

**LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD MEETING
July 17, 2018, 6:00 PM or Later**

Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

MEETING AGENDA

1. WELCOME

- A. Call to Order
- B. Flag Salute

2. ELECTION OF BOARD CHAIR FOR 2018-19

Action: Motion/Vote Required

3. ELECTION OF BOARD VICE CHAIR FOR 2018-19

Action: Motion/Vote Required

4. RESOLUTION 1819-1, REPRESENTATIONS AND AUTHORIZATIONS (Page 3)

Action: Approval Requested

5. AMENDED 2017-2019 CERTIFIED PERSONNEL COLLECTIVE BARGAINING AGREEMENT

Action: Approval Requested

6. SUPERINTENDENT SEARCH AD HOC COMMITTEE PROCESS/TIMELINE RECOMMENDATIONS

Action: Approval Requested

7. CONTRACT DEVELOPMENT PROCESS FOR FACILITY CONDITION ASSESSMENT, LONG-RANGE FACILITIES PLAN AND SEISMIC ASSESSMENTS (Page 8)

Action: Approval Requested

8. CONTRACT FOR CERTIFIED AND CLASSIFIED SUBSTITUTE STAFFING (Page 55)

Action: Approval Requested

9. 2018/19 SCHOOL YEAR PAID LUNCH PRICES (Page 71)

Action: Approval Requested

10. 2018/19 EMPLOYEE REIMBURSEMENT RATES (Page 72)

Action: Approval Requested

11. POLICY SECOND READING AND ADOPTION

Adoption: JBB: Education Equity Policy (Page 73)

Action: Approval Requested

12. CONSENT AGENDA

Action: Approval Requested

- A. Human Resources Director Stipend (Page 76)
- B. Phase 2 Certified Staff Hiring for 2018/19 (Page 77)
- C. June 12, 2018 Meeting Minutes (Page 78)
- D. June 14, 2018 Meeting Minutes (Page 79)

13. DEPARTMENT REPORTS

Action: Informational

- A. Finance (Page 88)
- B. Operations
- C. Human Resources

14. COMMUNICATION

Action: Informational

- A. Board
- B. Superintendent

15. AUDIENCE COMMENTS

This is a time for citizens to address the Board. The Chair will recognize speaker(s) at the designated time. All speakers shall identify themselves and state their name before speaking. Speakers are asked to provide their name, address and telephone number on the Speaker's Sign-in Sheet. Each speaker may address the Board for three minutes.

16. ADJOURNMENT

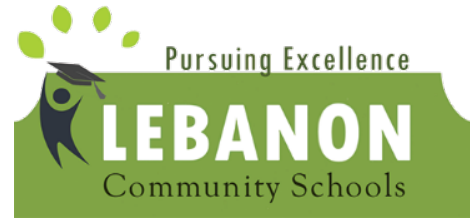
The Lebanon Community School District Board of Directors welcomes you to our regular meeting. It is the Board's goal to hold an effective and efficient meeting to conduct the business of the District. In keeping with this goal, the Board provides a place for Audience Comments on each of its regular agendas. This is a time when you can provide statements or ask questions. The Board allows three minutes for each speaker. The language below discusses the Public Meetings Law and public participation in such meetings.

"The Public Meetings Law is a public attendance law, not a public participation law. Under the Public Meetings Law, governing body meetings are open to the public except as otherwise provided by law. ORS 192.630 The right of public attendance guaranteed by the Public Meetings Law does not include the right to participate by public testimony or comment.

"Other statutes, rules, charters, ordinances, and bylaws outside the Public Meetings Law may require governing bodies to hear public testimony or comment on certain matters. But in the absence of such a requirement, a governing body may conduct a meeting without any public participation. Governing bodies voluntarily may allow limited public participation at their meetings."

Oregon Attorney General's Administrative Law Manual and Uniform and Model Rules of Procedure under the Administrative Procedures Act. Hardy Myers, Attorney General, March 27, 2000.

BOARD MEMORANDUM



To: The Honorable Chair and Members
Lebanon Community School District Board of Directors

From: Maura Kwiatkowski, Executive Secretary

Date: July 11, 2018

Meeting Date: July 17, 2018

Re: Resolution 1819-1 – Representations and Authorizations

Background

Pursuant to Oregon Revised Statutes (ORS), K-12 school boards are required to annually hold a Reorganization Meeting after July 1. The attached Resolution 1819-1, Representations and Authorizations, makes the various designations required for reorganization by ORS.

Recommendation

I recommend the Board adopt Resolution 1819-1, Representations and Authorizations.

Attachment

Lebanon Community School District #9

Resolution 1819-1 Representations and Authorizations

The Lebanon Community School District Board of Directors resolves the following for Fiscal Year 2018/19:

- A. **Bonding of the Board Chairman, Superintendent/Clerk, Deputy Clerk.** BE IT RESOLVED that the Lebanon School Board of Directors designates Property and Casualty coverage for education (PACE) to provide a Public Employee Dishonesty Coverage in a minimum amount of \$100,000 (fidelity bond) in accordance with ORS 332.525 and ORS 328.441.
- B. **Chief Administrative Officer.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Bo Yates as Chief Administrative Officer.
- C. **Deputy Clerk.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Linda Darling as Deputy Clerk.
- D. **Custodian of Funds.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Bo Yates and Linda Darling to be the custodian of funds and further authorizes facsimile signature under ORS 328.441, ORS 328.445.
- E. **Authorization to Sign Payroll and Monthly Disbursements.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Bo Yates and/or Linda Darling to sign monthly disbursements and payroll.
- F. **Authorization to Approve and Pay Accounts Payable.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Bo Yates and/or Linda Darling to approve and pay all accounts payable and balances on district-issued credit/purchase cards within the limits of the adopted budget document. Licensed administrators may approve purchase orders in amounts of \$250 or less unless revoked by the Interim Superintendent.
- G. **Budget Officer.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Bo Yates as the budget officer.
- H. **Official Auditors.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Accuity, LLC as the official auditor for the district's Fiscal Year 2018/19 books.
- I. **Newspapers-of-Record.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates the Albany Democrat Herald, Lebanon Local News, and the Lebanon Express as the district newspapers-of-record.

