community Eligibility at the following schools under its jurisdiction: *(Gervais Elementary School, Gervais Middle School, Gervais High School, Samuel Brown Academy and Pre-K).*

Application Procedures

1. Households receiving SNAP or Temporary Assistance to Needy Families (TANF) benefits as identified by Oregon Department of Education (ODE), will be automatically eligible for free meals, and afterschool snacks, for the students listed on the official document. Districts must access this document at least three times per year.

2. Students receiving support through the migrant education program, Runaway and Homeless Youth Act, McKinney-Vento Homeless Assistance Act, federal Head Start and state-funded prekindergarten programs, with income eligibility criteria identical or more stringent than federal Head Start, or are in state or court placement foster care, will be automatically eligible for free meals, and afterschool snacks, for the students listed on the official documents.

3. Households that submit a confidential application will be notified of their student's eligibility for free or reduced-price meals. Households that are denied free or reduced-price benefits will be notified in writing using the ODE template letter distributed to the district annually.

4. On a case-by-case basis when a student is known to be eligible for free or reduced-price meal benefits, and the household fails to submit a confidential application, the superintendent or designee may complete an application for the student documenting how he/she knows the household income qualifies the student for free or reduced-price meal benefits. Parents of a student approved for free or reduced-price benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.

5. Students who do not qualify for free or reduced-price meals are eligible to participate in the National School Lunch Program (NSLP) and School Breakfast Program (SBP)] and will be charged "paid" prices set by the district. "Paid" category students will be treated equally to students receiving free or reduced-price benefits in every aspect of the district's NSLP, SBP, Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP).

6. The district has established a fair hearing process under which a household can appeal a decision with respect to the household's application for benefits or any subsequent reduction or termination of benefits.

7. In the event of major employers contemplating large layoffs in the attendance area of the district, the district will provide confidential applications and eligibility criteria for free and reduced-price meals to the employer for distribution to affected employees.

Financial Management of the Nonprofit School Food Service

1. The district will maintain a nonprofit school nutrition and food service operation.

2. Revenues earned by the school nutrition and food services will be used only for the operation or improvement of NSLP, SBP, CACFP, and SFSP.

3. Lunch and breakfast meals served to teachers, administrators, custodians and other adults not directly involved with the operation of the district's nutrition and food services will be priced to cover all direct and indirect cost of preparing and serving the meal.[1]

4. District nutrition and food services revenues will not be used to purchase land or buildings.

[1] For meals with portion sizes equivalent to student meals, the adult meal price will be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.

5. The district will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.

6. The district will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services' cash, real and personal property, equipment and other assets, and ensure they are used solely for nutrition and food services purposes.

7. The district will meet the requirements for allowable NSLP, SBP, CACFP, and SFSP costs as described in 2 C.F.R. 200.

8. In purchasing nutrition and food services goods or services, the district will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions or other documents for proposals used to conduct the procurement.

9. All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal and district procurement standards using the applicable cost thresholds.

10. In the operation of its nutrition and food services program, the district will purchase food products where at least 50 percent of the ingredients are produced or processed in the United States, whenever possible.

11. The district may use facilities, equipment and personnel supported with nutrition and food services revenue to support a nonprofit nutrition program for the elderly.

Civil Rights and Confidentiality Procedures

1. The district will not discriminate against any student because of his/her eligibility for free or reduced-price meals.

2. The district will not discriminate against any student or any nutrition and food services employee because of race, color, national origin, marital status, sex, sexual orientation, parental status, religion, age or disability.

3. The district will assure that all students and nutrition and food services employees are not subject to different treatment, disparate impact or a hostile environment.

4. Established district procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP, SBP, CACFP, and SFSP benefits and services, and employment practices with regard to the operation of its NSLP, SBP, CACFP, and SFSP. The district will forward any civil rights complaint regarding the district's nutrition and food services to ODE's director of Child Nutrition Programs within three days of receiving the complaint.

5. The district will make written or oral translations of all nutrition and food services materials available to all households who do not read or speak English.

6. The district will maintain strict confidentiality of all information obtained through a confidential application for free and reduced-price meals or direct certification, including students' eligibility for

free or reduced-price meals and all household information. The district's NSLP, SBP, CACFP, and SFSP operators are not required to release any information from a student's confidential application for free or reduced-price meals. No information may be released from a student's eligibility information without first obtaining written permission from the student's parent or legal guardian/adult household member signing the application, except as follows:

a. An individual student's name and eligibility status may be released without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state, education assessment; or persons who operate or administer any other NSLP, SBP, SMP, CACFP, SFSP or SNAP;
b. Any other confidential information contained in the confidential application for free and reduced-price meals or free milk (e.g., family income, address, etc.) may be released without written consent only to persons who operate or administer the NSLP, SBP, SMP, CACFP, SFSP and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC); the Comptroller General of the United States for audit purposes; and federal, state or local law enforcement officials investigating alleged violation of any of the programs listed above.

Nutrition and Menu Planning

1. Meals and afterschool snacks served for reimbursement will meet the nutrition standards established by the U.S. Department of Agriculture (USDA) and Oregon Smart Snacks Standards.

2. Meals and afterschool snacks served for reimbursement will meet at least the minimum NSLP, SBP CACFP, and SFSP requirements for food items and quantities.

3. Meals served for reimbursement will:

   a. Meet all calorie range requirements by grade level;
   b. Meet the maximum standards set for saturated fat;
   c. Meet the maximum standards set for sodium by grade level; and
   d. Meet the requirement for zero grams of trans fats.

4. The district will use the offer versus serve option when serving NSLP lunches to senior high school students. High school students must take at least three of five different food items including one-half cup of fruit or vegetable offered in program lunches.

5. The district will use the offer versus serve option when serving program breakfasts to all students except Pre-k must take at least three of four food items, including one-half cup of fruit or vegetable offered in program breakfasts.

6. A copy of the Board minutes adopting the offer versus serve policy for students below high school grades for program lunches and/or for all students in the district for program breakfasts, as applicable, will be made available upon request.

Use and Control of Commodity Foods

1. The district will accept and use commodity foods in as large a quantity as may be efficiently utilized in the NSLP, CACFP, SBP, and SFSP.

7. The district will maintain necessary safeguards to prevent theft or spoilage of commodity foods.

8. The value of commodity foods used for any food production other than NSLP, SBP, SFSP or afterschool snacks shall be replaced in the food service inventory.

Accuracy of Reimbursement Claims

1. The district will claim reimbursement only for reimbursable meals, and afterschool snacks served to eligible children.

2. All meals, and afterschool snacks claimed for reimbursement will be counted at each dining site at a "point of service" where it can be accurately determined that the meal, and afterschool snack meets NSLP, SBP, CACFP and SFSP requirements for reimbursement.

3. The person responsible for determining if the meals and afterschool snacks are reimbursable will be trained to recognize a reimbursable meal.

4. The district official signing the claim for reimbursement will review and analyze monthly meal, and afterschool snack counts to ensure accuracy of the claim, before submitting the claim to ODE.

5. Annually, by November 15, the district will verify a random sample of applications according to NSLP verification requirements. Instructions for completing the verification process will be sent by ODE to the district in October each year.

Food Safety and Sanitation Inspections

1. The district will maintain necessary facilities for storing, preparing and serving food and milk.

2. Semiannually, the district will schedule food safety inspections with the county Environmental Health Department for each school or dining site under its jurisdiction.

3. The district will maintain health standards in compliance with all applicable state food safety regulations at each school or dining site under its jurisdiction.

General USDA NSLP/SBP/SMP Requirements

1. The district will ensure that no student is denied a meal as a disciplinary action.

2. Breakfast will be served in the morning hours, at or near the beginning of the student's school day.

3. Lunch will be served between the hours of 10 a.m. and 2 p.m.

4. The district will provide substitute foods for students with a disability[2] that restricts their diet when supported by a written statement from a state-licensed health care professional, who is authorized to write medical prescriptions. Substitutions will be provided only when a medical statement from the licensed health care professional is on file at the school. The medical statement must state the nature of the child's impairment so its effect on the student's diet is understood, and what must be done to accommodate the impairment. The district will not charge more than the price of the school meal, as determined by the child's eligibility status, for meals with the accommodation.

5. The district will control the sale of competitive foods.

6. The district will ensure that potable drinking water will be available to students, free of charge for consumption in the place where meals are served during meal service.

7. The district will notify all households and appropriate staff of its meal charge requirements[3] at the beginning of each school year, upon enrollment of a student or the transfer of a student. The meal charging requirements will be posted on the district website, published in the student/parent handbook and made available in the information on free and reduced-priced meals.

   [4]Regardless of the ability to pay, a student shall be provided a reimbursable meal upon request. Parents or guardians may provide written permission to the district to withhold a meal from a student. After five meal charges the district will attempt to certify the student for free or reduced-price meals. At least two attempts to contact the student's parent or guardian for completing a meal application will be made by the district, including offering assistance filling out the application, if appropriate. Communications regarding student charges will be directed to parents or guardians, only. The district may refer delinquent meal charges to third parties for collection. Collection fees will not be charged to the parent or guardian.

8. The sale of foods in competition with the district's lunch (NSLP) or breakfast (SBP) programs will be allowed in dining sites during lunch and breakfast periods with Board approval only when all income from the food sales accrues to the benefit of the district's nutrition and food services or accrues to a school or student organization approved by the Board. A copy of the Board minutes approving and defining competitive food sales will be made available upon request.

9. Students will not be charged for second servings of meals or portions of meals served.

Record Keeping

[2] To comply with Section 504 as it relates to a student's severe food allergy, such as milk, gluten, nut or soy, and including but not limited to diabetes, colitis, etc.

[3] Federal law requires the district to publish meal charging requirements. The district's charging requirements must identify how and when the information about account balances is communicated to staff, students and parents, and what collection methods will be used on delinquent balances.

[4] Pursuant to ORS 327.535 the following language reflects required practice, but the language is not required to be in policy.

The following documents will be maintained by the district for three years after the current school year or longer, in the event of an unresolved audit(s), until the audit(s) has been completed:

1. All currently approved and denied confidential applications for free and reduced-price meals, all current direct certification documents, eligibility verification documents and school membership or enrollment lists;

2. Financial records that account for all revenues and expenditures of the district's nonprofit nutrition and food services programs, including procurement documents;

3. Records (i.e., recipes, ingredient lists and nutrition fact labels or product specifications) that document the compliance with nutrition standards for all program and competitive foods available for sale to students at a school campus;

4. Documents of participation data (i.e. meal counts) from each school in the district to support claims for reimbursement;

5. Production and menu records;

6. Records to document compliance with Paid Lunch Equity;

7. Records to document compliance with Revenue from Nonprogram Foods; and

8. Internal program monitoring documents for NSLP, SBP, afterschool snacks, CACFP, and SFSP.

Gervais School District 1

Code: **KL**
Adopted: 12/20/90
Readopted: 7/15/93, 2/19/15, 11/19/15, 2/15/18, 11/21/19
Administrative change: 10/18/18

Public Complaints */**

(Version 4)

(This version of sample policy KL does not need an accompanying administrative regulation, it is a stand-alone policy. If this policy is chosen by the Board, recommend delete any other existing complaint procedure.)

Board members recognize that complaints about schools may be voiced by employees, students, parents of students who attend a school in the district, and persons who reside in the district. When such complaints are made to a Board member, the Board member shall refer the person making the complaint to the superintendent or designee. A Board member shall not attempt to respond, review, handle or resolve such complaints as the individual board member has no authority to do so.

A complaint of retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation, should be made to the superintendent.

A person may initiate a complaint by discussing the matter with the administrator . That administrator shall attempt to resolve the complaint within 10 working days of initiation of the complaint by discussion with the administrator. If the complainant is dissatisfied, the complainant may file a written complaint with the superintendent within 10 working days of the decision from the administrator . The superintendent will attempt to resolve the complaint. If the complaint remains unresolved after 10 working days of receipt of the complaint by the superintendent, the complainant may appeal to the Board. A written complaint referred to the Board may be considered at the next regularly scheduled or special Board meeting. A final written decision regarding the complaint shall be made by the Board within 20 days from receipt of the complaint. The written decision of the Board will be final and will address each allegation in the complaint and reasons for the district's decision. If the Board chooses not to hear the complaint, the superintendent's decision is final. The Board may hold the hearing in executive session if the subject matter qualifies under Oregon law.

The timelines may be extended upon written agreement between the district the complainant.[1]

The district may offer mediation or another alternative dispute resolution process as an option if all parties to the complaint agree in writing to participate in such mediation or resolution.

[1] For district information. The district's timeline established by each step of the district's complaint procedure for alleging a violation found in OAR 581-002-0003 must be within 30 days of the submission of the complaint at any step, unless the district and complainant have agreed in writing to a longer time period for that step. However, the district's complaint procedure should not exceed a total of 90 days from the initial filing of the complaint, regardless of the number of steps involved, unless the district and the complainant have agreed in writing to a longer time period. (OAR 581-002-0005)

Complaints against the principal should be filed with the superintendent. The superintendent will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall decide, within 20 days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 10 days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. 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 may use executive session if the subject matter qualifies under Oregon law. The Board shall decide, within 20 days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 10 days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. 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 shall decide, within 20 days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 10 days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

Complaints against the Board chair should be made directly to district counsel on behalf of the Board. The district counsel shall present the complaint to the Board in a Board meeting. 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 shall decide, within 20 days, in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 10 days. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

A complainant must file a complaint within the later of either time limit set below, in accordance with State law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or

2. Within one year after the affected student has graduated from, moved away from or otherwise left the district.

The district's final decision for a complaint processed under this Board policy that alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), ORS 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation),

will be issued in writing or electronic form. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and the complaint is not resolved through the complaint process above, the complainant may file an appeal[2] to the Deputy Superintendent of Public Instruction under OAR 581-001-0001 – 581-001-0023 [(See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction).

END OF POLICY

Legal Reference(s):

ORS 192.660
ORS 332.107
ORS 659.852
OAR 581-002-0001 - 002-0005
OAR 581-022-2370
Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).

[2] An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

OSBA BOARD POSITION 12
Proposed Resolution:

Move that the Gervais School District #1 Board of Directors cast a vote for Melissa LaCrosse for OSBA Board Position 12 and authorize Sandra Segura to submit our vote to OSBA.

MOTION BY:_____ SECONDED BY:_____

DISCUSSION:_____

_____

Board Member:	**For:**	**Against:**	**Abstain:**
Bustamante	_____	_____	_____
Caballero	_____	_____	_____
Jirges	_____	_____	_____
Martin	_____	_____	_____
Sullivan	_____	_____	_____

NOMINATION FORM
OSBA BOARD OF DIRECTORS
REGIONAL MEMBER

Date 9/10/19

TO: Kevin Cassidy, OSBA President-Elect
Oregon School Boards Association
1201 Court St NE, #400
Salem, OR 97301
Fax: 503-588-2813
E-mail: OSBAelections@osba.org

Nominations are due by 5 pm, September 27, 2019.

Return this form and all candidate information forms to the OSBA office by email at OSBAelections@osba.org, or mail to Oregon School Boards Association, 1201 Court St. NE, #400, Salem, OR 97301

Dear Kevin Cassidy:

With this letter, our board nominates the candidate named below to a position on the OSBA Board of Directors for the Marion Region, Position # 12.

BOARD CANDIDATE INFORMATION

Name: Melissa LaCrosse
District/ESD/Community College: Jefferson 14J
Address: P.O Box 754
City: Jefferson, Oregon ZIP: 97352
E-mail: melissa.lacrosse@jefferson.k12.or.us Phone: 503-949-2032

This nomination was approved by official action of our board of directors at a duly called meeting on 9/9/19
(date)

Terry Kamlade Vice Chair
(Board Chair signature)
Board Chair name: Terry Kamlade, Vice Chair
District: Jefferson 14J
Address: 1328 N. 2nd st
City: Jefferson, Oregon ZIP: 97352

CANDIDATE QUESTIONNAIRE
OSBA Board of Directors

Name: Melissa R. LaCrosse

Region: Marion

District/ESD/CC: Jefferson 14J

Position #: 12

I certify that if elected, I will faithfully serve as a member of the OSBA board of directors. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.

