

AGENDA  
REEDSPORT SCHOOL DISTRICT 105  
REGULAR BOARD MEETING  
August 16, 2017, 6:30 p.m.

I. CALL TO ORDER

II. ESTABLISH A QUORUM

III. PLEDGE OF ALLEGIANCE

IV. NEW BOARD MEMBERS – OATH OF OFFICE

V. ELECT 2017-2018 BOARD CHAIR AND VICE CHAIR

VI. CHANGES TO THE AGENDA

VII. ACCOLADES -

VIII. COMMUNITY COMMENTS

*Individuals may address the Board on agenda items. Please let the Board Chair know which item you wish to address. You are limited to no more than three (3) minutes. You may address the Board on a topic not on the agenda as long as it does not pertain to a complaint against a staff member. However, the Board reserves the right to refer the matter to the administration.*

IX. REPORTS

A. RCCS Student Representative - Marc Chaney

B. RCCS Administrator – Vince Swagerty (report will include staff assignments)

C. HES Administrator – Beckie Lupton (report will include staff assignments)

D. SPED Director - Parma Roe (report will include staff assignments)

E. Superintendent – Dan Forbess

F. Business Manager – Laura Shivers

1. Auditor-Linda Fisher-Audit Report 2015-16/Audit work schedule 2016-17

G. Charter Advisory Council Representative

H. Certified and Classified Representatives

I. Other

X. CONSENT AGENDA

*Actions that are routine or usually call for no discussion, such as approving minutes of previous meetings, acceptance of donations and similar actions, often handled together in one vote by the Board*

- A. Approval of Regular Work Meeting Minutes from June 12, 2017
- B. Approval of Regular Board Meeting Minutes from June 21, 2017
- C. Acceptance of Resignations/Retirements
  - 1. Kim Chudy-Sped IA
  - 2. Kayla Doane-Life Skills IA
  - 3. Ron Dupree-Varsity Football Coach
  - 4. Cynthia Wiggins-JV Volleyball Coach
  
- D. Approval of New Hires/Assignment Changes/Volunteers:
  - 1. *Brian Reeds-RCCS YTP Coordinator/Life Skills IA-1.0 FTE*
  - 2. *Courtney Zietzke-RCCS Social Studies Teacher-1.0 FTE*
  - 3. *Shelbe Renner-HES SPED IA 32 hrs.-1.0 FTE*
  - 4. *Kayla Doane-HES Life Skills IA-.0.50 FTE*
  - 5. *Delana Corcoran- Title I IA*
  - 6. *Lynn Fulps- Varsity Football Coach*
  - 7. *Donna Shaw-District/Board Secretary/Human Resources-1.0 FTE*
  - 8. *Susan Martin-ASPIRE Coordinator*
  - 9. *Taylor Rasmusen-Temp Summer Tech Assistant*
  - 10. *Brayden Terry-Temp Summer Tech Assistant*
  - 11. *Nick Klier-Temp Summer Tech Assistant*
  - 12. *Lars Kruzick-Temp Summer Tech Assistant*
  
- E. Donation-
  - 1. Gateway FPD 1510 Flat Panel Monitor
  - 2. Umpqua Industrial Supply
  - 3. Kaufmann Construction

XI. ACTION

- A. Approve Board Reorganization Decisions & Designations for Fiscal Yr. 2017-18
  - 1. Designate Chief Administrative Officer-**Dan Forbess**
  - 2. Designate Deputy Clerk/Business Manager-**Laura Shivers**
  - 3. Designate Custodian of Funds-**Dan Forbess**
  - 4. Designate Budget Officer-**Laura Shivers**
  - 5. Designate Signatories of District Checks-**Dan Forbess, Laura Shivers, current David Young**
  - 6. Designate Auditor-**Hough MacAdam Warnik Fisher & Gorman CPA's**
  - 7. Designate Insurance Agent of Record-**Fullhart Insurance**
  - 8. Designate District Legal Counsel-**Garett Hemann Robertson PC, OSBA**
  - 9. Designate Depositories for School Funds-**Umpqua Bank, Bank of the Cascades, Local Government Investment Pool**
  - 10. Authorize Superintendent to apply for Grant Funds
  - 11. Approve Alternative Education Programs-**Reedsport Academy. E2020, ORVED(Credit Recovery/Advanced Credits), AYA/REAP (Credit Recovery and GED)**

- 12. Approval of Newspaper of Record-**The Umpqua Post/The World**
- 13. Accept the Board Meeting Calendar-The Board will meet on the **3<sup>rd</sup> Wednesday of each month** in the District Office Board Room at 6:30 pm.
- 14. Authorize cooperative purchasing agreements with other local education agencies, county, state and federal.
- 15. Authorize the Reedsport School Board as the Local Public Contract Review Board
- 16. Establish borrowing limit of \$300,000 for 2017-2018

- B. Consider superintendent cost of living adjustment
- C. K-12 Curriculum & Instruction position
- D. ODOT Real Estate Property purchase
- E. Seismic Upgrades- Policy DJC exception
- F. Policy revisions (deferred to September meeting)

XII. DISCUSSION

- A. OSBA Work session.
  - a. Board/Superintendent Operating agreement
    - i. Sample 1
    - ii. Sample 2
- B. District Website upgrade planning
- C. Summer School statistics
- D. Updated list of open staff positions

XIII. COMMUNITY COMMENTS

*Individuals may address the Board on agenda items. Please let the Board Chair know which item you wish to address. You are limited to no more than three (3) minutes. You may address the Board on a topic not on the agenda as long as it does not pertain to a complaint against a staff member. However, the Board reserves the right to refer the matter to the administration.*

XIV. BOARD MEMBER COMMENTS

XV. FUTURE AGENDA

Work Session Meeting, Wednesday, August 30, 2017 at 5:30 p.m.  
 Regular Board Meeting, Wednesday, September 20, 2017 at 6:30 p.m.

XVI. ADJOURNMENT

## **PROCEDURES FOR PUBLIC PARTICIPATION IN MEETINGS**

The Reedsport School Board welcomes citizens to attend Board meetings to become acquainted with the programs and operation of the District. Members of the public are also encouraged to share their ideas and opinions with the Board during the agenda item labeled "Community Comments". Comments or questions from the audience at any other time during the meeting except for the agenda item "Community Comments" will be declared out of order.

During the agenda item "Community Comments" we ask that you abide by the following rules:

- 1) Please state your name and the topic you are addressing before you begin.
- 2) Speakers are asked to direct their questions and comments to the chair. The chair will refer any questions or requests for action to the proper person for a response.
- 3) All speakers should keep their comments to 3 minutes or less. If a group wishes to speak, please designate one spokesperson for the group. In order to maintain the meeting schedule repetitious comments will not be permitted.
- 4) Speakers may offer objective criticism of District operations and programs but the Board will not hear complaints concerning individual District personnel. The chair will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.
- 5) Complaints regarding budget, programs, or other District issues should be handled by first following the steps outlined in policy KL. The chair has copies of policy KL available here, and is glad to give them to anyone who requests a copy.
- 6) If you wish to submit a letter or any form of written comments, the Board will accept those and keep them in the District Office in a Board communication file. Copies will be given to all Board members and those written letters or comments are public documents

## REEDSPORT SCHOOL DISTRICT

---

POLICY: BOARD MEMBER OATH OF OFFICE

CODE: BBBB

---

New directors must qualify by taking an oath of office before assuming the duties of office. The oath of office will be in the following form:

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the State of Oregon and the laws thereof, and the policies of the Reedsport School District. I will faithfully and impartially discharge the duties of the Office of School Board Member according to the best of my ability during the term for which I have been appointed.

\_\_\_\_\_  
Signature

### END OF POLICY

---

Legal References:                      ORS 332.005

Adopted:            7/11/90

Revised:

Policy5/AE  
ck/8/11/98

## **RCCS School Board Report August 2017**

### **Student Academics/Positive Behavior/Activities**

Our July Session summer school typically had between seven and nine students working each day from 8:00 AM until noon. The students were working to make up credits from last school year. At the time of the writing of this report, there were still two teachers who need to grade student work and establish how many credits were earned.

### **Staff Professional Growth Activities**

Ron Frakes and Tom Wright hosted a new textbook training by McGraw-Hill for our new science books. Two teachers from North Bend joined us for the training.

### **Community Partnerships**

In cooperation with the City of Reedsport, the RCCS back parking lot was used as a staging area for equipment during the street resurfacing in July.

The Braves Booster Club is covering more than 50% of the cost of the purchase and installation of the decals we are using in the gymnasium to cover our Native American imagery. They are also purchasing new goal post pads for the football field.

# LEADERS, STRIVING FOR EXCELLENCE

## Highland Welcomes

### New staff!

Anna Villegas - 3<sup>rd</sup> Grade Teacher  
Jessica Vasquez - 5<sup>th</sup>-6<sup>th</sup> Grade Teacher  
Lynne Massey – 5<sup>th</sup>-6<sup>th</sup> Grade Teacher  
Jennifer Ellis – Life Skills Teacher  
Sherri Zeller – Office Manager  
Patrick McKnight – Student Services IA  
Shelbe Renner – Life Skills IA

### Returning staff!

Katie Corcoran – Kindergarten Teacher  
Julee Noel – Kindergarten Teacher  
Paige Allen – 1<sup>st</sup> Grade Teacher  
Dan Smith – 1<sup>st</sup> Grade Teacher  
**Connie Coffman – 1<sup>st</sup> Grade Teacher**  
Monica Cape-Lindelin – 2<sup>nd</sup> Grade Teacher  
**Natalie Trotter – 2<sup>nd</sup> Grade Teacher**  
Whitney Flora – 3<sup>rd</sup> Grade Teacher  
Cristina Bettsworth – 3<sup>rd</sup> Grade Teacher  
Paula Plotz – 4<sup>th</sup> Grade Teacher  
Jennifer Wright – 4<sup>th</sup> Grade Teacher  
Dan Vasquez – 5<sup>th</sup>-6<sup>th</sup> Grade Teacher  
Deanne Frazier- 5<sup>th</sup>-6<sup>th</sup> Grade Teacher  
Laurice Hedges – Title I/ELL  
**Talena Coplin – Instructional Coach**  
Bobby Marshall – Student Services  
Sarah Wells – SPED Teacher

Colin Hurowitz – Music Teacher  
John Bintliff – PE Teacher  
Lisa Smart – Secretary  
Ginny Story – Library Tech  
**Delana Corcoran – Title I IA**  
Amber Foster – Title I IA  
Myndee Herr – Title I IA  
Amy Billings – General IA  
Jessica Daily – SPED IA  
Vicki Harlan – SPED IA  
Terri Wicks – SPED IA  
Valarie Swagerty – Life Skills IA  
Dena Estep – Head Cook  
JoAnna Dukovich – Cook  
Brett Smith – Head Custodian  
Diana Schulz-Madlock - Custodian

### Highland Priorities:

- 1. Improve culture, climate and communication by fully implementing *The Leader in Me* and strengthening family involvement.**
  - Summer school taught by Dan Smith, Jennifer Wright and Connie Coffman was a huge success. Fifty-three students were enrolled. Bussing was provided along with breakfast and lunch. A huge thanks to REEF for making the culminating field trip to the Charleston Aquarium possible.
  - August 7-10 and August 14-17, some family members and 23 students are participating in “Kindergarten Boot Camp” taught by Katie Corcoran. This opportunity acclimates them to the school, classroom, playground and the general routines of being in Kindergarten.
  - August 14-15, a “7 Habits of Highly Effective People” training will be provided to all new staff at HES. Deanne Frazier and Paige Allen will be facilitating this training.

## LEADERS, STRIVING FOR EXCELLENCE

### **2. Improve student engagement through PLCs, professional development and peer lesson studies.**

Numerous staff took advantage of the following professional development opportunities this summer. We have a number of new Instructional Assistants and these trainings will help improve small group instruction and consistency with the curriculum/interventions being taught.

- July 25-28, **Direct Instruction Conference:** Talena Coplin, Amber Foster, Vicki Harlan, Delana Corcoran
- August 8<sup>th</sup> and 9<sup>th</sup>, **Enhanced Core Reading Instruction (ECRI) Training:** Teachers K-3 invited along with all IA's (Title I and SPED)

### **3. Strengthen core instruction and instructional practices through the implementation of Journeys (Reading) and Engage NY (Math).**

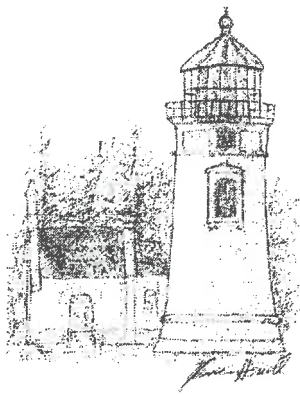
- July 31<sup>st</sup>- August 2<sup>nd</sup>, **Summer Academy:** Talena Coplin (Strand 1), Dan Vasquez (Strand 3), Monica Cape-Lindelin (Strand 1), Whitney Flora(Strand 2), Anna Villegas(Strand 2) and Jessica Vasquez (Strand 3)

Strand 1 – How Math Teaching Matters for K-6 classrooms

Strand 2 – Teaching the Reading Foundational Skills in your Standards-Based Primary Classroom, for K-2/3 classrooms

Strand 3 – Intermediate Reading Instructional Strategies for the 3-8 Classroom





# Reedsport School District 105

100 Ranch Road, Reedsport OR 97467-1739

Phone: (541) 271-3656

Fax: (541) 271-3658

August 16, 2017

To: Board of Directors, Reedsport School District #105

## Special Education Report

Parma Roe, Special Education Director

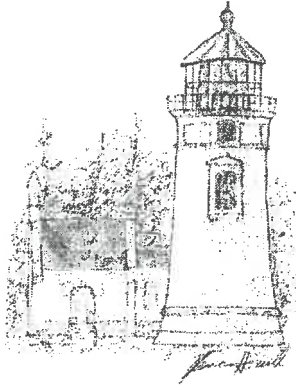
### Special Education Extended School Year (ESY)

Of the 21 students across the district who qualified for this intervention, ten sets of parents gave consent for their child to participate. With few absences, those 10 students regularly attended ESY twice per week across the month of July. Students worked on identified IEP skill areas in which they demonstrated significant regression and prolonged recoupment. For the most part, instruction concentrated on math, reading, and social skills. The program was organized and facilitated by the Special Education teacher, with the daily support of two instructional assistants.

