

**COOS BAY PUBLIC SCHOOLS  
BOARD OF DIRECTORS  
MILNER CREST EDUCATION CENTER  
1255 HEMLOCK AVE., COOS BAY, OR 97420  
December 9, 2013**

**REGULAR BOARD MEETING AGENDA**

**5:30 PM**     **EXECUTIVE SESSION:** Based on ORS 192.610(2)(b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing and ORS 192.610(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

**6:00 PM**     **REGULAR OPEN SESSION:** Pledge of Allegiance and Welcome

**1.     APPROVE AGENDA**

**2.     CONSENT AGENDA**

A. \*Approve Minutes of November 12, 2013, Regular School Board Meeting

B. Policy Deletions

1. \*KG-AR(1) – Facility Usage Rules & Procedures – Recode current AR to policy. Delete AR(1)
2. \*KG-AR(2) – Contract for Use of School Facilities – Delete

**3.     PUBLIC INPUT**

Speakers may offer objective criticism of school operations and programs, but the board will not hear personal complaints concerning school personnel nor against any person connected with the school system. The chairman will direct the visitor to the appropriate means for board consideration and disposition of legitimate complaints involving individuals. (Board Policy BDDH)

**4.     BUILDING AND STAFF PRESENTATIONS**

- A. MHS Student Update: Jenny Shaffer
- B. HLC Student Update: Chano Johnsen
- C. School Presentation: Millicoma & Sunset Schools
- D. CBEA Business: Lynda Sanders
- E. OSEA Business: Teri Jones

**5.     DISTRICT STAFF PRESENTATIONS**

- A. Superintendent Dawn Granger
  1. \*Budget Process Overview
  2. Curriculum Review
  3. Office of Civil Rights Visit
  4. Emergency Planning Update
- B. Business Manager Rod Danielson
  1. \*Financial Update

**6. BOARD ITEMS**

- A. Board Activity Report
- B. Investigation Update
- C. Lighthouse Report
- D. Committee Reports
- E. \*Policy First Reading
  - 1. IKE – Promotion and Retention of Students
  - 2. IKE-AR – Retention for Students Grade 1-8
  - 3. KF – School Volunteers
  - 4. KH – Public Gifts to the District
  - 5. KI/KJ – Public Solicitation/Advertising in the Schools
  - 6. LBD – Home Schooled Students
  - 7. LGA-AR(2) – Direct Appeals to the State Superintendent of Public Instruction About Alleged Violations of Standards

**7. ACTION ITEMS TO CONSIDER**

- A. \*Adopt Budget Committee Calendar
- B. \*2<sup>nd</sup> Reading and Adoption
  - 1. EEAE-AR: Proof of Vehicle Liability Insurance
  - 2. EFAA-AR: Reimbursable School Meals
  - 3. GBC-AR – Staff Ethics
  - 4. KG – Facility Use

**8. ADJOURN MEETING**

**CALENDAR**

<b>Date</b>	<b>Event</b>
12/11	Parent & Community Conversations, 6:00 PM @ Millicoma School Library
12/23 – 1/3	Winter Break - return to school January 6th
1/6	Superintendent’s Advisory Team, 12:00 PM 2 Milner Crest Education Center
1/13	Regular School Board Meeting, 6:00 PM @ Milner Crest Education Center
1/14	Family Night – Mathematical Practices, 6:00 PM @ Milner Crest Education Center
1/20	Martin Luther King, Jr. Holiday – no school
1/25	Coos Bay Schools Facilities Workshop, 9:00 AM @ MHS Library
1/27	Special School Board Meeting, 6:00 PM @ Milner Crest Education Center

Visit the District’s Webpage at [www.cbd9.net](http://www.cbd9.net)

COOS BAY PUBLIC SCHOOLS  
COOS BAY, OREGON

November 12, 2013

**REGULAR SCHOOL BOARD MEETING**  
**REVISED 12/9/13**

The Board of Directors of Coos Bay Public Schools met on November 12, 2013, in the Community Room at Milner Crest Education Center, 1255 Hemlock Ave., Coos Bay, Oregon, for a Regular School Board Meeting.

Chair James Martin called the meeting to order at 6:00 PM and invited the Board and guests to recite the Pledge of Allegiance to begin the meeting.

Board Members Present:	James Martin, Chair	Rocky Place
	Adrian DeLeon	Jill Christiana
	Charlene Moore	Sam Aley
	Mary Fields	

Others present included Superintendent Dawn Granger, Rod Danielson, Lisa DeSalvio, Lynda Sanders, Shelly McKnight, Joel Smallwood, Graciano (Chano) Johnsen, Teri Harris Jones, Byran Trendell, Beth Bennison, John Kruse, Lillian Erb, Jayson Wartnik, April Hoy, Michelle Newsum, Mary-Margaret Stockert, Ann Marineau, Chelsea Davis from *The World*, and Gordon Young from *Channel 14*.

**1. APPROVE AGENDA**

Charlene Moore made the motion, Jill Christiana seconded, to approve the Agenda. The motion passed unanimously.

**2. CONSENT AGENDA**

- A. Approve Minutes of October 14, 2013, Regular School Board Meeting
- B. Approve Retirement Request

Adrian DeLeon made the motion, Mary Fields seconded, to approve the Consent Agenda. The retirement request is for Les Willett. The motion passed unanimously.

James Martin welcomed Chano Johnsen to the Board as Harding Learning Center's student representative.

**3. PUBLIC INPUT:**

There was no public input.

- 4. SPECIAL PRESENTATION:** James Martin presented Jason Wartnick of Bay Area Chamber of Commerce a Shining Star Award in appreciation for their TLC Day at Sunset and Madison Schools and for their support of Coos Bay School District.

## **5. BUILDING AND STAFF PRESENTATIONS**

- A. HLC Update: Chano Johnsen updated the Board on activities at HLC which included student-led parent conferences, upcoming College & Career Fair plans. HLC is looking for more community partners and connections.
- B. MHS Update: There was no update.
- C. Out of Town Travel Request – MHS Band: John Kruse requested permission to take 3 band members to Seattle for the Western Invitational Band Clinic. The team will receive 3 days of instruction by world class instructors. Sam Aley made the motion, Rocky Place seconded, to approve the request. The motion passed unanimously.
- D. Emergency Preparedness: Michael Laney reported on the Great Oregon Shake Out that the schools participated in October. Dawn Granger and Rod Danielson followed with an overview of Coos Bay School District's Emergency Response Plan and shared that the district is prepared for short-term emergencies. The district needs to prepare for long term emergencies and is in the process of developing the plans.
- E. Highlighted Schools – Marshfield High School: Principal Doug Holland and Vice Principal Bryan Trendell shared their presentation. Highlights include student opportunities, reviewing achievement compact data, proficiency grading, proposal of additional 2+2 college credit classes and getting more of the high school teachers certified to teach them, and getting students on track. There has been an increase in the 5<sup>th</sup> year student enrollment which will improve the graduation completer rate. Most staff wish there was more time for PLC's. Expanded options online is mainly used for credit recovery. Interventions are mandated when a student is identified.
- F. CBEA Business: Lynda Sanders shared recent achievements that she has been recognized for which include ~~servng anher service to OSEA's Oregon Science Teachers Association board president, receiving the Duane Marshall Special Service to Science Education Award Glenn Marshall award~~ and chair of the Regional Portland Science Conference. She also reported that OEA will be focusing on the class size campaign to get the word out about the need for additional education funding. Coos Bay's sizes have remained consistent but there has been a reduction in specialist and classified support.
- G. OSEA Business: Teri Jones reported OSEA is in the scholarship planning stages. She also reported that classified staff love their jobs yet are exhausted. She encouraged the Board to hire additional classified staff.

## **6. DISTRICT STAFF PRESENTATIONS**

- A. Superintendent Dawn Granger:
  1. Education Services District Process: Dawn Granger updated the Board on the process for selecting ESD services. Districts now have the option to opt out of their services and use the funds they would have paid to fund their own program. It's been reported that only two districts may opt out. If they do, our costs should not rise too much, if at all. Participation is decided on an annual basis.
  2. Budget Process: Dawn Granger reviewed the proposed budget process which will engage multiple stakeholders prior to presentation at the Budget Committee meetings. The process will include input from staff, parents, school Site Councils, community members and students to develop a proposed budget by March which will be incorporated in the Superintendent's proposed budget. Comparability of class sizes, funding and staffing between schools will be included in the budget.
- B. Business Manager Rod Danielson:

1. Financial Update: Rod Danielson presented the financial report as of October 31, 2013.
2. Audit: The field work for the annual audit has been completed and the report is expected in December.

## **7. BOARD ITEMS**

- A. Board Activity Report: Activities included OSBA Regional meeting, school visits, PTA meetings, Superintendent Advisory Team meeting, Lighthouse Project, Great Oregon Shakeout, concerts, school carnivals, Z-Club, Resource Link Committee meeting, Booster Club, Natalie Hill Celebration of Life, Licensed Evaluation Committee, games, field trips, Policy Committee and book groups.
- B. Investigation Update: James Martin reported that OSBA is conducting the investigation into the allegations of staff being threatened if they do not implement school-wide interventions. The report on the investigation will be presented at the December board meeting if possible. James emphasized that Madison staff were interviewed because they had the information, not because they were being investigated.
- C. Committee Reports:
  1. Policy Committee: Adrian DeLeon reported that the committee has met and has policies for 1<sup>st</sup> reading tonight. OSBA has issued other policies that need reviewed/updated and the committee will be meeting to work on them.
  2. Superintendent Evaluation Committee: Since Superintendent Granger's Goal is tied to the Board's Goal, she offered information on the administrator's rubric for the Evaluation Committee to incorporate into the process.
- D. Lighthouse Project Report: James Martin reported that there were 2 meetings this month focusing on effective professional development. There are approximately 3 meetings left. James asked for Board input on topics for special board meetings for the rest of the school year.
- E. OSBA Election & Resolution: James Martin reviewed the candidates and resolution.
- F. Policy Review – 1<sup>st</sup> Reading
  1. EEAE-AR – Proof of Vehicle Liability Insurance
  2. EFAA-AR – Reimbursable School Meals
  3. GBC-AR – Staff Ethics
  4. KG – Facility Use
  5. KG-AR(1) – Facility Usage Rules & Procedures – Recode current AR to policy.  
Delete AR(1)
  6. KG-AR(2) – Contract for Use of School Facilities – DeleteAdrian DeLeon reviewed the 1<sup>st</sup> reading policies and reported that the changes were mostly minor at OSBA's recommendation. GBC- AR was updated to reflect current technology available to staff. KG – Facility Use has been updated to get a consistent, uniform building use system throughout the district that is not a drain on the district's resources. Policy KH – Public Gifts to the District was accidentally left out of the packet and will be added to the December packet.