Signed:

Date: 19 Sept 2019

Be brief; please limit your responses to 50 words per question.

1. Describe in your own words the mission and goals of OSBA.

   OSBA serves member school districts, educational service districts and community colleges. OSBA is committed to developing boards, providing quality training and affordable services such as policy development, bargaining, and insurance (PACE.) OSBA is dedicated to improving student success and advocacy and the state and federal levels.

2. What do you want to accomplish by serving on the OSBA board of directors?

   I want to continue serving my region, well represent both our small and large districts and our diverse issues. While we have seen gains in funding from the last legislative cycle, I would like to see stability for our budgets. I am concerned for unfunded mandates that effect our districts and have wide impacts on our programs and budgets.

3. What leadership skills do you believe you bring to the board of directors? Give an example of a situation in which you demonstrated these skills.

   I am tenacious and passionate about quality education and safe schools for our students. I spent two years (three election cycles) working and advocating for a school bond in my district. It passed on the third attempt.

   I learn quickly, I research thoroughly and apply what I learn. This skill set is helpful working with policy matters and legislation.

4. What do you see as the two most challenging issues faced by OSBA?

   I believe legal challenges to PERS Reform will be an issue. While we made gains in funding, we have not achieved stable funding or Constitutional amendment to fund our schools at the Quality Education Model. We need to ensure stable and equitable funding for our school districts.

5. What do you see as the two most challenging issues faced by your region?

   The Marion County Region holds the heart of our State government, containing some of the State's smaller and larger districts. Our districts are diverse, but I think our two largest issues are sustainable adequate / equitable funding and protecting our most vulnerable student populations, while providing a school environment where all our students can learn and find success.

6. What is your plan for communicating with boards in your region?

   I attend regional meetings, summer camp and convention; I will continue to be active at those. I have a goal to visit all boards in my region. I will use email, phone and various forms of social media to communicate and be available.

Deadline: September 27, 2019, 5 pm

Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.

CANDIDATE PERSONAL/PROFESSIONAL RESUME
OSBA Board of Directors

Name: Melissa R. LaCrosse

Address: PO Box 754

City / ZIP Jefferson, OR 97352

Business phone: N/A

Residence phone: 541-327-8070

Cell phone: 503-949-2032

E-mail: melissa.lacrosse@jefferson.k12.or.us

District/ESD/CC: Jefferson 14J

Date: 19 Sept 2019

Term expires: 6/30/2023 Years on board: 4

Deadline: September 27, 2019, 5 pm

Please send your picture (head shot). A high-resolution digital photo is preferred but a print is acceptable. E-mail to *OSBAelections@osba.org*, or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301

Work or service performed for OSBA or local district (include committee name and if you were chair):

JSD 14J Finance Committee	Jan 2019 – present
JSD 14J Policy Committee	July 2018 – present
OSBA Governance Committee	Feb 2018 – present
JSD 14J Bond Oversight Committee	July 2017 – present
JSD 14J Chair	July 2017 – June 2018
JSD 14J Vice Chair	July 2016 – June 2017
JSD 14J Bargaining Team	July 2015 – May 2018
For Kids 4 Jefferson PAC (School Bond PAC)	Oct 2015 – June 2017
JSD Classroom Volunteer	Sept 2013 – present

Other education board positions held/dates:

N/A

Occupation (Include at least the past five years):

Employers:	Dates:
Jefferson School District Volunteer	Sept 2013 – Present
Self Employed – Small Business Owner	July 2013 – Present
Lane County Human Resources	July 2010 – June 2013
Marion County Human Resources	Jan 2009 – July 2010

Schools attended (Include official name of school, where and when):

High school:

Crescent Valley High School	Corvallis, Oregon	Sept 1988 – June 1992

College:

Willamette University College of Law	Salem, Oregon	Aug 1997 – July 1998
Oregon State University	Corvallis, Oregon	Sept 1995 – June 1997
Southern Oregon University	Ashland, Oregon	Sept 1992 – June 1995

Degrees earned:

Bachelors of Science in Political Science

Oregon State University

Education honors and/or awards:

N/A

Other applicable training or education:

OSBA Leadership Oregon Graduate 2017
Negotiations and Collaboration: Getting to Yes – Senator David Landis / Chinook Institute
Taking your Negotiation Skills to the Next Level – National Public Employer Labor Relations Association
Leading with Emotional Intelligence – Suzanne Rotondo / REDSHIFT Leadership
Cats & Dogs: Managing and Maintaining Relationships – Sari de le Motte / FORTE
Don't Shoot the Messenger: Preserving Relationships – Sari de le Motte / FORTE

Activities, other state and local community services:

I actively serve my community and volunteer in the classroom. I work to support the students, families and teachers in my district. The past four years I worked on a bond project in our district - we successfully passed our bond by 15 votes on the third attempt. Our students moved into a new middle school, 6 new elementary school classrooms and a gymnasium the beginning of the 2019-20 school year. I have been a part of the Marion County Health and Human Services Drug and Alcohol Workgroup for the last year. I will continue to be a member of the coalition to reduce drug and alcohol use in our schools and Marion County.

Hobbies/special interests:

I enjoy the outdoors, gardening and have backyard chickens that I adore. I love singing and music. If I have spare time, you might find me reading. Family is important to me. My husband is in law enforcement. We have a daughter that just began high school. My son is a Jefferson graduate. He currently attends Chemeketa and is enrolled in a 2 year Computer-Aided Design/Computer-Aided Manufacturing program.

Business/professional/civic group memberships; offices held and dates:

N/A

Additional comments:

I started this journey six years ago in the classroom helping 4th graders with reading, spelling and math. I was one of those children that needed help myself – in first and second grade I went to the reading lab, but by fourth grade I was in a TAG reading program. I believe we can make the difference working together. I look around, and see so many things that need fixing. I hope by continuing in the classroom, serving on my local board and serving on the regional board that I can make a difference. I want to give our children the opportunities I had for success, and that they would grow to have a lifelong love of learning.

The past two years serving the Marion Region on the Oregon School Boards Association Board of Directors has been a privilege. I have had the opportunity to represent both Jefferson and Marion Region school districts in Washington DC and in Salem. I am committed to telling our stories, the ones that will make a difference and bring stable funding for our student's learning and success.

Deadline: September 27, 2019, 5 pm

Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.

OSBA LPC POSITION 11
Proposed Resolution:

Move that the Gervais School District #1 Board of Directors cast a vote for Satya Chandragirl for OSBA LPC Position 11 and authorize Sandra Segura to submit our vote to OSBA.

MOTION BY:_____ SECONDED BY:_____

DISCUSSION:_____

_____

Board Member:	**For:**	**Against:**	**Abstain:**
Bustamante	_____	_____	_____
Caballero	_____	_____	_____
Jirges	_____	_____	_____
Martin	_____	_____	_____
Sullivan	_____	_____	_____

NOMINATION FORM
OSBA LEGISLATIVE POLICY COMMITTEE (LPC)
REGIONAL MEMBER

Date: September 10, 2019

TO: Kevin Cassidy, OSBA President-Elect
Oregon School Boards Association
1201 Court St NE, #400
Salem, OR 97301
Fax: 503-588-2813
E-mail: *OSBAelections@osba.org*

Nominations are due by 5 pm, September 27, 2019.

Return this form and all candidate information forms to the OSBA office by email at *OSBAelections@osba.org*, or mail to Oregon School Boards Association, 1201 Court St. NE, #400, Salem, OR 97301

Dear Kevin Cassidy:

With this letter, our board nominates the candidate named below to a position on the OSBA Legislative Policy Committee for the Marion Region, Position # 11.

LPC CANDIDATE INFORMATION

Name: Satya Chandragiri

District/ESD/Community College: Salem-Keizer Public Schools

Address: 2450 Lancaster Drive NE

City: Salem, Oregon 97305

E-mail: Chandragiri_Satya@salkeiz.k12.or.us Phone: 503-399-3001

This nomination was approved by official action of our board of directors at a duly called meeting on September 10, 2019.

(Board Chair signature)

Board Chair name: Marty Heyen

District: Salem-Keizer Public Schools

Address: 2450 Lancaster Drive, NE, Salem, OR 97305

CANDIDATE QUESTIONNAIRE
OSBA Legislative Policy Committee

Name: Satyanarayana Chandragiri MD Region:Marion

District/ESD/CC: Salem -Keizer school district 24J Position #:11

I certify that if elected I will faithfully serve as a member of the OSBA Legislative Policy Committee. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.

Satyanarayana Chandragiri
Name

9/16/2019
Date

Be brief; please limit your responses to 50 words per question.

1. What do you want to accomplish by serving on the Legislative Policy Committee (LPC)?

Educational outcomes are health outcomes. Anything that hurts our children's health and safety will impair their learning. Despite this, inequities exists in our country. Healthy and educated citizens are vital for our nation's economy, national security, social and business viability. I want to work on systemic approaches to improve the health and educational trajectories of our students and help them lead a flourishing life.

2. What leadership skills do you bring to the LPC? Give an example of a situation in which you demonstrated these skills.

31 years of serving as a psychiatrist in three countries, working with diverse communities of children, families, Veterans. I learned to listen, practice deep understanding, compassion for others. I am fiscally frugal, believe in hard work, role of public education to mitigate inequities.

I headed state hospital, started a mental health program and served half of Saint Lucia, started residential programs for those with traumatic brain injuries using blended funding that went on to win National award. I see challenges as an opportunity to innovate, empower our team, create opportunities for local business, create jobs and serve in a cost effective manner. I am a team player and have worked on developing trauma informed systems of care in my work extending from Harney to Douglas county in the last 19 years of serving Oregon. Following September 11, 2001 when federal government abruptly ended a health professional shortage area physician recruitment program, I worked and lobbied along with my professional association and helped Oregon adopt Conrad 30 program to replace thus we were able to continue to serve medically underserved areas in our state.

Malheur National Wildlife Refuge armed occupation ended in February 2016. I realized the impact of the trauma on the entire county. The state was preoccupied with a mass shooting at Roseburg and not much help was forthcoming to address the psychological impact. In order to prevent a contagion effect, I drove to the county and camped there for five days and worked with my patients, my staff, the staff of general hospital, BLM , the local news paper, other agencies including law enforcement, faith communities etc. I created a blog harneyheals.wordpress.com with tools to help the county heal, the staff to return to work, for parents to communicate with their children, manage stress and trauma, with clear information on when and where to seek

help. This was communicated to all the 7500 residents of the county and thus we prevented a violence contagion effect and helped the county heal.

3. What do you see as the two most challenging legislative issues faced by OSBA?

A. Oregon Student Success act- Implementation of the student success act, engaging diverse communities and aligning the policy and priorities

B. Student mental health and wellness, suicide prevention. As it has bearing on school attendance, educational outcomes, school safety and requires legislation, cross cutting policy alignment across other child serving systems of care, it will be an important issue and will require collaboration across systems.

4. What do you see as the two most challenging legislative issues faced by your region?

A. Addressing the needs of diverse communities and educational equity. Ensuring clear measurable equity indicators of educational outcome, resources and opportunity allocation across disadvantaged communities.

B. Improve school engagement and increase school attendance, graduation and quality educational program that is engaging, expanding CTEC program and opportunities that lead to well paying job ready programs or post secondary educational opportunities.

5. What is your plan for communicating with boards in your region about legislative issues?

In addition to one to one contact with board members, I will send regular email summary to other board directors in our region, solicit their ideas, do periodic survey of the issues and concerns facing the region, meet the Board chair or vice chair, or other board directors.

I will share the updates and summaries to other boards so that they can share with their communities. I will solicit their participation in the OSBA convention and other meetings, ask other board directors to join me when meeting the legislators, legislative staff, request them to attend lobby days, write to the local media or contact local communities to solicit the public support around issues that are important priorities for OSBA.

I will brain storm ideas with other Board members who have longer experience in the school board or have expertise in selected areas , seek to learn from them and also learn best practices that they have implemented in their district and has the potential for scaling up in our region or our state. I want to learn what works and does not work and explore legislative or policy solutions.

Deadline: September 27, 2019, 5 p.m.

Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.

CANDIDATE PERSONAL/PROFESSIONAL RESUME
OSBA Legislative Policy Committee

Name: Satyanarayana Chandragiri MD. Date:9-17-19

Address: 3231 Cole Road South

City / ZIP: Salem, OR 97306

Business phone:5032699915

Residence phone:503 364 5440

Cell phone:5032699915

E-mail:chandragiri_satya@salkeiz.k12.or.us

District/ESD/CC: 24 J Salem Keizer school district

Term expires:2023. Years on board: STARTED 2019

Deadline: September 27, 2019, 5 pm

Please send your picture (head shot). A high-resolution digital photo is preferred but a print is acceptable. E-mail to *OSBAelections@osba.org*, or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301

Work or service performed for OSBA or local district (include committee name and if you were chair):

Elected school Board Director July 2019

Other education board positions held/dates:

Occupation (Include at least the past five years):

Employers: Dates:

Psychiatrist- Chandras clinic, Salem OR- psychiatric services private practice, Harney county mental health, Psychiatric care to persons with mental illness and brain injury in group home in Lane and Douglas County.

Started my practice Chandras clinic in 2008

Salem Hospital department of psychiatry. Since 2005

Previously Psychiatrist at Salem VA clinic from 2012 to 2017

Psychiatrist at Greater Oregon Behavioral Health incorporation serving Eastern Oregon as the medical director of Utilization services department since 2018

Schools attended (Include official name of school, where and when):

High school: Kendriya Vidyalaya, Bangalore, India graduated 10th grade in 1979

College: Satya Sai college, India completed Pre University (11th and 12th grade) 1979-1981

Degrees earned: MBBS Bangalore Medical College, Bangalore, India 1981-1987

MD Psychiatry, National Institute of mental health and neuroscience, Bangalore, India 1987-1990

MD Psychiatry, Temple University Hospital, Philadelphia, PA 1996-2000

Education honors and/or awards:

American Psychiatric Association Bristol Meyer Squibb fellowship in Public Psychiatry

Oregon Psychaitric Association access award

Other applicable training or education:

Activities, other state and local community services:

Former superintendent of Blue mountain recovery center, a state hospital in Pendleton, OR

Former President INDUS (India US friendship Association) an Association to promote cultural understanding

Hobbies/special interests:

Raise chicken, cooking, painting, traveling, learning languages. Between my wife and I we speak nine languages.

Business/professional/civic group memberships; offices held and dates:

Past President of Oregon Psychiatric Association

Member of Oregon Psychiatric physician Association and American Psychiatric Association

Former Board member of American Association of community psychiatrists

Additional comments:

1. In 1994 started a general hospital based community mental health program and served a population of 60,000 and south of Saint Lucia, West Indies.
2. In 2016 when the Harney county Malheur National wildlife refuge armed takeover ended after 41 days, I worked with various county agencies to help the county recover from the impact of the takeover.

OSBA LPC POSITION 12
Proposed Resolution:

Move that the Gervais School District #1 Board of Directors cast a vote for _____ for OSBA LPC Position 12 and authorize Sandra Segura to submit our vote to OSBA.

MOTION BY:_____SECONDED BY:_____

DISCUSSION:_____

_____

Board Member:	**For:**	**Against:**	**Abstain:**
Bustamante	_____	_____	_____
Caballero	_____	_____	_____
Jirges	_____	_____	_____
Martin	_____	_____	_____
Sullivan	_____	_____	_____

NOMINATION FORM
OSBA LEGISLATIVE POLICY COMMITTEE (LPC)
REGIONAL MEMBER

Date 9/9/13

TO: Kevin Cassidy, OSBA President-Elect
Oregon School Boards Association
1201 Court St NE, #400
Salem, OR 97301
Fax: 503-588-2813
E-mail: OSBAelections@osba.org

Nominations are due by 5 pm, September 27, 2019.