- J. **Insurance Agent-of-Record.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Rhodes Warden Insurance as the district insurance agent-of-record.
- K. **Attorney-of-Record.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Garrett Hemann Robertson, PC as the attorney-of-record for all general education related legal services and for collective bargaining services.
- L. **Hearing Officer.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Bo Yates to serve as the hearing officer in all matters pertaining to the operation of the school district and/or matters on personnel and further designates Bo Yates or his designee to serve as the hearing officer on student records, including expulsion hearings.
- M. **Authorization to Participate in Federal and State Programs.** BE IT RESOLVED that Interim Superintendent Bo Yates is hereby authorized as the official district representative for IDEA, Title IA, Title IIA, Title III, Title IV, and Title V, Title VI, EBISS, Carl Perkins Grant, other various local grants, Linn/Benton Education Service District, miscellaneous state grants, and miscellaneous federal grants.
- N. **School Board Meetings.** BE IT RESOLVED that the following are the School Board meeting dates for Fiscal Year 2018/19. Regular meetings will begin at 6:00 PM.

Date	Meeting Type	Scheduled Location
July 17, 2018	Reorganization Meeting	Santiam Travel Station
August, 14, 2018	Regular Meeting	Santiam Travel Station
September 13, 2018	Regular Meeting	Santiam Travel Station
October 9, 2018	Regular Meeting	Santiam Travel Station
November 8, 2018	Regular Meeting	Santiam Travel Station
December 13, 2018	Regular Meeting	Santiam Travel Station
January 10, 2019	Regular Meeting and Budget Committee Workshop	Santiam Travel Station
February 14, 2019	Regular Meeting	Santiam Travel Station
March 14, 2019	Regular Meeting	Santiam Travel Station
April 11, 2019	Regular Meeting and Budget Committee Meeting	Santiam Travel Station
April 25, 2019	Regular Meeting and Budget Committee Meeting	Santiam Travel Station
May 9, 2019	Regular Meeting and Budget Committee Meeting	Santiam Travel Station
June 13, 2019	Regular Meeting, Budget Hearing	Santiam Travel Station

- O. **Depository-of-Funds.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates FDIC Wells Fargo, Umpqua Bank, Oregon State Treasury and Local Government Investment Pool as the Depositories of Funds.
- P. **Borrowing Limit for the Custodian of Funds.** BE IT RESOLVED that the Lebanon School Board of Directors hereby allows the Custodian of Funds to borrow up to \$5,000,000. Notice is to be given to the Board prior to the loan.
- Q. **Short-term loans between funds.** BE IT RESOLVED that Linda Darling, Deputy Clerk/Director of Business Services, is authorized to make short-term loans between funds in order to pay district obligations.
- R. **Employees Excluded from Bargaining Units.** BE IT RESOLVED that the Lebanon School Board of Directors hereby affirms that confidential employees and all directors and administrators are excluded from the bargaining units.
- S. **Local Contract Review Board.** BE IT RESOLVED that the Lebanon School Board of Directors hereby reaffirms the Lebanon Community School District as its own Local Contract Review Board.
- T. **Alternative Education Programs.** BE IT RESOLVED that the Lebanon School Board of Directors hereby designates Lebanon High School Alternative Programs, Linn Benton Community College Alternative Program, and Community Services Consortium as alternative education programs.
- U. The following designation of the Fiscal Year 2017/18 ending fund balances and revenues for specific uses in Fiscal Year 2018/19:
1. Committed Fund Balances
 - a. The ending balance of each of the following funds is "Committed" in accordance with the purposes stated for each fund or program in the FY 2018/19 adopted budget.
 2. Restricted Fund Balances
 - a. The ending balance of all grant related special revenue funds (including food service) shall be designated as restricted for the sole uses intended by the granting authorities.
 - b. Ending fund balances in Student Activities Funds are restricted for the benefit and intent associated with each of the student body groups.
 - c. Unemployment Insurance Fund is restricted for expenditures of unemployment claims paid by the State for former District employees.

3. Debt Service Funds

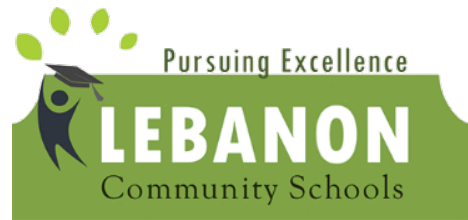
- a. Funds are "Restricted" for the accumulation of resources and payment of principal and interest related to associated debt offerings.

PASSED AND ADOPTED this 17th day of July, 2018.

Board Chair

Bo Yates, Interim Superintendent

BOARD MEMORANDUM



To: The Honorable Chair and Members
Lebanon Community School District Board of Directors

From: Linda Darling, Business Director

Date: July 6, 2018

Meeting Date: July 17, 2018

Re: Contract Development for a Facility Condition Assessment, Long-Range Facilities Plan, and Seismic Assessments

Background

In May 2018, the district published a Request for Proposals (RFP) for 1) a Facility Condition Assessment, 2) a Long-Range Facilities Plan, and 3) Seismic Assessments. Two firms responded to the RFP, and representatives from the district reviewed and scored the proposals.

District staff proposes to enter into an agreement with Soderstrom Architects of Portland Oregon (Soderstrom) to perform the Facility Condition Assessment, Long-Range Facilities Plan, and Seismic Assessments during the period July 2018 through May 2019. Soderstrom's proposal included two different pricing scenarios based on the depth of the assessments and the number of buildings receiving seismic assessments. The district will work with Soderstrom to identify the exact contract amount if the Board authorizes staff to conduct a contract development process. The contract amount will not exceed the amount budgeted for the projects, which includes a \$70,000 grant to offset the cost of the various assessments.