## **8. ACTION ITEMS TO CONSIDER**

- A. Elect OSBA Representative: Sam Aley made the motion, Adrian DeLeon seconded to elect Jaqueline Crook as the region's OSBA representative. During discussion, Sam Aley mentioned Ms. Crook's participation at OSBA's regional meeting and her experience. The motion passed unanimously.

B. Adopt Resolution 2014-09 – Resolution to Amend the OSBA Constitution to Change Election Processes: Sam Aley made the motion, Charlene Moore seconded to adopt Resolution 2014-09 – Resolution to Amend the OSBA Constitution to Change Election Processes. The motion passed unanimously.

C. 3<sup>rd</sup> Reading and Adoption

1. EGACA: Cell Phones

2. EGACA-AR – Cell Phones

Adrian DeLeon spoke with Rick Stucky at OSBA and was told that it is a liability issue if staff are allowed to make personal calls during their primary job responsibilities, e.g. supervising students.

Rocky Place made the motion, Charlene Moore seconded, to adopt EGACA and EGACA-AR. The motion passed unanimously.

## 9. **ADJOURN MEETING**

James Martin adjourned the meeting at 8:00 PM.

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James Martin  
Board Chair

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Peggy Ahlgrim  
Board Secretary

# Coos Bay School District 9

Code: **KG-AR(2)**  
 Revised/Reviewed: 10/2/01; 6/22/10

## Contract for Use of School Facilities

Name of contracting user: \_\_\_\_\_

Activity to be conducted by contracting user: \_\_\_\_\_

Facilities requested:

- Auditorium     
  Main gym     
  West gym     
  Harding gym  
 Library     
  Cafeteria     
  Kitchen     
  Room # \_\_\_\_\_

Other \_\_\_\_\_

Individual in charge or contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Date(s) and time of use: \_\_\_\_\_

Rental fee: \_\_\_\_\_ (See the enclosed rate sheet)

Other \_\_\_\_\_  Custodial as needed

Advance deposit against anticipated rental and labor charges of \_\_\_\_\_ due \_\_\_\_\_

Extra services required by the district to be charged to and paid by the contracting user at actual costs:

	No.	Hrs.		No.	Hrs.
Ticket sellers			Kitchen help		
Ticket takers			Custodial help		
Parkers			Extra cleanup		
Stage crew			Bldg/Crowd supervision		
Ushers			Police supervision		

Additional requests: \_\_\_\_\_

## Conditions of Use

1. All extra services to be performed in or about the facility during the period of rental, including the opening of the doors and closing of the facility, shall be performed by a district employee or a person designated by the principal of the facility being used. All such services by district employees shall be paid for by the contracting user at the usual district rate and shall be paid, together with the established rental fee, upon billing after the event minus any deposit. Additional charges shall be made if the opening and closing and related services are performed outside of regular work hours of district employees.
2. The district shall be responsible for and pay all deductions for taxes, worker's compensation, unemployment and all other payments regularly required of district employees performing their regular duties for the district and all such costs shall be included in charges made for services performed by the district, through its employees or designees as indicated above, for the contracting user. *All payments shall be made to the school and not to any individual, agency or employee of the district and shall be due within 10 days of billing.*
3. All users are required to purchase and maintain liability insurance covering their activities on school premises, insuring against bodily injury and property damage in an amount not less than \$100,000.00 property damage and \$500,000.00 for each bodily injury resulting from a single incident and a total of \$500,000.00 for all bodily injuries arising from each incident. The district shall be named as an additional insured on all such liability insurance coverage. A copy of the insurance policy or a certificate of insurance shall be provided to the principal before contracting user uses the facility. District insurance does not provide protection for any organization using district facilities. The responsible contracting user hereby indemnifies and covenants to hold the district and all of its agents and employees harmless on account of all damages or claims arising out of bodily injury or property damage as a result of use of district premises and facilities under the terms of this agreement. In the event any suit or action is brought by either party as a result of the use of the premises under this agreement, the prevailing party shall be awarded reasonable attorney fees and costs to be determined by the court, both at trial and on any and all appeals.
4. The contracting user shall have the right to use all improved parking spaces surrounding the facility which is the subject of this agreement. Such use shall be supervised by the contracting user and the use of said parking areas shall be covered by all the terms, covenants and provisions of this agreement.
5. The undersigned contracting user covenants and agrees to maintain order on premises and to be financially responsible for and promptly pay for all damages resulting to the premises as a result of the use thereof by contracting user and all of the contracting user's invitees, employees, agents and any and all other person or persons permitted on district premises under the terms of this agreement. Contract user shall conduct no unlawful activities on the premises.

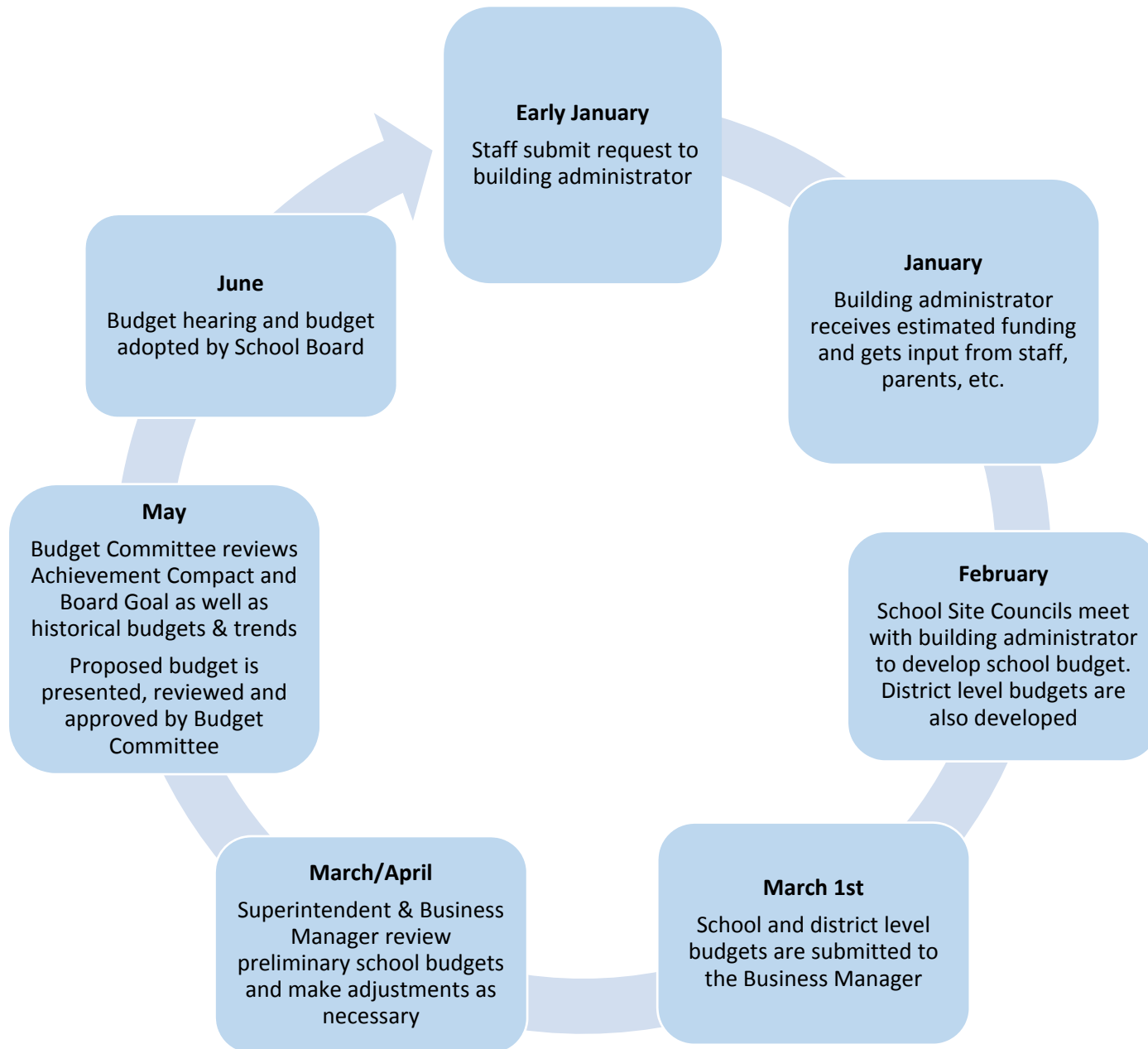
DATED on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Responsible contracting user

\_\_\_\_\_  
Principal



# Coos Bay Public Schools Budget Process



## **CBSD 2013-2014 District Budget Process**

There are two parallel courses of action that will occur simultaneously and collaboratively during the budget building process – a micro or building-level process and a macro or district-wide process. Each process informs and guides the other process. The Superintendent, Administrative Team, staff, parents, community and students are responsible for the micro process and the District Budget Committee (in collaboration with the Superintendent) is responsible for the macro process. The timeline for these processes is dependent upon the deadlines established by local district policy and Oregon Laws. These two sets of actions occur simultaneously and parallel to one another until they converge at the point of the preliminary draft district budget. Throughout this process transparency and communication between the two processes are critically important.

This proposed budget process is not currently the practice within the district. For the past several years, the budget has been developed based upon the previous year's expenditures and any identified changes in funding or requirements in a collaborative effort by the business manager, administrative team and Superintendent. The proposed budget was then submitted to the Budget Committee who reviewed it, asked questions in the public hearings and sometimes received information from specific or limited representatives of the staff and/or community resulting in minimal input.

Instituting a more comprehensive and collaborative process will breed buy-in and ownership at all levels and assure that all voices are heard. This is not a zero-based budget process per se, but it does not assume that everything that is in the current budget needs to stay in the next year's budget. It also allows for some additions if there is enough need or interest demonstrated by participants in the collaborative process. Staff and administration will be evaluating programs and personnel and analyzing costs and benefits as part of this process, but non-staff members - people in our community, including parents, will be able to provide input about what they think are essential programs for our school district.

### **Educators' Role**

This phase of the process ensures that building level concerns and issues are raised by the appropriate building level administrator in conjunction with the staff and the School Site Council.

The budget building process begins at the building levels as well as at the district level. Teachers should submit requests for books, teaching materials, supplies, equipment and furniture and furnish budget related comments on the educational program, directly to the principals by a specific date so that these can be taken into account as we build the budget. These requests should include rationales so the principals can understand why specific items are being requested. Principals then review and discuss the requests with the appropriate teachers to determine what is truly needed and to fully understand requests and pedagogical comments.