### Locations & Positions of District Special Education Staff

<b>Reedsport Community Charter School</b>		
Cathy Hurowitz	Licensed - SpEd Teacher	Life Skills Classroom
Jennifer Tymchuk	Licensed - SpEd Teacher	Resource Classroom
Parma Roe	Licensed - SpEd Administrator	Special Education Office
Theresa Bunch	Classified - SpEd Secretary	SpEd / YTP Room #3
Brian Reeds (Job 1 .50 FTE)	Classified - YTP Coordinator	SpEd / YTP Room #3
Brian Reeds (Job 2 .50 FTE)	Classified IA	Life Skills Classroom
Brianna Smith	Classified IA	Life Skills Classroom
Diana Willis 1:1	Classified IA	Life Skills Classroom
Kayla Willson	Classified IA	Life Skills Classroom
Joelle Frost	Classified IA	Resource Classroom
Randi Carrell	Classified IA	Resource Classroom
Sandra Johnston	Classified IA	Resource Classroom
Jessica Coudare	Classified IA	Resource Classroom
<b>Highland Elementary School</b>		
Jennifer Ellis	Licensed - SpEd Teacher	Life Skills Classroom
Sarah Wells	Licensed - SpEd Teacher	Resource Classroom
<del>Delana Coreoran</del> (transfer)	Classified IA	Life Skills Classroom
Valerie Swagerty	Classified IA	Life Skills Classroom
Kayla Doane 1:1	Classified IA	Life Skills Classroom
Shelbe Renner 1:1	Classified IA	Life Skills Classroom
Jessica Dailey	Classified IA	Resource Classroom
Terri Wicks	Classified IA	Resource Classroom
<del>Kim Chudy</del> (resignation)	Classified IA	Resource Classroom
Viki Harlon	Classified IA	Resource Classroom

The Special Education program also employs a full-time district Speech Pathologist and a part-time Registered Nurse, both contracted through South Coast ESD.



# Reedsport School District 105

100 Ranch Road, Reedsport OR 97467-1739

Phone: (541) 271-3656

Fax: (541) 271-3658

---

Superintendent's Report to the Board  
for  
June 21, 2017

- I. CALL TO ORDER
- II. ESTABLISH A QUORUM
- III. PLEDGE OF ALLEGIANCE
- IV. NEW BOARD MEMBERS – OATH OF OFFICE- Duane and Greg will be sworn-in as new directors by Jennifer.
- V. CHANGES TO THE AGENDA
- VI. ACCOLADES – open for Board comments
- VII. COMMUNITY COMMENTS- as requested
- VIII. REPORTS
  - A. RCCS Student Representative – Marc Chaney
  - B. RCCS Administrator – The written report includes staff assignments for 2017-2018
  - C. HES Administrator – The written report includes staff assignments for 2017-2018
  - D. SPED Director - The written report includes staff assignments for 2017-2018
  - E. Superintendent – My report is imbedded in the Board's agenda. In addition: a) We had much less staff turnover between school years compared to the previous years, which I believe will help with consistency in our K-12 programs; b) Using our Instructional materials fund, we've spent more than \$87,000 this summer (June 2017 & July 2017) for new junior/senior high school math and science instructional materials; c) We borrowed \$300,000 (original estimate was \$750,000) from South Coast ESD to bridge our deferred State School Fund (SSF) revenue gap. The final audit was completed and submitted to Oregon Department of Education during the last week of July, which means our deferred revenue will be received with our August 15<sup>th</sup> SSF payment; d) We will be using nursing services from Lower Umpqua/Dunes Clinic and South Coast ESD this year to meet the medical needs of our students and potentially expand a Health Occupations program for students.
  - F. Business Manager – Laura Shivers has provided a written report, including the monthly list of bills/payments, and will introduce Laura Fisher, our lead financial auditor.

1. Laura Fisher, CPA with Hough, MacAdam, Wartnik, Fisher & Gorman, LLC, will provide a summary of the recent 2015-2016 audit report. In addition, we will discuss the schedule for completing our 2016-2017 audit prior to the December 31<sup>st</sup> due date.

- G. Charter Advisory Council Representative – Vince may provide a verbal report
- H. Certified and Classified Representatives – verbal reports may be provided
- I. Other reports from staff, if provided.

IX. CONSENT AGENDA – personnel and donation items are included in your Board packet materials for your consideration.

X. ACTION

- A. Approval of Organizational Decisions and Designations for 2017-2018 – The annual designations and authorizations are provided on the agenda for your consideration.
- B. Consider Superintendent Cost of Living Adjustment – My contract includes the language, “Compensation will be evaluated against the Consumer Price Index – Portland at the end of each fiscal year to determine salary increase for the following year.” The July through December Portland CPI-u and CPI-w rates were 2.6% to 2.1%. During the second half of the fiscal year, January- June 2017, the CPI-u and CPI-w for Portland range was 4.2% to 4.4%.
- C. K-12 Curriculum & Instruction Position – Based on our goals to improve the academic and social success of students, and the coordination needs of our current School Improvement Grant (\$200,000) and District Improvement Partnership (DIP) grant, I am unable to manage the workload at a level that a full-time superintendent would likely be able to do. Therefore, I recommend we hire, at a minimum, a half-time K-12 Curriculum/Instruction Improvement Coordinator who would be responsible for working with staff to plan, target, assess, and adjust our K-12 instructional improvement efforts. A portion of our DIP grant (\$85,000) and Measure 98 (\$190,000) funds would be used for this effort. Along those lines, I believe it would benefit the District to consider a 2018-2019 transition from a half-time superintendent position to full-time staffing. The employment of a Curriculum/Instruction district-level administrative position could be aligned with a two-year district office administration transition plan. Therefore, the Board may want to consider more than a half-time position this year or next.
- D. ODOT Real Estate Property Purchase – Last spring, I shared some Highway 101 and 22<sup>nd</sup> street/sidewalk improvement plans that would require ODOT to purchase a small portion, 125 sq. ft., of District property at the NW corner of RCCS. I recommend we sell the portion of property at the \$750 assessed value.
- E. Seismic Upgrade Design Contract – Under Board Policy DJC, and our annual authorizations, the Board of Directors is authorized as the Local Public Contract Review Board (LCRB). I believe continuing to use ZCS Engineering, which is the firm that developed our seismic upgrade proposal, would be a cost savings and time savings benefit to the District. ZCS has performed all of the necessary initial engineering evaluations and is ready to begin developing construction documents. The time it would take to prepare a request for proposals, and solicit and evaluate bids from qualified engineer firms, would delay our projects and essentially repeat the work that has already been performed by ZCS Engineering. Lastly, the proposed design fees from ZCS are competitive and in-line with average architectural/engineering fees. Board Policy DJC, item #6 (based on ORS 279c law), allows the LCRB to make an exception

to public bidding process. I have included documentation for your consideration and recommend awarding the design contract to ZCS Engineering.

- F. Policy Revisions – I will bring the 1<sup>st</sup> and 2<sup>nd</sup> readings of policies to the September meeting.

XI. DISCUSSION

- A. OSBA Work Session and Board/District Goals – our follow-up work session with Steve Kelley is scheduled for Wednesday, August 30<sup>th</sup>, beginning at 5:30 p.m.
  - 1. As part of the overall visioning and operational work process, I'm attaching some sample Board/Superintendent Operating Agreements for your review.
- B. District Website Upgrade Planning – At the end of this calendar year, our website host, School Fusion, is going away and we will transition to Blackboard. As part of the transition, we will be developing plans for a more efficient and effective way to manage our school district website.
- C. Summer School Statistics – In June and July, our summer school programs served more than 60 K-8 students and we are currently operating a Kindergarten Boot camp at HES. We are confident the additional instruction and interaction with students will improve student success in the coming school year.
- D. Open Staff Positions – Our administrators provided a list of current staffing assignments in our buildings and programs. We are currently searching for the following positions:
  - 1. Instructional Assistant Sped– HES – 32 hrs.
  - 2. Instructional Assistant Sped – HES – 32 hrs.
  - 3. Instructional Assistant Sped – HES- 16 hrs.
  - 4. W.F. Jewett Poetry Recitation – RCCS
  - 5. Coaching
    - 1) Junior High Track
    - 2) JV Volleyball
    - 3) Varsity Girls Head Basketball
    - 4) JV Girls Basketball
    - 5) Varsity Baseball

XII. COMMUNITY COMMENTS

XIII. BOARD MEMBER COMMENTS

XIV. FUTURE AGENDA

Work Session with OSBA Trainer, Wednesday, August 30, 2017 at 5:30 p.m.  
Regular Board Meeting, Wednesday, September 20, 2017, at 6:30 p.m.

XV. ADJOURNMENT



**REEDSPORT SCHOOL DISTRICT 105**  
**Year-to-Date Activity & Forecast**  
**GENERAL FUND**  
 For the period ending June 30, 2017

**ACTIVITY**

**Revenues:**

	Adopted Budget 2016-17	YTD Actuals through Current Month	Encumbrances	Actuals Including Encumbrances	Forecast through 6/30/2017	Over/ (Under) Budget
Beginning Fund Balance	400,000	907,148			<sup>1*</sup> 907,148	507,148
Property Taxes	1,900,000	1,900,080			1,900,080	80
Interest	10,000	27,053			27,053	17,053
Admissions	12,000	8,768			8,768	(3,232)
Fees - Sport Participation	15,000	8,824			8,824	(6,176)
Rentals	15,000	9,100			9,100	(5,900)
Contributions	4,000	1,000			1,000	(3,000)
Recovery of Prior Year Expenditure	-	21,451			21,451	21,451
Miscellaneous Revenue	10,000	32,359			32,359	22,359
Services Provided Charter County School Fund	681,767	786,931			786,931	105,164
State School Fund	8,500	7,967			7,967	(533)
Common School Fund	4,850,022	5,038,785			<sup>5*</sup> 5,038,785	188,763
Federal Forest Fees	64,483	64,483			64,483	-
Federal Forest Fees	-	12,049			12,049	12,049
Interfund Transfers	-	-			-	-
<b>TOTAL:</b>	<b>7,970,772</b>	<b>8,825,999</b>			<b>8,825,999</b>	<b>855,227</b>

**Expenditures:**

Salaries	1,869,237	1,929,143	-	1,929,143	1,929,143	59,906
Benefits	1,161,836	1,123,350	-	1,123,350	1,123,350	(38,486)
Purchased Services	4,084,392	4,150,643	-	4,150,643	4,150,643	66,251
Supplies & Materials	116,350	110,592	-	110,592	110,592	(5,758)
Capital Outlay	-	-	-	-	-	-
Other	73,450	55,385	-	55,385	55,385	(18,065)
Transfers Out	260,000	260,000	-	260,000	260,000	-
<b>SUB-TOTAL:</b>	<b>7,565,265</b>	<b>7,629,114</b>	<b>-</b>	<b>7,629,114</b>	<b>7,629,114</b>	<b>63,849</b>

**CONTINGENCY:**

	405,507	-	-	-	-	
<b>TOTAL:</b>	<b>7,970,772</b>	<b>7,629,114</b>	<b>-</b>	<b>7,629,114</b>	<b>7,629,114</b>	

**PROJECTED ENDING FUND BALANCE**

**1,196,885**

**PROJECTED ENDING FUND BALANCE PERCENTAGE OF ACTUAL (FORECAST) REVENUE AT 6/30/2016**

**14%**

**REEDSPORT COMMUNITY CHARTER SCHOOL**

**Expenditures:**

Salaries	1,170,813	1,207,568	-	1,207,568	1,207,568	36,755
Benefits	653,348	664,883	-	664,883	664,883	11,535
Purchased Services	1,124,597	1,083,781	-	1,083,781	1,083,781	(40,816)
Supplies & Materials	71,700	68,553	-	68,553	68,553	(3,147)
Other	56,025	51,699	-	51,699	51,699	(4,326)
<b>TOTAL:</b>	<b>3,076,483</b>	<b>3,076,483</b>	<b>-</b>	<b>3,076,483</b>	<b>3,076,483</b>	<b>(0)</b>

<sup>1\*</sup> Beginning fund balance is audited.

<sup>5\*</sup> Includes State School Fund payment receivable of \$2,290,213 for the 2016-2017 fiscal year, that will be received in August 2017.

