

**COOS BAY PUBLIC SCHOOLS**  
**BOARD OF DIRECTORS**  
MILNER CREST EDUCATION CENTER  
1255 HEMLOCK AVE., COOS BAY, OR 97420  
October 10, 2016

**REGULAR BOARD MEETING AGENDA**

**5:30 PM**      **CALL TO ORDER**

1.      **APPROVE AGENDA**
  
2.      **DISMISS TO EXECUTIVE SESSION** based on ORS 192.660(2)(d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations and ORS 192.660(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

3.      **CONSENT AGENDA**
  - A.    \*Approve Temporary Hires
  - B.    \*Approve Minutes of the September 12, 2016, Regular School Board Meeting
  
4.      **BUILDING AND STAFF PRESENTATIONS**
  - A.    Out of State Travel Request – Cameron Jerde & MHS Band
  - B.    MHS Student Update: Erin Nelson
  - C.    CBEA Business: Lynda Sanders
  - D.    OSEA Business: Sandy Reiber
  
5.      **DISTRICT STAFF PRESENTATIONS**
  - A.    Superintendent Bryan Trendell
    1.    District Update
    2.    \*Superintendent Goals
    3.    Drug & Alcohol Report
    4.    Alternative Education Report
  - B.    Director of Teaching & Learning Chad Putman
    1.    FIRST Robotics Grant (For Inspiration & Recognition of Science & Technology)
  - C.    Personnel and Business Services Director Candace McGowne
    1.    \*Financial Report
    2.    \*Enrollment
    3.    \*Internal Controls

**6. 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)

**7. BOARD ITEMS**

- A. \*Board Member Highlights
- B. OSBA Meetings – OSBA Regional meeting on October 17<sup>th</sup> in Bandon, OSBA State Convention November 11<sup>th</sup> – 13<sup>th</sup>
- C. Committee Reports
  - 1. Policy Discussion
    - A. \*BBAA – Individual Board Member’s Authority and Responsibilities
  - 2. Policy 1<sup>st</sup> Reading
    - A. \*DLC-AR – Travel Expense Reimbursement Procedures
    - B. \*KG-AR(1) – Facility Usage

**8. ACTION ITEMS TO CONSIDER**

- A. Approve Out of State Travel Request
- B. \*Approve Internal Controls
- C. \*Approve Resolution 2017-10 – Adjusting Appropriations
- D. \*Superintendent Goals

**9. ADJOURN MEETING**

**CALENDAR**

<b>Date</b>	<b>Event</b>
10/17	OSBA Regional meeting – 6:00 PM @ Bandon High School
10/19	Policy Committee – 8:00 AM at Milner Crest Education Center
11/1	Policy Committee – 8:00 AM at Milner Crest Education Center
11/11	Veterans Day Holiday – No School
11/11-11/13	OSBA Annual Convention in Portland
11/14	Regular School Board Meeting, 6:00 PM @ Milner Crest Education Center

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

The meeting location is accessible to persons with disabilities. Request for other accommodations should be made to Peggy Ahlgrim at 541-267-1310, 541-269-5366 (fax) or [peggya@coos-bay.k12.or.us](mailto:peggya@coos-bay.k12.or.us)

**Board Action**

**Position / Description**

**Name**

**Temporary Hire**

10/10/2016

Language Arts  
Marshfield High School

Stewart-Warren, Marcia

10/10/2016

Behavioral Specialist  
Milner Crest

Luckman, Heidi

COOS BAY PUBLIC SCHOOLS  
COOS BAY, OREGON

September 12, 2016

### **REGULAR SCHOOL BOARD MEETING**

The Board of Directors of Coos Bay Public Schools met on September 12, 2016, at Milner Crest Education Center, 1255 Hemlock Ave., Coos Bay, Oregon, for a regular School Board meeting and executive session.

Chair Adrian DeLeon called the meeting to order at 5:58 p.m.

Board members present: Adrian DeLeon, Mary Fields, James Martin, Jill Christiana, Charlene Moore, and James LaBine. Sam Aley was absent.

Others present included Superintendent Trendell, Personnel & Business Services Director Candace McGowne, Attorney David Dorsey, Board Secretary Peggy Ahlgrim, Lynda Sanders, Ann Marineau, Sandy Reiber, Lisa DeSalvio, Linda Vickrey, Shelly McKnight, Rick Roberts, Chad Putman, Wade Lester, Jan Schock, Elisa Bacus, Jillian Ward from *The World*, and a representative from *Channel 191*.

#### **I. APPROVE AGENDA**

James Martin made the motion, Mary Fields seconded, to approve the agenda. The motion passed unanimously.

#### **2. CONSENT AGENDA**

Jill Christiana made the motion, Charlene Moore seconded, to approve the consent agenda. During discussion, Lynda Sanders proposed corrections to the July 29, 2016 minutes. They included correcting the move of "South Coast Uniserve", not "Coos Bay Educators Association" and on page 2. 7.A.2, making "School" plural. Jill Christiana revised her motion with the corrections, Charlene Moore seconded the revision. The motion passed unanimously.

Consent agenda is as follows:

- A. Approve New Hires, Temporary Hires and Accept Resignations
- B. Approve Minutes of the July 29, 2016, Regular School Board Meeting with corrections
- C. Approve Minutes of the August 13, 2016, Special School Board Meeting

New hires include Samantha Vincent, 4<sup>th</sup> grade at Millicoma and Lena Moro, social studies at MHS. Temporary Hires include Gary Martin, Science at Harding Learning Center; Beverly Hernandez, school nurse; Nicole Hurner, reading teacher at Blossom Gulch and John Sutfin, science teacher at MHS. Resignations included Kelly Haut, Scott Stockert and Laurie Major.

#### **3. BUILDING AND STAFF PRESENTATIONS**

- A. MHS Student Report: Erin Nelson reported fall sports have begun. MHS varsity football is currently ranked 2<sup>nd</sup> in the state. Girls soccer team is learning, boys soccer is 1-1, volleyball starts league play this week, cross country is competing well and looking forward to

competing in the Pre this weekend. School started well. The first pep assembly was last Friday. There is one more teaching position to fill.