Return this form and all candidate information forms to the OSBA office by email at OSBAelections@osba.org, or mail to Oregon School Boards Association, 1201 Court St. NE, #400, Salem, OR 97301

Dear Kevin Cassidy:

With this letter, our board nominates the candidate named below to a position on the OSBA Legislative Policy Committee for the Marion Region, Position # 12.

LPC CANDIDATE INFORMATION

Name: Glenn Holum

District/ESD/Community College: North Marion School District 15

Address: 11712 Broadacres Rd NE

City: Hubbard, Oregon ZIP: 97032

E-mail: glenn.holum@nmarion.k12.or.us Phone: 503-951-7630 (cell)

This nomination was approved by official action of our board of directors at a duly called meeting on September 9, 2019.

Heidi Torian

(Board Chair signature)

Board Chair name: Heidi Torian
District: North Marion School District 15
Address: 20256 Grim Rd NE
City: Aurora, Oregon ZIP: 97002

CANDIDATE QUESTIONNAIRE
OSBA Legislative Policy Committee

Name: Glenn Holum_____ Region: Marion

District/ESD/CC: _North Marion School District 15_____ Position #: 12

I certify that if elected I will faithfully serve as a member of the OSBA Legislative Policy Committee. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.

Name: Glenn Holum Date: _____9/27/19____

Be brief; please limit your responses to 50 words per question.

1. What do you want to accomplish by serving on the Legislative Policy Committee (LPC)?

Ensuring stable, consistent school funding, trying to insulate as best possible the politicization of said funding from session to session. Growing the conduit of communication as it relates to school districts throughout Oregon, by relaying real issues facing school districts, through OSBA, to the legislative houses that ultimately hold the purse strings. Delving into emerging issues that are on the horizon to find collaborative solutions so each and every student has the maximum opportunity to succeed throughout the state in the public education system.

2. What leadership skills do you bring to the LPC? Give an example of a situation in which you demonstrated these skills.

I lead by example, am a hard worker, very much a behind the scenes player to produce tangible results. I and my wife assumed the leadership role of our local all school benefit auction 7 years ago. The proceeds entirely benefit North Marion School District. Serving as chair and vice chair the event has doubled the amount of funds disbursed on a yearly basis. This benefit auction has, funded, drama, sound systems, a lit reader board sign, AED defibrillators installed campus wide, new school safety crossings for Grim Road, new sports uniforms, Spanish language books for our library, the list goes on and on. But each of these projects help our students succeed and it takes no less than 100 volunteers yearly to organize and execute this event.

3. What do you see as the two most challenging legislative issues faced by OSBA?

Stable consistent, non politicized school funding session after session.

Unfunded mandates.

4. What do you see as the two most challenging legislative issues faced by your region?

Consistent and stable funding, especially as it relates to ensuring every student has the opportunity to succeed and graduate.

Curriculum and systems of teaching with proven track records to give an opportunity for every student to not just learn but be provided with the tools and basis for a lifetime of success.

5. What is your plan for communicating with boards in your region about legislative issues?

Regional meetings, OSBA conferences. In person visits and in person communication. Familiarizing myself with Boards within my region and the issues facing each unique district.

Deadline: September 27, 2019, 5 p.m.

Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.

CANDIDATE PERSONAL/PROFESSIONAL RESUME
OSBA Legislative Policy Committee

Name: _Glenn Holum_____ Date: _____9/26/19_____

Address: 11712 Broadacres Rd NE
City / ZIP: Hubbard, Zip: 97032
Business phone: 503-951-7630
Residence phone: 503-951-7630
Cell phone: 503-951-7630
E-mail: glenn.holum@nmarion.k12.or.us
District/ESD/CC: North Marion School District 15
Term expires: June 30, 2021 Years on board: 2

Deadline: September 27, 2019, 5 pm

Please send your picture (head shot). A high-resolution digital photo is preferred but a print is acceptable. Email to *OSBAelections@osba.org*, or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301

Work or service performed for OSBA or local district (include committee name and if you were chair):
Board Director, North Marion School Board of Directors.

Other education board positions held/dates:

Occupation (Include at least the past five years):
Employers: Dates:
Self: Nurseryman, owner/operator, specialty propagator and distributor of proprietary genetics (breeding) throughout North America 1987-Current
Registered Representative, Primerica Financial Services. 2011-Current
Proprietor of Investment Property, 2001-Current

Schools attended (Include official name of school, where and when):
High school: North Marion High School, Aurora Oregon, 1987-1991
College: Clackamas Community College, Ornamental Horticulture, 1991-1993
Degrees earned:

Education honors and/or awards:

Other applicable training or education:

Series 6 & 63 Licensed, Registered Representative, PFS Investments Inc

Activities, other state and local community services:

Current City of Hubbard Planning Commissioner, have served as both Chairman and Vice Chairman of Hubbard Planning Commission 2009-Current

Former Marion County Planning Commissioner

Former Candidate for OR HD18, in the last special appointment for that seat after Vic Gilliam stepped down

Hobbies/special interests:

Very involved father of four

Avid outdoorsman

Politics

Plant nerd

Business/professional/civic group memberships; offices held and dates:

Former Board Member and Vice President of Oregon Flower Growers Association

Current Board Member, former president, former vice president, North Marion All School Auction Executive Committee

Former CD5 Chair, Oregon Republican State Central Committee

Former CD5 Vice Chair, Oregon Republican State Central Committee

Former Member, Oregon State Republican Central Executive Committee

Former Board Member St Agnes Catholic Church Mission Council

Additional comments:

Deadline: September 27, 2019, 5 pm

Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.

NOMINATION FORM
OSBA LEGISLATIVE POLICY COMMITTEE (LPC)
REGIONAL MEMBER

Date 9/19/19

TO: Kevin Cassidy, OSBA President-Elect
Oregon School Boards Association
1201 Court St NE, #400
Salem, OR 97301
Fax: 503-588-2813
E-mail: OSBAelections@osba.org

Nominations are due by 5 pm, September 27, 2019.

Return this form and all candidate information forms to the OSBA office by email at OSBAelections@osba.org, or mail to Oregon School Boards Association, 1201 Court St. NE, #400, Salem, OR 97301

Dear Kevin Cassidy:

With this letter, our board nominates the candidate named below to a position on the OSBA Legislative Policy Committee for the Marion Region, Position # 12.

LPC CANDIDATE INFORMATION

Name: Garrett Trott

District/ESD/Community College: North Santiam School District

Address: 1339 E Virginia St

City: Stayton Oregon ZIP: 97383

E-mail: garrett.trott@nsantiam.k12.or.us Phone: 503-551-7690

This nomination was approved by official action of our board of directors at a duly called meeting on
September 19, 2019
(date)

Alisha Oliver
(Board Chair signature)

Board Chair name: Vice-Chair, Alisha Oliver

District: North Santiam School District

Address: 1155 N 3rd Ave

City: Stayton, Oregon ZIP: 97383

CANDIDATE QUESTIONNAIRE
OSBA Legislative Policy Committee

Name: Garrett Trott_____ Region: _____Marion_____

District/ESD/CC: North Santiam School District_____ Position #: _____

I certify that if elected I will faithfully serve as a member of the OSBA Legislative Policy Committee. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.

Garrett Trott	08/26/2019
Name	Date

Be brief; please limit your responses to 50 words per question.

1. What do you want to accomplish by serving on the Legislative Policy Committee (LPC)

I want to learn more about the legislative process and how as a board member I can play a more impactful role in advocating for policy, for public schools, and our district.

2. What leadership skills do you bring to the LPC? Give an example of a situation in which you demonstrated these skills.

I led our board through acceptance and implementation of a diversity policy. This involved everything from learning what other districts have done regarding diversity, introducing the policy and the warrant behind it to the board, engagement in dialog with board members and local diversity experts. I have a temperament that enjoys learning and I have found this to be incredibly beneficial in the role that I serve on the board.

3. What do you see as the two most challenging legislative issues faced by OSBA?

Allocation of funding and equity

4. What do you see as the two most challenging legislative issues faced by your region?

Equity and community engagement

5. What is your plan for communicating with boards in your region about legislative issues?

E-mail, maybe oral presentations to board members (outside of the NSSD).

Deadline: September 27, 2019, 5 p.m.

Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.

CANDIDATE PERSONAL/PROFESSIONAL RESUME
OSBA Legislative Policy Committee

Name: Garrett Trott Date: 8/26/2019

Address: 1339 Wilshire Drive

City / ZIP: Stayton, OR

Business phone: 503-589-8116

Residence phone: 505-551-7690

Cell phone: 503-551-7690

E-mail: gtrott73@gmail.com

District/ESD/CC: North Santiam School District

Term expires: 2023 Years on board: 7

Deadline: September 27, 2019, 5 pm

Please send your picture (head shot). A high-resolution digital photo is preferred but a print is acceptable. E-mail to *OSBAelections@osba.org*, or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301

Work or service performed for OSBA or local district (include committee name and if you were chair):

North Santiam School District
- Board of Directors (2012-current)
  - Chairman (2017-2019)
  - Vice-Chair (2015-2017)
  - Community Engagement Committee (2014-current)
  - Budget Committee (2011)

Other education board positions held/dates:

n/a

Occupation (Include at least the past five years): University Librarian

Employers: Corban University Dates: 2005-current

Schools attended (Include official name of school, where and when):

High school: Sehome High School (Bellingham, WA) graduated: 1991

College: Multnomah University, Bachelor of Science, graduated: 1996

Trinity Western University, Master of Theological Studies, graduated: 2000

Emporia State University, Master of Library Science, graduated: 2004

Corban University, Doctor of Ministry, est. graduate: 2021

Degrees earned: (see above)

Education honors and/or awards:

Other applicable training or education:

Activities, other state and local community services:

Oregon Library Association:

Conference Committee: 2008-2009; 2010-2011; 2011-2013

Academic Section: 2007-2010; 2915-2017

Hobbies/special interests:

Reading

Business/professional/civic group memberships; offices held and dates:

Association of Christian Librarians

Editor-in-Chief of *The Christian Librarian*: 2013-current

Atla:

Editor-in-Chief of *Theological Librarianship*: 2019-current

Additional comments:

Deadline: September 27, 2019, 5 pm

Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.

APPOINT NEW BUDGET COMMITTEE MEMBERS
Proposed Resolution:

Move that the Gervais School District #1 Board of Directors appoint _____as shown in action item 11-19-8.5.

MOTION BY:_____SECONDED BY:_____

DISCUSSION:_____

_____

Board Member:	**For:**	**Against:**	**Abstain:**
Bustamante	_____	_____	_____
Caballero	_____	_____	_____
Jirges	_____	_____	_____
Martin	_____	_____	_____
Sullivan	_____	_____	_____

19-20 BUDGET HEARING MOTION CORRECTION
Proposed Resolution:

Move that the Gervais School District #1 Board of Directors approves the correction to the 19-20 Budget Hearing motion as shown in action item 11-19-8.6.

MOTION BY:_____ SECONDED BY:_____

DISCUSSION:_____

_____

Board Member:	**For:**	**Against:**	**Abstain:**
Bustamante	_____	_____	_____
Caballero	_____	_____	_____
Jirges	_____	_____	_____
Martin	_____	_____	_____
Sullivan	_____	_____	_____

ADOPT, APPROPRIATE & LEVY TAXES (Correction to 19/20 Adopted Budget)

PROPOSED RESOLUTION:

Move that the Gervais School District #1 Board of Directors resolve to approve the budget as shown in item _____

(Fund 400, Capital Projects was shown at an appropriation level of $10,000 for Support Services on the original motion. The detail of the budget was for $5,000 in Support Services and $5,000 for Facility Acquisition.)

ADOPTING 2019/20 BUDGET

BE IT RESOLVED, that the Board of Directors of the Gervais School District #1 hereby adopts the budget for 2019-20 in the total sum of **$24,230,725** now on file in the district administrative office.

MAKING APPROPRIATIONS

BE IT RESOLVED, that for the fiscal year beginning July 1, 2019, the amounts shown below are hereby appropriated for the purpose indicated with the funds listed:

GENERAL FUND			SPECIAL FUNDS / GRANTS	
1000 Instruction	$ 10,384,846.00		1000 Instruction	$ 1,219,220.00
2000 Support Services	$ 5,613,120.00		2000 Support Services	$ 1,250,780.00
3000 Enterprises & Community Service	$ 30,000.00		3000 Enterprises & Community Service	$ 926,635.00
4000 Facility Acquisition & Construction	$ -		4000 Facility Acquisition & Construction	$ 1,720,000.00
5000 Debt Service			5000 Debt Service	$ 24,320.00
5000 Transfers	$ 586,500.00		6000 Contingencies	$ -
6000 Contingencies	$ 1,202,244.00		**TRUST & AGENCY**	
			2000 Support Services	$ -
Appropriations	**$ 17,816,710.00**		3000 Enterprises & Community Service	$ -
			CAPITAL PROJECTS	
7000 Un-appropriated	$ -	*	2000 Support Services	$ 5,000.00
			3000 Enterprises & Community Service	
General Fund Balance	**$ 17,816,710.00**		4000 Facility Acquisition & Construction	$ 5,000.00
			5000 Debt Service	
			6000 Contingencies	
			DEBT SERVICE	
			5000 Debt Service - Long Term	$ 1,263,060.00
			Total	**$ 24,230,725.00**
			Total Appropriated	**$ 24,230,725.00**
			Total Unappropriated	**$ -**

**No un-appropriated*

LEVYING AD VALOREM TAXES AND CATEGORIZATION OF LEVY

BE IT RESOLVED, that the Board of Directors of Gervais School District #1 hereby imposes the taxes provided for in the adopted budget in the amount or at a rate of $4.6427 per $1000 of assessed value for operations; and that these taxes are hereby imposed and categorized for the tax year 2019-2020 upon the assessed value of all taxable property within the district as follows:

Subject to the:	**Education Limitation**	**Excluded from Limitations**
Permanent Rate Tax	$4.6427 / $1000	
Local Option Tax	-0-	
Debt Service Levy		-0-

MOTION BY:_____ SECONDED BY:_____

DISCUSSION_____

Board Member	**For**	**Against**	**Abstain**
Bustamante	___	____	____
Caballero	___	____	____
Jirges	___	____	____
Martin	___	____	____
Sullivan	___	____	____

_____

Approved 11/21/2019 -Board Secretary

Introduction

In 2017, the Oregon State Legislature passed SB 1062, which requires that, every school district, education service district, and public charter school develop a Healthy and Safe Schools Plan (HASS Plan). Each organization's HASS Plan has specific requirements that must be included for the HASS Plan to comply with state law. All HASS Plans are due to the Oregon Department of Education by July 1, 2019. Additionally, each school district, education service district, and public charter school is required to certify annually that the organization continues to comply with the requirements of the HASS Plan by filing an Annual Statement. The following plan was developed to meet these requirements.