At the same time teachers are preparing their individual budget requests, building principals are preparing their building level budget requests. These would include staffing needs, school-wide supplies, materials, equipment and furniture. These proposals should also be specific and include rationales for the requests.

Building level budget proposals will be submitted to School Site Councils for review and recommendations, providing the members with information and justification for the proposed expenditures.

The principals and central office administrators then submit their preliminary requests to the Business Office by a specific date so that they can be taken into account as the master budget is built. The requests are then entered into the budget software and a preliminary district budget is created.

The Superintendent and Business Manager meet with the building principals and central office administrators to review the preliminary budgets and make any appropriate adjustments prior to the creation of a proposed budget and the first Budget Committee review. This may take multiple sessions as it becomes a collaborative effort to meet the educational and fiscal priorities of the district.

Once completed, the Superintendent presents the revised preliminary district budget to the Budget Committee. This budget is based upon the educational needs and priorities of the district as determined by the administrative team, staff, and School Site Councils. It is then the responsibility of the Budget Committee to review and act upon the Superintendent's budget in collaboration with the Superintendent and her staff.

### **Budget Committee Role**

The district encourages the members of the Budget Committee to work with district officials to advocate with the legislature regarding educational funding, mandates, and programs. This is work that can be done regionally and collaboratively, and can have a greater positive impact upon the community than simply overseeing the operating budget of the school district.

The Budget Committee may begin its annual budget process by reviewing historic budget and revenue trends with the Superintendent and Business Manager and discussing the district's current Achievement Compact and other goals and priorities.

The Budget Committee can, as an option depending upon circumstances, determine either a percentage increase/decrease or a specific dollar amount increase/decrease to provide the Superintendent with a bottom line budgetary target. During difficult economic times, this can assist the administration and staff to build comprehensive budgets that meet the agreed upon educational initiatives and priorities of the district.

Upon receiving the proposed budget, the Budget Committee may ask clarifying questions, request additional information and make adjustments by vote if necessary. If adjustments are needed, the Superintendent and Business Manager then refine the budget based on this review and re-submit it.

It is important to remember that the Budget Committee is responsible for the bottom line budget number and ensuring that its priorities and goals are incorporated broadly into the budget. It is the responsibility of the administration to determine how those priorities and goals are met within the budget itself. It is everyone's collective responsibility to understand and take ownership of all aspects of the budget.

Finally, the Budget Committee approves a final budget. Members voting in support of the budget are encouraged to support and defend proposed budget to the public, press, and the community.

### **Budget Preparation Timeline**

On or before January 31st of each year, the administrator of each school will receive an estimate of funding and enrollment for the next school year. They will use this and the budget for the year in order to solicit feedback from their school community on the current budget, the outlook for the following year and any needs or reductions the community sees as options for the following year.

In February the Site Council of each school will meet and review the feedback and develop a proposed budget under the guidance of the school administrator. This review must include reflection on input provided by parents, staff, community members and students where appropriate. Survey usage is encouraged and a model survey format will be made available to the administrator of each school for use on SurveyMonkey and review by the School Site Council. Copies of the tentative budget are sent to the Business Manager and reviewed in a district administrative meeting. The Superintendent and/or Business Manager will be available by request to attend this meeting.

By March 1st the School Site Councils and school administrators will submit proposed school budgets to the Business Manager coinciding with the release of the estimated State School Funds support by ODE.

The Budget Committee shall hold their public budget meeting(s) in May on the proposed budget.

Not later than June 30<sup>th</sup> the School Board will hold a Budget Hearing for final comments and possible changes before adopting the budget.

COOS COUNTY PUBLIC SCHOOL DISTRICT #9  
Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Fiscal Year Ending June, 30 2014  
Period Ending November 30, 2013

	General	Special Rev.	Debt Service	Capitol Projects	Total
<b>Revenues</b>					
Local Sources	6,624,335	48,328	333,917	23,571	7,030,151
Intermediate Sources	34,044	4,217	0		38,262
State Sources	8,455,367	92,453	0		8,547,820
Federal Sources	27,384	363,549	0		390,933
Other Sources	0	13,240	0		13,240
<b>Total Revenues</b>	<b>15,141,131</b>	<b>521,787</b>	<b>333,917</b>	<b>23,571</b>	<b>16,020,406</b>
<b>Expenditures</b>					
Instruction	4,473,652	556,397			5,030,050
Support Services	4,355,331	321,640	40	118,006	4,795,016
Community Services		352,842			352,842
Facilities & Construction				11,062	11,062
Debt Service	33,088		0		33,088
<b>Total Expenditures</b>	<b>8,862,071</b>	<b>1,230,879</b>	<b>40</b>	<b>129,068</b>	<b>10,222,058</b>
Excess of Revenues over/under expenditures	6,279,060	(709,092)	333,877	(105,497)	5,798,348
<b>Other Financing Sources</b>					
Operating Transfers In	0	0	0	0	0
<b>Operating Transfers Out</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Other Financing Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Change in Fund Balances</b>					
Fund Balances - Beginning of Year	2,407,213	1,042,515	127,131	323,583	3,900,442
<b>Fund Balances</b>	<b>8,686,273</b>	<b>333,423</b>	<b>461,008</b>	<b>218,086</b>	<b>9,698,790</b>

# COOS BAY SCHOOL DISTRICT #9

General Fund Year Beginning July 1, 2013 Ending June 30, 2014

Statement of Revenues, Expenditures and Fund Equity

11/30/2013

<u>Revenues</u>	<u>Budget</u>	<u>Actual</u>	Percent
1000 - Local Sources	\$ 7,978,000	\$ 6,624,335	83%
2000 - Intermediate Sources	\$ 106,000	\$ 34,044	32%
3000 - State Sources	\$ 17,033,916	\$ 8,455,367	50%
4000 - Federal Sources	\$ -	\$ 27,384	
5000 - Other Sources	\$ 38,000.00	\$ -	
5400 - Beginning Fund Balance	\$ 1,356,447	\$ 2,407,213	177%
Total Revenue	<u>\$ 26,512,363</u>	<u>\$ 17,548,344</u>	<u>66%</u>

<u>Expenditures</u>			
100 - Salaries	\$ 11,711,488	\$ 4,058,302	35%
200 - Payroll Costs	\$ 8,049,414	\$ 2,771,743	34%
300 - Purchased Services	\$ 4,458,711	\$ 1,259,319	28%
400 - Supplies	\$ 1,129,901	\$ 472,205	42%
500 - Capital Purchases	\$ 20,000	\$ -	0%
600 - Other, Dues, Prin & Int, Insurance	\$ 447,649	\$ 300,503	67%
700 - Transfers	\$ 200,200	\$ -	0%
800 - Contingency/Planned Reserve	\$ 495,000		0%
Total Expenditures	<u>\$ 26,512,363</u>	<u>\$ 8,862,071</u>	<u>33%</u>

Fund Equity November 30, 2013 \$ 8,686,273

12/9/2013

**F100 - GENERAL FUND**  
**SUMMARY OF EXPENDITURES BY OBJECT**  
11/30/2013

	Budget	Expenditures	Balance	% Expended
111 SALARIES, CERTIFIED	\$6,785,775	\$2,262,210	\$4,523,565	33.3%
112 SALARIES, CLASSIFIED	\$2,729,566	\$976,528	\$1,753,038	35.8%
113 SALARIES, CERTIFIED ADMIN	\$822,052	\$376,963	\$445,089	45.9%
114 SALARIES, NON-CERTIFIED ADMIN	\$294,397	\$104,790	\$189,607	35.6%
116 EARLY RETIREMENT	\$255,792	\$90,444	\$165,348	35.4%
121 SALARIES, CERTIFIED SUBS	\$348,200	\$75,417	\$272,783	21.7%
122 SALARIES, NON-CERTIFIED SUBS	\$81,596	\$38,832	\$42,764	47.6%
133 SALARIES, CURRICULUM DEV.	\$50,000	\$7,953	\$42,047	15.9%
134 SALARIES, EXTRA DUTY	\$236,444	\$61,382	\$175,062	26.0%
135 TRAVEL ALLOWANCE	\$18,219	\$8,156	\$10,063	44.8%
136 TRANSFER STIPEND	\$0	\$600	(\$600)	
137 DUTIES - ACTIVITIES/ATHLETICS	\$15,000	\$6,990	\$8,010	46.6%
138 STUDENT WORKERS	\$17,000	\$10,519	\$6,481	61.9%
139 MISC TIMECARDS	\$57,452	\$37,519	\$19,933	65.3%
<b>Total Salary</b>	<b>\$11,711,493</b>	<b>\$4,058,302</b>	<b>\$7,653,191</b>	<b>34.7%</b>

21x PERS	\$3,283,356	\$1,078,702	\$2,204,654	32.9%
220 SOCIAL SECURITY	\$895,528	\$300,904	\$594,624	33.6%
231 WORKERS' COMP	\$102,327	\$40,565	\$61,762	39.6%
232 UNEMPLOYMENT	\$80,602	\$19,405	\$61,197	24.1%
242 EMPLOYEE INSURANCE	\$3,599,605	\$1,301,737	\$2,297,868	36.2%
243 TUITION FEES	\$88,000	\$30,429	\$57,571	34.6%
<b>Total Fringes</b>	<b>\$8,049,418</b>	<b>\$2,771,743</b>	<b>\$5,277,675</b>	<b>34.4%</b>