A copy of Soderstrom's response to the RFP is attached for the Board's information and review.

Recommendation

I recommend the Board direct district staff to conduct a contract development process with Soderstrom Architects for a Facility Condition Assessment, a Long-Range Facilities Plan, and Seismic Assessments.

Attachment



Soderstrom Architects

**Proposal For Lebanon
Community School District**

Facility Condition Assessment,
Long-Range Facility Plan, and
Seismic Assessment

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Appendix

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A photograph of a modern building's interior, featuring a large, multi-paned window that looks out onto a green landscape with houses. In the foreground, a staircase with a metal railing leads down. A single pendant light hangs from the ceiling. A dark grey horizontal band across the middle of the image contains the text "1 LETTER OF INTEREST" in white.

1 LETTER OF INTEREST

Robert W. Straub Middle School

Lebanon Community School District
Attn: Julie Hansen, Business Department
485 S. 5th Street
Lebanon, OR 97355

June 8, 2018

RE: Facility Condition Assessment, Long-Range Facility Plan, and Seismic Assessment

Dear Julie Hansen and Members of the Evaluation Committee:

Thank you for the opportunity to submit our qualifications and proposal to assist with your facility assessment, long-range facility planning, and seismic assessment needs for the Lebanon School District.

With over 30 years' experience in Oregon K-12 projects, our 40-person firm has the resources and experience to provide the Lebanon Community School District with outstanding service. As a state-certified educational facility assessor, I will lead the process with Marlene Gillis, our other K-12 principal. We will be integrally involved throughout, providing continuity and face-to-face collaboration with your stakeholders. Utilizing our experienced staff, who are trained in facility condition assessments and community outreach presentations, we look forward to assisting you in achieving your future vision for Lebanon's students. Leading the process, we will thoroughly research your existing facilities, present prioritized design options with accurate budget estimates, and guide all stakeholders to clearly communicate the future vision of your District and how approving your next bond can support that.

Our goal is always to lay the groundwork for a successful bond campaign that has a targeted, effective approach using an inclusive and engaging process throughout. An example is the recently completed Facilities Assessment and Master Plan for the St. Helens School District in 2016, that led directly to a successful \$49 million bond campaign in November of that same year. More recently, we worked with Oakridge School District on assessment and planning efforts, leading to the passage of a November 2017 bond that received 77% voter approval. Our success speaks to our knowledge of the process and our ability to listen to each community's needs effectively. Currently, we are working with Canby, Dayton, and Santiam Canyon School Districts on very similar assessment and planning efforts.

Soderstrom is also very excited to partner with the Lebanon community and help positively impact the future of your schools. Having worked in Lebanon for over a decade on numerous projects, including the new Healthcare Occupations Center for Linn-Benton Community College, as well as the Boulder Falls Inn and Western University COMP-NW, we know the people and the community, and feel uniquely qualified to reach out and engage with your stakeholders most effectively. We understand the importance of listening and collaborating, and we pride ourselves on creating the best experience and project outcomes possible.

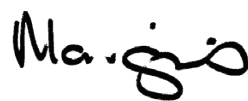
Thank you again for your consideration. We are excited at the possibility of working with you and your team.

Sincerely,

SODERSTROM ARCHITECTS, Ltd.



E. Henry Fitzgibbon, AIA, LEED AP
Principal-In-Charge
Certified Assessor with Oregon Dept. of Education
503.595.2517 / henry@sdra.com



Marlene Gillis, AIA, CSI CCS
Principal, Primary Contact
503.595.2511 / marleneg@sdra.com



2 PROJECT APPROACH TO MASTER PLAN

Malabon Elementary School

PROJECT UNDERSTANDING



Fairfield Elementary School

Understanding of Lebanon Community School District

Lebanon is a city that has experienced extremes, from the drastic reduction in logging historically that greatly impacted employment and population growth, to the more recent development in town, specifically related to the hospital, that has brought with it new challenges and opportunities both. Through it all, the people of Lebanon consistently display a strong pride in their town, support of their community, and an overwhelming love for strawberries in every form.

Your schools themselves have served a vital role as the physical “heart” of the town, being used by the community for athletics, events, and getting together to support each other. With eight school buildings serving nearly 4,200 students living throughout the 50 square miles of the district boundary, there is a broad diversity of backgrounds represented in the district.

In this role, these structures no longer become just buildings, but represent a living memory of generations of families who’s memories are brought to life every time they step back into their old classroom or gym, with the familiar smells and sounds reinforcing the connection they have with these walls. We as a firm understand the importance of hearing the stories behind these

connections, and that old doesn’t necessarily mean useless. Our approach to school design involves taking a very exacting eye to the existing buildings, to determine if there’s any way at all of possibly saving something people may have a connection to. Our job is to utilize our 30+ years of educational design and construction experience to critically evaluate your existing structures, and determine how best to position Lebanon for the future to meet the increasingly demanding educational adequacy requirements and expectations put on all Districts in Oregon.

Having worked in Lebanon consistently on multiple projects since 2007, our firm is very familiar with the geography, the jurisdiction, and the process of how to get things done. Currently we’re working on a new school in Albany, and are regularly in the area, giving us the ability to very efficiently interact with the District to meet, present and generally engage with the community on all levels.

We are excited to roll our sleeves up and partner with Lebanon Community Schools to plan for this next phase, defining the path forward into the future to help maximize the educational potential of all your schools, and to support learners of every age.

FACILITIES CONDITION ASSESSMENT (FCA)



Kalapuya Elementary School

Step I - Initiate Project

We will kick off the project by meeting with the District's project team to set goals and establish the project scope, schedule, and communication channels. During this initial step in the process, we will collect the District's historical enrollment data, energy analysis findings, campus maps, and all of the existing drawing information, past studies, current bids for work, or reports on your schools currently available.