- B. CBEA Business: Lynda Sanders reported the union will be canvassing and phone calling September 29th from 10:00 – 12:00 regarding Measure 97. Thirty-seven new licensed staff have been hired. Lynda shared concerns of how current staff are being stretched to meet the needs of the new staff. Linda Vickrey has a plan in place at Blossom Gulch to meet regularly with the new staff to go over building processes and procedures and answer their questions. Lynda also shared concerns of the enrollment at Blossom Gulch and the workload it creates on the staff and the one administrator.
- C. OSEA Business: Sandy Reiber welcomed Bryan Trendell as Superintendent and James LaBine to the Board. The staff BBQ was great. There were seven new classified employees at the new employee training. Several others have been added since. OSEA was recognized at the state level for having 80% membership of classified employees. She asks that when activities are moved to MHS, the custodial workload be considered and possibly reschedule custodians from other schools to help. The OSEA Employee of the Month is Dee Edwards.

#### **4. DISTRICT STAFF PRESENTATIONS**

##### **A. Superintendent Bryan Trendell**

- 1. Beginning of School Year Report: Superintendent Trendell reported the district is off to a great start. He has visited every building at least once. Beginning of year staff activities were positive, especially the Q & A time he had with the new hires and the all staff meeting and BBQ.
- 2. Vision for Coos Bay School District: Superintendent Trendell shared his vision “One Team – One Goal. Preparing all of our kids for a successful future.” **VISION** stands for **Visible** – get out and talk to staff and students; **Informed** – know the strengths and weaknesses of your building or department; **Student Centered** – it must always be about the kids; **Impact** – make a positive impact on students and staff; **Ownership** – be proud and own both success and failures; **Non-Bias** – leave it at home. We have to be about kids. Every student in the district deserves this opportunity for a successful future and staff from Coos Bay School District will do their best to give them the opportunity.
- 3. Superintendent Activities: Superintendent Trendell shared his activities which included beginning of year meetings with new staff, secretaries, sat in with teachers during the math curriculum development and led the all staff welcome back meeting. He also attended welcome back activities at schools, school assemblies, Pirate Night, various student games, and has been to a number of community organization meetings.

##### **B. Facilities Manager Rick Roberts**

- 1. Healthy & Safe Schools: Rick Roberts briefed the Board on the elements of Section 5 of the Safe and Healthy Schools Plan. The preliminary plan has been sent to Oregon Department of Education. The plan includes the following: identifies the Facilities Manager as the one responsible to maintaining and implementing the Healthy and Safe Schools Plan; lists the facilities included in the Plan; a plan to test for elevated levels of radon; a plan to test for and reduce exposure to lead in water; a plan to reduce exposure to lead paint, a plan to implement integrated pest management

practices and a plan to communicate all results for all tests. All the current deadlines have been met.

**C. Special Programs Director**

1. English Language Learners (ELL) Report: Lisa reported the district has met the AMAO criteria targets for ELL. She also addressed the Annual Report on English Language Learners from Oregon Department of Education. She is concerned about the graduation rate of former ELL students and will work to improve follow-up with them.
2. ARK Project Update: ARK Project held a haircutting event for homeless students on August 30. Over 70 haircuts were given. Nurturing Community Coalition and Upward Bound helped pay for a student initiated mural in the building which will be revealed at the ARK Project Open House on September 16 from 3:00 – 6:30 p.m.

**D. Personnel & Business Services Director Candace McGowne**

1. Financial Report: Candace McGowne reviewed the financial reports from July and August, 2016. Auditors will be here later in September.
2. Enrollment: Candace McGowne shared the enrollment numbers as of September 12. Blossom Gulch is up more than projected and there are some large classes that are being monitored. The district is up 58 students more than projected.

**5. 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)

There was no public input.

**6. BOARD ITEMS**

- A. Board Member Activity Report: Activities included Loan Committee meeting, Board workshop, meeting with Superintendent, new employee lunch, MHS registration, 1st day of school at Madison, Blossom Gulch Welcome BBQ, Blossom Gulch visits, Madison visits, Sunset visits, MHS registration, Evaluation Committee meeting, Special Board meeting, all staff meeting & lunch, WBC Lunch, boys and girls soccer games. Mary Fields attended an assembly at Sunset and liked the theme of the sea being used throughout the building for managing purposes and building student spirit with all of the grades. James Martin was impressed with the student leadership involvement with registration and their help in other areas at MHS. They are an important part of the school. Student Services is running smoothly and students were where they were supposed to be during the school days. He was also impressed with Coach Drew Jones showing up at games in a coat and tie.
- B. OSBA meetings: OSBA's Regional meeting will in Bandon at 6:30 p.m. on October 17<sup>th</sup>. If you are interested in carpooling, contact Adrian DeLeon. Room reservations have been made for OSBA's annual convention in November.

**7. BOARD ACTION ITEMS TO CONSIDER**

- A. Adopt Resolution 2017-07 – Resolution Adjusting Appropriations: Candace McGowne explained this resolution is a correction to a previous resolution.

- B. Adopt Resolution 2017-08 – Designating Depositories and Custodian: This resolution assigns Michelle Inskeep as signer at Millicoma School. It also reflects Millicoma School's transition from Northwest Community Credit Union (NWCUC) to Umpqua Bank. NWCUC will not be listed next year.
- C. Adopt Resolution 2017-09 – Resolution Adjusting Appropriations: Candace will be begin presenting resolutions when grant funds are accepted. The resolution will state where the district will put the revenue and where the expenditures will lie.

This resolution reflects the district receiving a grant for \$12,100 for PADS (Performance Assessment Demonstration Sites) from Oregon Department of Education. The PADS Project is a partnership between Oregon schools, ODE and the Center for Collaborative Education to provide performance assessment professional learning and implementation support. A group of Millicoma teachers and Chad Putman, Director of Teaching and Learning applied for the grant and it will be used to develop performance assessments which will cover state standards. The grant will allow extra time outside the school day to work on the assessments.

James Martin made the motion, Charlene Moore seconded, to adopt Resolutions 2017-07, 2017-08 and 2017-09. The motion passed unanimously.

**8. ADJOURN MEETING**

The meeting was adjourned at 6:59 p.m.

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Adrian DeLeon  
Board Chair

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Peggy Ahlgrim  
Board Secretary

## Superintendent Goals 2016-17

- 1.) The use of the 8 best practices in math instruction, from the NCTM, will be embedded in the goals for building administrators and math teachers for the 2016-17 school year.