**REEDSPORT SCHOOL DISTRICT 105**  
**Year-to-Date Activity & Forecast**  
**GENERAL FUND**  
MAY 2017

Account #	Adopted Budget 2016-17	Actual July	Actual August	Actual September	Actual October	Actual November	Actual December	Actual January	Actual February	Actual March	Actual April	Actual May	Actual June	Actual Estimate Totals	Difference Actual/Estimate to Budget
<b>Revenues:</b>															
5400 Beginning Fund Balance	400,000	-	-	-	-	-	-	-	-	-	-	-	-	907,148	507,148
111x Property Taxes	1,900,000	17,408	11,313	14,907	5,761	656,287	1,042,725	20,805	12,436	54,578	10,306	3,791	49,963	1,900,080	(80)
15xx Interest	10,000	1,337	1,449	1,425	2,425	1,897	2,436	2,351	2,267	2,169	1,879	4,124	5,719	27,053	(17,053)
171x Admissions	12,000	-	-	2,441	2,779	-	1,221	1,866	461	-	-	-	-	8,768	3,232
1740 Fees - Sport Participation	15,000	-	-	3,760	1,374	1,060	585	570	675	425	-	375	-	8,824	6,176
1911 Rentals	15,000	1,000	1,000	1,000	1,000	-	100	1,000	1,000	1,000	1,000	1,000	1,000	9,100	5,900
1920 Contributions	4,000	-	-	-	1,000	-	-	-	-	-	-	-	-	1,000	3,000
1960 Recovery of PY Expenditure	-	-	-	-	-	-	-	21,451	-	-	-	-	-	21,451	(21,451)
1990 Miscellaneous Revenue	10,000	400	202	229	9,224	4,236	348	3,649	3,869	4,413	3,897	1,425	467	32,359	(22,359)
1943 Services Provided Charter	681,767	-	-	-	-	-	-	-	-	-	-	-	-	786,931	(105,164)
2101 County School Fund	8,500	-	-	-	-	-	-	-	-	-	-	-	-	7,967	533
3101 State School Fund	4,850,022	785,642	392,586	392,586	392,586	392,586	392,586	-	-	-	-	-	5* 2,290,213	5,038,785	(188,763)
3103 Common School Fund	64,483	-	-	-	-	-	-	32,242	-	-	-	-	32,242	64,483	-
4801 Federal Forest Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5200 Interfund Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-	12,049	(12,049)
<b>TOTAL REVENUES:</b>	<b>7,970,772</b>	<b>805,787</b>	<b>406,550</b>	<b>416,347</b>	<b>412,723</b>	<b>1,056,066</b>	<b>1,440,001</b>	<b>83,734</b>	<b>20,033</b>	<b>62,835</b>	<b>37,524</b>	<b>10,715</b>	<b>4,073,683</b>	<b>8,825,999</b>	<b>(855,227)</b>

Account #	Actual July	Actual August	Actual September	Actual October	Actual November	Actual December	Actual January	Actual February	Actual March	Actual April	Actual May	Actual June	Actual Estimate Totals	Difference Actual/Estimate to Budget
<b>Expenditures:</b>														
100 Salaries	35,403	139,704	155,700	161,398	167,025	168,571	155,337	160,909	165,920	166,414	164,401	288,363	1,929,143	(59,906)
200 Benefits	14,755	45,271	105,544	96,338	97,394	97,870	95,798	94,909	101,178	97,834	91,720	184,739	1,123,350	38,486
300 Purchased Services	664	26,020	76,212	95,560	93,068	79,482	115,110	110,455	62,312	126,943	88,333	3,276,483	4,150,643	(66,251)
400 Supplies & Materials	4,886	31,835	15,656	10,879	6,101	6,525	6,075	3,021	6,184	2,191	8,917	8,323	110,592	5,758
500 Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
600 Other	32,343	3,103	1,208	2,451	3,196	2,852	4,528	693	1,068	1,376	573	1,993	55,385	18,065
700 Transfers Out	-	-	-	-	-	-	-	-	-	-	-	260,000	260,000	-
800 CONTINGENCY:	-	-	-	-	-	-	-	-	-	-	-	-	-	405,507
<b>TOTAL EXPENDITURES:</b>	<b>88,051</b>	<b>245,833</b>	<b>354,320</b>	<b>366,626</b>	<b>366,784</b>	<b>355,300</b>	<b>375,848</b>	<b>369,987</b>	<b>336,662</b>	<b>394,759</b>	<b>353,943</b>	<b>4,019,901</b>	<b>7,629,114</b>	<b>341,658</b>

ESTIMATED FUND BALANCE/ CARRYOVER AT MONTH END:	717,736	878,353	940,380	986,478	1,675,760	2,760,461	2,467,347	2,117,393	1,843,566	1,486,331	1,143,103	1,196,885	PROJECTED ENDING FUND BALANCE AT 6/30/2016	1,196,885	14%
---	---------	---------	---------	---------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	--	-----------	-----

**REEDSPORT COMMUNITY CHARTER FUND**

Account #	Actual July	Actual August	Actual September	Actual October	Actual November	Actual December	Actual January	Actual February	Actual March	Actual April	Actual May	Actual June	Actual Estimate Totals	Difference Actual/Estimate to Budget
<b>Expenditures:</b>														
100 Salaries	16,229	94,482	107,716	108,526	97,021	103,063	106,024	109,201	100,826	104,856	107,390	152,232	1,207,568	(36,755)
200 Benefits	8,768	31,556	65,866	57,468	53,994	53,913	54,911	56,306	62,911	59,816	60,330	99,043	664,883	(11,535)
300 Purchased Services	754	10,220	12,211	54,973	21,337	20,154	33,771	75,645	17,120	69,039	30,050	738,307	1,083,781	40,816
400 Supplies & Materials	-	14,463	609	10,325	5,395	3,518	6,954	1,972	7,471	2,380	3,850	11,666	68,553	3,147
600 Other	56,025	41,007	4,517	590	1,090	200	275	618	150	154	2,413	686	51,699	4,326
<b>TOTAL EXPENDITURES:</b>	<b>86,758</b>	<b>155,238</b>	<b>186,402</b>	<b>231,882</b>	<b>179,037</b>	<b>180,848</b>	<b>201,935</b>	<b>243,742</b>	<b>188,428</b>	<b>236,245</b>	<b>204,033</b>	<b>1,001,934</b>	<b>3,076,483</b>	<b>0</b>

1\* Beginning fund balance is audited.  
2\* \$3,076,483 of this amount is the estimated SSF payment to Reedsport Community Charter School for the 2016-2017 school year. The actual amount will be based on ADMw of the Reedsport Community Charter School times the Charter School Rate (ORS 338.155) on the May 2017 SSF estimate.  
3\* This includes payment to the District's General Fund for services provided to Reedsport Community Charter School, including but not limited to Special Education, transportation, administration. The agreement is that Reedsport Community Charter School does not carry a fund balance from one year into the next year.  
4\* This is the payment from Reedsport Community Charter School for services received from the District's General Fund (see 3\*). This amount realizes the revenues received back into the General Fund of the District.  
5\* Includes State School Fund payment receivable of \$2,290,213 for the 2016-2017 fiscal year, that will be received in August 2017.

# Reedsport School District

## Reprint Check Listing

Fiscal Year: 2017-2018

**Criteria:**

**Bank Account:** UMPQUA BANK CHECKING 250000044

**From Check:** To Check:

**From Voucher:** To Voucher:

**From Date:** 06/01/2017 **To Date:** 06/30/2017

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

**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
16166	06/01/2017	HIXENBAUGH, JAMES	\$280.00	1064	Printed	Expense	<input type="checkbox"/>		
* 16170	06/14/2017	ACTION TROPHIES AND SIGNS	\$25.00	1075	Printed	Expense	<input type="checkbox"/>		
16171	06/14/2017	BRAVES BOOSTERS	\$500.00	1075	Printed	Expense	<input type="checkbox"/>		
16172	06/14/2017	CAPPS, THOMAS	\$343.95	1075	Printed	Expense	<input type="checkbox"/>		
16173	06/14/2017	CARSON OIL COMPANY	\$122.58	1075	Printed	Expense	<input type="checkbox"/>		
16174	06/14/2017	CENTRAL LINCOLN PUD	\$7,252.95	1075	Printed	Expense	<input type="checkbox"/>		
16175	06/14/2017	CIT	\$1,600.38	1075	Printed	Expense	<input type="checkbox"/>		
16176	06/14/2017	CITY OF REEDSPORT	\$3,732.99	1075	Printed	Expense	<input type="checkbox"/>		
16177	06/14/2017	COASTAL PAPER AND SUPPLY	\$764.48	1075	Printed	Expense	<input type="checkbox"/>		
16178	06/14/2017	COLTON, CAROL	\$104.69	1075	Printed	Expense	<input type="checkbox"/>		
16179	06/14/2017	COMFORT FLOW HEATING	\$1,889.50	1075	Printed	Expense	<input type="checkbox"/>		
16180	06/14/2017	COMSPAN COMMUNICATIONS	\$144.90	1075	Printed	Expense	<input type="checkbox"/>		
16181	06/14/2017	COSA/CONFEDERATION OF OR SCH ADM	\$50.00	1075	Printed	Expense	<input type="checkbox"/>		
16182	06/14/2017	DOUGLAS EDUCATION SERVICE DISTRICT	\$1,500.00	1075	Printed	Expense	<input type="checkbox"/>		
16183	06/14/2017	ESTEP, DENA	\$26.75	1075	Printed	Expense	<input type="checkbox"/>		
16184	06/14/2017	FERRELLGAS	\$1,075.15	1075	Printed	Expense	<input type="checkbox"/>		
16185	06/14/2017	FRAKES, RON	\$146.77	1075	Printed	Expense	<input type="checkbox"/>		
16186	06/14/2017	FRONTIER COMMUNICATIONS	\$45.52	1075	Printed	Expense	<input type="checkbox"/>		
16187	06/14/2017	GRAINGER	\$205.05	1075	Printed	Expense	<input type="checkbox"/>		
16188	06/14/2017	HD SUPPLY FACILITIES MAINTENANCE	\$87.88	1075	Printed	Expense	<input type="checkbox"/>		
16189	06/14/2017	HENDERSON, JESSICA	\$700.00	1075	Printed	Expense	<input type="checkbox"/>		
16190	06/14/2017	HIXENBAUGH, CHARISSA	\$60.00	1075	Printed	Expense	<input type="checkbox"/>		

# Reedsport School District

## Reprint Check Listing

Fiscal Year: 2017-2018

**Criteria:**

Bank Account: UMPQUA BANK CHECKING 250000044

From Date: 06/01/2017 To Date: 06/30/2017

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
16191	06/14/2017	HIXENBAUGH, JAMES	\$628.09	1075	Printed	Expense	<input type="checkbox"/>		
16192	06/14/2017	INDUSTRIAL SOURCE	\$240.80	1075	Printed	Expense	<input type="checkbox"/>		
16193	06/14/2017	KAIROS	\$1,596.00	1075	Printed	Expense	<input type="checkbox"/>		
16194	06/14/2017	KEL-CEE ACE HARDWARE	\$521.95	1075	Printed	Expense	<input type="checkbox"/>		
16195	06/14/2017	LEO'S LANDSCAPE MAINTENANCE	\$995.00	1075	Printed	Expense	<input type="checkbox"/>		
16196	06/14/2017	LEWIS TRANSPORTATION	\$18,698.52	1075	Printed	Expense	<input type="checkbox"/>		
16197	06/14/2017	LIGHTHOUSE ELECTRICAL CONTRACTORS INC	\$1,974.71	1075	Printed	Expense	<input type="checkbox"/>		
16198	06/14/2017	LOWER UMPQUA HOSPITAL (LUH)	\$346.08	1075	Printed	Expense	<input type="checkbox"/>		
16199	06/14/2017	LOWER UMPQUA PARKS & RECREATION	\$3,448.78	1075	Printed	Expense	<input type="checkbox"/>		
16200	06/14/2017	LUPTON, REBECCA	\$325.00	1075	Printed	Expense	<input type="checkbox"/>		
16201	06/14/2017	MARSHALL III, ROBERT (BOBBY)	\$151.97	1075	Printed	Expense	<input type="checkbox"/>		
16202	06/14/2017	MCKAY'S MARKETS	\$87.03	1075	Printed	Expense	<input type="checkbox"/>		
16203	06/14/2017	NATIONAL INSTITUTE DIRECT INSTRUCTION	\$2,885.00	1075	Printed	Expense	<input type="checkbox"/>		
16204	06/14/2017	NORTH BEND SCH DIST FOOD PROGRAM	\$13,581.60	1075	Printed	Expense	<input type="checkbox"/>		
16205	06/14/2017	PACE PROPERTY & CASUALTY	\$35.00	1075	Printed	Expense	<input type="checkbox"/>		
16206	06/14/2017	PITNEY BOWES GLOBAL	\$73.65	1075	Printed	Expense	<input type="checkbox"/>		
16207	06/14/2017	PURCHASE POWER	\$1,066.93	1075	Printed	Expense	<input type="checkbox"/>		
16208	06/14/2017	RAMSEY, JANET	\$91.76	1075	Printed	Expense	<input type="checkbox"/>		
16209	06/14/2017	RCCS CULINARY EXPERIENCE	\$87.25	1075	Printed	Expense	<input type="checkbox"/>		
16210	06/14/2017	RODRIGUEZ, ANN	\$108.00	1075	Printed	Expense	<input type="checkbox"/>		
16211	06/14/2017	SCHLEVE, LYLE	\$556.40	1075	Printed	Expense	<input type="checkbox"/>		
16212	06/14/2017	SIUSLAW NEWS	\$178.25	1075	Printed	Expense	<input type="checkbox"/>		



## Reedsport School District

### Reprint Check Listing

Fiscal Year: 2017-2018

**Criteria:**

**Bank Account:** UMPQUA BANK CHECKING 250000044

**From Check:** To Check:

**From Voucher:** To Voucher:

**From Date:** 06/01/2017 **To Date:** 06/30/2017

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

**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
16213	06/14/2017	SWAGERTY, VINCENT	\$190.45	1075	Printed	Expense	<input type="checkbox"/>		
16214	06/14/2017	UMPQUA POST	\$179.99	1075	Printed	Expense	<input type="checkbox"/>		
16215	06/14/2017	VEND WEST SERVICES INC	\$169.75	1075	Printed	Expense	<input type="checkbox"/>		
16216	06/14/2017	WILD BY NATURE NURSERY AND GARDEN	\$440.00	1075	Printed	Expense	<input type="checkbox"/>		
16217	06/14/2017	WILSON, NOELLE Y	\$60.94	1075	Printed	Expense	<input type="checkbox"/>		
16218	06/15/2017	MR MOMS GREEN CLEANING LLC	\$270.00	1076	Printed	Expense	<input type="checkbox"/>		
* 16284	06/28/2017	ACP DIRECT	\$247.95	1083	Printed	Expense	<input type="checkbox"/>		
16285	06/28/2017	ALTERNATIVE YOUTH ACTIVITIES, INC	\$10,000.00	1083	Printed	Expense	<input type="checkbox"/>		
16286	06/28/2017	AP PROGRAM	\$75.00	1083	Printed	Expense	<input type="checkbox"/>		
16287	06/28/2017	COASTAL PAPER AND SUPPLY	\$17.48	1083	Printed	Expense	<input type="checkbox"/>		
16288	06/28/2017	COASTAL WINDOW COVERINGS	\$1,245.00	1083	Printed	Expense	<input type="checkbox"/>		
16289	06/28/2017	COASTCOM, INC.	\$2,525.33	1083	Printed	Expense	<input type="checkbox"/>		
16290	06/28/2017	COST PRO DIRECT	\$2,375.12	1083	Printed	Expense	<input type="checkbox"/>		
16291	06/28/2017	DOUGLAS COUNTY CLERK	\$1,268.19	1083	Printed	Expense	<input type="checkbox"/>		
16292	06/28/2017	FORBESS, DAN	\$375.05	1083	Printed	Expense	<input type="checkbox"/>		
16293	06/28/2017	FRANKLIN COVEY CLIENT SALES INC.	\$3,449.49	1083	Printed	Expense	<input type="checkbox"/>		
16294	06/28/2017	GRAINGER	\$101.37	1083	Printed	Expense	<input type="checkbox"/>		
16295	06/28/2017	HENNICK'S HOME CENTER	\$42.38	1083	Printed	Expense	<input type="checkbox"/>		
16296	06/28/2017	HIXENBAUGH, CHARISSA	\$260.63	1083	Printed	Expense	<input type="checkbox"/>		
16297	06/28/2017	HUROWITZ, COLIN	\$194.87	1083	Printed	Expense	<input type="checkbox"/>		
16298	06/28/2017	JUPITER ED	\$2,880.00	1083	Printed	Expense	<input type="checkbox"/>		
16299	06/28/2017	KAIOS	\$1,795.50	1083	Printed	Expense	<input type="checkbox"/>		