310 INSTRUCTION SERVICES, Prof	\$517,675	\$175,282	\$342,393	33.9%
322 REPAIR AND MAINTENANCE	\$313,810	\$134,812	\$178,998	43.0%
324 RENTALS/LEASES	\$150,810	\$36,798	\$114,012	24.4%
325 ELECTRICITY	\$486,400	\$136,132	\$350,268	28.0%
326 FUEL	\$81,300	\$10,906	\$70,394	13.4%
327 WATER & SEWER	\$68,900	\$32,450	\$36,450	47.1%
328 GARBAGE	\$81,580	\$26,458	\$55,122	32.4%
329 OTHER PROPERTY SERVICES	\$11,725	\$6,494	\$5,231	55.4%
331 STUDENT TRANSPORT., REIMBURS.	\$1,874,600	\$375,896	\$1,498,704	20.1%
332 STUDENT TRANSPORT., NON-REIM.	\$51,000	\$24,337	\$26,663	47.7%
341 TRAVEL IN DISTRICT	\$8,765	\$1,450	\$7,315	16.5%
342 TRAVEL - OUT OF DISTRICT	\$56,030	\$13,384	\$42,646	23.9%
305 COMMUNICATIONS	\$6,600	\$290	\$6,310	4.4%
351 TELEPHONE	\$93,500	\$42,580	\$50,920	45.5%
353 POSTAGE	\$26,000	\$11,852	\$14,148	45.6%
354 ADVERTISING	\$7,315	\$3,492	\$3,823	47.7%
355 PRINTING SVC.	\$5,000	\$1,744	\$3,256	34.9%
359 OTHER COMMUNICATION SVCS	\$74,800	\$55,349	\$19,451	74.0%
360 CHARTER SCHOOL PAYMENTS	\$360,920	\$92,262	\$268,658	25.6%
380 PROF. SERVICE - NON-INSTRUCT.	\$8,050	\$11,924	(\$3,874)	148.1%
381 AUDIT	\$18,000	\$19,985	(\$1,985)	111.0%
382 LEGAL	\$19,000	\$12,766	\$6,234	67.2%
383 ARCHITECT/ENGINEERING SERVICE	\$1,600	\$0	\$1,600	0.0%
384 BOARD NEGOTIATIONS	\$12,000	\$0	\$12,000	0.0%
386 DATA PROCESSING	\$61,331	\$16,594	\$44,737	27.1%
390 OTHER PROFESSIONAL SERVICE	\$62,000	\$16,080	\$45,920	25.9%
<b>Total Service</b>	<b>\$4,458,711</b>	<b>\$1,259,319</b>	<b>\$3,199,392</b>	<b>28.2%</b>

**F100 - GENERAL FUND**  
**SUMMARY OF EXPENDITURES BY OBJECT**  
11/30/2013

		Budget	Expenditures	Balance	% Expended
410	SUPPLIES	\$250,970	\$90,320	\$160,650	36.0%
412	CUSTODIAL SUPPLIES	\$80,000	\$41,596	\$38,404	52.0%
413	MAINTENANCE SUPPLIES	\$70,000	\$23,337	\$46,663	33.3%
414	SUPPLIES FOR GROUNDS	\$21,000	\$1,324	\$19,676	6.3%
416	TRANSPORTATION/SHOP SUPPLIES	\$3,300	\$1,009	\$2,291	30.6%
417	GAS/OIL/LUBRICANTS	\$325,001	\$59,916	\$265,085	18.4%
42x	TEXTBOOKS	\$54,240	\$44,144	\$10,096	81.4%
430	LIBRARY BOOKS	\$49,037	\$12,026	\$37,011	24.5%
440	PERIODICALS	\$4,800	\$3,281	\$1,519	68.4%
460	NON-CONSUMABLE SUPPLIES	\$76,448	\$22,498	\$53,950	29.4%
470	SOFTWARE	81,375.00	\$81,487	(\$112)	100.1%
480	COMPUTER HARWARE - NOT CAPITAL	113,730.00	91,265.70	\$22,464	80.2%
	<b>Total Supplies</b>	<b>\$1,129,901</b>	<b>\$472,205</b>	<b>\$657,696</b>	<b>41.8%</b>
540	EQUIPMENT	\$20,000	\$0	\$20,000	0.0%
	<b>Total Capital Outlay</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$20,000</b>	<b>0.0%</b>
610	PRINCIPAL	\$137,041	\$24,351	\$112,690	17.8%
620	INTEREST	\$30,933	\$8,737	\$22,196	28.2%
640	DUES AND FEES	\$49,075	\$18,960	\$30,115	38.6%
650	INSURANCE & JUDGMENTS	\$224,800	\$242,536	(\$17,736)	107.9%
670	TAXES	\$5,800	\$5,919	(\$119)	102.1%
710	FUND MODIFICATIONS	\$200,200	\$0	\$200,200	0.0%
810	PLANNED RESERVE	\$495,000	\$0	\$495,000	0.0%
	<b>Total Other</b>	<b>\$1,142,849</b>	<b>\$300,503</b>	<b>\$842,346</b>	<b>26.3%</b>
	<b>Total</b>	<b>\$26,512,372</b>	<b>\$8,862,071</b>	<b>\$17,650,301</b>	<b>33.4%</b>



# Coos Bay School District 9

Code: **IKE**  
Adopted: 11/9/92  
Readopted: 1/12/11  
Orig. Code(s): IKE

## Promotion and Retention of Students

The Board is dedicated to total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially and emotionally.

[The collective body of research indicates that retention is not a successful strategy for improving student learning. In Coos Bay Schools, we believe that excellent initial instruction and targeted standards-based instruction as an intervention will reduce the number of students who struggle academically. We also believe in our responsibility to educate every child and know that it is our actions in response to student struggles that will often determine success](#)

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to the student's parents, but the final decision [on exceptions](#) will rest with ~~school authorities~~[the superintendent](#).

END OF POLICY

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### Legal Reference(s):

[OAR 581-022-1130](#)  
[OAR 581-022-1670](#)

**Retention for Students Grades Kindergarten-8\*\***

Coos Bay Schools believe that differentiated standards-based instruction, in and out of class interventions, and our system of student study meetings will meet the learning needs of most students and prevent retention whenever possible.

**Retention for Kindergarten 1<sup>st</sup> – 7<sup>th</sup> Grade Students**

When a teacher first notes that a student is struggling to learn, the following steps must be taken: When a teacher feels it is in the student's best interest to repeat a grade level, the following steps must be taken:

1. The teacher shall alert the SST (Student Success Team) (SST) and complete the Intervention Tracking Form for the team's review. Further interventions or evaluations may be ongoing while the team considers the student's progress.
2. The SST will use the Intervention Tracking Form, retention checklist and the retention data collection form in compiling information about the student;
3. If interventions and parent support have not shown improved achievement and the student is still at risk of retention by April 15th, parent contact will be made to secure permission for final retention evaluation;
4. The SST will review the information collected on each student, including the scope and results of interventions, ensure that all necessary information is at hand, and make a tentative determination of the instruments to be used in the evaluation;
5. The evaluation SST team will conduct initiate evaluations on identified students in each building;
6. At the conclusion of the evaluation process, the evaluation SST team will review all information on the retention candidates and make recommendations known to the SST principal;
7. A summary conference with the parents of each student evaluated will be conducted;
8. ~~Parent/Principal/Special services director endorsement/approval secured.~~ The final decision regarding retention rests with the principal.
9. The decision of the principal may be appealed to the superintendent or designee. To that end, the superintendent will be given a list of students being considered for retention by April 20<sup>th</sup> of each year and a final retention list (along with copies of all supporting documentation) by June 1<sup>st</sup> of each year.

## Retention for 8<sup>th</sup> Grade Students

1. When an eighth grade teacher first notes that an eighth grader is struggling to learn they shall complete the Intervention Tracking Form and alert the school counselor. The school counselor will evaluate the interventions provided to the student and determine what actions may need to be taken to support the student in learning. At this point a parent meeting may be held.
2. Eighth-grade students who struggle in any subject will receive interventions during the school day. These shall include in class interventions. In core subject areas this shall also include out of class interventions according to the school support process. At this point parent contact regarding the concern is required.
3. Should an eighth grader who has received such intervention fail a core classes (language arts, math, science, and social studies) first semester they ~~will~~ may be assigned to re-take the course, make up the missed learning in a support class second semester or other interventions.
4. Should an Eighth grader fail all four core classes second semester despite intervention and support classes, they shall be retained and repeat the eighth grade.
5. Eighth-grade students who fail math may be required to repeat eighth-grade math as freshmen.
6. Eighth-grade students who fail other core subjects ~~will~~ may take study skills classes as freshmen.
7. The decision to retain an 8<sup>th</sup> grade student may be appealed to the principal who will have final approval after reviewing the documentation and assuring Board policy has been followed. The decision of the principal may be appealed to the superintendent as well. To that end, a list of all 8<sup>th</sup> graders being considered for retention after first semester will be shared with the superintendent by February 15th of each year. A final list of retained 8<sup>th</sup> graders (along with supporting documentation) will be shared with the superintendent no later than June 1<sup>st</sup>.

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

Student: \_\_\_\_\_

Present Grade Level: \_\_\_\_\_ School Year: \_\_\_\_\_

Teacher: \_\_\_\_\_

After considerable professional deliberation regarding your student's progress, school interventions, testing results and skill level, the recommendation has been made that \_\_\_\_\_ remain at his/her present grade level for the upcoming school year.

As was explained to you by your student's teacher, \_\_\_\_\_'s accomplishments are not meeting the standards of expected achievement for this year in school. This may result in more serious learning difficulties in the future without the recommended retention in his/her present grade level.

Please indicate your support or nonsupport of this recommendation below, and return this form to the school office no later than \_\_\_\_\_.

\_\_\_\_\_ I support the recommendation that my student remain at his/her present grade level for the upcoming school year.

\_\_\_\_\_ I do not support the recommendation that my student remain at his/her present grade level for the upcoming school year and require that my student be placed in the next grade level. In requiring this placement I voluntarily agree to assume all risks and/or liability associated with my decision. I voluntarily release the district, its employees, agents and representatives from all risk and/or liability associated with my decision.

\_\_\_\_\_  
(Teacher Signature)

\_\_\_\_\_  
(Superintendent Signature)

\_\_\_\_\_  
(Parent Signature)

**Office Retention Notice**

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

Student: \_\_\_\_\_

Present Grade Level: \_\_\_\_\_

The criteria used in making a recommendation for the retention of this student are as follows (include behavior, interventions employed and their results, classroom performance, skill levels, achievement test scores, etc.):

\_\_\_\_\_  
(Teacher Signature)

This form must be filled out on all recommendations for retention whether the student is actually retained or not. Submit to the principal by \_\_\_\_\_

# Coos Bay School District 9

Code: **KF**  
Adopted: 5/13/96  
Readopted: 6/22/10  
Orig. Code(s): KF

## School Volunteers

Citizens who voluntarily contribute their time and talents to the improvement and enrichment of public schools instructional and other programs are valuable assets. The Board encourages constructive participation of groups and individuals in school to perform appropriate tasks during and after school hours under the direction and supervision of professional personnel.

Recruitment, utilization, coordination and training of volunteers is the responsibility of administration and will be carried out as directed or delegated by the superintendent. Every effort should be made to utilize volunteer resources in a manner that will ensure maximum contribution to the welfare and educational growth of students.