We will use these to develop a comprehensive electronic database of the spaces within each school building. These electronic drawings will record room size, use type, grade level, and a wide range of other parameters. Incorporating these drawings into the District "Book Plans," we can quickly compile the existing building data, recording essential information for use throughout the project. The data recorded in these "Book Plans" will then automatically create a database which can report the information in multiple ways.

Deliverable:

- A digital database which has the capability to itemize the teaching space based upon school, school type and space type and currently assigned grade. This database will record student capacity based on overall size and type of use. It will allow the district to evaluate student density questions as well as inform long-term capacity issues.

Meetings:

- One (1) project initiation and goal-setting meeting
- One (1) progress meeting to "test drive" the preliminary database.

Step 2 - Existing Facilities Assessment (Building Surveys)

Soderstrom uses the new Oregon Department of Education facilities assessment process. However, we extend the study to include an analysis of the fire and life safety codes, ADA issues, as well as an evaluation of the educational suitability of the facilities. We also scan and compile your existing drawings, which gives you the ability to track changes and provides you with a set of "Book Plans."

Our team is lead by Principals Henry Fitzgibbon and Marlene Gillis, who bring over 50 years of combined experience to assessment process. Henry is a Certified Assessor with the Oregon Department of Education for facility assessment and long-range facility plans under the Technical Assistance Program.

During the assessments, we will evaluate global structural issues and safety and security problems. We'll walk through the identified buildings multiple times and document our findings both in writing and with photos. We'll also interview your maintenance staff and janitorial staff to fully understand the challenges they are facing.

As part of our process, we carefully review all of the following building components listed below in order to prepare a detailed evaluation of each facility.

- Building Envelope: Roof, flashings, doors/windows, exterior skin/finishes, foundation and roof structure.
- Interior Environment Conditions: Wall, floor, and ceiling finishes, and code related deficiencies as applicable to the 2014 Oregon Specialty Code and the ANSI 117.1-2009 accessibility guidelines.
- Mechanical, Electrical and Plumbing systems: Conformance with current code, expected system component life, and energy efficiency opportunities.
- Seismic Integrity: Major support systems, materials and strategies, relative to current code requirements and best practices for relevant seismic category.
- Technology and security: Network requirements, capacity, integration, fire alarm.
- Site evaluation: Water management, paving conditions, site equipment condition, site security.

- Water supply system: Coordinate the work of a water systems engineer who will perform a potable water assessment and analyze current potable water supply system.
- Community Use: Zoning, safety, efficiency, flexibility.
- Accessibility: ADA requirements

These on-site investigations are recorded utilizing the formal template required by the Oregon Department of Education, and are combined with a Cost Model, which provides an understanding of the global costs needed to eliminate your deferred maintenance.

The magic then happens when we explore energy efficiency. Solutions such as converting to LED light fixtures and investing in high efficiency boilers can save you precious operating dollars. Increased insulation, modern windows with efficient glazing, and reduced air infiltration can assist with creating a more comfortable educational environment, while simultaneously reducing utility costs.

Deliverables:

- "Draft" Condition Assessment Document.
- Updated Book Plans and Building Database.
- Program/Capacity Summary for Each School.
- Upgrade and Repair Cost Estimates.

Site Visits

- Ten (10) site visits to perform Step 2 - refer to Project Schedule for additional detail by facility.

Meetings:

Three (3) progress meetings to discuss and coordinate facilities evaluation.



Use of Non-Destructive Testing

Particularly in buildings that require abatement, there is a strong need for non-destructive testing methods to avoid disturbing potentially hazardous existing materials. The most effective method of non-destructive testing starts with ground penetrating radar (GPR), used to see inside walls without touching the building directly. This method will tell you if there's metal reinforcing inside masonry walls, which has a significant impact on the structure's ability to withstand seismic forces.

Another type of testing involves materials testing by a certified lab. When existing documentation is missing or incomplete, structural engineers will have to determine the relative strengths of building materials more accurately than through visual inspection. Small samples taken from the project site and analyzed at an independent lab will provide the design criteria needed, such as compressive strength of concrete, one of the most common materials requiring this testing.

There is a wide variation in material strengths due to a host of environmental conditions, both during the time the concrete was being poured as well as how it was protected throughout the life of the building. This type of testing would occur later in the project, when the design is set enough to target specific areas required for testing.

Step 3 - Mechanical, Electrical & Plumbing Walkthrough, Reports

Although not required, we highly recommend having our engineers participate in the walkthrough mentioned in Step 2.

Deliverables:

- Report and analysis, complete with recommendations, for all HVAC systems existing in the buildings. This information will be incorporated into "Step 2" documentation for Facilities Assessments.

Step 4 - Seismic Evaluations

We recommend the District have our engineers participate in the facilities assessment walkthroughs mentioned in Step 2. This structural walkthrough isn't required by the State. However, if the District wants to apply for the state seismic grant (see Step 5 below), an ASCE 41 evaluation, completed by a qualified engineer, will be required as part of that process.

Deliverables:

- Report and analysis, complete with recommendations, for all buildings. This information will be incorporated into "Step 2" documentation for Facilities Assessments.

Step 5 - Cost Estimating

For each school identified for the ASCE 41 structural evaluation, the District will need to estimate the costs to implement the structural upgrades. This is not required for the facilities assessment grant but is required for the SRGP application.

SEISMIC ASSESSMENT

Step 6 - Seismic Assessment for Seismic Rehabilitation Grant Program (SRGP)

Working with our structural engineers, we will coordinate the assessment and evaluation of all Lebanon High School and Seven Oak Middle School. The assessment will be utilized to make decisions with regard to upgrading facilities for student safety and security issues as well as compliance with today's building codes and the educational needs of today's students.

Deliverables:

- ASCE 41 Seismic Evaluation for two school structures proposed to submit for SRGP.