## Reedsport School District

### Reprint Check Listing

Fiscal Year: 2017-2018

**Criteria:**

**Bank Account:** UMPQUA BANK CHECKING 250000044

**From Check:** To Check:

**From Voucher:** To Voucher:

**From Date:** 06/01/2017 **To Date:** 06/30/2017

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

**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
16300	06/28/2017	KEL-CEE ACE HARDWARE	\$739.38	1083	Printed	Expense	<input type="checkbox"/>		
16301	06/28/2017	LAURAL BAY GARDENS	\$882.00	1083	Printed	Expense	<input type="checkbox"/>		
16302	06/28/2017	LEWIS TRANSPORTATION	\$5,774.38	1083	Printed	Expense	<input type="checkbox"/>		
16303	06/28/2017	LUPTON, REBECCA	\$1,350.00	1083	Printed	Expense	<input type="checkbox"/>		
16304	06/28/2017	MARSH, CHRIS	\$75.92	1083	Printed	Expense	<input type="checkbox"/>		
16305	06/28/2017	MCI COMM SERVICE	\$55.09	1083	Printed	Expense	<input type="checkbox"/>		
16306	06/28/2017	MYSTERY SCIENCE INC	\$499.00	1083	Printed	Expense	<input type="checkbox"/>		
16307	06/28/2017	NORTH BEND SCH DIST FOOD PROGRAM	\$13,377.57	1083	Printed	Expense	<input type="checkbox"/>		
16308	06/28/2017	NORTHWEST REGIONAL ESD	\$716.75	1083	Printed	Expense	<input type="checkbox"/>		
16309	06/28/2017	NORTHWEST TEXTBOOK DEPOSITORY CO	\$23,556.05	1083	Printed	Expense	<input type="checkbox"/>		
16310	06/28/2017	PACIFIC AG SYSTEMS, INC	\$183.76	1083	Printed	Expense	<input type="checkbox"/>		
16311	06/28/2017	PACIFIC OFFICE AUTOMATION	\$1,187.25	1083	Printed	Expense	<input type="checkbox"/>		
16312	06/28/2017	ROTARY CLUB OF REEDSPORT, OR	\$160.65	1083	Printed	Expense	<input type="checkbox"/>		
16313	06/28/2017	SMC CURRICULUM	\$4,500.00	1083	Printed	Expense	<input type="checkbox"/>		
16314	06/28/2017	SOCC/SOUTHERN OR COMM COLLEGE	\$330.00	1083	Printed	Expense	<input type="checkbox"/>		
16315	06/28/2017	SOUTH COAST ESD REGION 7	\$97.50	1083	Printed	Expense	<input type="checkbox"/>		
16316	06/28/2017	SOUTHERN OREGON SANITATION, INC.	\$1,438.32	1083	Printed	Expense	<input type="checkbox"/>		
16317	06/28/2017	STAR OF HOPE	\$58.45	1083	Printed	Expense	<input type="checkbox"/>		
16318	06/28/2017	THE LIFE EXCELERATOR (LEAPS)	\$2,275.00	1083	Printed	Expense	<input type="checkbox"/>		
16319	06/28/2017	UMPQUA POST	\$551.11	1083	Printed	Expense	<input type="checkbox"/>		
16320	06/28/2017	WALL, SHERI	\$600.00	1083	Printed	Expense	<input type="checkbox"/>		

## Reedsport School District

### Reprint Check Listing

Fiscal Year: 2017-2018

**Criteria:**  
**Bank Account:** UMPQUA BANK CHECKING 250000044  
**From Check:** To Check: 06/01/2017 To Date: 06/30/2017  
**From Voucher:** From Clear Date: To Clear Date:

**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
16321	06/28/2017	WESTERN EXTERMINATOR COMPANY	\$120.00	1083	Printed	Expense	<input type="checkbox"/>		
16322	06/28/2017	WILD BY NATURE NURSERY AND GARDEN	\$351.00	1083	Printed	Expense	<input type="checkbox"/>		
16323	06/28/2017	WILLAMETTE EDUCATION SERVICE	\$964.38	1083	Printed	Expense	<input type="checkbox"/>		
* 16341	06/29/2017	NOEL, JULEE	\$3,870.77	1088	Printed	Expense	<input type="checkbox"/>		
<b>Total Amount:</b>			\$160,215.13						

**Report Total Amount:** Amount

**End of Report**



**REEDSPORT SCHOOL DISTRICT 105**  
**Year-to-Date Activity & Forecast**  
**GENERAL FUND**  
 For the period ending July 31, 2017

**ACTIVITY**

**Revenues:**

	Adopted Budget 2017-18	YTD Actuals through Current Month	Encumbrances	Actuals Including Encumbrances	Forecast through 6/30/2017	Over/ (Under) Budget
Beginning Fund Balance	600,000	1,196,885			<sup>1*</sup> 1,196,885	596,885
Property Taxes	1,900,000	15,999			1,891,999	(8,001)
Interest	10,000	386			22,886	12,886
Admissions	12,000	-			10,000	(2,000)
Fees - Sport Participation	15,000	-			9,500	(5,500)
Rentals	15,000	1,000			12,000	(3,000)
Contributions	4,000	-			-	(4,000)
Recovery of Prior Year Expenditure	-	-			-	-
Miscellaneous Revenue	10,000	832			11,832	1,832
Services Provided Charter	743,374	-			743,374	-
County School Fund	8,500	-			8,500	-
State School Fund	5,390,474	-			5,422,221	31,747
Common School Fund	82,775	-			82,774	(1)
Federal Forest Fees	-	-			-	-
Interfund Transfers	-	-			-	-
<b>TOTAL:</b>	<b>8,791,123</b>	<b>1,215,102</b>			<b>9,411,971</b>	<b>620,848</b>

**Expenditures:**

Salaries	1,981,588	47,985	1,930,000	1,977,985	1,977,985	(3,603)
Benefits	1,383,563	17,805	1,295,000	1,312,805	1,312,805	(70,758)
Purchased Services	4,477,146	11,334	4,450,000	4,461,334	4,461,334	(15,812)
Supplies & Materials	95,350	37,692	55,000	92,692	92,692	(2,658)
Capital Outlay	-	-	-	-	-	-
Other	73,450	1,076	70,000	71,076	71,076	(2,374)
Transfers Out	230,000	-	230,000	230,000	230,000	-
<b>SUB-TOTAL:</b>	<b>8,241,096</b>	<b>115,891</b>	<b>8,030,000</b>	<b>8,145,891</b>	<b>8,145,891</b>	<b>(95,205)</b>

CONTINGENCY:

	550,027	-	-	-	-	
<b>TOTAL:</b>	<b>8,791,123</b>	<b>115,891</b>	<b>8,030,000</b>	<b>8,145,891</b>	<b>8,145,891</b>	

**PROJECTED ENDING FUND BALANCE**

**PROJECTED ENDING FUND BALANCE PERCENTAGE OF ACTUAL (FORECAST) REVENUE AT 6/30/2016**

<b>1,266,080</b>
<b>13%</b>

**REEDSPORT COMMUNITY CHARTER SCHOOL**

**Expenditures:**

Salaries	1,304,018	1,300,537	-	1,300,537	1,300,537	(3,481)
Benefits	816,695	768,294	-	768,294	768,294	(48,401)
Purchased Services	1,186,204	1,243,034	-	1,243,034	1,243,034	56,830
Supplies & Materials	100,700	96,008	-	96,008	96,008	(4,692)
Other	56,025	55,769	-	55,769	55,769	(256)
<b>TOTAL:</b>	<b>3,463,643</b>	<b>3,463,643</b>	<b>-</b>	<b>3,463,643</b>	<b>3,463,643</b>	<b>(0)</b>

<sup>1\*</sup> Beginning fund balance is estimated.

**REEDSPORT SCHOOL DISTRICT 105**  
**Year-to-Date Activity & Forecast**  
**GENERAL FUND**  
 JULY 2017

Account #	Revenues:	Actual July	Estimate August	Estimate September	Estimate October	Estimate November	Estimate December	Estimate January	Estimate February	Estimate March	Estimate April	Estimate May	Estimate June	Actual/Estimate Totals	Difference Actual/Estimate to Budget
5400	Beginning Fund Balance	1,196,885	-	-	-	-	-	-	-	-	-	-	-	1,196,885	(596,885)
111x	Property Taxes	15,999	10,000	15,000	6,000	700,000	1,000,000	20,000	10,000	50,000	10,000	5,000	50,000	1,891,999	8,001
15xx	Interest	386	500	2,000	2,000	3,000	3,000	2,500	2,500	2,000	2,000	1,500	1,500	22,886	(12,886)
171x	Admissions	-	-	3,000	3,000	1,000	1,500	2,000	500	-	-	-	-	10,000	2,000
1740	Fees - Sport Participation	-	-	4,000	1,500	1,000	600	600	800	800	500	500	-	9,500	5,500
1911	Rentals	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000	3,000
1920	Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	4,000
1960	Recovery of PY Expenditure	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1990	Miscellaneous Revenue	832	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	11,832	(1,832)
1943	Services Provided Charter	743,374	-	-	-	-	-	-	-	-	-	-	743,374	743,374	-
2101	County School Fund	8,500	-	-	-	-	-	-	-	-	8,500	-	-	8,500	-
3101	State School Fund	-	1,355,555	451,852	451,852	451,852	451,852	451,852	451,852	451,852	451,852	451,852	-	5,472,221	(31,747)
3103	Common School Fund	-	-	-	-	-	-	41,387	-	-	-	-	-	-	1
4801	Federal Forest Receipts	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5200	Interfund Transfers	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>TOTAL REVENUES:</b>	<b>8,791,123</b>	<b>1,368,055</b>	<b>477,852</b>	<b>466,352</b>	<b>1,157,852</b>	<b>1,458,952</b>	<b>520,339</b>	<b>466,852</b>	<b>506,652</b>	<b>474,852</b>	<b>460,852</b>	<b>838,261</b>	<b>9,411,971</b>	<b>(620,848)</b>

Account #	Expenditures:	Actual July	Estimate August	Estimate September	Estimate October	Estimate November	Estimate December	Estimate January	Estimate February	Estimate March	Estimate April	Estimate May	Estimate June	Actual/Estimate Totals	Difference Actual/Estimate to Budget
100	Salaries	47,985	150,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	165,000	295,000	1,977,985	3,603
200	Benefits	17,805	55,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	230,000	1,312,805	70,758
300	Purchased Services	4,477,146	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	3,600,000	4,461,334	15,912
400	Supplies & Materials	37,692	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	92,692	2,658
500	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
600	Other	73,450	30,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	71,076	2,374
700	Transfers Out	230,000	-	-	-	-	-	-	-	-	-	-	230,000	230,000	-
800	CONTINGENCY:	550,027	-	-	-	-	-	-	-	-	-	-	-	550,027	-
	<b>TOTAL EXPENDITURES:</b>	<b>8,791,123</b>	<b>322,000</b>	<b>369,000</b>	<b>369,000</b>	<b>369,000</b>	<b>369,000</b>	<b>369,000</b>	<b>369,000</b>	<b>369,000</b>	<b>369,000</b>	<b>369,000</b>	<b>4,384,000</b>	<b>8,145,891</b>	<b>645,232</b>

ESTIMATED FUND BALANCE/ CARRYOVER AT MONTH END:	1,099,211	2,142,266	2,251,118	2,348,469	3,137,321	4,227,273	4,378,612	4,476,463	4,614,115	4,719,967	4,811,819	1,266,080
<b>PROJECTED ENDING FUND BALANCE</b>												<b>1,266,080</b>
<b>PROJECTED ENDING FUND BALANCE PERCENTAGE OF ACTUAL (FORECAST) REVENUE AT 6/30/2016</b>												<b>13%</b>

**REEDSPORT COMMUNITY CHARTER FUND**

Account #	Revenues:	Actual July	Estimate August	Estimate September	Estimate October	Estimate November	Estimate December	Estimate January	Estimate February	Estimate March	Estimate April	Estimate May	Estimate June	Actual/Estimate Totals	Difference Actual/Estimate to Budget
100	Salaries	25,537	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000	175,000	1,300,537	3,481
200	Benefits	13,294	35,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	135,000	768,294	48,401
300	Purchased Services	1,186,204	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	841,056	1,243,034	(56,830)
400	Supplies & Materials	8,008	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	96,008	4,692
600	Other	56,025	45,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	55,769	256
	<b>TOTAL REVENUES:</b>	<b>3,463,643</b>	<b>238,000</b>	<b>224,000</b>	<b>224,000</b>	<b>224,000</b>	<b>224,000</b>	<b>224,000</b>	<b>224,000</b>	<b>224,000</b>	<b>224,000</b>	<b>224,000</b>	<b>1,160,056</b>	<b>3,463,643</b>	<b>0</b>

1\* Beginning fund balance is estimated.  
 2\* \$3,463,643 of this amount is the estimated SSF payment to Reedsport Community Charter School for the 2017-2018 school year. The actual amount will be based on ADMW of the Reedsport Community Charter School times the Charter School Rate (ORS 338.155) on the May 2017 SSF estimate.  
 3\* This includes payment to the District's General Fund for services provided to Reedsport Community Charter School, including but not limited to Special Education, transportation, administration. The agreement is that Reedsport Community Charter School does not carry a fund balance from one year into the next year.  
 4\* This is the payment from Reedsport Community Charter School for services received from the District's General Fund (see 3\*). This amount realizes the revenues received back into the General Fund of the District.