Actions:

- Administrator goal meetings with the superintendent.
- Staff goal meetings with building administrators.
- Professional Development around the 8 best practices.
- Classroom observations.
- Mid-term conversations.
- Final Evaluations.

Measured by:

- Completion of the above actions by June of 2017.

- 2.) By the end of the 2016-17 school year, the superintendent will improve positive communication throughout the district and community.

Actions:

- Weekly district wide emails with a positive message.
- Monthly School Board updates.
- Superintendent will be present in every building regularly.
- Positive communication posts on the District Facebook page.
- Positive communication posts on the District Webpage.
- Increase positive information distributed to local media.
- Starting a monthly radio show with the KMHS radio team.
- Attendance at school events, community events, and local service clubs. Take advantage of these events to talk about the great things happening in our district.

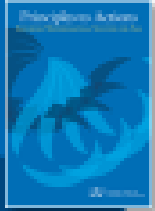
Measured by:

- Completion of the above actions by June 2017.
- Culture and climate survey completed by June 2017.



## **Principles to Actions: Ensuring Mathematics Success for All** Eight essential, research-based Mathematics Teaching Practices

<b>Mathematics Teaching Practices</b>	<b>Effective Teaching of Mathematics.....</b>
Establish mathematics goals to focus learning.	...establishes clear goals for the mathematics that students are learning, situates goals within learning progressions and uses the goals to guide instructional decisions.
Implement tasks that promote reasoning and problem solving.	...engages students in solving and discussing tasks that promote mathematical reasoning and problem solving and allow multiple entry points and varied solution strategies.
Use and connect mathematical representations.	...engages students in making connections among mathematical representations to deepen understanding of mathematics concepts and procedures as tools for problem solving.
Facilitate meaningful mathematical discourse.	...facilitates discourse among students to build shared understanding of mathematical ideas by analyzing and comparing students approaches and arguments.
Pose purposeful questions.	...uses purposeful questions to assess and advance students' reasoning and sense making about important mathematical ideas and relationships
Build procedural fluency from conceptual understanding.	...builds fluency with procedures on a foundation of conceptual understanding so that students, over time, become skillful in using procedures flexibly as they solve contextual and mathematical problems.
Support productive struggle in learning mathematics.	...consistently provides students, individually and collectively, with opportunities and supports to engage in productive struggle as they grapple with mathematical ideas and relationships.
Elicit and use evidence of student thinking.	...uses evidence of student thinking to assess progress toward mathematical understanding and to adjust instruction continually in ways that support and extend learning.



## Eight High-Leverage Instructional Practices

- Establish mathematics goals to focus learning
- Implement tasks that promote reasoning and problem solving
- Use and connect mathematical representations
- Facilitate meaningful mathematical discourse
- Pose purposeful questions
- Build procedural fluency from conceptual understanding
- Support productive struggle in learning mathematics
- Elicit and use evidence of student thinking



# COOS BAY SCHOOL DISTRICT #9

General Fund Year Beginning July 1, 2016 Ending June 30, 2017

Statement of Revenues, Expenditures and Fund Equity

9/30/2016

<u>Revenues</u>	<u>Budget</u>	<u>Actual</u>	Percent
1000 - Local Sources	\$ 7,850,000	\$ 201,246	3%
2000 - Intermediate Sources	\$ 82,000	\$ 42,720	52%
3000 - State Sources	\$ 18,678,400	\$ 7,332,767	39%
4000 - Federal Sources	\$ -	\$ (2,883)	
5000 - Other Sources	\$ 5,000.00	\$ -	
5400 - *Beginning Fund Balance	\$ 3,800,000	\$ 4,043,494	106%
Total Revenue	\$ 30,415,400	\$ 11,617,344	38%

<u>Expenditures</u>			
100 - Salaries	\$ 13,441,484	\$ 2,464,575	18%
200 - Payroll Costs	\$ 8,962,026	\$ 1,515,108	17%
300 - Purchased Services	\$ 6,893,203	\$ 714,476	10%
400 - Supplies	\$ 1,515,758	\$ 598,314	39%
500 - Capital Purchases	\$ 20,000	\$ -	0%
600 - Other, Dues, Prin & Int, Insurance	\$ 494,986	\$ 295,302	60%
700 - Transfers	\$ 180,200	\$ -	0%
800 - Contingency/Planned Reserve	\$ 2,180,392	\$ -	0%
Total Expenditures	\$ 33,688,049	\$ 5,587,774	17%

Fund Equity September 30, 2016 \$ 6,029,570

**F100 - GENERAL FUND**  
**SUMMARY OF EXPENDITURES BY OBJECT**  
9/30/2016

	Budget	Expenditures	Balance	% Expended
111 SALARIES, CERTIFIED	\$7,915,260	\$1,237,960	\$6,677,300	15.6%
112 SALARIES, CLASSIFIED	\$3,084,091	\$631,166	\$2,452,925	20.5%
113 SALARIES, CERTIFIED ADMIN	\$1,193,938	\$415,875	\$778,063	34.8%
114 SALARIES, NON-CERTIFIED ADMIN	\$229,835	\$55,675	\$174,160	24.2%
116 EARLY RETIREMENT	\$185,436	\$32,764	\$152,672	17.7%
121 SALARIES, CERTIFIED SUBS	\$379,777	\$8,233	\$371,545	2.2%
122 SALARIES, NON-CERTIFIED SUBS	\$80,575	\$9,821	\$70,754	12.2%
133 SALARIES, CURRICULUM DEV.	\$4,000	\$0	\$4,000	0.0%
134 SALARIES, EXTRA DUTY	\$227,277	\$33,022	\$194,255	14.5%
135 TRAVEL ALLOWANCE	\$21,746	\$4,130	\$17,616	19.0%
136 TRANSFER STIPEND	\$0	\$0	\$0	0.0%
137 DUTIES - ACTIVITIES/ATHLETICS	\$15,580	\$750	\$14,830	4.8%
138 STUDENT WORKERS	\$19,000	\$1,535	\$17,465	8.1%
139 MISC TIMECARDS	\$84,969	\$33,643	\$51,326	39.6%
<b>Total Salary</b>	<b>\$13,441,484</b>	<b>\$2,464,575</b>	<b>\$10,976,909</b>	<b>18.3%</b>