Gervais School District

Healthy and Safe Schools Plan

1. Responsible Person

The person responsible for administering and implementing the Healthy and Safe Schools Plan:

Name: Tony Miller
Position Title: Maintenance/Custodial Supervisor
Phone Number: 503.792.3803. ext.5060
Email Address: tony_miller@gervais.k12.or.us
Mailing Address: P.O. Box 100, Gervais, OR 97026

The person who is the designated IPM Coordinator:

Name: Tony Miller
Position Title: Maintenance/Custodial Supervisor
Phone Number: 503.792.3803. ext.5060
Email Address: tony_miller@gervais.k12.or.us
Mailing Address: P.O. Box 100, Gervais, OR 97026

The person responsible for AHERA information:

Name: Tony Miller
Position Title: Maintenance/Custodial Supervisor
Phone Number: 503.792.3803. ext.5060
Email Address: tony_miller@gervais.k12.or.us
Mailing Address: P.O. Box 100, Gervais, OR 97026

2. List Facilities

All facilities owned or leased by Gervais School District where students or staff are present on a regular basis are covered by this HASS Plan. The list of those buildings and facilities is below:

Facility Name	Facility Address
Gervais Elementary	150 Douglas Ave, Gervais, OR 97026
Gervais Middle School	300 East Douglas Ave, Gervais, OR 97026
Gervais High School	300 East Douglas Ave, Gervais, OR 97026
Samuel Brown Academy	300 East Douglas Ave, Gervais, OR 97026
Daycare	290A First Street, Gervais, OR 97026
District Office	290 First Street, Gervais, OR 97026
Bus Barn	10653 71st AVE, Brooks, OR 97305

3. Elevated Levels of Lead in Water Used for Drinking or Food Preparation

All school districts, education service districts, and public charter schools are required to test for and eliminate exposure to elevated levels of lead in water used for Drinking and Food Preparation through either remediation or eliminating access, according to OAR 333-061-0400 and OAR 581-022-2223. In conformance with those administrative rules, Gervais School District certifies the following:

1. All testing was done according to the testing requirements in OAR 333-061-0400;
2. All samples were analyzed by a lab accredited by Oregon Health Authority to test for those materials;
3. All water fixtures required to be tested under OAR 333-061-0400 were tested for elevated levels of lead in accordance with the testing schedule developed by the Oregon Health Authority; and
4. The testing schedule for each building covered by this plan is set forth below:

Facility Name	Year of Last Test	Next scheduled test (Beginning of 6 year schedule)	Schedule or Exemption Reason
Gervais Elementary	2016	2022 Fiscal Year	6 year schedule
Gervais Middle School	*2016*	2022 Fiscal Year	6 year schedule
Gervais High School	*2016*	2022 Fiscal Year	6 year schedule
Samuel Brown Academy	*2016*	2022 Fiscal Year	6 year schedule
Daycare	*2016*	2022 Fiscal Year	6 year schedule
District Office	*2016*	2022 Fiscal Year	6 year schedule
Bus Barn	*2016*	2022 Fiscal Year	6 year schedule

See attachment for GSD District lead testing results and link for notice here:
Lead in Water Test Results

4. Lead Paint

In order to comply with the United States Environmental Protection Agency's Renovation, Repair and Painting Program Rule, the district will only contract with certified lead based paint renovation contractors licensed by the Oregon Construction Contractors Board.

https://public.health.oregon.gov/HealthyEnvironments/HealthyNeighborhoods/LeadPoisoning/ChildCareSchools/Pages/RulesforRenovating.aspx

5. Asbestos

The Gervais School District complies with the federal Asbestos Hazard Emergency Response Act (AHERA). All required asbestos management plans are available for viewing by submitting a request to Tony Miller.

6. Radon

The Gervais School District has developed a radon plan as required by ORS 332.167. Community members can access a copy of the radon plan here: Radon Plan

Test results will be made public and are available here: Radon Test Results

7. Integrated Pest Management

The Gervais School District has adopted an Integrated Pest Management (IPM) plan as required by ORS 634.700 through 634.750. Community members can access a copy of the IPM plan here: IPM Plan

8. Carbon Monoxide Detectors

The Gervais School District certifies that all buildings subject to the Healthy and Safe Schools Plan comply with the carbon monoxide detection standards in the state building code that was in effect when the building was originally constructed or as required by building code due to addition, upgrade, or remodel.

9. Test Results Publication

The Gervais School District is complying with the requirement to provide access to test results, as defined by OAR 581-022-2223 within 10 business days as defined by ORS 332.334. Test results can be found on http://www.gervais.k12.or.us/district/departments/ under the Maintenance/Custodial tab.
Specific test results can be found as follows:

- Lead in Water: Lead in Water Test Results
- Radon: Radon Test Results

Additionally, copies of all test results are available at 290 First Street Gervais Oregon. The Gervais School District will also use current district/school email lists or communications programs to provide final test results to staff, students, parents of minor students, and other members of the community. This includes providing actual final test results or providing direct access to final test results through links in the communications. Please contact Tony Miller to be added to current district email lists and programs.

I certify that the above information is true and accurate to the best of my knowledge.

Electronic signature of authorized representative	**Title**	**Date**

Gervais School District #1

Code: **JFCJ**
Adopted: 07/15/93
Readopted/Revised: 08/17/95, 03/12/98, 10/17/02, 06/21/12
Administrative Change: 05/29/14, 8/15/19

Weapons in the Schools**

Students shall not bring, possess, conceal or use a weapon on or at district property, activities under the jurisdiction of the district or interscholastic activities administered by a voluntary organization.

For purposes of this policy, and as defined by state and federal law, "weapon" includes:

1. A "dangerous weapon" means any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury;

2. A "deadly weapon" means any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury;

3. A "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, frame or receiver of any such weapon, any firearm silencer or any destructive device;

4. A "destructive device" means any explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device which is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line-throwing, safety or similar device.

Weapons may also include, but are not limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons.

Replicas of weapons, fireworks and pocket knives are also prohibited by Board policy. Exceptions to the district's replicas prohibition may be granted only with prior principal approval for certain curriculum or school-related activities.

Prohibited weapons, replicas of weapons, fireworks and pocket knives are subject to seizure or forfeiture.

In accordance with Oregon law, any employee who has reasonable cause to believe a student or other person has, within the previous 120 days, unlawfully been in possession of a firearm or destructive device as defined by this policy, shall immediately report such violation to an administrator, his/her designee or law enforcement. Employees who report directly to law enforcement shall also immediately inform an administrator.

Administrators shall promptly notify the appropriate law enforcement agency of staff reports received and at any other time there is reasonable cause to believe violations have occurred or that a student has been

expelled for bringing, possessing, concealing or using a dangerous or deadly weapon, firearm or destructive device. Parents will be notified of all conduct by their student that violates this policy.

Employees shall promptly report all other conduct prohibited by this policy to an administrator.

Students found to have brought, possessed, concealed or used a firearm in violation of this policy or state law shall be expelled for a period of not less than one year. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement, as appropriate. The superintendent may, on a case-by-case basis, modify this expulsion requirement. The superintendent may propose alternative programs of instruction or instruction combined with counseling that are age appropriate, and shall provide such information in writing to the student and the parent in accordance with law. Appropriate disciplinary and/or legal action will be taken against students or others who assist in activity prohibited by this policy.

Special education students shall be disciplined in accordance with federal law and Board policy JGDA – Discipline of Students with Disabilities and accompanying administrative regulation.

Weapons under the control of law enforcement personnel ~~[or a person who has a valid license under ORS 166.291 and 166.292~~] are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities approved by the district and conducted on district property [~~including, but not limited to, hunter safety courses, weapons-related vocational courses or weapons-related sports~~].

The district will post a notice at any site or premise off district grounds that at the time is being used exclusively for a school program or activity. The notice shall identify the district as the sponsor, the activity as a school function and that the possession of firearms or dangerous weapons in or on the site or premises is prohibited under ORS 166.370.

In accordance with the federal Gun-Free School Zone Act, possession or discharge of a firearm in a school zone is prohibited. A "school zone," as defined by federal law, means in or on school grounds or within 1,000 feet of school grounds.

"Gun-Free School Zone" signs may be posted in cooperation with city and/or county officials as appropriate. Violations, unless otherwise excepted by law or this policy, shall be reported to the appropriate law enforcement agency.

END OF POLICY

Legal Reference(s):

ORS 161.015
ORS 166.210 - 166.370
ORS 166.382
ORS 332.107
ORS 339.115
ORS 339.240
ORS 339.250
ORS 339.315
ORS 339.327
ORS 809.135
ORS 809.260
OAR 581-021-0050 – 021-0075
OAR 581-053-0010(5)
OAR 581-053-0230(9)(k)
OAR 581-053-0330(1)(r)
OAR 581-053-0430(17)
OAR 581-053-0531(16)

Gun-Free School Zones Act of 1990, 18 U.S.C. §§ 921(a)(25)-(26), 922(q) (2012).
Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400-1419 (2012).
Youth Handgun Safety Act, 18 U.S.C. §§ 922(x), 924(a)(6) (2012).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C. §§ 7101, 7111-7121 (2012).

IBI GROUP
907 SW Harvey Milk Street
Portland OR 97205 USA
tel 503 222 2045 fax 503 273 9192
ibigroup.com

September 16, 2019

Dandy Stevens
Superintendent
Gervais School District
290 1st Street | P.O. Box 100
Gervais, OR 97026

Re: ***Gervais School District***
Seismic Assessment
Fee Proposal for Professional Services

Dear Ms. Stevens,

We are pleased to provide you with our fee proposal for the above referenced project. The Scope of Work and fee shown below represents all professional services for tk1sc Structural Engineers and IBI Group Architects.

SCOPE OF WORK

Project Description and Scope
We propose to provide structural engineering services for the Gervais School District seismic assessment project in conjunction with the State of Oregon/Oregon Department of Education Office of School Facilities TAP Grant program. Under this proposal, tk1sc would provide seismic assessments for Gervais Elementary School, Gervais Middle School, and Gervais High School. These assessments and the resulting assessment reports would be performed and provided per the requirements of the Office of School Facilities OAR number 581-027-0045, "Seismic Assessment Requirements" and the referenced standard ASCE 41-17.

Assumptions
tk1sc assumes that none of the facilities have been categorized as Risk Category IV (buildings designated to serve as emergency service buildings or emergency shelters); please let us know if that is not the case. Additionally, tk1sc assumes that original construction or as-built drawings will be available for each facility; please let us know if that is not the case.

Compensation
We propose to provide the structural engineering services outlined above for a lump sum fee of $15,000 plus reimbursable expenses.

Please contact tk1sc with any further questions.

Jason Tornquist, PE, SE
Senior Director | Structural Engineer

tk1sc
Office: 206.596.4400 | **Direct:** 206.596.4422 | **Mobile:** 206.409.6534

COMPENSATION

For the above work, we will work on a lump sum basis. The fee amount represents tk1sc's and IBI Group's professional services fee amounts plus reimbursable expenses.

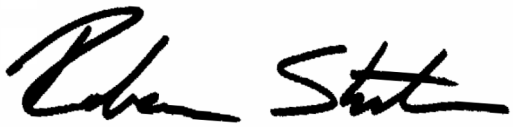
Our estimate for this fee proposal is:

Seismic Evaluation – Gervais Elementary School	**$5,000**
Seismic Evaluation – Gervais Middle School	**$5,000**
Seismic Evaluation – Gervais High School	**$5,000**
(1) Meeting To Present Findings & Finalize Report	**$2,000**
Reimbursable Expenses (printing and travel)	**$500**
Grand Total	***$17,500***

With your approval, by signature below, we are prepared to begin work on this project. Please contact me with questions and return one signed copy of this letter for our files.

Sincerely,
IBI Group Architects, Inc.

Rebecca Stuecker, AIA
Associate Principal



9/16/2019

Signature Date

Acceptance Signature Date

Cc: file
Attachments: tk1sc professional service agreement

October 23, 2019

Ms. Rebecca Stuecker
IBI Group
907 SW Harvey Milk Street
Portland, OR 97205

Re: **Gervais SD Seismic Assessments**
Engineering / Consulting Proposal and Professional Service Agreement

Dear Rebecca,

Thank you for the opportunity to collaborate with your firm on this project.

We are pleased to provide this proposal to furnish engineering / consulting services for the project referenced above.

Please contact me if you have any questions and/or comments regarding this proposal.

If you find the scope and fees acceptable please execute this agreement accepting the terms and conditions stated herein. If we are directed to proceed prior to execution of contract, the terms set forth in our proposal / agreement shall prevail until such time as an agreement is fully executed.

This proposal will remain open for thirty (30) days from October 23, 2019.

Sincerely,
tk1sc

Jason Tornquist, PE, SE
Senior Director | Structural Engineer

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PROFESSIONAL SERVICES AGREEMENT ("PSA")
Between **tk1sc** (SUBCONSULTANT) and ARCHITECT / PRIME CONSULTANT (CLIENT)

This Agreement is entered into effective October 23, 2019, to provide engineering / consulting services for the project named Gervais SD Seismic Assessments described in Exhibit "A", between IBI Group (Client) and **tk1sc**.

1. Subconsultant will:

    a. Provide those Basic Services set forth in the attached Exhibit "C" / "C(s)" and such other related additional services as the parties may mutually agree.
    b. Direct all Project communications to and through Client, unless Client indicates or directs otherwise.
    c. Assist as reasonably requested in Client's Project coordination.
    d. Subconsultant will maintain the insurance program set forth in Exhibit "D".

2. Client will compensate Subconsultant for Basic Services pursuant to Exhibit "B" and for additional services pursuant to Subconsultant's then current fee schedule, or as the parties may mutually agree at the time the services are undertaken.

3. This Agreement is subject to the terms and conditions printed on the following page.

IBI Group (Client) finds the scope and fees acceptable and by executing below has agreed to accept the terms and conditions stated herein. If **tk1sc** is directed to proceed prior to execution of this professional services agreement, the terms set forth in our proposal / agreement shall prevail until such time as an agreement is fully executed by both parties.

tk1sc	**IBI Group (Client)**
Daniel Munn, PE / SE / LEED AP	Name (Signature Above):_____
Principal – Seattle Office Leader	Title: _____
Lic. #S4847	Client Project No.:_____

Attachments
Professional Service Agreement / Terms and Conditions
Exhibit "A" – General Project Description
Exhibit "B" – Compensation
Exhibit "C" – General Description of Project / Project Features
Exhibit "C(s)" – Service Specific Engineering / Consulting Scopes of Work
Exhibit "D" – Insurance Provisions