## Reedsport School District

### Reprint Check Listing

Fiscal Year: 2017-2018

**Criteria:**

Bank Account: UMPQUA BANK CHECKING 250000044

From Check: To Check:

From Voucher: To Voucher:

From Date: 07/01/2017 To Date: 07/31/2017

From Clear Date: To Clear Date:

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
16352	07/18/2017	CARSON OIL COMPANY	\$82.42	1002	Printed	Expense	<input type="checkbox"/>		
16353	07/18/2017	CENTRAL LINCOLN PUD	\$6,050.31	1002	Printed	Expense	<input type="checkbox"/>		
16354	07/18/2017	CITY OF REEDSPORT	\$3,717.32	1002	Printed	Expense	<input type="checkbox"/>		
16355	07/18/2017	HIXENBAUGH, CHARISSA	\$30.00	1002	Printed	Expense	<input type="checkbox"/>		
16356	07/18/2017	HOUGH, MACADAM, WARTNIK, FISHER,	\$1,647.00	1002	Printed	Expense	<input type="checkbox"/>		
16357	07/18/2017	KAIROS	\$997.50	1002	Printed	Expense	<input type="checkbox"/>		
16358	07/18/2017	LEWIS TRANSPORTATION	\$2,980.20	1002	Printed	Expense	<input type="checkbox"/>		
16359	07/18/2017	LOWER UMPQUA HOSPITAL (LUH)	\$605.64	1002	Printed	Expense	<input type="checkbox"/>		
16360	07/18/2017	MCKAY'S MARKETS	\$34.14	1002	Printed	Expense	<input type="checkbox"/>		
16361	07/18/2017	MR MOMS GREEN CLEANING LLC	\$180.00	1002	Printed	Expense	<input type="checkbox"/>		
16362	07/18/2017	OR DEPT OF JUSTICE	\$220.00	1002	Printed	Expense	<input type="checkbox"/>		
16363	07/18/2017	ORCCA (OREGON COAST COMM ACTION)	\$5,791.31	1002	Printed	Expense	<input type="checkbox"/>		
16364	07/18/2017	SHAW, DONNA	\$6.59	1002	Printed	Expense	<input type="checkbox"/>		
16365	07/18/2017	SWAGERTY, VALERIE	\$1,001.45	1002	Printed	Expense	<input type="checkbox"/>		
16366	07/18/2017	UMPQUA POST	\$519.97	1002	Printed	Expense	<input type="checkbox"/>		
16367	07/18/2017	VEND WEST SERVICES INC	\$16.50	1002	Printed	Expense	<input type="checkbox"/>		
16368	07/18/2017	WESTERN EXTERMINATOR COMPANY	\$60.00	1002	Printed	Expense	<input type="checkbox"/>		
16369	07/20/2017	HILTON EUGENE & CONFERENCE CTR	\$1,291.08	1003	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$25,231.43



July 21, 2017

To the Governing Body of  
Reedsport School District No. 105  
100 Ranch Road  
Reedsport, OR 97467

We have audited the financial statements of the Reedsport School District for the year ended June 30, 2016. The following comments and recommendations relate to certain aspects of the District's accounting and financial policies and procedures that we observed during the course of our engagement.

During our advance audit work in June 2016 we noted the following:

Staff at the elementary school were using personal credit cards and submitting reimbursement requests. We cautioned the District against this practice as it can lead to unintentional ethics violations and can be difficult to enforce.

The Head Cooks at both schools were each receiving bonus pay for serving at two schools, yet they did not serve at two schools. This may be a misinterpretation of the contract but should be researched.

The high school was not regularly reconciling the student body account to the bank statements and it appeared that the last five months of the year were reconciled during the summer. The reconciliations should contain the date and initials of the preparer as well as evidence of review by a supervisor.

The elementary school was regularly reconciling its student accounts to the bank but there was no evidence of supervisor review. It is our understanding that the reconciliations are now being sent to the District Office for review and approval.

In the sample of 40 expenditure items we selected for testing, we noted two invoices totaling approximately \$20,000 that were paid directly from vendor statements, without individual invoices. This is a practice which can easily lead to duplicate payments for unidentified items or services. We suggest payments only be made when an invoice is presented.

District policy DM states that deposits to the bank should be made anytime the amount of the deposit reaches \$500. We noted instances where the high school did not follow this policy. The high school should follow District policy, or the Board may wish to update the policy by increasing the threshold, as it has not changed in 25 years.

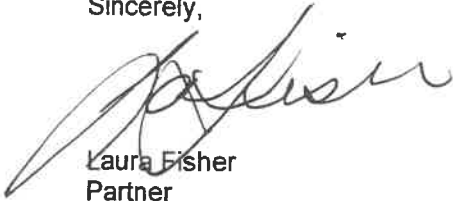
While testing payments for accrued time-off we noted the Payroll Clerk was receiving paid time off that was more than her position earned. We learned from the Superintendent that there was a practice among business office staff of taking additional time off and that this issue was resolved shortly thereafter.

During our final work, which took place in July 2017, we proposed a number of minor adjustments to the financial records. None of the proposed adjustments was material to the financial statements, although we did notice that the student body activity accounts, which are maintained in Quicken at the individual schools, had not yet been integrated into the school district accounting system. The Business Manager corrected that immediately.

The majority of the errors we noted in the prior year did not recur in 2015-16. We did note, however, that the transportation report which is due to the State of Oregon by September 1 of each year was filed October 26, nearly two months late. Also, because the District was not prepared for audit in a timely manner, the audited financials and the Single audit were both submitted several months past their due date.

We are happy to discuss any of these items in further detail if desired.

Sincerely,

A handwritten signature in black ink, appearing to read 'Laura Fisher', written over a faint, illegible background.

Laura Fisher  
Partner  
Hough, MacAdam, Wartnik, Fisher & Gorman, LLC



**REEDSPORT SCHOOL DISTRICT NO. 105**  
**DOUGLAS COUNTY, OREGON**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**For the Fiscal Year Ended June 30, 2016**

	Major Funds				Total Governmental Funds
	General Fund	Charter School Fund	Special Revenue Fund	Other Governmental Funds	
<b>Revenues:</b>					
Property taxes	\$ 1,917,525	\$ -	\$ -	\$ 662,055	\$ 2,579,580
Curricular activities	25,277	-	126,436	-	151,713
Local donations and grants	114	-	45,330	-	45,444
Services to other funds	839,937	-	-	228,208	1,068,145
County and intermediate sources	9,897	7,287	1,000	-	18,184
State grants and other funding	70,589	38,546	-	-	109,135
State school fund	4,573,042	2,875,858	2,823	-	7,451,723
Charges for services	21,125	-	165,675	-	186,800
Earnings on investments	8,590	-	1,293	300	10,183
Federal sources	76,114	-	955,599	-	1,031,713
Other	77,560	-	-	6,500	84,060
<b>Total revenues</b>	<b>7,619,770</b>	<b>2,921,691</b>	<b>1,298,156</b>	<b>897,063</b>	<b>12,736,680</b>
<b>Expenditures:</b>					
<b>Current:</b>					
Instruction	4,744,424	1,325,172	573,491	3,367	6,646,454
Supporting services	1,969,035	1,596,519	46,169	2,182	3,613,905
Enterprise and community services	-	-	775,908	-	775,908
Debt service	-	-	-	860,807	860,807
Capital outlay	15,053	-	-	-	15,053
<b>Total expenditures</b>	<b>6,728,512</b>	<b>2,921,691</b>	<b>1,395,568</b>	<b>866,356</b>	<b>11,912,127</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>891,258</b>	<b>-</b>	<b>(97,412)</b>	<b>30,707</b>	<b>824,553</b>
<b>Other financing sources (uses):</b>					
Transfers in (out)	(600,000)	-	180,000	420,000	-
<b>Net change in fund balances</b>	<b>291,258</b>	<b>-</b>	<b>82,588</b>	<b>450,707</b>	<b>824,553</b>
<b>Fund balances at beginning of year</b>	<b>615,890</b>	<b>-</b>	<b>396,397</b>	<b>53,660</b>	<b>1,065,947</b>
<b>Fund balances at end of year</b>	<b>\$ 907,148</b>	<b>\$ -</b>	<b>\$ 478,985</b>	<b>\$ 504,367</b>	<b>\$ 1,890,500</b>

The notes to the basic financial statements are an integral part of this statement.



# Reedsport School District 105

100 Ranch Road, Reedsport OR 97467-1739

Phone: (541) 271-3656

Fax: (541) 271-3658

---

## Board of Directors Work Session Minutes June 12, 2017

The Board met with the Oregon School Boards Association leadership trainer, Steve Kelley, to begin a visioning and goal development process. The meeting began at 5:30 p.m. and Steve initially asked Board members to consider the strengths of the Reedsport schools. Board members created the following list:

- Community Support
- Caring teachers
- Community support of students
- Music program support
- Community support for Highland Elementary School improvements
- Hard-working teachers and students ability to overcome obstacles
- Reinstated programs; textbook replacement cycle; two years of the same administrators
- Resilient community, staff, students; Board/Community support of schools
- Schools are thriving

Steve asked, “why are we here?” He talked about vision and mission statements. He explained the importance of evaluation and supporting the superintendent. He said managing the Board’s priorities is a full-time effort for the superintendent.

Steve discussed management and governance. Board member behavior impacts the community perception/culture. Superintendent’s manage things and lead people. He discussed Board Policies BBA, BBAA, and KL related to Board member roles and responsibilities. In comparison to branches of government, the Board is the legislative branch of the school district – policy makers. The Board’s executive authority is limited to hiring the superintendent and adopting the budget. The Board can have judicial responsibility if complaints are not resolved at the building or district levels.

Steve facilitated discussions regarding the balance of Board member/Parent separation and the importance and different ways of communicating with the community.

Steve talked about doing a Board self-evaluation for the 2017-2018 school year and connected student success with teachers’ and principals’ effectiveness. The Board should work with the superintendent to set expectations for achievement, support success through resources, hold the system accountable through goal-setting and evaluation, and create the public will to success through community relationships.

Steve mentioned John P. Kotter’s book the Sense of Urgency as a reference to the importance of having a clear focus through Vision, Mission, Goals, Strategies, and Action Plans. He asked Board members about what they wanted for Reedsport – Every student and parent should feel good about the academic and social growth experience in Reedsport Schools. Board members noted the need for building leadership (backbone), hold all accountable, and engagement of students.

Other than the district administrators, Steve asked about other leaders in the community. Staff names were mentioned – Susie Chaney, Dan Smith, Guy Marchione, Jess Daily, the Charter School Advisory Committee, Booster, REEF, and student leaders, to name a few.

Steve asked Board members to think about a greater focus and sense of urgency.

A discussion about next steps and meeting dates concluded the meeting. Dan will follow-up with Board members and communicate with Steve about a meeting in the fall to discuss Vision, Mission, and Goals. Then, another meeting could be held in the winter/spring to discuss Strategies and Measures.

The meeting adjourned at 8:30 p.m.

Respectfully submitted by Dan Forbess.

---

Jennifer Clark, Chair

Date

Dan Forbess

Date



# Reedsport School District 105

100 Ranch Road, Reedsport OR 97467-1739

Phone: (541) 271-3656

Fax: (541) 271-3658

---

## Regular Board Meeting Minutes

June 21, 2017

Eric Brandon volunteered to chair the meeting and called the meeting to order at 6:37 p.m. A quorum was established. Members present were: Eric Brandon, David Young, Tamara Szalewski, Shelley Swift, and Sandi Donnelly. (Chairperson Jennifer Clark and Vice chairperson Patty Laskey were absent). Staff present were: Laura Shivers, Parma Roe, Vince Swagerty, Becki Lupton, and Dan Forbess. Other members of the public signed-in on the meeting attendance sheet.

After the Pledge of Allegiance a revised agenda was reviewed. Sandi D. moved, and David Y. seconded approval of the revised agenda. The vote was 5-0 in favor of the revisions.

Eric B. opened the Budget Hearing.

Under accolades, Patty Laskey and Tamara Szalewski were recognized for their Board member service to the school community.

Native American Name and Image Committee Chair, Joe Zelinski summarized the committee's work and introduced former RHS student and Graphic Artist, Jessica (Parker) and the new BRAVE image was revealed. The Reedsport "R" with a Compass Rose, and Rope image was described by Jessica as being "sturdy, substantial, dynamic, and unified." The Board and audience applauded the work. Joe announced the committee's task was complete.

Reports began with ASB President Marc Chaney. He announced Kaley Stoltz and Elsa Frakes would be joining him on the ASB Council next school year.

A student presentation followed Marc's report. The Project Brave Grab and Go project idea was presented by Claire and three of her classmates. The proposed project would a partnership with the local Food Pantry and would focus on distributing food using an open distribution program next school year. Discussions regarding federal meals program compliance followed. A formal plan will be presented at the beginning of the school year for Board approval consideration.

Building principals and special education director reports were provided. Summer school programs were discussed by each administrator. Tamara S. asked about vehicle "school zone" compliance during summer school. Staff will facilitate notification using the website and RCCS reader board.

Parma R. provided updated special education student performance data and received kudos from Board members.