21x PERS	\$3,397,046	\$609,608	\$2,787,438	17.9%
220 SOCIAL SECURITY	\$1,023,473	\$177,410	\$846,063	17.3%
231 WORKERS' COMP	\$52,958	\$12,976	\$39,982	24.5%
232 UNEMPLOYMENT	\$39,965	\$0	\$39,965	0.0%
242 EMPLOYEE INSURANCE	\$4,358,584	\$694,217	\$3,664,367	15.9%
243 TUITION FEES	\$90,000	\$18,722	\$71,278	20.8%
244 MOVING EXPENSE	\$0	\$2,175	(\$2,175)	#DIV/0!
<b>Total Fringes</b>	<b>\$8,962,026</b>	<b>\$1,515,108</b>	<b>\$7,446,918</b>	<b>16.9%</b>

310 INSTRUCTION SERVICES, Prof	\$1,055,650	\$44,371	\$1,011,279	4.2%
322 REPAIR AND MAINTENANCE	\$257,150	\$49,041	\$208,109	19.1%
324 RENTALS/LEASES	\$205,238	\$18,873	\$186,365	9.2%
325 ELECTRICITY	\$507,500	\$80,462	\$427,038	15.9%
326 FUEL	\$79,800	\$1,577	\$78,223	2.0%
327 WATER & SEWER	\$93,775	\$20,314	\$73,461	21.7%
328 GARBAGE	\$90,840	\$15,052	\$75,788	16.6%
329 OTHER PROPERTY SERVICES	\$9,975	\$2,406	\$7,569	24.1%
331 STUDENT TRANSPORT., REIMBURS.	\$2,022,000	\$23,268	\$1,998,732	1.2%
332 STUDENT TRANSPORT., NON-REIM.	\$84,000	\$2,660	\$81,340	3.2%
341 TRAVEL IN DISTRICT	\$9,590	\$160	\$9,430	1.7%
342 TRAVEL - OUT OF DISTRICT	\$55,300	\$14,353	\$40,947	26.0%
350 COMMUNICATIONS	\$6,600	\$5,242	\$1,358	79.4%
351 TELEPHONE	\$48,500	\$11,651	\$36,849	24.0%
353 POSTAGE	\$31,000	\$8,447	\$22,553	27.2%
354 ADVERTISING	\$8,370	\$325	\$8,045	3.9%
355 PRINTING SVC.	\$4,500	\$348	\$4,152	7.7%
359 OTHER COMMUNICATION SVCS	\$84,840	\$15,171	\$69,669	17.9%
360 CHARTER SCHOOL PAYMENTS	\$1,915,000	\$370,714	\$1,544,286	19.4%
380 PROF. SERVICE - NON-INSTRUCT.	\$9,050	\$1,244	\$7,806	13.7%
381 AUDIT	\$41,325	\$0	\$41,325	0.0%
382 LEGAL	\$31,000	\$3,517	\$27,483	11.3%
383 ARCHITECT/ENGINEERING SERVICE	\$20,000	\$1,109	\$18,891	5.5%
384 BOARD NEGOTIATIONS	\$15,000	\$0	\$15,000	0.0%
386 DATA PROCESSING	\$124,000	\$0	\$124,000	0.0%
389 OTHER PROF & TECH SERVICES	\$0	\$0	\$0	0.0%
390 OTHER PROFESSIONAL SERVICE	\$83,200	\$24,173	\$59,027	29.1%
<b>Total Service</b>	<b>\$6,893,203</b>	<b>\$714,476</b>	<b>\$6,178,727</b>	<b>10.4%</b>

**F100 - GENERAL FUND**  
**SUMMARY OF EXPENDITURES BY OBJECT**  
9/30/2016

		Budget	Expenditures	Balance	% Expended
410	SUPPLIES	\$244,407	\$49,403	\$195,004	20.2%
412	CUSTODIAL SUPPLIES	\$94,000	\$18,968	\$75,032	20.2%
413	MAINTENANCE SUPPLIES	\$73,000	\$17,196	\$55,804	23.6%
414	SUPPLIES FOR GROUNDS	\$21,400	\$3,232	\$18,168	15.1%
416	TRANSPORTATION/SHOP SUPPLIES	\$3,300	\$0	\$3,300	0.0%
417	GAS/OIL/LUBRICANTS	\$325,001	(\$399)	\$325,400	-0.1%
42x	TEXTBOOKS	\$386,510	\$320,334	\$66,176	82.9%
430	LIBRARY BOOKS	\$42,556	\$3,174	\$39,382	7.5%
440	PERIODICALS	\$4,650	\$1,650	\$3,000	35.5%
460	NON-CONSUMABLE SUPPLIES	\$55,510	\$10,730	\$44,780	19.3%
470	SOFTWARE	119,900.00	\$119,762	\$138	99.9%
480	COMPUTER HARWARE - NOT CAPITAL	145,524.00	54,263.93	\$91,260	37.3%
	<b>Total Supplies</b>	<b>\$1,515,758</b>	<b>\$598,314</b>	<b>\$917,444</b>	<b>39.5%</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	\$156,670	\$22,566	\$134,104	14.4%
620	INTEREST	\$13,826	\$2,250	\$11,576	16.3%
640	DUES AND FEES	\$42,990	\$21,959	\$21,031	51.1%
650	INSURANCE & JUDGMENTS	\$275,000	\$248,527	\$26,473	90.4%
670	TAXES	\$6,500	\$0	\$6,500	0.0%
710	FUND MODIFICATIONS	\$180,200	\$0	\$180,200	0.0%
810	PLANNED RESERVE	\$2,180,392	\$0	\$2,180,392	0.0%
	<b>Total Other</b>	<b>\$2,855,578</b>	<b>\$295,302</b>	<b>\$2,560,276</b>	<b>10.3%</b>
	<b>Total</b>	<b>\$33,688,049</b>	<b>\$5,587,774</b>	<b>\$28,100,275</b>	<b>16.6%</b>