1. Engineer will provide Architect/Prime Consultant with monthly invoices accurately reflecting as appropriate the progress of the services and/or current expenditures of professional time, and reimbursable expenses which shall be reimbursed on the same terms as Architect/Prime Consultant is entitled pursuant to the Prime Agreement. Each invoice shall be due and payable on the earlier of 10 days after Architect/Prime Consultant's receipt of related Project payments or 90 days after the invoice date. If Architect/Prime Consultant allows an invoice to become delinquent, then interest will accrue from the invoice date at 10% per annum, compounded annually, or the highest rate allowed by law, whichever is lower, with payments applied first to accrued interest. Engineer's fee shall be equitably adjusted in the event of significant changes in the Prime Agreement or the Project's scope or scheduling, or should Architect/Prime Consultant expressly request expedited service.
2. At Architect/Prime Consultant's direction or request, Engineer will provide the following additional services at its then current standard hourly fee rates or on such other terms as the Parties agree at the time the services are undertaken: (i) revisions to instruments of service where such revisions are inconsistent with prior Architect/Prime Consultant approval or due to substantial changes in Engineer's instructions, or to amendments to or changes in the interpretation of the laws and regulations applicable to the Project or to conditions of which Engineer had not been timely informed; (ii) evaluating and responding to contractor proposals, substitution submittals, change order requests or the like beyond that fairly call for by the Basic Services; (iii) services necessitated by inadequate or improper contractor performance, unreasonable contractor requests and claims and/or construction accidents or losses; and (iv) such other services as the Parties may mutually agree.
3. Engineer's services will be performed in a timely manner consistent with good professional practice and the desire that Project proceed as expeditiously as practical, and Engineer will use its best efforts to meet any reasonable Project turnaround times or schedule; but in no event will Engineer be liable or responsible for delays beyond its reasonable control.
4. Toward the mutual goal of a successful project, Architect/Prime Consultant shall make reasonable efforts to cooperate with Engineer including without limitation: (i) designating a single Project Manager with appropriate authority; (ii) providing appropriate information regarding Project conditions and requirements; (iii) responding to Engineer's questions and requests for information and approval within a reasonable time; (iv) reviewing Engineer's work for appropriateness and accuracy such as basic design, specific site locations, coordination and compliance with Project requirements, and promptly notifying Engineer of any problems or concerns; (v) refraining from authorizing or allowing deviations from Engineer's instruments of service or the use of Engineer's un-finalized instruments of service for cost estimating or otherwise without Engineer's knowledge and consent; and (vi) providing appropriate subconsultant coordination.
5. Engineer's services will be performed in accordance with generally and currently accepted engineering principles and practices as embodied in the standard procedures and protocols of Engineer and its subconsultants, and without warranties, express or implied. In particular, Engineer will use its best professional judgment in interpreting and applying the requirements of all laws applicable to the Project including without limitation laws concerning energy conservation, accessibility and functionality standards; but compliance with any law as it may be eventually be interpreted by others cannot be guaranteed. Further, the use of such terms as "certified," "warrant," "verify," "confirm," "make certain," "assure," and "ensure," or the like will not constitute a guarantee, but rather a representation of professional opinion or judgment.
6. Upon payment of related fees and costs, Architect/Prime Consultant its client shall be granted a perpetual, royalty-free and transferable nonexclusive license to use the drawings, specifications, calculations and other instruments of service prepared by or on behalf of Engineer pursuant to this Agreement for any and all purposes consistent with the Prime Agreement. Any electronic documents that are provided will be in Engineer's standard formats and conventions with no guarantee of compatibility with any particular software or hardware, or of the absence of viruses or other harmful materials; and any use with or conversion to other formats or conventions, or with any particular software or hardware will be a the user's sole risk. In the event of a conflict between Engineer's signed construction documents and electronic files, the hard copy construction documents shall govern.
7. Engineer will undertake professional responsibility for only the engineering services expressly undertaken pursuant to this Agreement, and not otherwise. Engineer will not be legally liable for the providing of or the failure to provide environmental, acoustical or civil engineering services, or any specialty consulting services such as cost estimating, food service, kitchen, lab, hospital, industrial, LEED certification, data/communications or audio/visual consulting, even if information from others is incorporated into Engineer's instruments of service for ease of reference or otherwise. Further, and without limitation, Engineer will not be responsible for delays or other matters beyond its reasonable control; for inaccurate information provided to it by Architect/Prime Consultant or other reasonably reliable sources or for unverified assumptions directed or accepted by Architect/Prime Consultant; for site or other conditions of which it was not informed; for hazardous materials or toxic substances at the Project site; for the specification of products or equipment for purposes consistent with the manufacturer's published literature; for materials and equipment decisions made by others; for construction means, methods, techniques, sequences or procedures including without limitation safety precautions and programs; for the timeliness or quality of contractor performance; or for actions or inaction of others including utility companies, other consultants, contractors and governmental or quasi-governmental agencies.
8. In order to control the risks inherent in Engineer's professional undertaking pursuant to this Agreement, Engineer's services are intended to be performed fully and solely by and on behalf of Engineer. Unless this Agreement is terminated for Engineer's material breach, if Architect/Prime Consultant prevents or frustrates Engineer's full performance of the basic services or any undertaken additional services, or without Engineer's express consent causes or allows recorded or unrecorded modifications to or deviations from the requirements or recommendations of Engineer's instruments of service or the use for any purpose of un-finalized instruments of service, then in addition to Engineer's common law rights, Architect/Prime Consultant shall release and indemnify Engineer and its affiliated entities and individuals to the fullest extent allowed by law from and against any and all claims, costs, losses and/or liability concerning or related to the affected services or the use of modified, deviated from or un-finalized instruments of service.
9. Engineer and Architect/Prime Consultant acknowledge that each is a business entity, and to the fullest extent allowed by law each expressly waives any right to assert any claim for damages or indemnification against the other's affiliated individuals concerning the Project and/or this Agreement. Engineer and Architect/Prime Consultant waive against each other any claim for consequential and/or economic damages which either might have against the other or the other's affiliated entities and individuals concerning this Agreement or its termination. Further and in any event, Architect/Prime Consultant agrees to limit the total aggregate liability concerning or related to the Project of Engineer and Engineer's subconsultants, if any, and their respective affiliated entities and individuals, on any and all legal and equitable theories and concerning all kinds and causes of loss to the fullest extent allowed by law as to Architect/Prime Consultant and all third parties to the lesser of (a) twice Engineer's professional services fee; or (b) the amount of the Engineer's applicable insurance proceeds then available at the time of claim resolution. In light of the limited ability of Engineer to affect the risks inherent in the Project, except to the extent of any active negligence or willful misconduct by Engineer, and in addition to Engineer's common law rights, Architect/Prime Consultant shall to the fullest extent allowed by law release and indemnify Engineer and its affiliated entities and individuals concerning any and all claims, liability, expenses and/or losses related to the Project. In any event, Engineer's liability to Architect/Prime Consultant shall be limited in the same manner and to the same extent as Architect/Prime Consultant's liability is limited to others.
11. This Agreement supersedes all negotiations and prior agreements concerning the Project and is intended as a complete and exclusive statement of the entire agreement between the Parties concerning the Project. Neither Party may assign or transfer any interest in or right under this agreement without the written consent of the other. The Parties will strive to maintain a good working relationship throughout the duration of the Project; and because of the importance of a good working relationship, either Party may terminate this Agreement by giving written notice to the other provided only that such notice is given in the good faith belief that the working relationship is unsatisfactory. If Architect/Prime Consultant allows an invoice to become delinquent, then Engineer may suspend its performance under this Agreement and withhold or withdraw any instruments of service or related licenses with no liability for so doing. No deductions shall be made from Engineer's compensation on account of problems or losses for which Engineer has not been held legally liable. This Agreement is being entered into in Orange County, California; and it shall be interpreted and enforced under and pursuant to the laws of the State of California. No failure to exercise or delay in exercising any right under this Agreement shall be construed as a waiver; and no waiver of a breach of any term of this Agreement shall be construed as a waiver of any subsequent breach of the same or similar terms. In the event of any dispute or legal action concerning this Agreement, each party shall bear its own attorney's fees. In the event that this Agreement is for any reason terminated, then its indemnity and other risk allocation provisions shall remain in full force and effect. In the event that any provision of this Agreement shall be prohibited by law, then that provision shall not be void, but rather shall be interpreted as operating only to the fullest extent as allowed by law; and in the event that any provision should be invalid or unenforceable, then the remaining provisions shall remain valid and binding. This Agreement shall be binding upon and inure to the benefit of the parties and their affiliated entities and individuals; but except as expressly provided herein, this Agreement is not intended to create any rights in any third parties.
12. Condo Conversion: If the Project is converted from an apartment project, as presently contemplated by the parties, to a project involving condominium or co-op ownership, then the other provisions of this Agreement notwithstanding, Architect/Prime Consultant shall to the fullest extent permitted by law, and even in situations involving actual or alleged "design defects" or "active negligence" by one or more indemnitees, release, indemnify and hold harmless Engineer and its affiliated entities and individuals, and each of them, from and against whatever claims, costs, losses and/or liability may arise concerning the services performed or undertaken pursuant to this Agreement or concerning the Project; provided, however, that no indemnification obligation shall apply to any indemnitee concerning that indemnitee's sole negligence or willful misconduct. These provisions shall survive the termination of this Agreement; and in the event that any portion of these provisions shall be prohibited by law, then these provisions shall not be void, but rather shall be interpreted as applying only to the fullest extent allowed by law.

-----END-----

EXHIBIT A – PROJECT DESCRIPTION

Description of Project

Project Name:	Gervais SD Seismic Assessments
City / State:	Gervais Elementary School, 150 Douglas Ave NE, Gervais, OR 97026 Gervais Middle School, 300 Douglas Ave NE, Gervais, OR 97026 Gervais High School, 300 Douglas Ave NE, Gervais, OR 97026
Project Type:	Education – K-12
Project Description:	Seismic assessments of the three facilities listed above for the Gervais School District in Gervais, OR.

-----END-----

EXHIBIT B – COMPENSATION

A. Compensation for the scope of services in accordance with the attached exhibit(s) shall be based upon the following fixed fee(s):

Seismic Assessment Services: **$ 15,000.00**

B. General reimbursable expenses which include costs for reproductions (copies, binding, blueprints, CADD plotting) will be billed to the client's service provider account. Other general reimbursable expenses are included in the compensation listed above and shall include mileage, parking costs, postage and messenger delivery charges. However, costs associated with transportation (auto rental, taxi, bus, airfare), meals, and lodging, plus other expenses incurred in connection with out of town travel (with client approval), photographic production techniques, renderings, models, mockups, etc. (with client approval), plus any additional insurance coverage or limits, including professional liability insurance that is requested by Client in excess of that normally carried, are in addition to the compensation listed above. Billing for allowed reimbursable expenses will be as follows: **Cost plus 0%**

C. For additional services, such as changes to the scope of work after commencement of Contract Documents or preparation of record drawings of existing conditions, the Client shall pay the Engineer on an hourly basis as follows:

M/E/P/S Engineering	Hourly Rate	Project Coordinator	Hourly Rate	Technology Consulting	Hourly Rate	Energy & Sustainability	Hourly Rate
Designer	**$105**	Project Assistant	**$95**	Systems Designer	**$105**	Analyst	**$105**
Engineer I	**$125**	Project Coordinator I	**$110**	Systems Engineer I	**$125**	Consultant I	**$125**
Engineer II	**$140**	Project Coordinator II	**$130**	Systems Engineer II	**$140**	Consultant II	**$140**
Senior Engineer	**$160**	Project Sr. Coordinator	**$145**	Sr. Systems Engineer	**$160**	Senior Consultant	**$160**
Associate	**$175**			Associate	**$175**	Associate	**$175**
Senior Associate	**$195**			Senior Associate	**$195**	Senior Associate	**$195**
Director	**$210**			Director	**$210**	Director	**$210**
Senior Director	**$230**			Senior Director	**$230**	Senior Director	**$230**
Principal	**$245**			Principal	**$245**	Principal	**$245**
Partner	**$265**			Partner	**$265**	Partner	**$265**

Lighting Studio	Hourly Rate	Commissioning	Hourly Rate	Code, Life Safety, & Fire	Hourly Rate	BIM	Hourly Rate
Assistant Ltg. Designer	**$100**	Cx Assistant	**$100**	FP Technician	**$110**	BIM Generalist	**$100**
Lighting Designer I	**$115**	Cx Technician	**$115**	FP Consultant I	**$130**	BIM Specialist I	**$120**
Lighting Designer II	**$130**	Cx Authority	**$135**	FP Consultant II	**$150**	BIM Specialist II	**$135**
Senior Ltg. Designer	**$145**	Senior Cx Authority	**$150**	Senior FP Consultant	**$165**	BIM Sr. Specialist	**$150**
Associate	**$160**	Associate	**$165**	Associate	**$185**		
Senior Associate	**$180**	Senior Associate	**$185**	Senior Associate	**$205**		
Director	**$195**	Director	**$200**	Director	**$225**		
Senior Director	**$210**	Senior Director	**$215**	Senior Director	**$240**		
Principal	**$225**	Principal	**$235**	Principal	**$260**		
Partner	**$240**	Partner	**$250**	Partner	**$280**		

The above hourly rate schedules are firm for twelve months from date of execution of contract with an annual escalation of 5% thereafter.

-----END-----

EXHIBIT C – ENGINEERING AND CONSULTING SCOPE OF SERVICES DESCRIPTIONS

Professional Services

We will provide facility condition assessment services.

Engineering / Consulting Basic Scope of Services Options

Based upon the indicated Professional Services, the following specific Scope of Services options are included in this scope.

Scope Included	Basic Engineering / Consulting / Design Service Description
☐	Mechanical Engineering services.
☐	Electrical Engineering services.
☐	Plumbing Engineering services.
☒	Structural Engineering services.
☐	Architectural Lighting Design services.
☐	Utility Company Coordination services.
☐	Power System Analysis services.
☐	Energy services.
☐	Code, Life Safety & Fire Consulting services.
☐	Low Voltage System Design services.
☐	Structured Cabling System Design services.
☐	Audio / Visual System Design services.
☐	Electronic Access Control Design services.
☐	Emergency Responder Radio Coverage System Design services.
☐	School Integrated Communications System Design services.
☐	Synchronized Clock System Design services.
☐	CATV/MATV System Design services.
☐	Video Surveillance System Design services
☐	Intrusion Alarm Design services.

Project Specific Scope Clarifications

We propose to provide structural engineering services for the Gervais School District seismic assessment project in conjunction with the State of Oregon/Oregon Department of Education Office of School Facilities TAP Grant program. Under this proposal, tk1sc would provide seismic assessments for Gervais Elementary School, Gervais Middle School, and Gervais High School. These assessments and the resulting assessment reports would be performed and completed per the requirements of the Office of School Facilities OAR number 581-027-0045, “Seismic Assessment Requirements” and the referenced standard ASCE 41-17.

Engineering / Consulting Sub-Consultants

Sub-consultants are not proposed for this project.

Engineering / Consulting Design Phase Meeting(s)

Design Meeting(s): Not applicable.

Construction Administration Phase Visit(s)
CA Visit(s): Not applicable.

Engineering / Consulting Permit Packages and Construction Phase(s)
Number of Permit Package(s): Not applicable
Number of Construction Phase(s): Not applicable

CAD Record Drawing Drafting Services
Although we can provide these services, this scope of work does not include any CAD drafting of as-built conditions.

Service Clarifications
Engineer's services will be performed in a timely manner consistent with good professional practice and the desire that the Project proceed as expeditiously as practical, and Engineer will use its best efforts to meet any reasonable Project turnaround time or schedule, which shall be extended only for reasonable cause or by mutual consent; but in no event will Engineer undertake responsibility for delays beyond its reasonable control.

Engineer's services will be performed in accordance with generally and currently accepted engineering principles and practices as embodied in the standard procedures and protocols of Engineer and its subconsultants, and without warranties, express or implied. In particular, and without limitation, Engineer will use its best professional judgment in interpreting and applying the requirements of all laws applicable to the Project including without limitation laws concerning energy conservation, accessibility and functionality standards; but compliance with any law as it may eventually be interpreted by others cannot be guaranteed. Further, when used in conjunction with the providing of services pursuant to this Agreement, such terms as "certify," "warrant," "verify," "confirm," "make certain," "insure," "ensure," "assure," or the like do not constitute a guarantee, but rather a representation based on professional opinion or judgment.

Unless expressly agreed otherwise in writing: (i) Engineer's investigation of existing conditions will be limited to visually reviewing the reasonably accessible portions of the existing facility to ascertain in general the accuracy of the Project's "as built" documentation, and will not involve detailed surveys, destructive inspections or equipment or material testing; (ii) Engineer's instruments of service will be prepared in Engineer's standard format and level of quality and detail; (iii) Engineer's participation in Client's coordination of the Project's various consultants will be limited to following Client's reasonable and appropriate directions, and will not involve procuring, critiquing or otherwise being responsible for the performance of others; (iv) Engineer's submittal reviews will be pursuant to the industry-standard protocol set forth in AIA Document A201-2007; (v) Engineer will provide site observations for only the limited purpose of reviewing the construction for the extent of contractor progress and addressing any specific issues which may be brought to Engineer's attention by field personnel or others; and (vi) any "record documents" prepared by Engineer will reflect only any formal changes to the construction documents and the information provided to Engineer by way of a marked up set of the construction documents.

Engineer will undertake responsibility for only the engineering services expressly undertaken pursuant to this Agreement, and not otherwise. Engineer will not be legally liable for the providing of or the failure to provide environmental, acoustical or civil engineering services, or any specialty consulting services such as cost estimating, food service, kitchen, lab, hospital, industrial, LEED certification, data/communications or audio/visual consulting, even if information from others is incorporated into Engineer's instruments of service for ease of reference or otherwise. Further, and without limitation, Engineer will not be responsible for delays or other matters beyond its reasonable control; for inaccurate information provided to it by Client or other reasonably reliable sources or for unverified assumptions directed or accepted by Client; for site or other conditions of which it was not informed; for hazardous materials or toxic substances at the Project site; for the specification of products or equipment for purposes consistent with the manufacturer's published literature; for materials and equipment decisions made by others; for construction means, methods, techniques, sequences or procedures, including without limitation construction safety precautions and programs; for the timeliness or quality of contractor performance; or for the actions or inaction of others including other consultants, contractors, utility companies and governmental or quasi-governmental agencies.