LONG-RANGE FACILITY PLAN (LRFP)

Step 7 - Analyze Demographics and Develop Growth Scenarios

Starting with the District's previous long-range plan and updating for Linn County growth projections, we will evaluate projected District growth in five-year increments over the next 25 years, testing these projections by checking with the planners at Linn County. Soderstrom will review past enrollment records, assess current economic trends, and evaluate the regulatory environment to produce a forecast of enrollment trends for the next 25 years. We will collect research on and present findings on the projected pupil populations with information on ages, socioeconomic backgrounds, and ethnic composition.

We will identify potential future school sites and estimate the ideal timing for land purchase and development of reserves for future schools.

Deliverables:

- Demographics research report.
- Maps of projected growth in five-year increments.
- Identification of specific schools impacted by growth.
- Identification of areas where reservation of future school space makes sense.

Meetings:

Three (3) meetings with jurisdiction's planning departments to verify study findings.

Step 8 - District Visioning

In conjunction with your school board, superintendent, staff, and community members, we will develop a preliminary District Education Specifications (EdSpec), which embodies your best thinking about your facilities needs and encapsulates it into a concise set of physical requirements for each room type in the district.

As part of the preliminary EdSpec, we will evaluate what functions may be missing in your facilities compared to other districts and we will make recommendations on things like safety, security, Title IX compliance, sustainability goals, pedestrian and traffic circulation, functional adjacency diagrams and community use zoning.

We will outline grade configurations, staffing levels, educational program offerings, and program cooperation with other community resources.

There are four very important recent changes in the delivery of education that can dramatically impact the physical needs of the District to support its vision. They are:

- **Security:** We practice an enhanced version of Crime Prevention Through Environmental Design (CPTED). We look for hiding places, unobserved approaches and building configurations that create uncontrolled activity. Security also includes physical barriers like fences, but these measures should not be noticeable to the students.
- **Social Learning:** Students become engaged in education when they collaborate and learn together. Your new educational spaces should be flexible enough to easily facilitate team projects, students teaching students and dividing the class into groups. We have implemented a number of strategies including, "pull-outs," "the team niche," "the five corner classroom," and "combo-labs," to enhance the social learning support provided by the building.
- **Multi-Modal Learning:** Students learn in different ways and through various senses. We encourage each district to include space which supports the broadest possible range of learning styles. Rooms we believe are essential to include are "Maker Spaces," or "Discovery Labs," to help connect with kinesthetic learners who benefit most from working with their hands.
- **Daylighting and Passive Ventilation:** Recent studies have shown that controlled daylighting can improve test scores by as much as 26%. Passive ventilation, acoustical control and the physical shape of the classroom can all improve both educational effectiveness and staff satisfaction. We want your buildings to be optimized to the highest learning potential.

Deliverables:

- Defined educational mission and goals.
- Notes, thinking on new educational facilities.
- Preliminary EdSpec, which will include identification of options for the Educational Model and grade configurations to best meet the District's needs for the next 25 years.

Meetings:

- Three (3) progress meetings to discuss pedagogy, facilities goals and preliminary EdSpec.



Step 9 - New Building Projections & Site Concepts

The Facilities Condition Assessment will identify where the District will need building improvements and renovations to existing facilities. The Growth Scenarios from Step 6 will identify where the District will need new buildings or additions to existing buildings, as well as identify the type of buildings and the land area required for those buildings. On the growth maps, these potential new sites will be identified and numbered, to easily cross-reference them with the individual project budgets.

The project budgets will include cost of construction, estimated land costs, soft costs (permit and design fees) and estimates for the extension of utilities, road infrastructure and other predictable items. We will also recommend contingencies for the typical unforeseen scope items. The projects will be placed on a time line so that the District can visually see the new buildings and additions required over time.

We will participate with the District in the development of multiple optional solutions to the perceived problems. This work will be dependent upon both the Facilities Conditions Assessment and on the preliminary District Education Specifications (EdSpec). We will identify potential sites for replacements schools, expansions of existing schools and areas where you may want to place new schools. We will provide site plans and rendered 3D computer models of these options, with anticipated costs for each. The renderings generated from the model will be high-quality and suitable for public outreach, as well as for use by the District in a succeeding RFP.

Based on the concepts selected, we will produce a cost model for each of the projects or components. The cost model will be an interactive spreadsheet which will allow for modification of the costs as we begin to fine tune the wants and needs, creating a prioritized scope list if items. These spreadsheets will also become the drivers for the “Master Budget” which includes such items as FF+E (furniture, fixtures and equipment), Owner’s contingency, solar requirements, project management, etc.

Deliverables:

- Timeline of facilities growth over time.
- Cost estimates for new schools.
- Maps of renovated schools, expanded schools, and new schools by school type.
- Options for growth maps.
- Site plans that include needed improvements.
- 3D models & renderings of new and/or renovated buildings.
- Project-based cost models.
- Master Budget.

Meetings:

- One (1) progress meeting to discuss growth, replacement.
- One (1) Initial presentation.



Step 10 - Reports & Recommendations

Based on the above studies, we will provide the stakeholders with comprehensive reports and answer the “what if” questions related to school configuration. We will evaluate concepts such as all-day kindergarten, class size revisions, and the impact of school re-purposing. We will also have good predictive data for costs over time. We will seek input from your staff and the community on the Educational Model and future building layouts. We will develop recommendations for the school board to adopt objective criteria to be used by Lebanon Community School District to determine whether adequate capacity exists to accommodate your projected development.

Deliverables:

- Spreadsheet compiling feedback and responses from community.
- Summary and notes from public forums.
- Analysis of trends in responses.
- Recommendations for modifying messaging and approach, if needed.
- Develop and present report to administration and school board so the district can make a decision.

Meetings:

- One (1) meeting with Stakeholders.
- One (1) final presentation meeting of options, with recommendations.
- One (1) meeting with District to discuss findings.