Background checks will be done for all volunteer applicants at the cost of the district. ~~Background checks will be done at the expense of the district on all persons applying to volunteer for the district~~The district will cover the cost for processing the background checks.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

# Coos Bay School District 9

Code: **KH**  
Adopted: 11/13/89  
Revised/Readopted: 1/12/11  
Orig. Code(s): KH

## Public Gifts to the District

Gifts which may serve to enhance and extend the work of the schools may be received by the district. It will be the district's general policy to direct those who desire to make contributions to consider equipment or services that are not likely to be acquired from public fund expenditures.

1. Tangible property contributed to the schools becomes the property of the district and is subject to the same controls and regulations that govern the use of other district-owned property.
2. The district supports and encourages volunteer groups in the community who propose sponsorship of construction or remodeling of district facilities. However, because of financial and legal considerations, certain expectations must be met by the sponsoring groups. These expectations shall be stated in the district administrative regulations. Additionally, the district shall take steps to deal with potential liability issues.
3. Any groups planning to raise money for a gift to a school or the educational system will first consult with the principal and superintendent regarding what kind of gift should be made. The superintendent will develop guidelines for accepting gifts. Such guidelines will include a concern for fairness and equity among schools.
4. All gifts will be subject to the provisions of Board policy.

In receiving gifts, the Board's acceptance reflects fairness and equity among the various school programs and facilities

END OF POLICY

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### Legal Reference(s):

[ORS 294.326](#)  
[ORS 332.075](#)

[ORS 332.107](#)  
[ORS 332.385](#)

### Cross Reference(s):

[GBI](#) - Gifts and Solicitations  
[IIAC](#) - Library Materials Selection and Adoption

## COOS BAY SCHOOL DISTRICT NO. 9

Code: **KI/KJ**  
Adopted: 11/13/89  
Revised: 12/13/99

### PUBLIC SOLICITATION/ADVERTISING IN THE SCHOOLS

Students and faculty of the ~~schools district~~ are to be protected from intrusions on their time by announcements, posters, bulletins, and communications of any kind from individuals and organizations not directly connected with the ~~schools district~~.

Materials approved for distribution via the schools to ~~pupils students~~ by nonschool-connected organizations must not contain advertising that is beneficial to any particular group or business. No materials of a religious nature may be distributed.

~~The administration of surveys, questionnaires, and requests for information by nonschool-connected organizations will be disallowed within the discretion of the superintendent.~~

~~The superintendent and principals are urged to interpret this policy strictly. Exceptions may be made when, in their judgment, the best interests of students will be served.~~

The following nonprofit organizations are allowed:

1. Youth athletic organizations. (Boys & Girls Club, SC Youth Football, CB Cal Ripkin, etc.)
2. Local nonprofit organizations
3. Youth education or nonprofit organizations (e.g. Scouts, Camp Fire, etc.)
4. Education programs sponsored by local nonprofit education institutions (e.g. Community College and other Oregon based colleges and universities)

No commercial advertising is permitted in ~~school district~~ buildings or on school grounds except that which is related to ~~school district~~ functions and which has the approval of the superintendent.

The solicitation and sale of travel services to students on school property or at activities under the jurisdiction of the district may be permitted only with the prior approval of the superintendent. This includes sale of services to students by any person or group that sells, provides, furnishes, contracts for, arranges or advertises travel services.

Sellers of travel services must meet the following district criteria:

1. Belong to an association of sellers of travel certified by the director of the Department of Consumer and Business Services;
2. Provide proof of errors and omissions insurance;
3. Provide proof of a client trust account or performance bond;
4. Submit references;



5. Include in all information provided to students and parents that drug, alcohol and tobacco use will be prohibited;
6. Include in all information provided to students and parents a statement that the activity is a non-school-sponsored event;
7. Provide other information as requested by the district.

The district will not participate in any fund-raising drive that does not have the approval of the superintendent.

The administration of surveys, questionnaires and requests for information by non-school-connected organizations is disallowed. Exceptions may be approved by the superintendent. In the event an exception is granted for the administration or distribution of a survey created by a third party, the district will provide an opportunity for the student's parents to inspect such survey upon request, before the survey is administered or distributed by a school to a student, as required by the No Child Left Behind Act of 2001 (NCLBA). Any district survey containing any "covered survey items"<sup>1</sup> as defined by NCLBA, may also be inspected by parents.

Parents may also request that their student be excused from participation in such surveys. Requests may be submitted in accordance with the provisions of Board policy KAB-Parental Rights and accompanying administrative regulation.

As required by law, the superintendent shall ensure that notification is provided to parents of students at least annually at the beginning of the school year or when enrolling students for the first time in school, of the specific or approximate dates during the school year when such surveys are scheduled or expected to be scheduled. The rights provided to parents under this policy transfer to the student when the student turns 18 years old or is emancipated minor under applicable state law.

The district recognizes its responsibility to protect student privacy. Personal information that may be collected as a result of such surveys will be release only with prior, written parental permission, unless as otherwise provided by NCLBA and/or the provisions of Board policy JOB – Personally Identifiable Information.

## END OF POLICY

### Legal References:

ORS 279C.335

ORS 332.593

<sup>1</sup> Covered survey items under NCLBA include one or more of the following items: political affiliations or beliefs of the student or student's family; mental and psychological problems of the student or the student's family, sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom the respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or the student's parent; ;and income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

[ORS 332.107](#)

[ORS 339.880](#)

[ORS 646.185](#)

[32 OR. ATTY. GEN. OP. 209 \(1965\)](#)

[46 OR. ATTY. GEN. OP. 239 \(1989\)](#)

~~The district will not participate in any fund-raising drive that does not have the approval of the superintendent.~~

~~END OF POLICY~~

~~Legal References:~~

~~———ORS 339.880~~

~~———ORS 646.200—646.209~~

~~———Senate Bill 218~~

~~———Opinions of the Attorney General, Vol. 32, p. 209 (1965)~~

~~———Opinions of the Attorney General, Vol.\_\_\_\_, p.\_\_\_\_ (No. 8204, April 26, 1989)~~

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# Coos Bay School District 9

Code: **LBD**  
Adopted: 11/8/93  
Orig. Code(s): LBD

## ~~Relations with~~ Home-Schooled Students

The district recognizes the rights of parents to educate students at home and acknowledge the education service district's role in registering and monitoring test results for students who are being taught at home. Further, the Board is willing to assist parents in this endeavor if a request is made through the superintendent. The district will furnish basic course descriptions, state standards for elementary and secondary education, and, when available, may furnish basic instructional materials upon deposit of a loss/damage fee.

~~The district will not provide textbooks, materials, lesson plans or curriculum guides to students being instructed at home.~~

Students may, upon parent request, **and if space and materials are available** be allowed to participate in district programs. ~~such as physical education programs, instrumental and vocal music programs, and other academic programs, if space and materials are available.~~ Such students must then adhere to regular attendance procedures as established by the school and must avoid disruption of said programs. Parents are responsible for transportation for students attending selected school offerings.

The Board does not grant high school credit for home school class nor grant diplomas to home-schooled students who reside within the district.

The Board will grant high school credit only to those ~~correspondence or online~~ courses administered by an accredited Division of Continuing Education **through an accredited program.**

Parents who elect home-schooling options are encouraged to pursue GED or community college diploma alternatives.

Home-schooled students may participate in interscholastic activities under the provisions of Board policy IBDJA ~~contained in this handbook.~~

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)  
[ORS 339.460](#)

[OAR 581-021-0029](#)  
[OAR 581-021-0033](#)



**COOS BAY SCHOOL DISTRICT NO. 9**

Code: **LGA-AR(2)**  
Adopted: 8/12/96  
Revised:

**DIRECT APPEALS TO THE STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
ABOUT ALLEGED VIOLATION OF STANDARDS**

After exhausting local procedures, as described in the policy and procedure "Public Appeals and Complaints About Alleged Violation of Standards" or 45 or more days after filing a written complaint alleging violation of standards with the district (whichever occurs first), any complainant who resides in the district or any parent of students attending school in the district may make a direct appeal to the State Superintendent of Public Instruction.

1. The appeal shall be in writing and shall contain:
  - a. The name and address of the person bringing the appeal and the district in which that person resides;
  - b. The name and address of the district which is alleged to have violated standards; and
  - c. A brief statement indicating how the district is alleged to have violated standards.
  
2. Upon receipt of the appeal, the state superintendent shall give notice of the appeal by sending a copy of the appeal, via certified mail, to the district. Within 30 days of receipt of notice, the district shall file a written report with the state superintendent that shall include:
  - a. A statement of facts;
  - b. A statement of action, if any, taken in response to the complaint; if none was taken, the reason(s) why no action was taken;
  - c. A stipulation, if one was reached, of the settlement of the complaint; and
  - d. A list of any complaints filed with another agency by the party concerning the subject of the appeal.

The state superintendent may for good cause extend the time for the filing of a report by the district.

DIRECT APPEALS TO THE STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
ABOUT ALLEGED VIOLATION OF STANDARDS - LGA-AR(2)

3. Upon receipt of the report, the state superintendent shall review the appeal and report and determine whether a violation of standards has been properly alleged, and that the requirements contained in Sections (1) and (2) of this rule have been satisfied. After this determination, the state superintendent may dismiss the appeal or may notify all parties that the appeal has been accepted.
4. If the appeal is accepted, the state superintendent shall take such action as is deemed appropriate, including, but not limited to:
  - a. Appointing a conciliator to meet with the parties to work toward a settlement. If no settlement is reached within 45 days, the state superintendent may schedule a contested case hearing as provided in ORS 183.410 to 183.470 or allow additional time for conciliation;
  - b. Scheduling a visit to the district to determine whether the district is in compliance with standards; or
  - c. Appointing a fact-finder to conduct an investigation and file a written report that shall indicate whether the fact-finder believes the allegations in the appeal are supported by fact.
5. At any time during an appeal, the parties may agree to settle the issue. The party bringing the appeal may at any time file a written request that the appeal be withdrawn. When such a request is received, the state superintendent shall terminate all further action regarding the appeal.
6. After a final review, the state superintendent may find the district deficient under ORS 327.103.