Dan F. noted the \$8.2 billion State School Fund (SSF) funding level being discussed by the legislature and reminded the Board the 2017-2018 budget was developed using a \$8.4 billion SSF level. However, the proposed \$8.2 billion allocation uses a 50/50 annual split versus the traditional 49/51 annual split in SSF revenue distribution. The 50/50 split will make the 2017-2018 year manageable, but will create a bigger problem for SSF revenue during the 2018-2019 fiscal year budget development. Dan F. mentioned he was discussing nursing services with the Lower Umpqua Hospital and Clinic staff as a possibility to improve the consistency in nursing services for Reedsport students.

Laura S. provided information about the delay in completing the 2015-2016 fiscal year audit. The audit report was supposed to be completed by December 30, 2016 and is scheduled to be completed, seven months late, by July 31, 2017. Turnover and inexperience in district office staff, which has affected a continuity problem for business services, along with her (Laura) only being part time at Reedsport and the business manager at South Coast Education Service District were reasons cited for the delay. The delay in a completed audit report has caused the Oregon Department of Education to withhold SSF payments to Reedsport. About \$2.2 million of revenue owed to Reedsport is being held by ODE. The District has been spending cash from the District's Local Government Investment Pool (LGIP) saving account for the past several months. However, the District will need to borrow an estimated \$750,000 to meet July accounts payable and payroll obligation because LGIP savings will not be enough to cover those costs.

The Consent Agenda was reviewed: Shelley S. moved and Tamara S. seconded approval of the Consent Agenda. The vote was 4-0-1 in favor. Sandi D. abstained.

Lewis Transportation owner, Scott Lewis, provided a 2017-2018 rate sheet which included a 3% increase in home-to-school routes. Dan F. noted a revised contract extension with Lewis Transportation would be forthcoming. Lewis' rate increase request would be their first increase in three years and, as mentioned by Dan F., still below the average home-to-school rates being charged by other student transportation companies in Oregon. Sandi D. moved and David Y. seconded the Lewis Transportation rate sheet included in the Board packet. The vote was 5-0 in favor.

Ron Frakes summarized the research he and Tom Wright did in reviewing science instructional materials in the State approved adoption list. The Board reviewed the written information provided and learned the recommended adoption materials had been reviewed and previously approved by the Charter Advisor Board. Tamara S. moved and Sandi D. seconded the adoption of listed science instructional materials. The vote was 5-0 in favor.

Dan F. reviewed the 2017-2019 School Resource Officer (SRO) services interagency agreement between the City of Reedsport, Lower Umpqua Hospital, and the District. Sandi D. moved and David Y. seconded approval of the SRO contract. The vote was 5-0 in favor.

In accordance with Board Policy GB Administrative Rule Dan F. reviewed his recommended Confidential/Administrator employees' cost of living adjustments for the 2017-2018 school year. David Y. moved and Sandi D. seconded approval of the compensation recommendations. The vote was 5-0 in favor.

Resolution #16/17 – 1 for a 2016-2017 fiscal year Supplemental Budget was reviewed by Laura S. Due to increased revenue and expense, within the allowable 10% of fund change, the supplemental budget action is required. Tamara S. moved and Shelley S. seconded adoption of Resolution #16/17 – 1. The vote was 5-0 in favor.

Resolution #16/17 -3, which would increase the previously approved borrowing limit from \$300,000 to \$750,000 was reviewed. As previously discussed, the action is necessary due to the delayed 2015-2016 audit report and subsequent withholding of SSF revenue owed to the District. Sandi D. moved and David Y. seconded adoption of Resolution #16/17 -3. The vote was 5-0 in favor.

Eric B. closed the Budget Hearing.

Resolution #16/17 – 2, to adopt the 2017-2018 budget was reviewed. The Budget Committee approved the budget document at their meeting on May 10th. Shelley S. moved and Tamara S. seconded to approve the resolution to adopt the \$18,369,935 budget which will impose a tax rate of \$4.3788 per \$1,000 of assessed property value for operations; and the amount of \$620,163 for general obligation bonds from taxable property within the District. The vote was 5-0 in favor.

Board goals were discussed. Dan F. discussed the 30 question survey he sent to staff in each building on Jun 7<sup>th</sup>. About 40% of staff had responded to the survey, which was lower than expected, by June 12<sup>th</sup>. Dan F. included a summary question regarding the school climate in each building. Staff responses were mixed and the preliminary results of the survey will help guide building and district improvement efforts for the 2017-2018 school year.

Sandi D. mentioned the Board’s communication goal and specifically talked about the District website. There was agreement that the website needed to be upgraded and managed more actively.

Eric B. thanked Joe Z. and the Native American Name and Image Committee for their work. Sandi D. thanked all District teachers, especially Special Education staff, for their work. Sandi mentioned she will be travelling and may need to attend the next Board meeting via conference call.

Tamara S. said she thought the District was moving in a good direction and thanked everyone for their support during her time served on the Board.

Eric B. adjourned the meeting at 8:06 p.m.

Respectfully submitted by Dan Forbess:

\_\_\_\_\_  
Eric Brandon, Acting Chairperson                      Date

\_\_\_\_\_  
Dan Forbess, Superintendent                                      Date

## REEDSPORT ADMINISTRATION

From Ron DuPree

I wish to hand in my resignation from the Head Football Position at your fine school  
A # of things have transpired over the last week or so.

<sup>01</sup> relatives back home needing help \$

<sup>02</sup> lost money on stock exchange \$

<sup>03</sup> wife getting by passed over a low-paying position \$

<sup>04</sup> former administration taking a big high school job and they called and asked me to  
bring my program

<sup>05</sup> job at the largest classification and lots more money \$

<sup>06</sup> enjoyed everything about your fine school system but my wife, who has a degree and  
very high grades, can't

seem to land a job here, and being by-passed in our school was an embarrassment to  
me

<sup>07</sup> I am not saying that she should have been hired, but I have been spoiled at other  
schools where this did not happen:

problem is my inability to adjust to her being turned down and no one explained to me  
why

<sup>08</sup> I feel you run a very fine school and I enjoyed my time here

<sup>09</sup> best of luck in the future: your students, AD, Prin, & Councilor are first class- - -

Ted was a great help

<sup>10</sup> coach Garner was the only coach I met, and I invited the other staff members to  
meet but they didn't have the  
time

<sup>11</sup> they do have my staff guides which I hoped they were studying

<sup>12</sup> I have checked out of my motel and am on the road- - -best of luck

Ron DuPree

## Donna Shaw

---

**From:** Rebecca Lupton  
**Sent:** Thursday, August 3, 2017 8:46 AM  
**To:** Donna Shaw  
**Subject:** FW: letter of Resignation 08/03/2017

FYI

---

**From:** Kim Chudy  
**Sent:** Thursday, August 3, 2017 8:20 AM  
**To:** Dan Forbess  
**Cc:** Rebecca Lupton  
**Subject:** letter of Resignation 08/03/2017

Dan and Beckie,

I am writing to inform you that I am resigning my position at Highland Elementary.

I recently moved to Pleasant Hill and will be starting a new position in the area.

I want to thank you both for the opportunities you have given me and I am grateful for both of you.

Sincerely,

Kim Chudy



## Donna Shaw

---

**From:** Parma Roe  
**Sent:** Wednesday, August 9, 2017 6:19 AM  
**To:** Donna Shaw  
**Cc:** Rebecca Lupton; Dan Forbess; Vincent Swagerty  
**Subject:** SpEd IA

Hi Donna,

So Kayla Doane has resigned her 16-hour position of 1:1 Life Skills Instructional Assistant. Can you please add this information to the posting on our website? The Special Education department is now down 3 instructional assistants (two of those are represented in Beckie's recent job post).

Thanks,  
Parma  
Sent from Parma's iPad

July 31, 2017

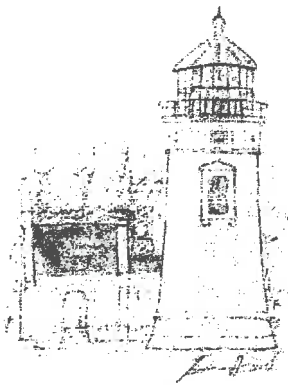
To whom it may concern:

After thirty-four years of coaching for the Reedsport School District, I have decided to resign my position as junior varsity volleyball coach. I have enjoyed, immensely, being a part of the Reedsport athletic department and I know that the program will continue to be an asset to the district.

Yours,



Cynthia Wiggins



# Reedsport School District 105

100 Ranch Road, Reedsport OR 97467-1739

Central Office Phone (541) 271-3656

Fax Phone: (541) 271-3658

## RECEIPT FOR DONATION

Name of donor: Taylor Rasmusen

Address: 320 Stanley Lane Lakeside Oregon 97449

Telephone Number: 541-290-4436

Description of donation: Gateway FPD 1510 Flat Panel Monitor

Serial #MUL5007A0026576

Purpose(s) for which donation is given, including any conditions or limitations on the use of the donation:

Any @ District Discretion

Item added to Fixed Asset Inventory  
Yes \_\_\_ No X  
(Only items valued at \$5,000 or more.)

Taylor Rasmusen  
Signature of donor

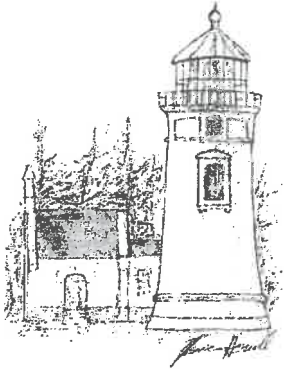
7/06/2017  
Date of donation

The donated item listed above was publicly reported to the board during the Regular Board Meeting held: August 16, 2017  
Date

Dan Forben  
Signature of Superintendent / Principal / Designee

*The Reedsport School District (Taxpayer I.D. number 93-0565903) is a Political Subdivision of the State of Oregon as defined in Section 4221(a) of the Internal Revenue Code, and as such is a qualified tax-exempt organization. Donations to North Bend School District are tax deductible for Federal and State income tax purposes within the limits specified in the Internal Revenue Code and State law.*

Copy to District Office.



# Reedsport School District 105

100 Ranch Road, Reedsport OR 97467-1739

Central Office Phone (541) 271-3656

Fax Phone: (541) 271-3658

## RECEIPT FOR DONATION

Name of donor: David Brandon, Umpqua Industrial Supply

Address: 776 Fir Avenue, P.O. Box 27 Reedsport, OR 97467

Telephone Number: (541) 271-2222

Description of donation: Check No. 054522 made payable to the Reedsport High School Sports Program in the amount of \$200.00

Purpose(s) for which donation is given, including any conditions or limitations on the use of the donation:

To benefit the Reedsport High School Sports Program. No limitations.

Item added to Fixed Asset Inventory  
Yes  No   
(Only items valued at \$5,000 or more.)

David Brandon  
Signature of donor

6-2-17  
Date of donation

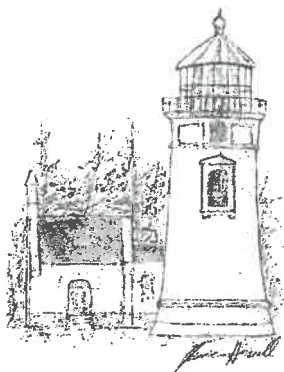
The donated item listed above was publicly reported to the board during the Regular Board Meeting held: 8/16/17  
Date

Dan Forben  
Signature of Superintendent / Principal / Designee

*The Reedsport School District (Taxpayer I.D. number 93-0565903) is a Political Subdivision of the State of Oregon as defined in Section 4221(a) of the Internal Revenue Code, and as such is a qualified tax-exempt organization. Donations to North Bend School District are tax deductible for Federal and State income tax purposes within the limits specified in the Internal Revenue Code and State law.*

Copy to District Office.

Revised 1/24/17



# Reedsport School District 105

100 Ranch Road, Reedsport OR 97467-1739

Central Office Phone (541) 271-3656

Fax Phone: (541) 271-3658

## RECEIPT FOR DONATION

Name of donor: Ron Kaufmann, Kaufmann Construction

Address: 185 Walker Creek Road Reedsport, OR 97467

Telephone Number: (541) 271-0822

Description of donation: Ten (10) High Visibility T-Shirts, Color: TML- Lime Green

Purpose(s) for which donation is given, including any conditions or limitations on the use of the donation:

Ten (10) High Visibility T-Shirts for the Reedsport High School Sports Program. No limitations.

Item added to Fixed Asset Inventory  
Yes  No   
(Only items valued at \$5,000 or more.)