COOS COUNTY PUBLIC SCHOOL DISTRICT #9  
Statement of Revenues, Expenditures and Changes in Fund Balances  
For the Fiscal Year Ending June, 30 2017  
Period Ending September 30, 2016

state Sources	General	Special Rev.	Debt Service	Capitol Projects	Total
<b>Revenues</b>					
Local Sources	201,246	27,935	134,332	11,963	375,477
Intermediate Sources	42,720	0	0		42,720
State Sources	7,332,767	194	0		7,332,960
Federal Sources	(2,883)	19,561	0		16,678
Other Sources		7,402	0	0	7,402
<b>Total Revenues</b>	<b>7,573,850</b>	<b>55,091</b>	<b>134,332</b>	<b>11,963</b>	<b>7,775,236</b>
<b>Expenditures</b>					
Instruction	2,558,600	295,779		102	2,854,481
Support Services	3,004,358	153,375	20	16	3,157,769
Community Services		105,576		0	105,576
Facilities & Construction				21,421	21,421
Debt Service	24,816	0	0		24,816
<b>Total Expenditures</b>	<b>5,587,774</b>	<b>554,730</b>	<b>20</b>	<b>21,539</b>	<b>6,164,063</b>
Excess of Revenues over/under expenditures	1,986,076	(499,638)	134,312	(9,576)	1,611,174
Other Financing Sources					
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>
Net Change in Fund Balances					
*Fund Balances - Beginning of Year	4,043,494	1,032,004	135,328	592,905	5,803,731
<b>Fund Balances</b>	<b>6,029,570</b>	<b>532,366</b>	<b>269,640</b>	<b>583,329</b>	<b>7,414,904</b>

**Student/Teacher Ratios 2016/17**  
Based on 10/3/2016 active enrollments

**Blossom Gulch**

	Bdgt Est	Tchr	Avg Size	10/3/16	Tchr	Avg Size
K	132	6	22.0	152	6	25.3
1	132	6	22.0	139	6	23.2
2	149	6	24.8	154	6	25.7
3	147	6	24.5	151	6	25.2
Tot	560	24	23.3	596	24	24.8

**Madison**

	Bdgt Est	Tchr	Avg Size	10/3/16	Tchr	Avg Size
K	103	5	20.6	99	5	19.8
1	103	5	20.6	98	5	19.6
2	109	4	27.3	96	4	24.0
3	107	4	26.8	99	4	24.8
Tot	422	18	23.4	392	18	21.8

**Millicoma**

	Bdgt Est	Tchr	Avg Size	10/3/16	Tchr	Avg Size
4	153	5.5	27.8	127	5.5	23.1
5	122	5	24.4	138	5	27.6
6	126	4.5	28.0	117	4.5	26.0
7	122	4	30.5	124	4	31.0
Music Tchr		0.5			0.5	
PE Tchr		0.5			0.5	
	523	20	26.2	506	20	25.3

**Sunset**

	Bdgt Est	Tchr	Avg Size	10/3/16	Tchr	Avg Size
4	98	4	24.5	116	4	29.0
5	105	4	26.3	103	4	25.8
6	107	4	26.8	111	4	27.8
7	102	4	25.5	104	4	26.0
Music Tchr		0.5			0.5	
PE Tchr		0.5			0.5	
	412	17	24.2	434	17	25.5

**Marshfield**

	Bdgt Est	10/3/16
8	235	224
9	203	221
10	208	213
11	179	171
12	195	206
T	1,020	1,035
Core Subj Tchr	24	24
Elective Tchr	14	14
	38	38
Ratio	26.8	27.2

**Harding Learning Center**

	Bdgt Est	Tchr	Avg Size	10/3/16	Tchr	Avg Size
Dest	45	4	11.3	74	3.55	20.8
Bell	24	0	24.0			
GED	35	0.44	79.5		0.44	
R.Link	74	3.9	19.0	73	3.9	18.7

GED enrollment unavailable at press time

	Bdgt Est	Tchr	Avg Size	10/3/16	Tchr	Avg Size
BG	560	24.00	23.3	596	24.00	24.8
MD	422	18.00	23.4	392	18.00	21.8
ML	523	20.00	26.2	506	20.00	25.3
SN	412	17.00	24.2	434	17.00	25.5
MHS	1020	38.00	26.8	1035	38.00	27.2
HLC	178	8.34	21.3	147	7.89	18.6
	3115	125.34		3110	124.89	

\* Core subjects include, Language Arts, Math, Social Studies  
Science

## **Internal Controls Coos Bay School District**

### **Payroll**

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- All salary rates are set by the School Board. Placement is determined by the Director of Personnel & Business Services who uses union contracts, state requirements and board approved amounts as guides.
- The Payroll Technician will cross reference new yearly amounts from Director to the software report and excel spreadsheets.
- Time worked for classified/hourly employees is tracked through Veritime (automated scan in/scan out by employee).
- Building Administrators will electronically approve time worked in Veritime.
- The Payroll Technician will enter leave taken into payroll software along with all time worked.
- The Payroll Technician will review payroll reports prior to finalizing.
- The Payroll Technician will prepare direct deposit file and upload to bank website, print checks, print appropriate reports, process monthly tax deposits, balance PERS file/upload to website, and process monthly liability checks.
- The Director will review and sign check register and electronically approve direct deposit file through bank website.

### **Accounts Payable**

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The district Accounts Payable Technician is responsible for processing district expenditures. At the School level requisitions are required for all purchases. At the District level purchase orders are required for all non-routine purchases. Routine purchases include utilities, rents, payments on contracts, etc.

#### *Processing Purchase Orders*

- Requisition forms requesting merchandise or services from district funds are processed by the building secretaries and turned in for authorization to the building Administrator and/or department head.
- Once the requisition is approved and signed by the building administrator, the building Secretary will forward to the district office with the proper account coding. The Accounts Payable Technician is responsible for acquiring a W9 for new vendors and entering in the vendor information.
- The Director will sign for final approval before a purchase order is printed.
- Once the purchase order has been printed and signed, the Accounts Payable Technician will return to school for purchase or purchase directly.

#### *Processing Invoices/Checks*

- A bill or an invoice documenting the merchandise has been received or the service rendered must be provided to the Accounts Payable Technician before payment can be processed. It is the responsibility of the building secretaries or other building supervisors to provide the required documentation.