(continued)





Coos Bay School District  
Proposed Budget Calendar  
Fiscal Year 2014/2015

March 1st	First “official” estimate of 2013/2014 revenues from Oregon Department of Education
No earlier than April 9th	Publish 1 <sup>st</sup> Notice of Budget Committee Meeting (not more than 30 days prior to meeting)
No later than April 30th	Publish 2 <sup>nd</sup> Notice of Budget Committee Meeting (not less than 5 day prior to meeting) or publish on district website for at least 10 days before the meeting.
May 7th	1 <sup>st</sup> Budget Committee Meeting
May 14th	2 <sup>nd</sup> Budget Committee Meeting (*tentative)
May 21st	3 <sup>rd</sup> Budget Committee Meeting (*tentative)
May	Put together ED Forms for publication.
June 4th	Publish Notice of Budget Hearing (between 5 & 30 days prior to the hearing)
June 9th	Board Meeting – Budget Hearing to Approve, Adopt, Appropriate & Levy Taxes
June 30th	Last possible day for Budget Hearing to Approve, Adopt, Appropriate & Levy Taxes
No later than July 15th	Submit Budget , ED-50, M-5 to County Assessor

\* The Budget Committee may adjust the meeting dates and times

Coos Bay School District 9

Code: EEAE-AR  
Revised/Reviewed: 1/19/10; 6/11/12

**Proof of Vehicle Liability Insurance**  
(For Volunteers)

Dear \_\_\_\_\_,

You have agreed to transport students of the district to a field-trip function or for some other school-approved purpose. Please be aware that in the event of an accident, your insurance will provide primary coverage. In order to serve as a volunteer driver you will be required to provide proof of vehicle liability insurance. Your insurance must meet or exceed minimum requirements as established by the state of Oregon and as set by the district.

Please COMPLETE the following information, providing information requested. SIGN where indicated and RETURN to the school office four working days PRIOR TO THE DATE OF THE EVENT.

RE: Student Name: \_\_\_\_\_

Date and Name of Event: \_\_\_\_\_

Parent/Volunteer Name (as it appears on your driver license): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Insurance Company Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
(not agent's name)

Policy Number: \_\_\_\_\_

Policy Limits: \_\_\_\_\_

Current minimum limits are: \$25,000 per person and \$50,000 per accident for bodily injury; \$20,000 per accident for property damage; \$25,000 per person and \$50,000 per accident for uninsured motorist coverage; and \$15,000 per accident for personal injury protection.

Date of Birth: \_\_\_\_\_ Oregon Driver License No.: \_\_\_\_\_

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

Return form to fiscal officer. If you do not have required coverage, you will not be allowed to transport students. (Insurance companies may increase coverage for specific dates.)

**Reimbursable School Meals ~~and Milk Programs~~  
(National School Lunch Program ~~and~~; School Breakfast Program~~;~~)**

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

**Meal Pricing Procedures**

1. Reimbursable meals will be priced as a unit.
2. Reimbursable meals and snacks will be served free or at a reduced price to all children who are determined by the district to be eligible for free or reduced price meals.
3. Annually, the district will establish prices for reimbursable student meals. The price charged to students who do not qualify for free or reduced price meals will be established annually by the district in compliance with state and federal laws.<sup>1</sup>
4. The price charged to students who qualify for reduced price meals will be established annually by the district in compliance with state and federal laws.<sup>2</sup>
5. The district will implement claiming alternative Provision 2 at the following schools under its jurisdiction: \_\_\_\_\_ (List schools) \_\_\_\_\_.]Harding Learning Center.

**Application Procedures**

- ~~6.1.~~ Households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance to Needy Families (TANF) benefits as identified by Oregon Department of Education (ODE), will be automatically eligible for free meals for the students listed on the official document. Districts must access this document at least three times per year.
- ~~7.2.~~ Households that submit a confidential application will be notified of their student's eligibility for free or reduced price meals. Households that are denied free or reduced price benefits will be notified in writing using the ODE template letter distributed to the district annually.
- ~~8.3.~~ On a case-by-case basis, when a student is known to be eligible for free or reduced price meal benefits and the household fails to submit a confidential application, the superintendent or designee

<sup>1</sup>The new requirement under Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§ 205 establishes new criteria for equity in school lunch pricing.

<sup>2</sup>According to Direct Certification and Certification of Homeless, Migrant and Runaway Children for Free School Meals, 7 C.F.R Part 245 (2011).

may complete an application for the student documenting how he/she knows the household income qualifies the student for free or reduced price meal benefits. Parents of a student approved for free or reduced price benefits, when application is made for the student by a school official, will be notified of the decision and given the opportunity to decline benefits.

- 9.4. Students who do not qualify for free or reduced price meals are eligible to participate in the National School Lunch Program (NSLP) ~~and School Breakfast Program (SBP)~~ and will be charged “paid” meal prices set by the district. “Paid” category students will be treated equally to students receiving free or reduced price benefits in every aspect of the district’s National School Lunch Program.
- 10.5. The district has established a fair hearing process under which a household can appeal a decision with respect to the household’s application for benefits or any subsequent reduction or termination of benefits.
- 11.6. In the event of major employers contemplating large layoffs in the attendance area of the district, the district will provide confidential applications and eligibility criteria for free and reduced price meals to the employer for distribution to affected employees.

### **Financial Management of the Nonprofit School Food Service**

1. The district will maintain a nonprofit school nutrition and food service operation.
2. Revenues earned by the school nutrition and food services will be used only for the operation or improvement of NSLP and SBP.
3. Lunch and breakfast meals served to teachers, administrators, custodians and other adults not directly involved with the operation of the district’s nutrition and food services will be priced to cover all direct and indirect cost of preparing and serving the meal.<sup>3</sup>
- ~~3.~~
4. District nutrition and food services revenues will not be used to purchase land or buildings.
- ~~4.~~
5. The district will limit its nutrition and food services net cash resources to an amount that does not exceed three months average expenditures.
6. The district will maintain effective control and accountability for, and adequately safeguard, all nutrition and food services’ cash, real and personal property, equipment and other assets, and ensure they are used solely for nutrition and food services purposes.
7. The district will meet the requirements for allowable NSLP costs as described in Office of Management and Budget (OMB) circular A-87.
8. In purchasing nutrition and food services goods or services, the district will not accept proposals or bids from any party that has developed or drafted specifications, requirements, statements of work,

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<sup>3</sup>For meals with portion sizes equivalent to student meals, the adult meal price will be no less than the amount of reimbursement for a free-eligible meal, plus the value of commodity foods used in the meal preparation.

invitations for bids, requests for proposals, contract terms and conditions or other documents for proposals used to conduct the procurement.

9. All procurement transactions for nutrition and food services goods and services will be conducted according to state, federal and district procurement standards using the applicable cost thresholds.
10. In the operation of its nutrition and food services program, the district will purchase food products that are produced in the United States, whenever possible.
11. The district may use facilities, equipment and personnel supported with nutrition and food services revenue to support a nonprofit nutrition program for the elderly.

### **Civil Rights and Confidentiality Procedures**

1. The district will not discriminate against any student because of his/her eligibility for free or reduced price meals.
2. The district will not discriminate against any student or any nutrition and food services employee because of race, color, national origin, sex, sexual orientation, religion, age or disability.
3. The district will assure that all students and nutrition and food services employees are not subject to different treatment, disparate impact or a hostile environment.
4. Established district procedures will be followed for receiving and processing civil rights complaints related to applications for NSLP and SBP benefits and services, and employment practices with regard to the operation of its NSLP and SBP. The district will forward any civil rights complaint regarding the district's nutrition and food services to ODE's civil rights coordinator within three days of receiving the complaint.
5. The district will make written or oral translations of all nutrition and food services materials available to all households who do not read or speak English.

6. The district will maintain strict confidentiality of all information on the confidential application for free and reduced price meals, including students' eligibility for free or reduced price meals and all household information. The district's NSLP and SBP operators are not required to release any information from a student's confidential application for free or reduced price meals. No information may be released from a student's confidential application for free or reduced price meals without first obtaining written permission from the student's parent or legal guardian/adult household member signing the application, except as follows:
  - a. An individual student's name and eligibility status may be released without written consent only to persons who operate or administer federal education programs; persons who operate or administer state education or state health programs at the state level; persons evaluating state, education assessment; or persons who operate or administer any other NSLP, SBP, SMP, Summer Food Service Program (SFSP), Child and Adult Care Food Program (CACFP) or the Food Stamp Program;
  - b. Any other confidential information contained in the confidential application for free and reduced price meals (family income, address, etc.) may be released without written consent only to persons who operate or administer NSLP, SBP, SMP, CACFP, SFSP and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC); the Comptroller General of the United States for audit purposes; and federal, state or local law enforcement officials investigating alleged violation of any of the programs listed above.

### **Nutrition and Menu Planning**

1. Meals and snacks served for reimbursement will meet the recommendations of the most current ~~Dietary Guidelines for Americans~~ USDA Guidelines.
2. Meals and snacks served for reimbursement will meet at least the minimum NSLP and SBP requirements for food items and quantities.
3. Meals served for reimbursement will:
  - a. Meet all minimum and maximum calorie requirements by grade level;
  - b. Meet the maximum standards set for saturated fat;
  - c. Meet the maximum standards set for sodium by grade level<sup>4</sup>; and
  - d. Meet the requirement for zero grams of trans fats.
4. The district will use the offer versus serve option when serving NSLP lunches to senior high school students. High school students must take at least three of five different food items including one-half cup of fruit or vegetable offered in program lunches.
5. The district will use the offer versus serve option when serving program breakfasts to senior high school students. High school students must take at least three of four food items, including one-half cup of fruit or vegetable offered in program breakfasts.

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<sup>4</sup>Implementation by the 2014-2015 school year.

6. The district will use the offer versus serve option when serving program lunches to students below senior high school grades. Students below high school grades will be required to take three of the five food items, including one-half cup of fruit or vegetable offered in program lunches.
7. The district will use the offer versus serve option when serving program breakfasts to students below senior high school grades. Students below high school grades will be required to take three of the four food items, including one-half cup of fruit or vegetable offered in program breakfasts.<sup>5</sup>
8. A copy of the Board minutes adopting the offer versus serve policy for students below high school grades for program lunches and/or for all students in the district for program breakfasts, as applicable, will be made available upon request.<sup>6</sup>

### **Use and Control of Commodity Foods**

- ~~1.~~ 1. The district will accept and use commodity foods in as large a quantity as may be efficiently utilized \_\_\_\_\_ in the reimbursable lunch ~~[and breakfast]~~ program.
2. The district will maintain necessary safeguards to prevent theft or spoilage of commodity foods.
3. The value of commodity foods used for any food production other than NSLP, SBP or snacks shall be replaced in the food service inventory.