If Client retains or allows the retention of any design/build contractor concerning any aspect of the Project, then Client shall require that each such contractor be responsible for (i) preparing all the engineering and other drawings and specifications for the components of its design/build undertaking; (ii) complying with the Project’s requirements and space limitations; (iii) coordinating and interfacing with other trades and consultants; (iv) obtaining any required or appropriate approvals from authorities having jurisdiction of other Project; and (v) serving as the Professional of Record for its portion of the work, responsible directly to Client. Design/build contractor submittals will be reviewed by Engineer only if Engineer expressly agrees in writing to do so, and then only for general conformance with performance criteria; and Engineer will not otherwise assume any responsibility for the design, installation or performance of any design/build system or components.

Client's Related Responsibilities

In conjunction with the determination of the particulars of Engineer's services, and as a material factor in the determination of Engineer's fee, Client shall make reasonable efforts to cooperate with Engineer including without limitation:

- Designate a single representative with appropriate authority with whom Engineer can deal; and direct all communications to Engineer's project manager.
- Directory of all other project consultants including company names, key personnel, addresses, telephone, fax, and email address.
- Provide all relevant Project information to Engineer in a timely manner; and respond to Engineer's questions and requests for information approval within a reasonable time.
- Provide appropriate coordination with and among the Project's various consultants.
- Refrain from authorizing or allowing recorded or unrecorded deviations from Engineer's instruments of service, or the use of Engineer's un-finalized Instruments of Service for cost projections or other purposes without Engineer's knowledge and consent.
- Operator manuals of design and facility standards, if applicable.
- Project Schedule with key milestone dates and a critical path.
- List of preferred vendors, if any.

-----END-----

EXHIBIT C(FCA) – FACILITY CONDITION ASSESSMENT SERVICES

A. Facility Assessment Services:
   1. Review as built / record documentation provided by Client.
   2. Consultant will visually review the reasonably accessible portions of the existing facilities to ascertain in general the accuracy of the Project's applicable "as built" documentation, taking such photographs and preparing such documents for consultant's internal use as are in consultant's judgment appropriate and economically justified; but these services will not involve the preparation of detailed "as builts," nor any detailed surveys, any destructive investigation or inspection or any testing of materials or equipment.
   3. Confer with the District's representatives to determine nature of condition of existing systems.
   4. Seismic evaluation and report for existing facilities.

B. Optional Additional Services Available at an Additional Fee:
   1. Assistance in application for seismic retrofit grant(s).
   2. Seismic retrofit design (if required).
   3. Construction documents and/or construction administration services.

C. Services Not Included:
   1. Physical inspection and testing of any existing equipment and systems (a review of record documents and visual review of reasonably observable installation is included).

-----END-----

EXHIBIT D – INSURANCE

A. Minimum limits and conditions of insurance required:

1. Professional Liability Insurance - Not less than $2 million each claim / $4 million aggregate, including limited contractual liability coverage.

2. Workers Compensation Insurance - As required by state law. In addition, consultant waives all rights against Architect and its agents, officers, directors, and employees for recovery of damages to the extent these damages are covered by the workers compensation and employers liability insurance obtained by consultant.

3. Employers Liability Insurance - Not less than the following:

   a. Each Accident $1,000,000
   b. Disease - Policy Limit $1,000,000
   c. Disease - Each Employee $1,000,000

4. Commercial General Liability Insurance

   a. Commercial General Liability Insurance (CGL) with a limit of not less than $1 million each occurrence and $2 million aggregate.
   b. Client shall be included as an additional insured under the CGL policy using "blanket or specific additional insured wording or attached to the certificate of insurance". Consultant's insurance shall be primary.

5. Commercial Automobile Liability Insurance

   a. Business automobile coverage will be written with a minimum limit of not less than $1 million for each accident.
   b. The automobile liability policy shall include coverage for owned automobiles (where applicable) as well as non-owned and hired automobile coverage's.

B. Policies shall be written by an insurance company "admitted" to do business in the State of California with a minimum rating by A.M. Best & Company of A-X.

C. Certificates of Insurance evidencing the above coverage's shall be provided to the Client. Each certificate shall provide a 30-day written notice of cancellation, except 10 days' notice for non-payment of premium.

-----END-----

Gervais School District

Student Performance Data (11-6-19)

Similar Districts

Enrollment, Low Income, and ELL Peers

County	District	2018			
		Total Enrollment ↓	Percent Free and Reduced Lunch	Percent ELL/LEP	Percent Special Education
Marion	North Marion SD 15	1,912	56.22%	15.12%	15.17%
Umatilla	Milton-Freewater Unified SD 7	1,734	75.55%	23.36%	9.00%
	Umatilla SD 6R	1,348	79.90%	29.15%	10.61%
Malheur	Nyssa SD 26	1,196	72.07%	29.01%	13.88%
Marion	Gervais SD 1	1,142	69.79%	22.68%	12.35%
Yamhill	Dayton SD 8	996	65.06%	13.55%	12.85%
Marion	Mt Angel SD 91	751	58.06%	14.51%	11.45%

Total Enrollment ✖

From: 700

To: 2000

Percent Free and Reduced Lunch ✖

From: 0.5

To: 1.0

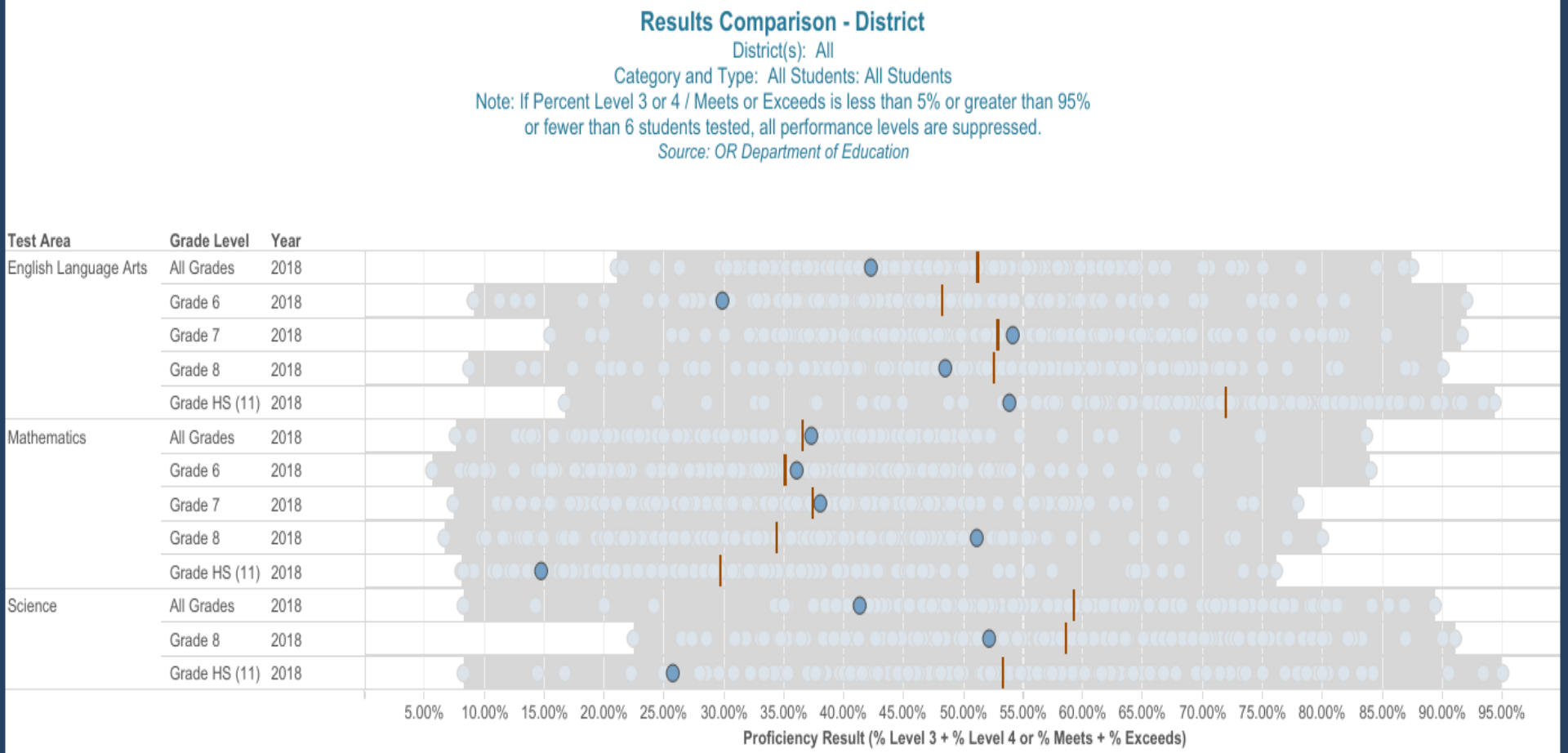
Percent ELL/LEP ✖

From: 0.12

To: 1.0

FORECAST5 ANALYTICS

All Tests – State Comparison



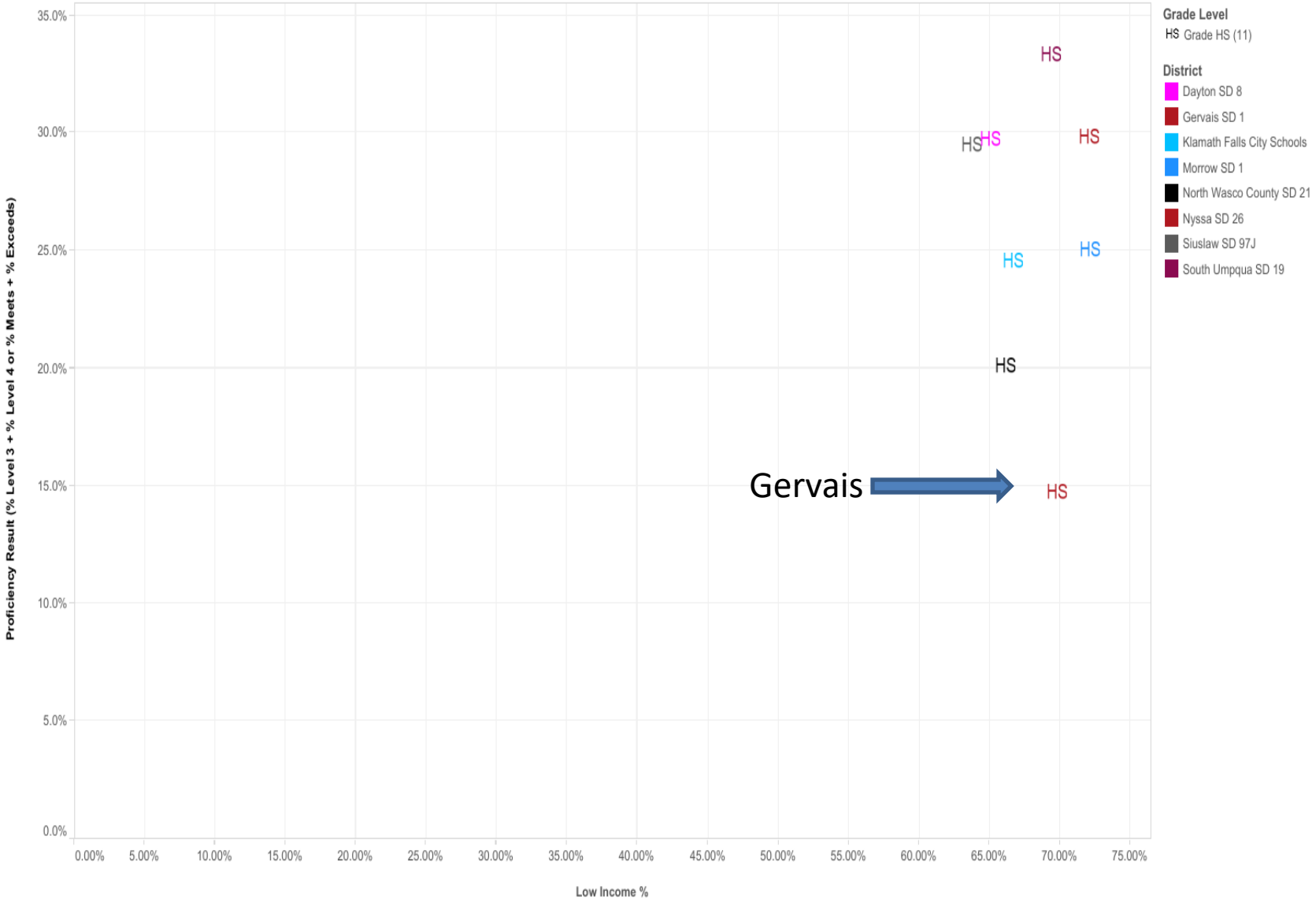
Blue Dot = Gervais SD 1

Vertical Line = Group Median Value

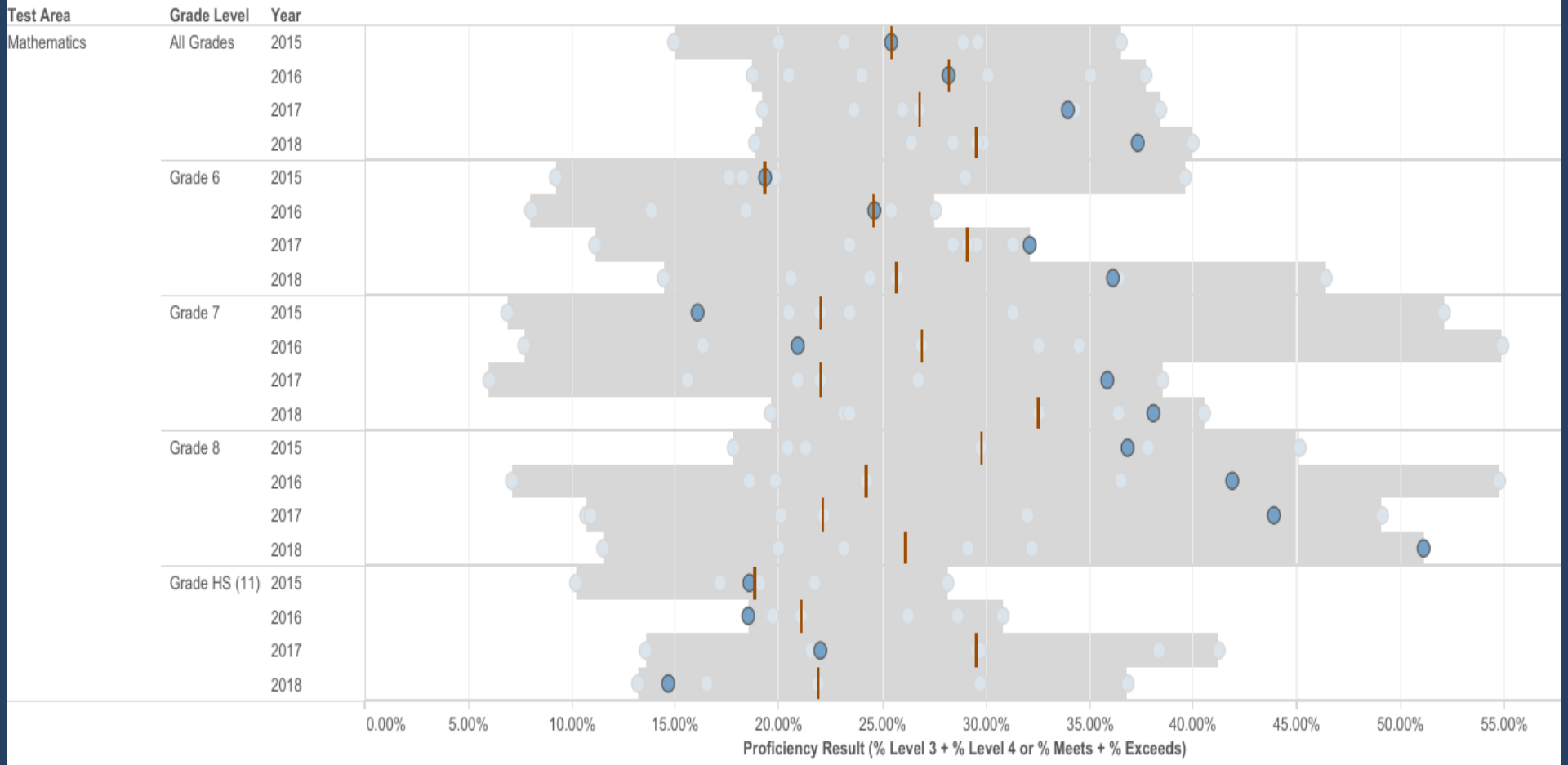
FORECAST5 ANALYTICS

Math Results and District Low Income %

(High Achieving Districts)