- Merchandise and/or service received must be documented by providing an original invoice for the merchandise. The documentation must be signed and dated by the individual who received the item(s) or service with an “ok to pay”. If the person who received the item is someone other than the building Secretary, they would also initial and date.
- Once invoices are returned to the district office for payment they are matched up with the district office Purchase order and processed for payment. If the invoice does not have or require a purchase order the proper account coding and signature of the building Administrator or supervisor is required. The invoice is then given to the Director for approval.
- AP checks are processed through OSAS software where a signature of the Director is pre-loaded into the software. Once the checks are printed the check register is reviewed, approved and signed by the Director before checks are sent out.

### **Checks**

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- All check stock is kept in a fire-proof vault and door is locked nightly or when Business Office staff is not in the office.
- Only Business Office staff will have access to the vault.

### **Computer Generated Checks**

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- Payroll and Accounts Payable checks are computer generated.
- Only Business Office staff will have computer/security access to programs that are able to generate checks.
- The Accounting Technician will transfer funds as appropriate to maintain positive bank balances and to ensure maximum investment earnings.

### **Hand Checks**

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- Hand Checks are generated by the Payroll Technician or Accounts Payable Technician when necessary.
- The Director will sign check if available, otherwise the Superintendent will sign check.
- Hand checks will be entered into accounting system and a copy of check and backup documentation will be kept on file.

### **Checks/Cash Received**

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- All checks/cash received will be given to the Accounts Payable Technician for processing.
- Receipts are provided if requested by payee.
- Until checks/cash are deposited at bank, they will be kept in the fire-proof vault.
- A bank deposit will be prepared at least once weekly.
- The Human Resources Assistant will deliver deposit to bank. In the event the Assistant is unavailable, the Director will deliver deposit to bank.
- The Accounting Technician enters deposit into financial software.
- A copy of the check and/or receipt will be kept with deposit slip.
- Checks from retirees for insurance premiums will be kept by the Payroll Technician and deposited at the beginning of the month in order to pay the monthly premium.

### **Bank Reconciliation**

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- The Accounts Payable Technician and the Payroll Technician enters bank activity on excel spreadsheet periodically throughout month.
- Bank statements are received and opened by the Accounting Technician or obtained on-line.
- The Accounting Technician balances checking account and lists outstanding checks on excel spreadsheet.

- The Accounting Technician will prepare journal entries and enter into software to balance general ledger.
- The Director will help resolve issues.
- The Director will review and initial monthly bank reconciliations.

### **Purchasing**

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- State Regulations are followed for purchasing.
- School District Board has adopted policies DJ through DJCA-AR regarding school district purchasing.

### **Student Body Accounts**

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#### *Receiving Funds*

- Funds and or Donations are received by the building Secretary
- Receipts are provided to payee and or donor
- Money is deposited and recorded to the appropriate account in Quicken

#### *Request to Spend*

- An approval form is submitted by requestor
- Building Secretary checks for fund availability
- Building Administrator approves request.
- Once goods are received and matched to order form – check is written by building Secretary.
- Check is signed by building Administrator.
- Check is recorded in Quicken.

#### *Bank Reconciliation*

- Bank Statement is received by building Secretary
- Bank Statement is reconciled monthly by the building Secretary to the balance sheet in Quicken.
- Reconciliation is reviewed and signed off on by the building Administrator.
- A copy of the bank statement and reconciliation is sent to the Accounting Technician.

### **Controls Between Fiscal Staff and Director**

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If, at any time, a building/district office staff feel they are being asked to do something unethical, they should ask for more information from the Director of Personnel & Business Services. If they are still uncomfortable after talking with the Director, they should go to the Superintendent with their concern.

### **Controls Between Business Manager and Superintendent**

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If the Director feels that something is being asked of him/her by the Superintendent is unethical, he/she should go to the Board Chair and share the concern. If the Board Chair does not feel it is unethical or refuses to act and the Director is still uncomfortable, the Director should contact the School District attorney for clarification and direction.

## **School Board Activity for the Previous Month**

Presented at the October 10, 2016, School Board Meeting

Marshfield volleyball

ARK Grand Opening

Kids Prefontaine Race

Policy Committee

Madison Open House

Vision screening at Madison, Lighthouse, Blossom

Loan Committee

School visits - Blossom Gulch x 3

MHS

Harding

WBC Lunch x2

ARK Open House

MHS Hall of Fame Banquet

# Coos Bay School District 9

Code: **BBAA**  
Adopted: 2/11/08  
Readopted: 10/20/09  
Orig. Code(s): BBAA

## Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of his/her position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as his/her own.

Members will be knowledgeable of information requested through Board action, supplied by the superintendent and gained through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

### 1. Request for Information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information which require additional expense to the district must be submitted to the Board for consideration.

### 2. Requests for Legal Opinions

~~Any Board member may request a legal opinion. Such request, however, shall be made through the Board chair to the superintendent.~~ A request for a legal opinion by a Board member, must be approved by a majority vote of the Board before the request is made to legal counsel. If the legal opinion sought involves the superintendent's employment or performance, the request should be made to the Board chair. Legal counsel is responsible to the Board.

### 3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy Board policy KL – Public Complaints. ~~such~~ Such information is to be conveyed to the superintendent for action.

#### 4. Board Member's Relationship to Administration

Individual Board members will be informed about the district's educational program, may visit schools or other facilities to gain information and may request information from the superintendent. Board members will not intervene in the administration of the district or its schools.

#### 5. Contracts or Agreements ~~Made By Individual Board Members~~

All contracts of the district must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.  
~~Contracts or agreements made by individual Board members without the Board's authority are invalid.~~

END OF POLICY

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#### Legal Reference(s):

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.075](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

#### Cross Reference(s):

BHD - Board Member Compensation and Expense Reimbursement

## Travel Expense Reimbursement Procedures

Expense reimbursement for staff traveling on approved district business will be governed by the following procedures. These procedures are applicable regardless of what agency eventually absorbs the costs. Travel expenses include travel fares, meals and lodging and expenses incident to travel. Only travel expenses as are ordinary and necessary in the conduct of approved travel for district business purposes and directly attributable to it will be reimbursed. As used in this policy, an “ordinary” expense means one that is common and accepted in the profession; a “necessary” expense means one that is essential and appropriate in order to conduct district business.

Reimbursement procedures established by the district will also apply to Board members traveling on district business, as applicable.