REQUIRED DISTRICT SUPPORT

We understand that your staff time is extremely valuable and we will utilize it wisely by always being prepared for meetings and presentations. However, in order to deliver the final assessment and facility plan, we will require a few items from the District. The District will need to provide to us all available drawings, HAZMAT studies, water lead tests and HVAC maintenance records. We will scan these documents and promptly return them to the District. We will also need the facilities director and chief janitorial staff to walk all of the buildings during our initial photo documentation. We will again require their assistance when we do the HVAC and structural walk. For the long-range planning effort, we will need to make at least three board presentations and meet at least two times with the District superintendent and the schools’ leadership teams to discuss the goals and mission of the District.



3 PLANNING TEAM KEY PERSONNEL

Fairfield Elementary School

Key Personnel Chart

All of our proposed staff will be immediately available, should we be selected to assist you with your projects. We are committed to maintaining a consistent staff level appropriate to our volume of work.

Team Member	Years of Experience	Responsibilities	Qualifications
 Henry Fitzgibbon AIA, LEED AP Principal-In-Charge, Programming	37 years	<ul style="list-style-type: none"> Principal educational planner Provide design and program vision throughout Establish budget, scope and schedule Administer all contracts Survey all buildings and provide direction on assessment of education adequacy 	<ul style="list-style-type: none"> Oregon State Certified TAP Assessor Recognized authority in master planning and long-range plans Experience working with dozens of Oregon education institutions in developing educational specifications and future visions Skilled in assessing buildings and providing cost-effective solutions
 Marlene Gillis AIA, CSI CCS Principal, Main Point of Contact	19 years	<ul style="list-style-type: none"> Manage all project communication throughout Primary point of contact with District Survey all buildings and provide documentation on assessment of education adequacy Attend all project meetings and facilitate community outreach Track and execute budget, scope and schedule Overall management of design staff and consultants 	<ul style="list-style-type: none"> Experienced in assisting numerous Oregon school districts in educational programming, educational specifications, facility assessments, long-range educational planning Skilled in leading community outreach efforts and facilitating public meetings Exceptional communication and project management abilities Excellent track record of delivering quality, sustainable education projects on time and on budget
 Gary Bley Architect	35 years	<ul style="list-style-type: none"> Manage external (consultant) design team Document production Coordinate consultant documentation and scope 	<ul style="list-style-type: none"> Experienced in designing to meet unique needs of Oregon school districts Highly knowledgeable architect with deep understanding of all building components
 Joseph Beer Design Support	8 years	<ul style="list-style-type: none"> Document production support Assist in developing plans and reports 	<ul style="list-style-type: none"> Experienced in production and documentation of FCA and LRFP reports Strong eye for detail
 Emily Matis Assoc. AIA Design Support	2 years	<ul style="list-style-type: none"> Document production support Assist in developing plans and reports 	<ul style="list-style-type: none"> Experienced in production and documentation of FCA and LRFP reports Exceptional graphic design skills
 Emily Estes Assoc. AIA Design Support	3 years	<ul style="list-style-type: none"> Document production support Visualization production (3D renders, movies) 	<ul style="list-style-type: none"> Skilled in BIM (Building Information Modeling) and conceptual design Experienced in creating visuals to communicate with District stakeholders and community



Education

University of Oregon
Bachelor of Architecture, 1979

Certificate in Value Engineering

Crime Prevention through
Environmental Design (CPTED)

Licenses & Accreditations

Registered Architect:
Oregon #2473
California #C17553
Washington #5421

Certified Assessor, Oregon
Department of Education

National Council of
Architectural Registration
Boards (NCARB)

Leadership in Energy &
Environmental Design (LEED)
Accredited Professional

AIA Lecture Series, "The 21st
Century Classroom"

Community Service & Organizations

Association for Learning
Environments Member
(A4LE, formerly CEFPI)

Guest Professor,
University of Oregon

Guest Professor,
Clackamas Community College

Henry Fitzgibbon, AIA, LEED AP - Principal-In-Charge, Programming

As a Certified Assessor with the Oregon Department of Education for facility assessment and long-range facility plans, Henry has over 37 years of experience in building design and facilities assessments. He is a recognized authority in both master planning and long range facility planning, specifically K-12 institutions. With an emphasis on overall project leadership, he has ensured the successful integration of design, technical development and sustainability on a multitude of K-12 education projects with involvement in all phases. Henry's in-depth knowledge of educational design includes specialties in LEED, Crime Prevention through Environmental Design (CPTED), California High Performance Schools (CHPS) and designing for flexible schools. He has served on the board of directors for AIA Oregon, Camp Howard, and Northwest Family Services.

Select Experience

St. Helens School District, St. Helens, OR
Facilities Assessment, Community Outreach,
and Bond Planning
St. Helens Middle School (New school, in progress)
Columbia County Education Campus - Alternative
High School (New school, in progress)

Canby School District, Canby, OR
Facilities Assessment

Oakridge School District, Oakridge, OR
Facilities Assessment and Community Outreach

Winston-Dillard School District, Winston, OR
Facilities Assessment and Community Outreach

Oakland School District, Oakland, OR
Facilities Assessment and Long-Range Plan

Sutherlin School District, Sutherlin, OR
Facilities Assessment and Community Outreach

Dayton School District, Dayton, OR
Facilities Assessment
Long-Range Facilities Plan
High School Addition
Middle School Addition
Elementary School Addition

Corbett School District, Corbett, OR
Seismic Rehabilitation - Gym

Woodburn School District, Woodburn, OR
Washington Elementary School Addition
and Renovation

Hillsboro School District, Hillsboro, OR
Evergreen Middle School Addition and Renovation
Poynter Middle School Addition and Renovation
Brown Middle School Addition and Renovation

Greater Albany Public Schools, Albany, OR
New Greenfield Elementary School
(New school, in progress)