### **Accuracy of Reimbursement Claims**

1. The district will claim reimbursement only for reimbursable meals, and snacks served to eligible children.
2. All meals and snacks claimed for reimbursement will be counted at each dining site at a “point of service” where it can be accurately determined that the meal and snack meets NSLP and SBP requirements for reimbursement.
3. The person responsible for determining reimbursability of meals and snacks will be trained to recognize a reimbursable meal and snack under the menu planning approach used at the school.
4. The district official signing the claim for reimbursement will review and analyze monthly meal and snack counts to ensure accuracy of the claim, before submitting the claim to ODE.
5. Annually, by November 15, the district will verify a random sample of applications according to NSLP verification requirements. Instructions for completing the verification process will be sent by ODE to the district in October each year.

### **Food Safety and Sanitation Inspections**

- ~~6-1.~~ The district will maintain necessary facilities for storing, preparing and serving food and milk.

<sup>5</sup>Implementation by the 2014-2015 school year.

<sup>6</sup>~~Modify the language of this item to be reflective of the options the district has selected for offer versus serve.~~



- 7.2. Semiannually, the district will schedule food safety inspections with the county Environmental Health Department or Oregon Department of Human Resources for each school or dining site under its jurisdiction.
- 8.3. The district will maintain health standards in compliance with all applicable state food safety regulations at each school or dining site under its jurisdiction.

### **General USDA NSLP/SBP/SMP Requirements**

1. The district will ensure that no student is denied a meal as a disciplinary action.
2. Breakfast will be served in the morning hours, at or near the beginning of the student's school day.
3. Lunch will be served between the hours of 10 a.m. and 2 p.m.
4. The district will provide substitute foods for students who are determined by a licensed physician to be legally disabled and whose disability restricts their diet. Substitutions will be provided only when a medical statement from the licensed physician is on file at the school. The medical statement must state the nature of the child's disability and how the disability affects the child's nutrition needs, and it must provide a medical prescription for substitute foods or texture modification. The district will not charge more than the price of the school meal, as determined by the child's eligibility status, for substitute meals or foods.
5. The district will control the sale of the following foods of minimal nutritional value (FMNV): carbonated beverages, water ices, chewing gum, hard candy, jelly and gum candies, marshmallow candy, fondant (candy corn-type), licorice, cotton candy and candy-coated popcorn.
6. The district will ensure that soda pop vending machines and sales of other FMNV will not be allowed in any school's dining site(s) during the time(s) when NSLP lunch meals or SBP breakfast meals are served or eaten. Dining sites are cafeterias and any other place where NSLP lunch meals or SBP breakfast meals are served or eaten.
7. The district will ensure that potable drinking water will be available to students, free of charge for consumption in the place where meals are served during meal service.<sup>7</sup>
8. The district's meal charging requirements are as follows:

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than the price of two full price meals. Students who have a negative account balance will be provided a meal of the minimal nutritional value until the account is paid in full. Any student failing to keep his/her account current as required by the district shall not be allowed to charge the price of further meals until the account has been paid in full but will be

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<sup>7</sup>New requirement under Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. 1751 §§ 203.



allowed to purchase a meal if the student pays for the meal when it is received. Students or parents of students may prepay meal costs.\*

9. The sale of foods (other than FMNV) in competition with the district's lunch (NSLP) or breakfast (SBP) programs will be allowed in dining sites during lunch and breakfast periods with Board approval only when all income from the food sales accrues to the benefit of the district's nutrition and food services or accrues to a school or student organization approved by the Board. A copy of the Board minutes approving and defining competitive food sales will be made available upon request.
10. The district will not use nutrition and food services funds to purchase FMNV for sale unless the proceeds from the sale of those foods is deposited into the Nutrition and Food Services account in an amount sufficient to cover all direct and indirect costs relating to the purchase and service of the foods.
11. Soda pop and any other FMNV will not be offered "at no additional cost" with NSLP lunch meals or SBP breakfast meals in any district school.

### Record Keeping

1. All currently approved and denied confidential applications for free and reduced price meals and all ~~9.~~ current direct certification documents will be maintained for three years after the current school year. Records will be maintained longer in the event of an unresolved audit(s), until the audit(s) has been completed.
2. All currently approved and denied confidential applications for free and reduced price meals and all \_\_\_\_\_ current direct certification documents will be readily retrievable by school or site and made available  
~~10.~~ \_\_\_\_\_ to state or federal reviewers upon request.
3. The district will maintain financial records that account for all revenues and expenditures of the \_\_\_\_\_ nonprofit school nutrition and food services programs for a period of three years after the school \_\_\_\_\_ year to which they pertain.

~~11.~~  
R12/13/12 | PH

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~~\*[Language is suggested only. ]Revise to reflect district's meal charging requirements and ensure information is communicated to students and parents.~~

## Staff Ethics

District employees are allowed financial benefits as identified in ORS 244.040(2), such as their official compensation package, reimbursed expenses, limited honoraria and unsolicited awards for professional achievement. District employees are prohibited from using or attempting to use his/her district position to obtain a financial gain or to avoid a financial detriment for the district employee, a relative or member of the household of the employee, or any business with which the employee or a relative or member of the household of the employee is associated, if the opportunity for financial gain or avoidance of a financial detriment would not otherwise be available but for the employee's position with the district. Specifically, this means that:

1. Employees will not use district equipment for personal use, unless it is available to a significant segment of the general public. This includes, but is not limited to, the personal use of the district's:
  - a. ~~Fax machine~~Office & Technology Equipment (e.g., copy machine, fax machine, computer, iPad & other equipment)<sup>1</sup>;
  - b. Phones to make long distance personal calls;
  - c. District vehicles;
  - d. ~~Professional technology-e~~Equipment (e.g., wood shop, automotive shop, district/program equipment, technology, CAD); and
  - e. ~~Athletic-District~~ facilities (e.g., ~~pool or~~ weight room, gym, woodshop, metal shop).

Further, the district's supplies, facilities, equipment, employees, records or any other public resources are not to be used to engage in private business interests. For example, the district's computer cannot be used to buy or sell products on an auction website during school hours.

2. When employees are traveling on official district business, any gift given because of this travel must be either declined or passed on to the district for use for future district travel. For example, if the hotel where the employee is staying gives the employee a free night's stay on a future visit, this must be declined or given back to the district for future district travel. The frequent flyer miles earned when traveling on official district business can only be used for district travel. If the employee's spouse is traveling with the employee, the employee is responsible for all additional charges (i.e., additional room charge).
3. Employees may not use personal debit or credit cards for district travel or other district business and receive incentives such as cash reimbursements, frequent flyer miles and other benefits based upon the dollar amount of purchases made.
4. Employees may not use discounts offered by private companies for the employee's personal benefit if the discount is only offered because of the employee's official position. For example, an office

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<sup>1</sup>The district could establish a fee schedule that would allow only district employees to pay for the personal use of the district copy and fax machines. If the district established a fee schedule for the use of ~~fax~~ machines, the fee schedule must be equal to or exceed the prevailing rates offered at commercial businesses.

supplies store provides all teachers a 10 percent discount. Because the teachers are receiving this discount only because of their official position, a teacher cannot use the discount to purchase personal items. The teachers may use the discount to purchase items for district use. Employees can also accept the discount if it is also available to a substantial segment of the population who are not public officials.

5. Employees may accept free passes to district extracurricular events if they are attending these events in their official capacity (i.e., chaperoning, ticket sales or managing concession sales).
6. The employee's district position is not to be used to take official action that could have a financial impact on a private business with which the employee, a relative or member of the employee's household are associated. For example, if the employee's brother owns a pest-control business which is seeking a contract with the district, the employee must declare an actual conflict of interest in writing, describing the nature of the conflict, and provide this to the employee's supervisor.
7. Confidential information gained as a district employee is not to be used to obtain a financial benefit for the employee, a relative or member of the public official's household or a business with which any are associated. For example, the employee should not use the information that a student in his/her class is falling behind in math to provide the parents a referral to the employees' sister's tutoring business.
8. District employees who mentor student teachers may not receive direct payments from sponsoring colleges or universities. The payment may be provided by the college or university to the district, which can then distribute the compensation to the teachers as an element of their official compensation package.
9. District employees must follow Oregon Government Ethics Commission guidelines for outside employment if the employee acts as a chaperone for student group trips on personal time and the district employee accepts compensation in the form of travel expenses from a private business or organization. Specifically, district employees must conduct all activities related to the trip on personal time and cannot use the classroom or school environment to plan the off-campus trip. Employees may use district facilities for this purpose only if they comply with the district's public use of facilities policy.

These restrictions do not apply if the teacher is chaperoning students on a fact-finding mission that is officially sanctioned by the Board. The definition of a fact-finding mission is, in part, any activity related to a cultural or educational purpose. *See* OAR 199-005-0020(4)(a). The district employee must be directly and immediately associated with the event or location being visited. If a district employee only acts as a chaperone and does not provide instruction or guidance for the students in language usage or cultural events, the trip may not meet the requirements of ORS 244.020(5)(b)(H)(I). Further, the employee can only accept the reimbursement of reasonable travel expenses from the private company, not any further compensation.

These restrictions do not apply if the district compensates the district employee for chaperoning the trip.

# Coos Bay School District 9

Code: ~~KG-AR(1)~~  
Adopted: 12/9/02  
Readopted: 6/22/10, 9/16/13  
Orig. Code(s): KG

## Facility Usage ~~Rules & Procedures~~

### Policy Statement

The Board, realizing facilities of the district belong to the citizens, encourages the use of school buildings and grounds for appropriate community activities. However, the regular K-12 school program is the primary purpose for these buildings. Community activities should not detract materially or financially from this purpose.

Programs that serve the district's students and staff will have priority over outside programs and organizations when scheduling facilities.

This policy is established to enable the use of school facilities by community groups, while ensuring such use does not hinder the regular school program, either through programming conflicts, additional costs or building deterioration.

### Building Use Priority

#### Priority I - District Use, School District Activities and/or Events

1. District/school-sponsored or co-sponsored activities or events for District students (clubs, intramurals, concerts, etc.).
2. District/school-sponsored activities or events for parents or patrons (plays, open house, etc.).
3. District/school-related groups and organizations, if their events have no admission or contribution charge. (parent/teacher organizations, school advisory committees, booster clubs, CBSD Education Foundation, etc.) If the event's primary purpose is fundraising for individual programs or community, state, or athletic organizations, the event will be Priority II.) School-sponsored fundraising events may be billed for direct costs (e.g., heat, lights, air conditioning, water and other consumables).
4. District/school-sponsored or co-sponsored staff activities (e.g., wellness, staff development or classroom related), with no admission or contribution charges.
5. Co-sponsored events or activities with local state/county/city official meetings for purposes of public hearings and/or testimony.