### Approval of Travel

1. All out-of-district travel must be approved by the superintendent or their designee prior to travel using the district’s Travel Request form.
- ~~2. Travel and lodging reservations, conference registrations, and expense advances for **certified and classified employees** staff and Board members shall be made through the business office. **Travel and lodging reservations, conference registrations, and expenses advances for administrators and Board members should be made through the superintendent’s secretary.**~~
2. It is the responsibility of the traveler to submit the Travel Request form and any other pertinent materials and brochures in a timely manner.

### Meals Per Diem

4. When travel involves an overnight stay, the employee will be paid a per diem amount (daily expense allowance) for meals in lieu of providing receipts. The per diem amount will be based on the following table:

Breakfast - \$7.50	First Day Eligibility Last Day Eligibility	After an overnight stay. Day of return to the district.
Lunch - \$7.50	First Day Eligibility Last Day Eligibility	After an overnight stay. Must be unable to return to the district before 2 p.m.
Dinner - \$15.00	First Day Eligibility Last Day Eligibility	Must leave before 4 p.m. and be followed by an overnight stay. Must be unable to return to the district before 7 p.m.

5. Expenses which consist primarily of the cost of furnishing meals for others will be reimbursed upon submission of a travel expense report which includes:
  - a. Names of guests;
  - b. Organizations involved;
  - c. An explanation of the district business purpose of the meeting.

### **Incidental Expenses**

Other expenses such as parking fees, shuttle or taxi fees and toll charges will be reimbursed with a receipt.

### **Lodging Expenses**

Lodging will be at reasonable commercial establishments either at the site of the employee's business or within the same general area. Employees shall use the district's travel credit card or district check to pay for lodging expense.

### **Transportation**

6. Employees and other district representatives will use the "least cost method" when traveling by motor vehicle. This is done by following these priorities:
  - a. A district vehicle, if available; or
  - b. If a district vehicle is not available, a rental car may be reserved by contacting the approved car rental company; or
  - c. Employees may use their own vehicles. In such cases, the district will reimburse at the current rate the district would have paid had the employee rented from the car rental company or the IRS mileage amount, whichever is lower. If reimbursed based on the IRS mileage rate, fuel costs are part of the mileage reimbursement. All persons operating their private vehicle on behalf of the district must carry at least the minimum insurance required by state law.
  - d. Other vehicle related expenses such as parking, valet service, taxi, shuttle and bus fare, will be reimbursed with receipts.
7. Airfare will be reserved using the least cost method and by using advanced booking and any other cost saving methods. Reservations will be arranged by the business office.

### **Combining Business and Personal Travel**

As long as it does not interfere with the business purpose of the trip, an employee may combine business and personal travel. However, the following restrictions apply:

8. The district will reimburse for only those expenses incurred by the employee which are within the parameters of this policy, and which are directly related to the business conducted. All other expenses will be borne by the traveler. (An example of an additional expense for which the district would not be responsible would be an increase in room rate for double occupancy.)
9. Time used in excess of what is needed for the conduct of school business and related travel will be credited against vacation days or personal leave time for which the employee is eligible.

## **Travel Credit**

Individuals traveling on approved district business through a vender offering travel or lodging credits (i.e., frequent flyer mileage, etc.) are required to account for those credits and may use them only for future approved district business travel purposes. The district prohibits the personal accrual of travel credits for individuals traveling on approved district business.

## **Exceptions to this Policy**

Under emergencies or other extenuating circumstances, the superintendent or business manager may grant exceptions to this policy. These exceptions will be noted and records must be kept of related expenditures.

In accounting for business expenses and reimbursements, the superintendent will follow the general provisions of this policy, but will be accountable under the provisions set forth in his/her individual employment contract.



# Coos Bay School District 9

Code: **KG-AR(1)**

Adopted: 12/9/02

Readopted: 6/22/10, 9/16/13, 11/12/13,  
8/13/16

Orig. Code(s): KG

## Facility Usage

### Building Use Priority

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

(Building Use Contract required for outside organizations)

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 meetings, hearings and/or testimony.

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

(Proof of Insurance and Building Use Contract required)

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, athletic commissioners 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.)
8. MHS Alumni organizations

#### Priority III - Adult/Nonstudent Programs

(Fees, Proof of Insurance and Building Use Contract required)

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. Nonprofit organizations collecting admission fees or donations beyond rental costs.
8. Fundraising activities by groups which otherwise might be approved for free or reduced rates.
9. Individuals or private groups (e.g., weddings, family reunions, memorial services).
10. Adult recreational sports leagues, associations, clubs and/or fundraisers
11. 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, District Office which is located at 1255 Hemlock Avenue or Facilities & Maintenance Department which is located at 150 N Marple in Coos Bay;
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, the District Office or the Facilities & Maintenance Department;
4. Requests will be reviewed by the Facilities & Maintenance Department;
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 (depending on priority).
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 Facilities & Maintenance Department 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 Manager 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 Manager 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, technology, 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 Facilities Manager 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 is 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.

5. **Heritage Hall**

Opening, closing and technology processes need to be followed by those using the room.

Students will be supervised by an employee or other responsible adult 100% of the time they are in the room.