*Ron Kaufmann*  
Signature of donor

6-27-17  
Date of donation

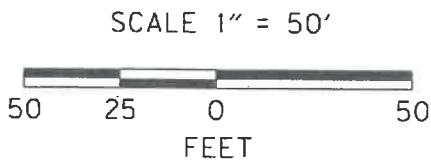
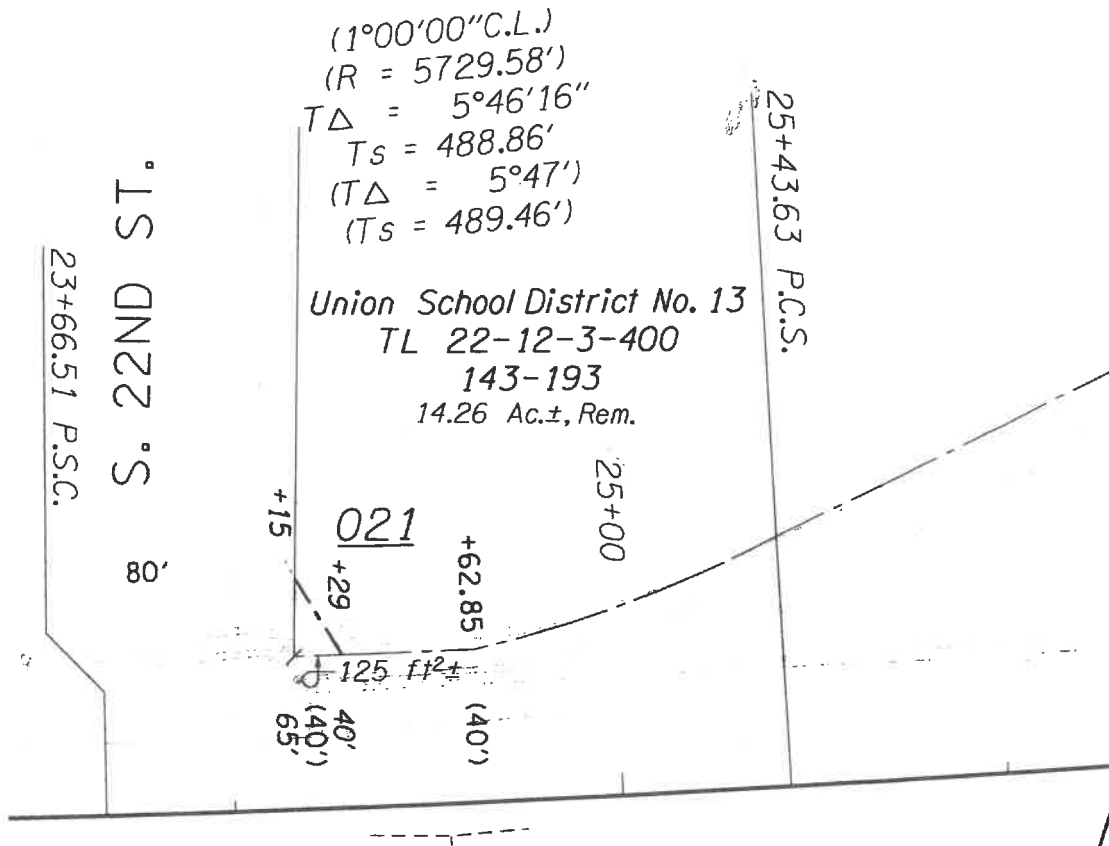
The donated item listed above was publicly reported to the board during the Regular Board Meeting held: 8/16/17  
Date

*Dan Forben*  
Signature of Superintendent / Principal / Designee

*The Reedsport School District (Taxpayer I.D. number 93-0565903) is a Political Subdivision of the State of Oregon as defined in Section 4221(a) of the Internal Revenue Code, and as such is a qualified tax-exempt organization. Donations to North Bend School District are tax deductible for Federal and State income tax purposes within the limits specified in the Internal Revenue Code and State law.*

Copy to District Office.

NW1/4 NW1/4 SEC. 3, T. 22 S., R. 12 W., W.M.



**ACTIVE DRAWING**  
 THIS DRAWING SHOWS THE  
 PROPOSED R/W NEEDED TO BE  
 ACQUIRED TO SUPPORT THE  
 PROJECT DESIGN  
**SUBJECT TO CHANGE**

Marshall R. Wagstaff, ODOT

OREGON DEPARTMENT OF TRANSPORTATION



Section	OR 38:US 101-Dean Creek Paving & Ped Improvements		
Highway	Umpqua & Oregon Coast Highways		
County	Douglas	Scale	1" = 50'
Purpose	Fee	Date	6/30/2016
File	9165-021	See Drawing 11B-8-29	

**WARRANTY DEED**

**REEDSPORT SCHOOL DISTRICT 105** which acquired title as **Union School District No. 13**, Grantor, for the true and actual consideration of **\$750.00** does convey unto the **STATE OF OREGON**, by and through its **DEPARTMENT OF TRANSPORTATION** Grantee, fee title to the property described on **Exhibit "A"** dated **6/30/16**, attached hereto and by this reference made a part hereof.

TOGETHER WITH all abutter's rights of access, if any, between the above-described parcel and Grantor's remaining real property.

Grantor covenants to and with Grantee, its successors and assigns, that grantor is the owner of said property which is free from encumbrances, except for easements, conditions, and restrictions of record, and will warrant the same from all lawful claims whatsoever, except as stated herein.

Grantor agrees that the consideration recited herein is just compensation for the property or property rights conveyed, including any and all reduction in value to Grantor's remaining property, if any, which may result from the acquisition or use of said property or property rights. However, the consideration does not include damages resulting from any use or activity by Grantee beyond or outside of those uses expressed herein, if any, or damages arising from any negligence.

In construing this document, where the context so requires, the singular includes the plural and all grammatical changes shall be made so that this document shall apply equally to corporations and to individuals.

**AFTER RECORDING RETURN TO &  
TAX STATEMENTS TO:  
OREGON DEPARTMENT OF TRANSPORTATION  
RIGHT OF WAY SECTION  
4040 FAIRVIEW INDUSTRIAL DRIVE SE, MS#2  
SALEM OR 97302-1142**

Map and Tax Lot #: 221203-400

Property Address: 2260 Longwood Drive  
Reedsport, OR 97467

**TERMS OF STATE'S OFFER**

**THE STATE'S OFFER IS AS DESCRIBED IN THE ENCLOSED ACQUISITION SUMMARY STATEMENT AND ACQUISITION DOCUMENT(S) AND INCLUDES THE FOLLOWING ADDITIONAL TERMS:**

1. The State will pay recording costs, title insurance premiums, and all other normal costs of sale.
2. Outstanding encumbrances, including taxes and other interests, may need to be paid out of the just compensation in order to provide sufficient title to the State.
3. Pursuant to ORS 311.412-311.414, the State will pay the taxes proportional to the part of the property acquired and prorated as of the date of the acquisition.
4. As part of this acquisition for this Project, the State will require the following actions:

A. **Bonds.** The State and all subcontractors shall maintain a public works bond in full force and effect, as required by Oregon statutes, and shall obtain the mandatory insurance coverage required by the construction contract. The contractor shall verify subcontractors have filed a public works bond and required insurance certificates before the subcontractor begins work. All construction shall be completed in conformance with standard engineering and construction practices.

B. **Utilities.** (Check appropriate box)

There will be no changes to public utilities to the property.

Public utilities will be reconnected to improvements on the remainder property, except for the following: \_\_\_\_\_.

Public utilities will be made available within the right-of-way adjacent to the remainder property, except for the following: \_\_\_\_\_.

Public utilities will not be available to the remainder property in the after.

If a public utility on the property is not reconnected, just compensation (payment) is provided.

C. **Access.** (Check appropriate box)

Access to the remainder property will remain the same.

There will be no access to the remainder property.

Access to the remainder property will remain the same, except for the following access:

**Access #1** located at: \_\_\_\_\_, is modified, relocated or closed as a result of:

the access modification letter dated: \_\_\_\_\_ (attached)

this Project as follows: \_\_\_\_\_.

**Access #2** located at: \_\_\_\_\_, is modified, relocated or closed as a result of:

the access modification letter dated: \_\_\_\_\_ (attached)



this Project as follows: \_\_\_\_\_.

**Access #3** located at: \_\_\_\_\_, is modified, relocated or closed as a result of:

the access modification letter dated: \_\_\_\_\_ (attached)

this Project as follows: \_\_\_\_\_.

After construction of the project, if any access to the property has been modified, relocated or closed, other than a reservation(s) of access noted in the acquisition document(s), the altered access shall be public access; said access before and after the Project is subject to the government's police powers.

The following access, N/A, to be removed or modified as part of the project, shall remain open for access to the remainder property until the Project has completed construction of the new access as described above.

Access to the property shall remain open during construction with at least one lane for vehicle traffic, except for minimal closures (up to 2 hours) that are reasonably necessary pursuant to the Oregon Standard Specifications for Construction, Volume 2, Chapter 00220.02.

**D. Improvements.**

Private improvements in any easement areas shall be protected in place, or returned to a same or similar condition, except for the following: N/A.

Any sidewalks in the acquisition area, that are impacted by the Project, will be reconnected to preexisting sidewalks, except at the following locations: \_\_\_\_\_.

**E. Fencing on the Property.**

Will not be affected.

Will be replaced as follows: \_\_\_\_\_.

Will not be replaced.

**F. Other terms of offer:**

N/A

5. To accept this offer, each of the persons listed on the attached signature page must (i) sign and return this document; and (ii) sign, notarize and deliver to ODOT all of the necessary acquisition document(s), in an original and unaltered form sufficient for transferring title and recording in the appropriate county recorder's office.
6. If this offer is addressed to multiple persons, it is a joint offer to all of those persons and must be accepted by all of the persons listed (or provide evidence showing any non-accepting persons do not have an interest in the property). If accepted, the just compensation in a joint offer may be apportioned among the persons listed in any mutually agreed upon manner.

7. The persons executing this offer each warrant and represent that they have authority to act for and bind their respective party with respect to the transfer of the real property interests that are the subject of this offer.
8. The "Terms of State's Offer" may be signed in counterparts. Once the signature of each person as set forth on the attached signature page has been affixed to one or more counterparts and returned to ODOT, this document shall be deemed fully executed as if all of the signatures were contained in a single document.
9. The Terms of State's Offer does not apply to any uneconomic remainder as identified in the appraisal.

*[See attached Signature page]*

**SIGNATURE PAGE FOR TERMS OF STATE'S OFFER**

**STATE OF OREGON, by and through its  
DEPARTMENT OF TRANSPORTATION**

*Jean Celia*

07/12/2017

\_\_\_\_\_  
Jean Celia

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reedsport School District 105

\_\_\_\_\_  
Date



## Special Procurements and Exemptions from Competitive Bidding

### ***SPECIAL PROCUREMENTS***

The district shall submit a written request to the Board, acting as the Local Contract Review Board (LCRB), that describes the contracting procedure, the goods and services or class of goods and services that are the subject of the special procurement and circumstances that justify the use of a special procurement under the standards as follows: the special procurement is unlikely to encourage favoritism in the awarding of a public contract or to substantially diminish competition for public contracts and, (A) is reasonably expected to result in substantial cost savings to the district or to the public, or (B) otherwise substantially promote the public interest in a matter that could not practicably be realized by complying with requirements that are applicable under ORS 279B.055, 279B.060, 279B.065, 279B.070 or under any related rules. Public notice of the approval of a special procurement must be given in the same manner as provided in ORS 279B.055(4). If the district intends to award a contract through special procurements that calls for competition among prospective contractors, the district shall award the contract to the contractor it determines to be most advantageous to the district. When the LCRB approves a class special procurement the district may award contracts to acquire goods and services within the class of goods and services in accordance with the terms of the approval without making a subsequent request for a special procurement.

#### **1. Brand Names or Products, "Or Equal," Single Seller and Sole Source**

- a. The district may purchase brand names or products from a single seller or sole source without competitive bidding subject to the limitations of this rule.
- b. Solicitation specifications for public contracts of the district shall not expressly or implicitly require any product of any particular manufacturer or seller except as expressly authorized in subsections c. and d. of this rule.
- c. The district may specify a particular brand name or equal specification when the use of a brand name or equal specification is advantageous to the district, because the brand name describes the standard of quality, performance, functionality and other characteristics of the product needed by the district.
  - (1) The district is entitled to determine what constitutes a product that is equal or superior to the product specified, and any such determination is final;
  - (2) The district is not prohibited from specifying one or more comparable products as examples of the quality, performance, functionality or other characteristics of the product needed by the district;
  - (3) A brand name specification may be prepared and used only if the district determines for a solicitation or class of solicitations that only the identified brand name specification will meet the needs of the district based on one or more of the following written determinations:
    - (a) The use of a brand name specification is unlikely to encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts; or

- (b) Specification of the brand name, mark or product would result in cost savings to the district; or
  - (c) There is only one manufacturer or seller of the product of the quality, performance or functionality required; or
  - (d) The efficient utilization of existing goods requires the acquisition of compatible goods and services.
- d. The district may award a contract for goods or services without competition when the LCRB determines in writing that the goods or services, or the class of goods or services, are available from only one source. The determination of the source must be based upon written findings that shall include:
- (1) A brief description of the contract or contracts to be covered, including contemplated future purchases;
  - (2) Description of the product or service to be purchased; and
  - (3) The reasons the district is seeking this procurement method, which shall include any of the following:
    - (a) That the efficient utilization of existing goods requires the acquisition of compatible goods or services; or
    - (b) That the goods or services required for the exchange of software or data with other public or private agencies are available from only one source; or
    - (c) That the goods or services are for use in a pilot or an experimental project; or
    - (d) To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms advantageous to the contracting agency.
- e. The district may specify a product or service available from only one manufacturer but available through multiple sellers after complying with subsection c. above documenting the procurement file with the following information:
- (1) If the total purchase is over \$ 5,000 but does not exceed \$150,000, and a comparable product or service is not available under an existing Mandatory Use Contract, the district must obtain informal competitive quotes, bids or proposals and document this process in the procurement file;
  - (2) If the purchase does not exceed \$150,000, and the supplies or services are not available under an existing price agreement for information technology with competing products or Mandatory Use Contract, the district must first request and obtain prior written authorization from the LCRB to proceed with the acquisition.
- f. If the district intends to make several purchases of brand name-specific supplies and services from a particular manufacturer or seller for a period not to exceed five years, the district must so state this in the procurement file and in the solicitation document, if any, or a public notice of a solicitation. If the total purchase amount is estimated to exceed \$150,000, this shall be stated in the advertisement for bids or proposals.

## Findings of Fact

- a. The LCRB may amend contracts when it is in the best interest of the district. The superintendent and/or other designee, acting on behalf of the LCRB, may renegotiate certain provisions, including:
- (1) Price;
  - (2) Term;
  - (3) Delivery and shipping;
  - (4) Order size;
  - (5) Substitution;
  - (6) Warranties;
  - (7) On-line ordering systems;
  - (8) Price adjustments;
  - (9) Produce availability;
  - (10) Product quality;
  - (11) Reporting requirements; or
  - (12) Discounts.

Any contract amendment will be supported by legal consideration when necessary to validate the amended provision.

- b. The amended terms must be within a reasonable scope of the original contract, but not fundamentally alter the agreement or nature of goods or services. Districts may, however, request functionally equivalent substitutes for goods or services in the original contract.
- c. The contract as a whole must be more favorable to the individual needs of the district to justify renegotiation. Cost may be a factor in determining what is a favorable change to the original contract, but the district may use factors other than cost that demonstrate that the amended contract is more favorable to the unique needs of the district.

## Conclusion of Compliance with Law

This special procurement will not encourage favoritism or substantially diminish competition in awarding public contracts because it already exists as a contract awarded in compliance with the district's special procurement and public contracting code.

The awarding of contracts under this special procurement will result in cost savings to the district when it needs to renew its original contract with vendors, service providers or other parties, or otherwise substantially promote the public interest.