Math Performance Trend – Peer Group Comparison



Blue Dot = Gervais SD 1

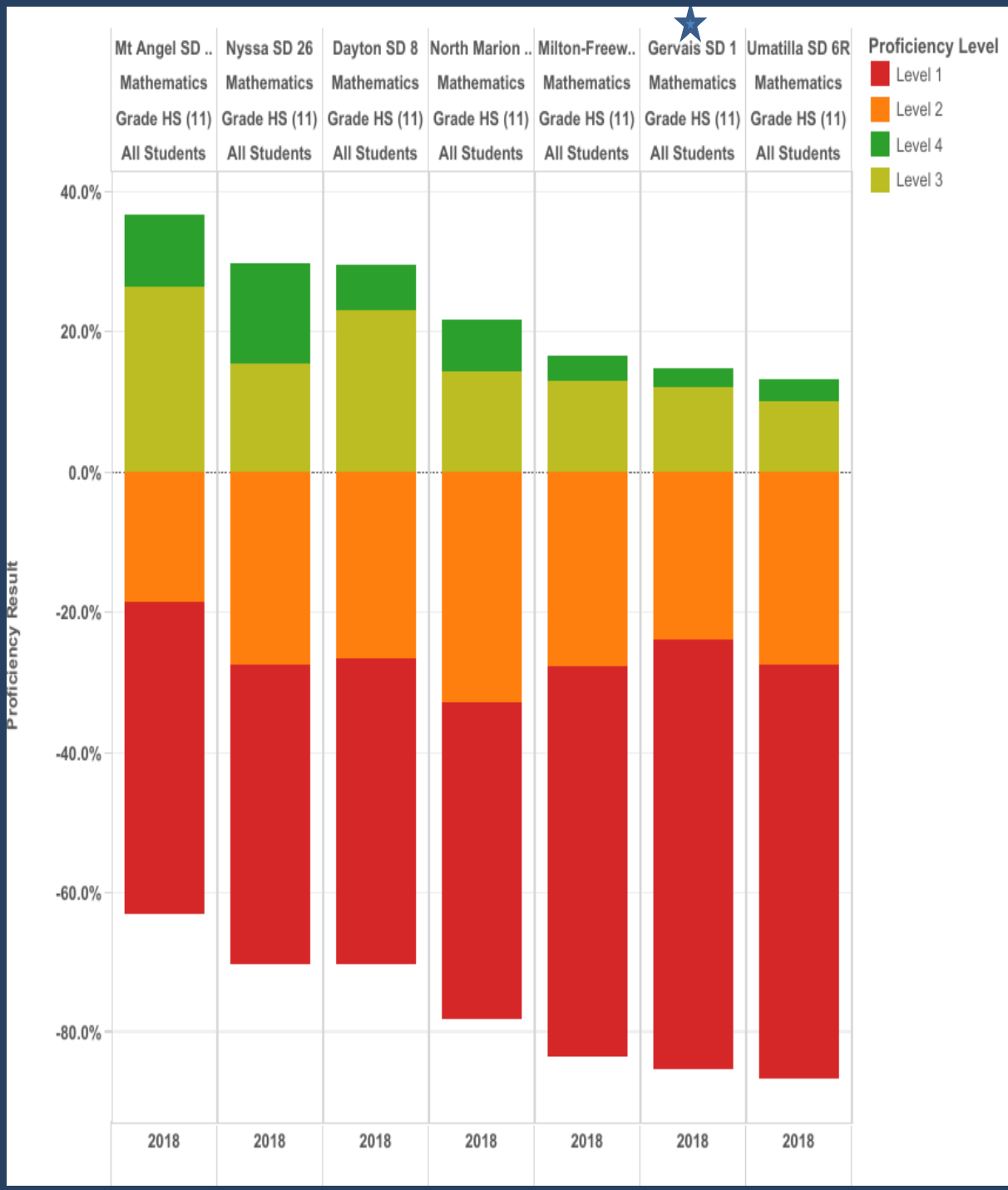
Vertical Line = Group Median Value

FORECAST5 ANALYTICS

Math Performance Trend at Gervais

Grades 6, 7,8, and 11

FORECAST5 ANALYTICS



Math Performance Comparison

Grade 11

FORECAST5 ANALYTICS

Results by School

District(s): Gervais SD 1

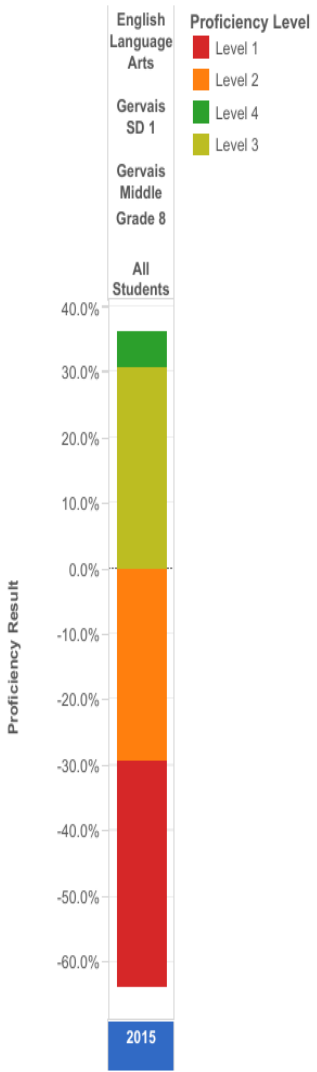
School(s): Gervais High & Samuel Brown Academy

Note: If Percent Level 3 or 4 / Meets or Exceeds is less than 5% or greater than 95% or fewer than 6 students tested, all performance levels are suppressed.

Source: OR Department of Education

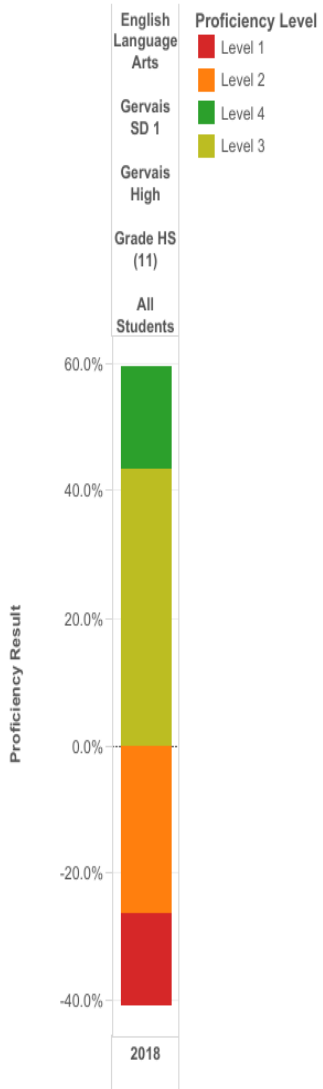
Results by School

District(s): Gervais SD 1
School(s): Gervais Middle
Note: If Percent Level 3 or 4 / Meets or Exceeds is less than 5% or greater than 95% or fewer than 6 students tested, all performance levels are suppressed.
Source: OR Department of Education

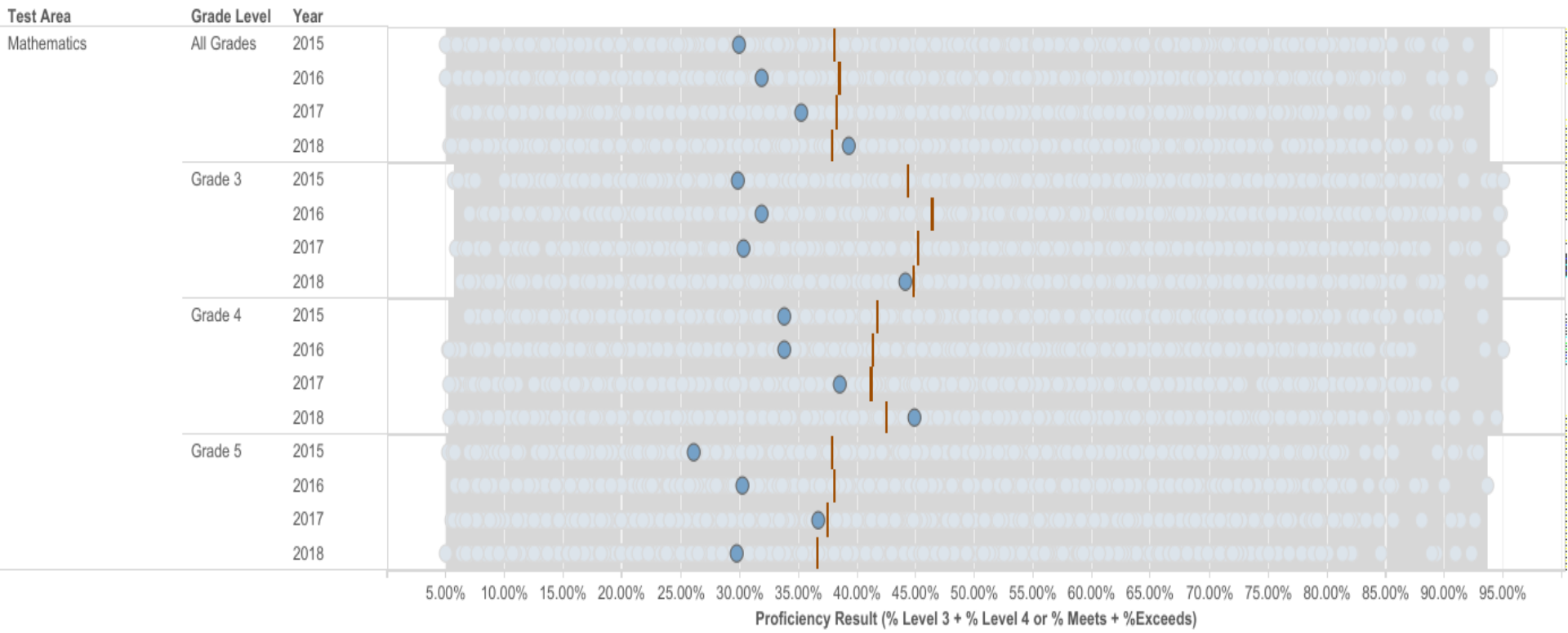


Results by School

District(s): Gervais SD 1
School(s): Gervais High
Note: If Percent Level 3 or 4 / Meets or Exceeds is less than 5% or greater than 95% or fewer than 6 students tested, all performance levels are suppressed.
Source: OR Department of Education



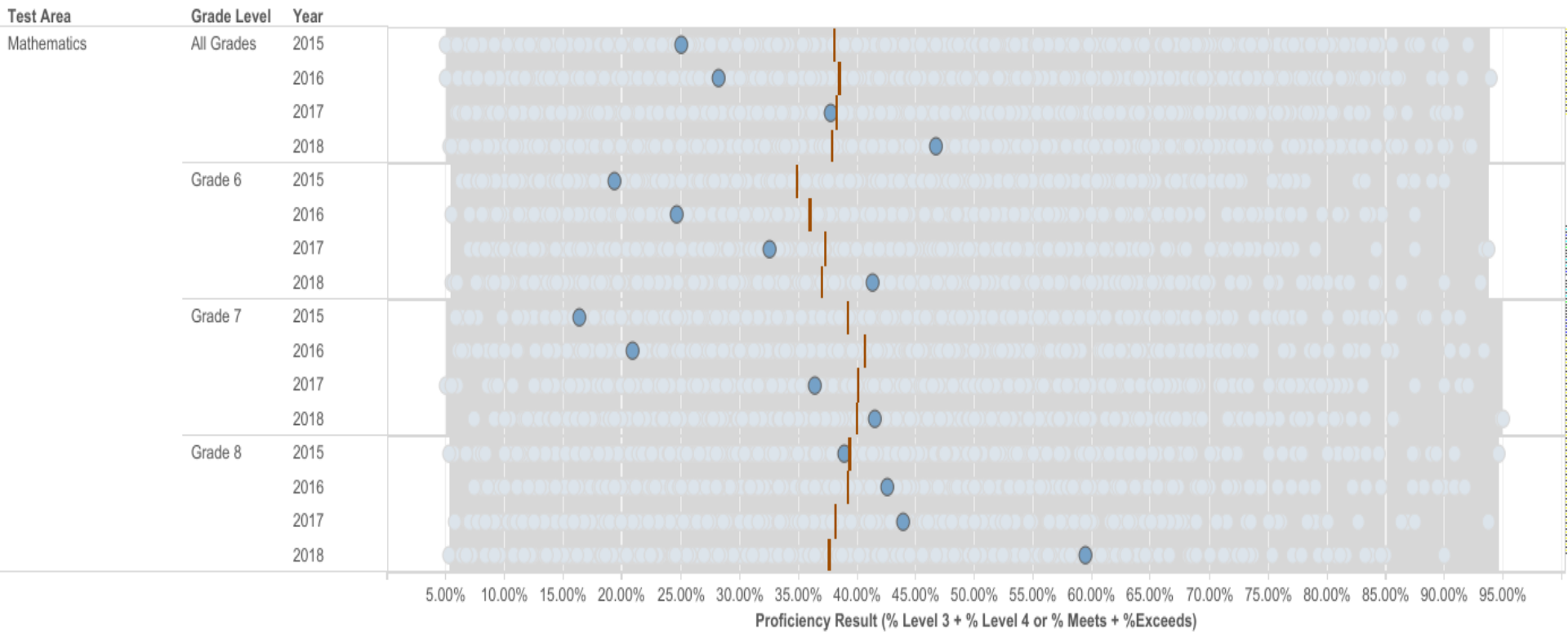
Gervais Elementary School Performance Trend