## CONDITIONS OF USE FOR ALL FACILITIES

1. A building use agreement must be signed by an authorized representative of the lessee (User) using the school facility and a representative of the lessor, Coos Bay School District (District). The contract must be received no later than two weeks prior to the scheduled event. Such contract must be in a complete and confirmed status when received by Lessor. Failure to meet with this deadline will result in the release of tentative date of use to another party. The District reserves the right to cancel this Facility Use Agreement in the event of an emergency. If this occurs, the Lessor will attempt to provide a Substitute facility.
2. Specific arrangements for schedules, times, personnel, equipment and supplies shall be made through the School Office or Business Office no later than two weeks prior to the scheduled event. The Lessor assumes no obligation to meet any changes in requests and/or arrangement that have not been stated in the completed building use agreements.
3. With each request, charges will be determined on the basis of established rates, projected personnel, equipment, and supply costs. Actual personnel, equipment and supply costs will be charged and billed to the User after the scheduled event. **Payment is made payable to Coos Bay School District.**
4. 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 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.
5. The User must provide sufficient supervision for crowd control, ticket sales, ushers, security of personal property and enforcement of the facility Rules and Regulations, and applicable state laws and local ordinances.
6. At all times, orderly conduct shall be required of the User and the participants in the scheduled event, including the performers and the audience. If it is believed that a request for facility use will result in disorderly conduct or whose activities may be detrimental to the school or community, the request for facility use will be refused. The User and the participants shall confine themselves and their activities to be areas specified in the contract. The areas used shall be left in a clean and orderly condition. The User shall be responsible for the repair and/or replacement of school equipment or property damaged beyond reasonable or normal expectation.
7. The following activities are not permitted on school property: use of tobacco in any form, bringing alcoholic beverages, drugs exclusive of legally obtained prescription drugs and over-the-counter medications, possession of fire arms, incendiary devices, knives or other weapons, overnight camping and gambling.
8. As a condition for use of the facility, the User shall procure Comprehensive General Liability (CGL) Insurance naming Coos Bay School District as a Name Insured or Additional Insured having the same coverage and coverage limits as the "Named Insured". The CGL policy shall have bodily and personal injury coverage limits of no less the \$1 million and property damage coverage limits of no less than \$1,000,000. The CGL policy must include effective dates covering the time period User has contracted to use the facility. At least 48 hours before User commences use of the facility, it shall provide written proof of its procurement of the CGL policy required by this provision, including an acknowledgement by the insurance carrier providing the CGL policy that if the CGL policy is cancelled for any reason prior to the effective dates identified in the policy, it will immediately notify, in writing, Coos Bay School District of the cancellation.
9. As a condition for use of the facility, User agrees to indemnify, save and hold harmless Coos Bay School District, its employees, representatives, and agents from any and all claims, liabilities, demands, lawsuits, allegations, judgments, and all forms including attorney fees and recoverable costs, (singularly or collectively 'claims') including claims for bodily, emotional, and personal injury, property damage or loss, brought or made against it, arising out of, relating to, caused by, or resulting from User's use of the facility, including claims relating to, arising out of, or caused by the physical condition of the facility, whether or not the basis of the claim(s) was caused by or contributed to, in whole or in part, the negligence of Coos Bay School District its employees, representatives, and agents. 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.
10. The contracting user shall have the right to use 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. User acknowledges that the District may have other concurrent events or activities that may be using the parking spaces.
11. 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.
12. The User inspected the physical condition of the facility, is fully aware of the physical condition of facility, accepts the use of the facility in an "as is" condition, and agrees to comply with all terms and conditions of the Facility Use Agreement, including the "Indemnification provision, knowing the physical condition of the facility."

## Facility Usage Agreement

### Payment

Payment, when required for the use of the district facility, shall be made to the Facilities and Maintenance Department within one week prior to the facility being used, unless special arrangements have been made previously. If there are additional expenses, a bill will be sent. Failure to pay will disqualify the group or user from further use of district facilities.

	Level III		
	Minimum	Hourly	Daily
Classroom	\$20	\$10	\$60
Cafeteria	\$30	\$15	\$90
Commons/MP	\$30	\$15	\$90
Kitchen	\$100	\$50	n/a
Library	\$30	\$15	\$90
DO Community Room	\$20	\$10	\$60
CTE Shop	\$120	\$60	
Heritage Hall	\$30	\$15	\$90
Heritage Hall with Kitchen	\$50	\$25	\$150
Heritage Hall with Kitchen and BBQ	Additional \$50		
Auditorium			\$150
Auditorium, Event			\$500
Susick Stadium			\$250
Susick Stadium w/lights			\$300
Grass fields			\$100
Gyms, Elementary	\$40	\$20	\$120
Gyms, Secondary	\$80	\$40	\$150
<b>Adult Sports</b>			
Susick Stadium	\$20	use	
Susick Stadium w/lights	\$50	use	
Grass fields	\$0	Organization per season*	
Gyms, Elementary & <a href="#"><u>Sunset Thunder Dome w/lights</u></a>	\$150	Organization per season*	
Gyms, Secondary	\$200	Organization per season*	

**\*Adult sports season is defined as 3 months**

END OF POLICY

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### Legal Reference(s):

- [ORS 330.430](#)
- [ORS 332.107](#)
- [ORS 332.172](#)

**RESOLUTION # 2017-10**

**RESOLUTION ADJUSTING APPROPRIATIONS**

BE IT RESOLVED, that the Board of Directors of Coos Bay School District authorizes the following appropriation increases of \$3,000 for the Oregon First Robotics Year 2 from Oregon Department of Education.

**SPECIAL REVENUE APPROPRIATION CHANGES-EXPENDITURES**

		Current	Proposed	Change
1000	Instruction	\$2,887,648.00	\$2,890,648.00	\$3,000.00
2000	Support	\$1,202,386.00	\$1,202,386.00	\$0.00
3000	Community Support	\$1,217,280.00	\$1,217,280.00	\$0.00
4000	Facilities Acquisition & Construction	\$0.00	\$0.00	\$0.00
5100	Debt Service	\$0.00	\$0.00	\$0.00
5200	Transfers of Funds	\$41,000.00	\$41,000.00	\$0.00
6000	Contingency	\$361,429	\$361,429.00	\$0.00
	Total	\$5,709,743.00	\$5,712,743.00	\$3,000.00

**SPECIAL REVENUE APPROPRIATION CHANGES-REVENUES**

		Current	Proposed	Change
1000	Local Revenues	\$1,079,200.00	\$1,079,200.00	\$0.00
2000	Intermediate Revenues	\$44,430.00	\$44,430.00	\$0.00
3000	State Revenues	\$788,800.00	\$791,800.00	\$3,000.00
4000	Federal Revenues	\$3,244,482.00	\$3,244,482.00	\$0.00
5000	Other Revenues	\$552,831.00	\$552,831.00	\$0.00
	Total	\$5,709,743.00	\$5,712,743.00	\$3,000.00

Fund 211 - Oregon First Robotics Year 2

ADOPTED by the Board of Directors this 10th day of October 2016.

COOS BAY SCHOOL DISTRICT No. 9  
COOS COUNTY, OREGON

By: \_\_\_\_\_  
Board Chair

By: \_\_\_\_\_  
Superintendent/Clerk

\_\_\_\_\_ Date