Salem-Keizer School District, Salem, OR
Robert W. Straub Middle School,
New Construction
Crossler Middle School, 1/2 Gym Addition
Judson & Waldo Middle School Additions
Gubser Elementary School Addition
Facilities Assessment and Community Outreach
Middle School EdSpec
Kalapuya Elementary School, New Construction
Bush Elementary School, New Construction
Richmond Elementary Media Center Addition
Hyland Elementary Mechanical Upgrades
South Salem High School Renovation & Addition
Gym Additions & Miscellaneous Projects

Springfield School District, Springfield, OR
Agnes Stewart Middle School

Beaverton School District, Beaverton, OR
Capital Center Renovation
School of Science & Technology Relocation
Project (STEM)

Bethel School District, Eugene, OR
District Education Specification
Fairfield Elementary School
Malabon Elementary School
Willamette High School Science Complex Addition
(STEM) - LEED Certified

McMinnville School District, McMinnville, OR
Sue Buel Elementary Upgrades
Grandhaven Elementary Upgrades
Adams Campus Seismic Retrofit and Upgrades
New Maintenance Facility

Central Catholic High School, Portland, OR
Campus Master Plan
Science Facilities
Library, and Auditorium Addition



Education

University of Oregon
Bachelor of Architecture, 1998
Minor in Architectural History

Advanced Revit Training

Licenses & Accreditations

Registered Architect:
Oregon #4758
Washington #9600

National Council of
Architectural Registration
Boards (NCARB)

Construction Specifications
Institute (CSI) - Certified
Construction Specifier (CCS)

Community Service & Organizations

Architects in Schools Program

Rebuilding Together Volunteer

ACE Academy Board Member
and Volunteer, 2010-Present

Oregon Food Bank Volunteer

NAWIC (National Association
of Women in Construction)
Block Kids Volunteer and
Sponsor

Association for Learning
Environments Member
(A4LE, formerly CEFPI)

AIA Member

Marlene Gillis, AIA, CSI CCS - Principal, Main Point of Contact

Marlene has over 19 years of professional experience, from land use and permit approval to construction administration and project management, and brings a broad experience base to any project. She's an organized and knowledgeable architect who is experienced in educational programming, educational specifications, facility assessments, long-range educational planning, and is well-versed in all particular aspects of school remodels, additions, new constructions and sustainable design. She has worked closely with several long-term clients for many years, developing an excellent working relationship through extraordinary communication and organization skills.

Select Experience

St. Helens School District, St. Helens, OR

Facilities Assessment, Community Outreach,
and Bond Planning
St. Helens Middle School (New school, in progress)
Columbia County Education Campus -
Alternative High School (New school, in progress)

Oregon City School District, Oregon City, OR

Facilities Assessments
Addition/Upgrades/Re-Roofs to all 12 Elementary
& Middle Schools:
Elementary: Beaver Creek, Redland, Mt. Pleasant,
Gaffney Lane, Park Place, Candy Lane, Jennings
Lodge, King, McLoughlin, Holcomb
Middle: Ogden, Gardiner
High: Jackson High School Campus and Stadium,
Oregon City High School
Misc: Administration Building, Eastham School,
Special Services Building, Barclay School Building,
Logan School Building

Canby School District, Canby, OR

Facilities Assessment

Dayton School District, Dayton, OR

Facilities Assessment
Long-Range Facilities Plan

Santiam Canyon School District, Mill City, OR

Pre-Bond Planning

Woodburn School District, Woodburn, OR

Washington Elementary School Addition
and Renovation
Washington Elementary School Seismic Retrofit
Bridges Academy Renovation

Salem-Keizer School District, Salem, OR

Gubser Elementary School Addition
Judson Middle School Addition
Waldo Middle School Addition

Hillsboro School District, Hillsboro, OR

Evergreen Middle School Addition and Renovation
Poynter Middle School Addition and Renovation
Brown Middle School Addition and Renovation

Corbett School District, Corbett, OR

Seismic Rehabilitation - Gym

Valley Catholic School, Beaverton, OR

New Elementary and Middle School (STEM) -
LEED Gold Certified
New Maintenance Facility and Site Improvements

Beaverton School District, Beaverton, OR

Springville K-8 Site Improvements
Capital Center Renovation
School of Science & Technology Relocation
Project (STEM)

Greater Albany Public Schools, Albany, OR

New Greenfield Elementary School
(New school, in progress)

Portland Public Schools, Portland, OR

Benson High School Wellness Clinic

David Douglas School District, Portland, OR

District Office Tenant Improvement

McMinnville School District, McMinnville, OR

Sue Buel Elementary Upgrades
Grandhaven Elementary Upgrades
Adams Campus Seismic Retrofit and Upgrades
New Maintenance Facility

Hood River Valley County School District, Hood River, OR*

Wy'East Middle School Auditorium Addition
and Upgrade
Elementary: Cascade Locks, May Street, Mid Valley,
Parkdale, Westside
Middle: Hood River (Net-Zero)
High: Hood River Valley

Linn-Benton Community College, Lebanon, OR

Healthcare Occupations Center

*Experience prior to joining Soderstrom



Gary Bley - Architect

Gary is a licensed architect with over 30 years of experience. As a member of several prominent Portland architectural firms and in private practice, his experience ranges from educational and healthcare to restoration, commercial, industrial, religious, hospitality and residential projects. In addition, Gary is highly skilled in the use of Building Information Modeling using Revit as the primary means for project delivery.