Blue Dot = Gervais

Vertical Line = Median Value

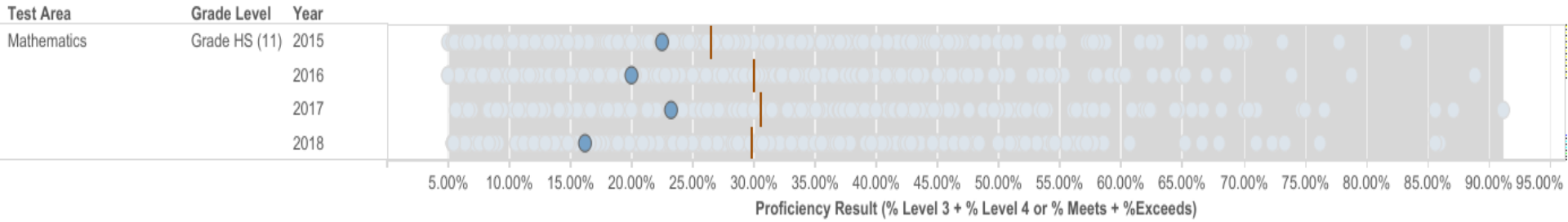
Gervais Middle School Performance Trend



Blue Dot = Gervais

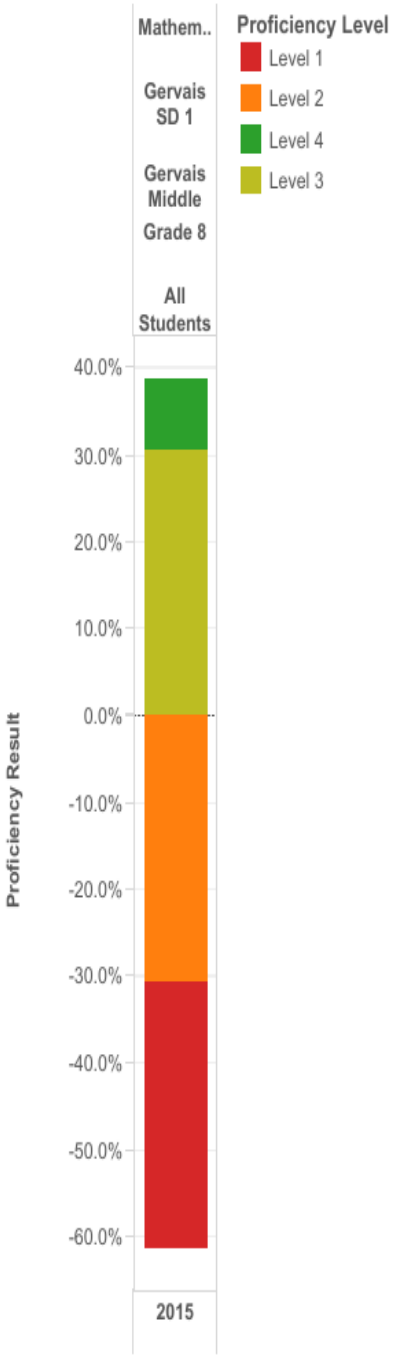
Vertical Line = Median Value

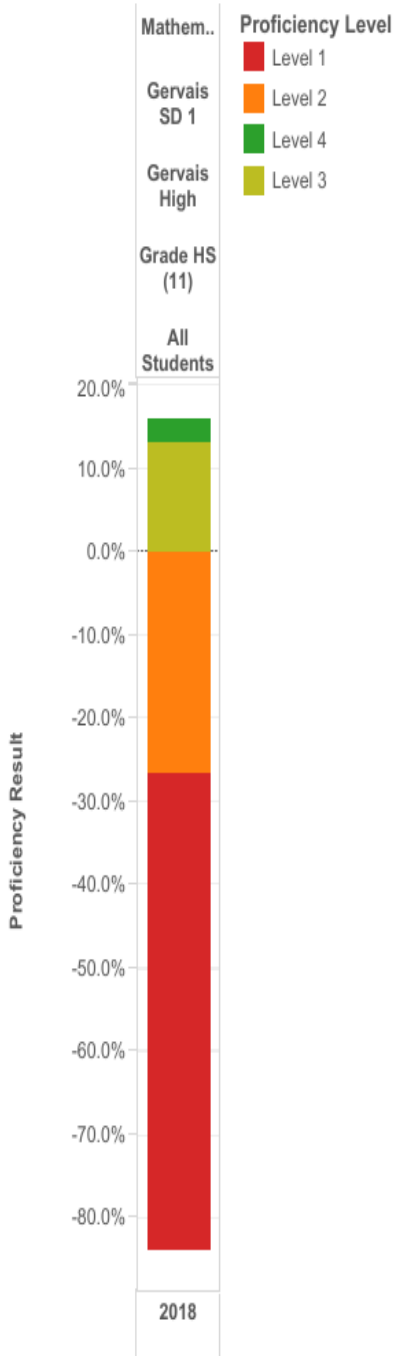
Gervais High School Performance Trend



Blue Dot = Gervais

Vertical Line = Median Value


Mathem..
Gervais SD 1
Gervais Middle
Grade 8
All Students
Proficiency Level
Level 1
Level 2
Level 4
Level 3
Proficiency Result
40.0%
30.0%
20.0%
10.0%
0.0%
-10.0%
-20.0%
-30.0%
-40.0%
-50.0%
-60.0%
2015


Mathem..
Gervais SD 1
Gervais High
Grade HS (11)
All Students
Proficiency Level
Level 1
Level 2
Level 4
Level 3
Proficiency Result
20.0%
10.0%
0.0%
-10.0%
-20.0%
-30.0%
-40.0%
-50.0%
-60.0%
-70.0%
-80.0%
2018

Gervais School District#1

Code: **IGAI**

Adopted: 02/19/98

Revised: 08/19/10, 05/15/14, 10/20/16

Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education**

The district shall provide an age appropriate, comprehensive plan of instruction focusing on human sexuality, HIV/AIDS and sexually transmitted infections and disease prevention in elementary and secondary schools as an integral part of health education and other subjects. Course material and instruction for all human sexuality education courses that discuss human sexuality shall enhance a student's understanding of sexuality as a normal and healthy aspect of human development. A part of the comprehensive plan of instruction shall provide age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. The district must provide a minimum of four instructional sessions annually; one instructional session is equal to one standard class period. In addition, the HIV/AIDS and sexually transmitted infections and disease prevention education and the human sexuality education comprehensive plan shall provide adequate instruction at least annually, for all students in grades 6 through 8 and at least twice during grades 9 through 12.

Parents, teachers, school administrators, local health departments staff, other community representatives and persons from the medical community who are knowledgeable of the latest scientific information and effective education strategies shall develop the plan of instruction and align it with the Oregon Health Education Standards and Benchmarks.

The Board shall approve the plan of instruction and require that it be reviewed and updated biennially in accordance with new scientific information and effective educational strategies.

Parents of minor students shall be notified in advance of any human sexuality or AIDS/HIV instruction. Any parent may request that his/her child be excused from that portion of the instructional program under the procedures set forth in Oregon Revised Statute (ORS) 336.035(2).

The comprehensive plan of instruction shall include the following information that:

1. Promotes abstinence for school age youth and mutually monogamous relationships with an uninfected partner for adults;

2. Allays those fears concerning HIV that are scientifically groundless;

3. Is balanced and medically accurate;

4. ———Provides balanced, accurate information and skills-based instruction on risks and benefits of contraceptives, condoms and other disease reduction measures;

5. ———Discusses responsible sexual behaviors and hygienic practices which may reduce or eliminate unintended pregnancy, exposure to HIV, hepatitis B/C and other sexually transmitted infections and diseases;

6. ———Stresses the risks of behaviors such as the sharing of needles or syringes for injecting illegal drugs and controlled substances;

7. ———Discusses the characteristics of the emotional, physical and psychological aspects of a healthy relationship;

8. ———Discusses the benefits of delaying pregnancy beyond the adolescent years as a means to better ensure a healthy future for parents and their children. -The student shall be provided with statistics based on the latest medical information regarding both the health benefits and the possible side effects of all forms of contraceptives including the success and failure rates for prevention of pregnancy, sexually transmitted infections and diseases;

9. ———Stresses that HIV/STDs and hepatitis B/C can be possible hazards of sexual contact;

10. ———Provides students with information about Oregon laws that address young people's rights and responsibilities relating to childbearing and parenting;

11. ———Advises students of consequences of having sexual relations with persons younger than 18 years of age to whom they are not married;

12. ———Encourages family communication and involvement and helps students learn to make responsible, respectful and healthy decisions;

13. ———Teaches that no form of sexual expression or behavior is acceptable when it physically or emotionally harms oneself or others and that it is wrong to take advantage of or exploit another person;

14. ———Teaches that consent is an essential component of healthy sexual behavior.- Course material shall promote positive attitudes and behaviors related to healthy relationships and sexuality, and encourage active student bystander behavior;

15. ———Teaches students how to identify and respond to attitudes and behaviors which contribute to sexual violence;

16. ~~———~~Validates the importance of one's honesty, respect for each person's dignity and well-being, and responsibility for one's actions;

17. ~~———~~Uses inclusive materials and strategies that recognizes different sexual orientations, gender identities and gender expression;

18. ~~———~~Includes information about relevant community resources, how to access these resources, and the laws that protect the rights of minors to anonymously access these resources~~.~~; and

19. Is culturally inclusive.

The comprehensive plan of instruction shall emphasize skills-based instruction that:

~~19.~~1. ~~———~~Assists students to develop and practice effective communication skills, development of self~~-~~esteem and ability to resist peer pressure;

~~20.~~2. ~~———~~Provides students with the opportunity to learn about and personalize peer, media, technology and community influences that both positively and negatively impact their attitudes and decisions related to healthy sexuality, relationships and sexual behaviors, including decisions to abstain from sexual intercourse;

~~21.~~3. ~~———~~Enhances students' ability to access valid health information and resources related to their sexual health;

~~22.~~4. ~~———~~Teaches how to develop and communicate sexual and reproductive boundaries;

~~23.~~5. ~~———~~Is research based, evidence based or best practice; and

~~24.~~6. ~~———~~Aligns with the Oregon Health Education Content Standards and Benchmarks.

All sexuality education programs emphasize that abstinence from sexual intercourse, when practiced consistently and correctly, is the only 100 percent effective method against unintended pregnancy, sexually transmitted HIV and hepatitis B/C infection and other sexually transmitted infections and diseases.

Abstinence is to be stressed, but not to the exclusion of contraceptives and condoms for preventing unintended pregnancy, HIV infection, hepatitis B/C infection and other sexually transmitted infections and diseases. ~~-~~Such courses are to acknowledge the value of abstinence while not devaluing or ignoring those students who have had or are having sexual relationships. ~~-~~Further, sexuality education materials, including instructional strategies, and activities must not, in any way use shame or fear-based tactics.

Materials and information shall be presented in a manner sensitive to the fact that there are students who have experienced, perpetrated or witnessed sexual abuse and relationship violence.

END OF POLICY

Legal Reference(s):

ORS 336.035
ORS 336.107
ORS 336.455 ~~to -~~ 336.475
ORS 339.370 ~~to -~~ 339.400
~~OAR 581-022 0705~~
OAR 581-021-0009
OAR 581-022-~~1440~~2030
OAR 581-022-2050
OAR 581-022-~~1910~~

~~HR4/28/16| PH~~2220

Board-superintendent working agreement 2019-20

Board's expectations of the superintendent:

1. Work toward becoming a team with board members.
2. Prepare preliminary goals annually for the board's consideration.
3. Provide data to board members so data-driven decisions can be made.
4. Inform the board promptly and effectively of all critical information including relevant trends, anticipated adverse media coverage, or critical external or internal change.
5. Provide follow-up information to board members on concerns and issues they have referred to the superintendent or provide support to other administrators who have been asked for follow-up information – close the communication loop.

Superintendent's expectations of the board:

1. Recognition of the superintendent as the educational leader of the school district.
2. Willingness to abide by its own rules, policies, and code of ethical conduct.
3. A willingness to participate in professional development activities at the local, state, and national level.
4. An understanding of the relative or complementary role of the superintendent and board in policy making.
5. Willingness to study and evaluate educational issues affecting the school district.

Gervais school board goals

DRAFTED 10.15.19

1. Together with the superintendent, develop and monitor a long-term facilities plan for maintenance and construction. (Standard 3)

2. Revise, re-adopt, and monitor a strategic plan, ensuring its alignment with the missions and vision the board has set for the district, and the existing school improvement plans. (Standard 4)

3. Gain a comprehensive understanding of the Student Success Act and its components, and a working knowledge of the prioritized initiatives to which the district will dedicate funds. (Standard 4)

Superintendent Evaluation Timeline for Gervais 2019-20

Action	***Date***	***Person(s)***
• Superintendent and board set goals for the upcoming year. • Superintendent and board clarify vision and mission and update long-range plans for the district. (if needed) • Board and superintendent review superintendent job description and the evaluation process, standards, forms and timelines to be used next year. Board formally adopts these in open session.	July	Board & Superintendent
• Superintendent reports interim progress on district/evaluation goals to the board. Progress reported in open session, ***any specific feedback from the board to the superintendent can be done in executive session.***	September, December	Superintendent
• Evaluation documents sent to board/superintendent to be completed by 1/16. • Results must be compiled by the 1/16 board meeting	January	Board Secretary
• ***Superintendent presents his self-evaluation to the Board. Supt. exits.*** • ***Board members meet to discuss their evaluations and develop the board's official written evaluation document(s) that will be shared with the superintendent.***	January 16	Board & Superintendent
• ***Board members meet to discuss their evaluations and develop the board's official written evaluation document(s) that will be shared with the superintendent.***	*February	Board
• ***Board and superintendent meet to discuss and clarify the summative evaluation document. Superintendent exits executive session.*** • ***Changes to the evaluation may be made as a result of the discussions.*** • Board votes in open session to approve contract and a summary of the evaluation and progress on district goals are shared with the community. • A copy of the final written evaluation form is placed in the superintendent's personnel folder.	February 20	Board & Superintendent
• Notify superintendent of his contract extension/non-extension (if applicable)	March 15	Board
• Superintendent and board set goals for the upcoming year. • Superintendent and board clarify vision and mission and update long-range plans for the district. • Board and superintendent review superintendent job description and the evaluation process, standards, forms and timelines to be used next year. Board formally adopts these in open session.	March 19, April 16	Board & Superintendent
• Superintendent reports interim progress on district/evaluation goals to the board. Progress reported in open session, ***any specific feedback from the board to the superintendent can be done in executive session.***	July, September, December	Superintendent

Notes: "*" denotes a special meeting. All other meetings are regular meetings.

Evaluation meetings may be held in executive session unless otherwise requested by the superintendent to be done in open session ORS 192.660(2)(i). ***(This is denoted above with bold italics.)***

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GERVAIS SCHOOLS
est. 1834

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FAX: (503) 792-3809
www.gervais.k12.or.us

We, with the involvement of our culturally rich and dynamic community, will provide an educationally creative, enriching and safe learning environment, that will instill a desire to become life-long learners, ready to enter the 21th century workforce and to be responsible citizen.

SUPERINTENDENT EVALUATION

PROCESS AND TIMELINE
2019 – 2020

DRAFT

DATE:	PROJECT DESCRIPTION:
August	Superintendent and Board develop District Goals.
September	Board approves District Goals.
November	Board and Superintendent agree on evaluation process to be followed.
September - March	Board and Superintendent monitor progress on Goals.
April	Evaluation materials are distributed by Board Secretary.
April	Completed evaluation materials are returned to the Board Secretary. Board Secretary tabulates evaluation forms and sends the results to Board Members.
April	Board self-evaluation (regular session).
May	Board meets in executive session to prepare a draft summary for board review. The Board Secretary formats the summary and sends copies of the summary to board members one week prior to executive session for review. The press release regarding the evaluation is drafted. Board meets with Superintendent to review and discuss the evaluation in executive session.
June	A report is released to the media and community in an open meeting.

SUPERINTENDENT EVALUATION

EVALUATION FORM
2019 – 2020

This document is designed to:

1. Evaluate the Superintendent's performance.
2. Establish the Board's level of knowledge in a variety of areas.
3. Identify areas that deserve discussion between the Board and the Superintendent.

The intent is to produce a public statement regarding the performance of the Superintendent, as well as subject matter to generate a meaningful discussion of the Board/Superintendent performance.

To achieve this end, a four-level system will be used to judge the Superintendent's performance, and a place to indicate whether discussion is requested. Discussion may be requested, regardless of the performance level marked. Comments will be helpful in both areas to enhance discussion.

Attached to this Evaluation Form is supplemental information that corresponds to each subject area. Included, are references to the Superintendent's job description and a list of words or phrases that relate to the areas being addressed. These are provided only to give scope and definition to the subject area, and each need not be included in the comments section.

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