#### Priority II - Recreational and Educational Programs Involving Students

1. Staff led sports teams, associations, clubs or events and/or fundraisers.
2. Youth athletic organizations. (Boys & Girls Club, SC Youth Football, CB Cal Ripken, etc.)
3. Local nonprofit organizations (if no fees are charged beyond rental costs).
4. Youth education or nonprofit organizations (e.g., Scouts, Camp Fire, etc.).
5. Education programs sponsored by local nonprofit educational institutions (e.g., Community College and other Oregon based colleges and universities)
6. OSAA sponsored events.
7. Other events sponsored by nonprofit organizations that provide arts, academic and economic enrichment to the community. (Oregon Coast Music Festival, Music On The Bay, etc.)

### Priority III - Adult/Nonstudent Programs

1. All profit organizations.
2. Commercial organizations.
3. Religious organizations.
4. Professional organizations.
5. Political organizations.
6. Fraternal organizations, unless fundraising or providing services for students in the district.
- ~~7.~~ ~~Other groups, individuals or organizations not previously identified.~~
- ~~8-7.~~ Nonprofit organizations collecting admission fees or donations beyond rental costs.
- ~~9-8.~~ Fundraising activities by groups which otherwise might be approved for free or reduced rates.
- ~~10-9.~~ Individuals or private groups (e.g., weddings, family reunions, memorial services).
- ~~11-10.~~ Other groups, individuals or organizations not previously identified.

### Definitions

1. "District or School-sponsored" means the sponsoring entity seeking access to district facilities is directly funded by the school district and is involved in the coordination, funding, planning and operations of the events before, during and after the event. Fees for these activities are borne by the school district, except that district-sponsored fundraisers may be billed for overhead costs such as water, electricity and other district costs.
2. "Co-sponsorship" by the school district means one or more agencies, organizations or entities through a joint arrangement provide assistance to one another and the school district in putting on an event or activity by coordinating, funding, planning and/or providing in-kind services. Fees for these activities and/or events may be assessed, especially if entrance fees, participant fees or team fees are assessed to participants beyond rental and/or utility costs.
3. "Student" is defined as any person 21 years of age or younger is who attends Coos Bay School District.

### Rental Application Process

An application form must be completed by the group, department or individual except school-sponsored activities for students or the educational program at each school. The process is as follows:

1. Pick up application from the school or District Office which is located at 1255 Hemlock Avenue;
2. Fill out all portions of the form that are applicable to your request and sign;
3. Return signed request with dates and times requested to any school office or to the District Office;
4. Request will be reviewed by the building principal and/or District Office. If building approval is given, the rental form is signed by the principal and forwarded to the District's Business Office, where it will be checked for proper insurance and fees assessment by the Business Manager or Maintenance Supervisor;
5. Once the application is approved the applicant will be notified and is required to secure and provide proof of insurance coverage that meets the district's property and liability limits.
6. Use of facilities is not allowed until a fully executed copy of the application form, proof of insurance and appropriate administrative approvals have been made;
7. If keys are issued to the user, there will be a \$10 refundable deposit.
8. The district reserves the right to grant or deny permission for use of facilities at its sole discretion.

Note: Use of facilities may require that district employee(s) be on duty during the event. The user will be charged for having a district employee work outside of regularly scheduled times.

The district reserves the right to require, at the renter's expense, that additional facility needs be met for an event. Additional facility needs could include: security, portable restrooms and other needs as determined by the district.

### **Cancellation**

Request for the cancellation of the agreement shall be made to the building principal or district office no later than one day preceding the scheduled use of the facility. A regular charge shall be made in accordance with the usage agreement for the facility engaged and not used unless such notice to cancel is given.

The Board authorizes the superintendent or his/her representative to cancel building use agreements when it is apparent that such action is necessary for the best interest of the district. Whenever possible, the district will provide at least a 48-hour cancellation notice if a group's approval to use the facilities must be revoked.

### **General Guidelines**

1. Persons and groups using school facilities agree to observe and abide by all appropriate district regulations as well as all local and state laws.
2. An authorized district employee (or a responsible adult assigned by the district representative) shall be present for all activities with authority to protect facilities and equipment from improper or dangerous use. This person is responsible for properly opening the facility and securing the facility at the conclusion of the event.
3. Grounds, buildings, equipment, etc., must be left clean and free from damage and put back to its original condition and organization. The using group and its representative who signed the use request will be held responsible for all expenses related to cleanup and repair resulting from the group's use. The district reserves the right to require the using group to pay for district custodial & maintenance services if needed to bring the facility back to its condition prior to the group's usage.
4. Use of district facilities for church, partisan, political or sectarian purposes may be granted; however, such approval in no way implies district endorsement or sponsorship of these activities.
5. Unauthorized use of the district facilities or failure to comply with the facility use agreement or policy may result in cancellation of agreement or denial of any future use.
6. The use of alcohol, tobacco, drugs or narcotics is prohibited on district property.
7. All groups using any facility will provide supervision. The building principal or Facilities Supervisor will determine the level and type of user supervision required and may require that a district employee be present. Disagreements regarding the level of supervision required and/or required district employee that cannot be resolved between the requestor and the principal/facilities director should be appealed to the superintendent or designee.
8. When district staff is required the sponsoring group will be charged \$30 per hour for food service employees and \$35 per hour for all other employees (custodian, for example).

## **Security**

District keys should not be shared or given to non-district employees without appropriate record keeping and accountability. If the principal deems it necessary to issue a key, a \$10 deposit is required. The deposit will be retained in the school's petty cash account and will be forfeited if the key is not returned by the date specified. Keys must be returned promptly at the end of each season or event.

## **Insurance**

The user is solely responsible for loss, damage, accidents and personal injury arising out of use of the facility and agrees to indemnify and hold harmless the school district, its Board of Directors, officers, agents and staff from and against any and all claims, except gross negligence on the part of the Coos Bay School District.

When required each organization, individual, or individual group using a school facility shall provide proof of property and liability insurance covering all their activities on district premises. Insurance is to provide primary coverage for liability & property damage in an amount not less than \$1,000,000 per occurrence.

Each user is to insure personal property and hold the district harmless. Coos Bay School District is to be named as a co-insured on all such liability insurance. A copy of insurance coverage or a certificate of insurance shall be provided to the principal or appropriate director prior to the contracting user initiating activity in a district facility. District insurance does not provide protection for any organization or individual using district facilities. The superintendent or designee may waive insurance with proper documentation that indemnifies the district against any and all claims.

## **Safety, Care of Facilities**

Putting up decorations or scenery or moving pianos or other furniture is prohibited unless prior permission is granted. The use of school equipment is not included in the facility usage agreement and is prohibited unless permission is obtained and all electrical equipment and arrangements shall be controlled by the district or its representatives.

Representatives of the district must have free access to all rooms at all times. The building administrator, or designated district representative has the right to stop any activity at any time if in his or her judgment there are a violation of the rules contained in this document, or if the activity is deemed to be hazardous to personnel, property, equipment or participants.

Any damages to district property as the result of the use (e.g. grounds, buildings, equipment) shall also be assumed by the sponsoring parties. If damages occur during the use of a facility, documentation must be provided by the supervisor detailing the date, time, location, nature of the damage and the responsible party. The principal and the physical plant office should be notified as soon as practical and photos taken if possible.

Returning the facility to the condition it was prior to usage, including cleanup and the return of all keys is the responsibility of the user. Failure to comply will result in additional charges, including the cost of cleanup, repair, re-keying and possible denial of future facility use.

Halls are to be blocked off when school is not in session to control the usage of the facility.

The maximum number of people permitted in the various buildings or facilities shall be restricted to the fire marshal requirements.

The district assumes no responsibility for properties left on the premises.

## Specialized Facilities, Equipment & Usage

### 1. **Gyms and Multipurpose Rooms**

Appropriate (non-marking) gym shoes are required for all participants involved in active sports and games. Use of school gymnasiums includes the use of dressing rooms, showers and lights. Towels will be furnished by the applicant.

### 2. **Kitchens and Cafeterias**

Applications that include the use of kitchens for cooking and/or cleaning must also be approved by the Food Services Director. The Director will assign a food service employed kitchen worker that will oversee proper use of the kitchen equipment and proper cleanup after the event. (They are not responsible for doing the cooking or cleanup).

### 3. **Weight Rooms**

Non-district use of weight rooms brings increased concern with regard to the potential of injury to person or damage to property. In most cases a district employee will be required to be present whenever a group is authorized to use a district weight room. Under exceptional circumstances a group may be granted access without direct district supervision when the group can demonstrate that both adequate supervision and training regarding the proper use of weight equipment will be present at all times.

### 4. **Playing Fields**

Organizations renting playing fields will be required to provide portable restrooms for participants. Failure to comply will result in denial of future use.



## Facility Usage Agreement

### Payment

Payment, when required, for use of the district facility shall be made to the District Business Office within one week after the facility has been used, unless special arrangements have been made previously. Failure to pay will disqualify the group or user from further use of district facilities.

	Priority II			Priority III		
	Minimum	Hourly	Daily	Minimum	Hourly	Daily
Classroom	\$10	\$5	\$30	\$20	\$10	\$60
Cafeteria	\$20	\$10	\$60	\$30	\$15	\$90
Commons/MP	\$20	\$10	\$60	\$30	\$15	\$90
Kitchen	\$50	\$25	na	\$100	\$50	na
Library	\$20	\$10	\$60	\$30	\$15	\$90
DO Community Room	\$10	\$5	\$30	\$20	\$10	\$60
CTE Shop	\$60	\$30		\$120	\$60	
Auditorium			\$75			\$150
Auditorium, Event			\$250			\$500
Susick Stadium			\$125			\$250
Susick Stadium w/lights			\$175			\$300
Grass fields			\$50			\$100
Gyms, Elementary	\$20	\$10	\$60	\$40	\$20	\$120
Gyms, Secondary	\$40	\$20	\$75	\$80	\$40	\$150

Organized Youth & Team Sports		
Susick Stadium	\$10	use
Susick Stadium w/lights	\$20	use
Grass fields	\$0	<u>Organization per season</u>
Gyms, Elementary	\$75	<u>Organization per season</u>
Gyms, Secondary	\$100	<u>Organization per season</u>

<u>Adult Sports</u>		
<u>Susick Stadium</u>	<u>\$20</u>	<u>use</u>
<u>Susick Stadium w/lights</u>	<u>\$50</u>	<u>use</u>
<u>Grass fields</u>	<u>\$0</u>	<u>Organization per season</u>
<u>Gyms, Elementary</u>	<u>\$150</u>	<u>Organization per season</u>
<u>Gyms, Secondary</u>	<u>\$200</u>	<u>Organization per season</u>