## ***EXEMPTIONS FROM COMPETITIVE BIDDING***

All public contracts shall be based upon competitive bids or proposals, except the following:

1. Contracts which have been specifically exempted under ORS 279A.025 and 279C.335; and
2. Contracts covered by the class exemptions in the following set of rules developed pursuant to ORS 279C.335 (2) and (5) and based on Oregon Administrative Rules, Chapter 137, Divisions 6 through 9.

The Board, acting as the Local Contract Review Board (LCRB) for the district, has made the findings required by ORS 279C.330, ORS 279C.335 and ORS 279C.345, and determined that awarding a contract

under this exemption is unlikely to encourage favoritism or substantially diminish competition for the public contract and will likely result in a substantial cost savings and other substantial benefits to the district.

In approving a finding under this section, the local contract review board shall consider the type, cost and amount of the contract and, to the extent applicable to the particular public improvement contract or class of public improvement contracts, the following:

1. How many persons are available to bid;
2. The construction budget and the projected operating costs for the completed public improvements;
3. Public benefits that may result from granting the exemption;
4. Whether value engineering techniques may decrease the cost of the public improvement;
5. The cost and availability of specialized expertise that is necessary for the public improvement;
6. Any likely increases in public safety;
7. Whether granting the exemption may reduce risks to the district or the public that are related to the public improvement;
8. Whether granting the exemption will affect the sources of funding for the public improvement;
9. Whether granting the exemption will better enable the district to control the impact that market conditions may have on the cost of and time necessary to complete the public improvement;
10. Whether granting the exemption will better enable the district to address the size and technical complexity of the public improvement;
11. Whether the public improvements involves new construction or renovates or remodels an existing structure;
12. Whether the public improvement will be occupied or unoccupied during construction;
13. Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions; and
14. Whether the district has or has retained under contract, and will use district personnel, consultants and legal counsel that have necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the district will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.

Only these findings are required for each class or individual contract exemption, unless the LCRB specifically excludes a finding or includes an additional finding.

Promulgation of these exemptions can only occur after public notification and a public hearing to receive testimony pertaining to the draft exemptions and findings, pursuant to ORS 279C.335.

①

## **BOARD AND SUPERINTENDENT WORKING AGREEMENTS**

### **Sample**

#### **A. Purpose of Agreements**

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

#### **B. The Board Job Description and Relationship with Superintendent**

1. Set the long-term direction of the District through the mission, vision, goals, and priorities.
2. Focus on policymaking, planning and evaluation.
3. Maintain effective two-way communication with students, staff and the public.
4. Understand that as an individual, a Board member has no authority. It is when acting as a body that a majority of the Board has influence.
5. Be accountable for the financial stewardship of the District, including aligning resources with goals and priorities, setting expectations, and monitoring progress.
6. Manage Board processes, including operating agreements. Actively pursue opportunities to give and receive feedback regarding Board member performance as responsible communicators. Participate in an annual self-assessment of the Board's performance.
7. Deliberate and make decisions in accordance with public meeting law.
8. Set priorities for Board professional development annually.
9. Supervise the hiring, performance evaluation and other personnel management processes related to the Superintendent.
10. Work with the Superintendent as a team, recognizing that the Superintendent is the Board's advisor.
11. Respect the Superintendent's responsibility to manage the day-to-day operations of the District and to direct employees in District and school matters.

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

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

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

1. Manage the day-to-day operations of the District.
2. Work as a team with Board members.



3. Work with the Board to establish a clear vision for the District and affirm it annually.
4. Collaborate with the Board to set annual District goals.
5. Work with the Chair and Vice Chair to effectively bring information and issues to the Board so that it can make proactive data driven decisions on policy and budget/revenue issues.

**E. Meeting Operations and Decision Making**

1. Respect the scheduled starting and ending times for meetings.
2. Attend regularly scheduled Board meetings unless prevented by sickness or an unavoidable cause.
3. Cooperate in scheduling special meetings and/or work sessions for planning and training purposes.
4. Read weekly the updated “Corvallis School District Future School Board Agenda Topics” as the pending agenda and planning record. This confidential document will be emailed to each Board member.
5. Follow the “Board Planning Meeting Agenda” to communicate requests for Board meeting agenda items. Communicate feedback regarding draft Board agendas to Board leadership or to the Superintendent two weeks prior to the scheduled Board meeting.
6. Prepare for Board meetings by reading materials ahead of the meeting and asking questions that you have of the Superintendent or members of the Executive Team prior to the day of the meeting if possible. If after you have asked questions you intend to pull something from consolidated action, please notify the Board Chair and/or Superintendent before the meeting.
7. Make it a goal to make no new proposals on the night that the Board is scheduled to make a decision or take action. Communicate concerns or questions to Board leadership and the Superintendent prior to a public meeting. Try to avoid surprises.
8. Cast a vote on all matters except when a conflict of interest arises.
9. Uphold decisions that have been made by the Board.

**F. Communication**

1. Communicate openly and honestly.
2. Respect differences and listen well and for positive intent.
3. Operate as representatives and make decisions in the best interest of the whole District.
4. Focus on the situation, issue, or behavior, not the person.
5. When a Board member receives an informal complaint, listen carefully and empathetically. Direct the person to solve the problem at the lowest level.
  - a) Please talk with the teacher.
  - b) Please talk with the principal.
  - c) Please talk with the Superintendent.
6. Formal complaints must be put in writing and signed by the complainant. These are heard by the Superintendent or designee. Complainants may appeal the Superintendent’s decision to the School Board.
7. If a complainant is unwilling to speak to the Superintendent a Board member may share the issue and the source of the complaint, concern or criticism of the District. The Superintendent will keep the Board informant “source” confidential at the request of a Board member but every effort should be made to encourage trust and open communication. This is the best hope for full understanding and resolution.
8. When the Board receives communication from the community, the chair will respond or will delegate that responsibility to another Board member. A “footnote” statement will be added to the bottom of the board chair’s email so that patrons understand that it is the practice of the Board that the chair will be responding on behalf of the board. The footnote will state, “The Board Chair responds to emails sent to the full board. School board members only deliberate when gathered as a quorum as outlined in the Public Meeting Law. To assure that board conversations and deliberations do not occur on email, the Board Chair will respond on behalf of the Board. All

Board members receive communications that come from the community and the response given by the Board Chair.” All Board members will be included in responses made by the Board chair. Following the communication from the Board chair, other Board members may also respond if they wish. The full Board should be included in communications with the public.

9. When a single Board member receives a communication from a member of the public s/he may respond to that patron as an individual. The Board member may elect to forward the email and his/her response to the Board Chair or full Board if he/she wishes.
10. Responses to community communications should occur within 36-72 hours of receipt of the communication. The chair will delegate if s/he is unable to meet this timeframe.
11. Monitor requests to staff for information. Requests made by Board members for information are communicated to the Superintendent by Executive Team members at their weekly meeting so that staff work load can be monitored. The Superintendent keeps Board leadership informed of information requests from Board members to staff at weekly Board meeting planning meetings.
12. When a concern or problem arises, communicate one-on-one with the Board member. If the issue is not resolved, communicate with the Board chair and finally with the Superintendent if necessary.

#### **G. Board or Superintendent Committees**

***Board Committees:*** The committee chair is responsible for implementing the charge of the Board. The committee chair will provide regular updates of committee progress to the Board. External communication of committee progress is the responsibility of the committee chair – the committee chair will provide advanced copies to the Board and the Superintendent of any external communication 36 hours before release.

***Superintendent Committees:*** Board members may be asked to serve on a Superintendent or District committee. The Board member is a representative of the Board to staff, student, parent and community members. Board members serving on a committee should temper their participation, mindful of their position as an elected official. Board members serving on a committee are to respect the role of the committee chair and refrain from initiating a new direction for the committee or initiating formal community input except when requested by the committee chair. The Board representative on a Superintendent or District committee will assist the Superintendent in reporting committee progress to the Board. Voting rights will be determined on a case-by-case basis.

## School Board Operating Agreement

A school board member has no legal powers unless participating at a legally warned school board meeting, or acting on behalf of the school board after the board formally grants authority to do so. Thus, it is essential that every school board member work as a member of the broader leadership team to perform board duties and act in a manner consistent with the Code.

Board members can demonstrate personal commitment to the Agreement by signing this document signifying agreement to uphold the principles of the Agreement, both, in letter and spirit.

Many school boards post a copy of the signed Agreement in the front entrance of the school(s). This public display of school leadership team commitment sends a powerful message and sets the tone for how the business of education will be conducted in the community.

As citizens of the United States, board members have certain Constitutional rights, including freedom of speech that cannot be taken away, whether or not you choose to sign this document. The only sections of this Agreement that require legal compliance are the “*conflict of interest*” and “*act only as a member of the board.*” All other sections represent effective practice.

### **BOARD GOVERNANCE**

- Attend all regularly scheduled board meetings, insofar as possible, and review advance materials about the issues to be considered on each agenda.
- In consultation with the principal, teachers, and superintendent, set education goals for the school(s).
- Maintain confidentiality of information and discussion conducted in executive session.
- Review essential facts, consider others’ ideas, and then present personal opinions during board deliberations but, once the board vote has been taken, support board decisions regardless of how individuals voted.
- Act only as a member of the board and do not assume any individual authority when the board is not in session, unless otherwise authorized and directed by a board vote.
- Rely on school policies that are continually updated and aligned with state and federal education laws, and guidance from the superintendent, when making board decisions.
- Request recommendations from the superintendent and seek legal counsel, when required for full and informed board consideration of issues requiring legal expertise.

- Expect an equitable amount of board meeting time be spent both learning about educational programs and conducting the business of the board.
- Maintain a priority board focus on increasing student achievement and ensuring efficient use of education resources.

### **BOARD-ADMINISTRATION RELATIONS**

- Provide policy support for school administrators in the performance of their duties and delegate authority commensurate with those responsibilities.
- Expect the superintendent to keep the board adequately informed through regular written and oral reports.
- Refer complaints, requests, and concerns to the superintendent or other appropriate staff members, following the chain of command as outlined in board policy.
- Avoid making commitments that may compromise the decision making ability of the board or administrators.
- Maintain open and candid communication with the superintendent.
- Hold the superintendent accountable by jointly creating job performance standards and at least annually perform a comprehensive evaluation process based on the job description, contract, identified performance standards and goals.
- Recognize that a board member's responsibility is to see that schools are well run, but not to run them.

### **BOARD MEMBER RELATIONS**

- Retain independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- Voice opinions respectfully and maintain good relations with other board members, administrators, school staff, and members of the public.

### **PERSONNEL RELATIONS**

- Seek to employ the most qualified school staff and insist on regular, impartial employee evaluations based on previously established performance expectations.
- Hire no superintendent, principal or teacher already under contract with another school district unless assurance is first secured from the proper authority that the person can be released from his or her contract.
- Individual board members shall not give directives to any school administrator or employee, publicly or privately.

### **COMMUNITY RELATIONS**

- Perform a liaison communications role by interpreting the attitudes, wishes, and needs of both the community and the school.
- Consider the needs of the entire community and vote for what seems best for students.
- Encourage collaboration between the school and community.
- Request that periodic surveys be conducted with the community to assess the quality of education services and use the data to establish and monitor goals.

### **CONFLICT OF INTEREST**

- Do not solicit or receive directly or indirectly any gift or compensation in return for making a recommendation or casting a vote.
- Follow the state ethics statutes and district policies regarding financial gain or avoidance of a detriment for yourself or family members.
- Follow the school board conflict of interest policy regarding the appearance of conflict of interest.

### **BOARD PREPARATION AND TRAINING**

- Be informed about educational issues through individual study and by participating in board development opportunities such as those sponsored by the Oregon and National School Boards Associations, the Oregon Department of Education, and other education organizations.
- Support new school board members by sharing your experience and knowledge.
- Ensure that adequate board orientation and team building opportunities are available for board members and administrators.
- Associate with board members from other school districts to discuss school problems and collaborate on school improvement initiatives.

- ***I agree to abide by the principles outlined in the School Board Agreement and will do everything in my power to work as a productive member of the leadership team.***

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Date

(Adapted from the Vermont School Board Code of Conduct, VSBA)

Reedsport School District  
100 Ranch Road  
Reedsport, OR 97467  
(541) 271-3656  
(541) 271-3658 FAX

**Permission for Student Transportation in Private Vehicle (EEAE)**

Transportation of students will be by the District's transportation system or by a District employee's vehicle, properly insured, except as provided below.

Parents, employees and other designated adults may be permitted to use private vehicles to transport students other than their own on field trips or to other school activities if the following conditions have been met prior to the activity:

1. The school administrator has approved the activity;
2. A permission slip signed by the student's parent(s) has been received by the Principal or his/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle;
3. The parents, employee or other adult driving the vehicle is properly licensed to drive and has provided proof of insurance. Such insurance shall meet or exceed minimum requirements as established by the State of Oregon and as set by the district;
4. The vehicle contains an adequate number of seat restraints, including when applicable, a child safety system for a child who weighs less than 40 pounds, regardless of age, and the adult driver requires their use. The child safety system must elevate the person so that a safety belt or safety harness properly fits the individual and meets the minimum standards and specifications of law. A person who weighs over 40 pounds and who is under four feet nine inches and under eight years of age or older must be properly secured with a safety belt or harness that meets the requirements under ORS 815.055. Training in the proper installation and use of a child safety system may be required.

The driver is responsible for not placing children under the age of 13 in the front seat of a vehicle equipped with passenger-side air bags.

**Please fill out this form, sign and return to the school prior to the activity.**

I, _____, give permission for _____	
(Print parent/guardian's name)	(Print student's name)
to travel in a privately-owned vehicle for the following school-sponsored activity	
_____ at _____ on this _____	
(Name of activity)	(Location) (Date)
_____	_____
Parent/Guardian's Signature	Coach/Administrator's Signature

Vehicle type: \_\_\_\_\_  
(If known/available)

Driver(s): \_\_\_\_\_  
(If known/available)

If you have any questions, please contact the District Office at (541) 271-3656.