Education

University of Oregon,
Bachelor of Architecture

University of Wisconsin -
Madison, Fine Arts

Licenses & Accreditations

Registered Architect:
Oregon #3589
Washington #8313

Community Service & Organizations

Portland Art Museum

Select Experience

McMinnville School District, McMinnville, OR
Adams Campus Seismic Retrofit and Upgrades

Woodburn School District, Woodburn, OR
Washington Elementary School Addition
and Renovation
Washington Elementary Seismic Retrofit

Jesuit High School, Beaverton, OR*
Philip Knight Athletic Center

Tuality Hospital, Hillsboro, OR*
Tuality Seventh Avenue Medical Plaza

St. Vincent Hospital, Portland, OR
Cardiovascular Interventional Recovery Unit

Jossco USA, Portland, OR*
Corporate Offices

Oregon Health Science University, Portland, OR*
Casey Eye Institute

Oregon Coast Community College, Newport, OR*
Central County Campus

**Central Oregon Community College,
Redmond, OR***
Redmond Technology Education Center

*Experience prior to joining Soderstrom



Joseph Beer - Design Support

With a meticulous eye for detail, Joseph will support the team through responsibilities that range from strategic planning to room layout design and documentation to construction administration. Joseph also specializes in quick sketches, technical documents, and polished digital production to create thoughtful design solutions that enhance the building user experience.

Education

University of Southern
California, Bachelor in
Architecture, 2008

Cornell University, First
Architecture Studio, 1998

Community Service & Organizations

Habitat for Humanity, Portland
Metro East

Rebuilding Together

Select Experience

Salem-Keizer School District, Salem, OR
Gubser Elementary School Addition
Judson Middle School Addition
Waldo Middle School Addition

Dallas School District, Dallas, OR
Dallas High School Restroom Renovations

The Delphian School, Sheridan, OR
Renovations and Office Tenant Improvements

Catholic Youth Organization, Corbett, OR
Camp Howard Dining Hall Renovation

St. John Fisher, Portland, OR
Parish Hall Addition

Mater Dei Radio KBVM 88.3 FM, Portland, OR
Office Renovation

St. Elizabeth Ann Seaton, Beaverton, OR
New Parish Office Building

The Delphian School, Sheridan, OR
Renovations and Office Tenant Improvements

Amazing Facts Ministry, Rocklin, CA
Sanctuary and Offices

18th Avenue Apartments | Portland, OR*
120,00 SF, six-story Multi-Family Housing with 264
units, three levels automated underground parking,
three lobbies, six elevators, management offices,
bicycle parking, sub-level private storage.

*Experience prior to joining Soderstrom



Emily Matis, Assoc. AIA - Design Support

Emily will assist in technical documentation and document production throughout the duration of this project. With strong skills in graphic design, she will also assist in the creation of presentation graphics and deliverables.

Education

University of Oregon, Masters of Architecture, 2016

Michigan State University, Bachelor of Fine Art, 2008

Licenses & Accreditations

Associate AIA Member

Community Service & Organizations

Architects in Schools Program

Select Experience

Salem-Keizer School District, Salem, OR

Gubser Elementary School Addition
Judson Middle School Addition

St. Helens School District, St. Helens, OR

Columbia County Education Campus -
Alternative High School (New school, in progress)
St. Helens Middle School (New school, in progress)

Greater Albany Public Schools, Albany, OR

New Greenfield Elementary School
(New school, in progress)

McMinnville School District, McMinnville, OR

Sue Buel Elementary Upgrades
Grandhaven Elementary Upgrades
Adams Campus Seismic Retrofit and Upgrades
New Maintenance Facility

Woodburn School District, Woodburn, OR

Washington Elementary School Addition
and Renovation



Emily Estes, Assoc. AIA - Design Support

With an aptitude for BIM (Building Information Modeling), Emily is highly skilled at design visualization. During the initial phases of the project, she will develop the project model and create 3D renderings to help visualize the design concepts. As the project progresses, Emily will assist the team with technical documentation and document production.

Education

Rensselaer Polytechnic Institute, Master of Architecture, 2016

Santa Clara University, Bachelor in Theatre Arts, 2013

Licenses & Accreditations

Associate AIA Member

Select Experience

Woodburn School District, Woodburn, OR

Washington Elementary School Addition
and Renovation

St. Helens School District, St. Helens, OR

Columbia County Education Campus -
Alternative High School (New school, in progress)
St. Helens Middle School (New school, in progress)

New Lebanon Junior-Senior High School, New Lebanon, NY*

Additions and Renovations

Burnt Hills Ballston Lake Central School District, Ballston Lake, NY*

STEAM Addition and Upgrades
Additions and Renovations

South Colonie Central School District, Colonie, NY*

District-Wide Construction, Daylighting Analysis

George Fox University, Newberg, OR

New Residence Hall

University of Oregon, Eugene, OR

Onyx Bridge Building Exterior Renovation
Assessment

Oregon State University, Clackamas, OR

Clackamas Extension Service Building - Net Zero

*Experience prior to joining Soderstrom

SUB-CONSULTANT SELECTION

We believe that it benefits our clients to be involved in the selection of our architectural sub-consultants, and that selecting these professionals too early can limit competition and increase the fees. We generally prefer to develop a sub-consultant RFP in conjunction with the Owner that describes what is integrated with the project work plan. This limits guess work for the consultants and produces written direction that clearly defines their scope.

We have identified a list of consultants for your consideration that are uniquely qualified for your projects. We have selected the list balancing local presence, reputation, history with our firm and the quality of their work. We would be happy to work with anyone on this list.

Mechanical, Electrical, Plumbing Engineering:

MKE & Associates, Inc.
6915 SW Macadam Ave #200
Portland, OR 97219
503.892.1188
www.mke-inc.com

Key Team Members:

Stephen M. Lockhart, P.E.
Principal / Electrical Department Manager

Richard E. Dusa, P.E.
Principal / Mechanical Department Manager

Relevant Project Experience:

Stayton School District, Stayton, OR
Facility Assessments

Winston-Dillard School District, Winston, OR
Facility Assessments

Dayton School District, Dayton, OR
Facility Assessments

Structural Engineering:

Catena Consulting Engineers
1500 NE Irving Street Suite 412
Portland, OR 97232
503.467.4780
www.catenaengineers.com

Key Team Members:

Jason M. Thompson, SE, PE
Principal

Relevant Project Experience:

Winston-Dillard School District, Winston, OR
Facility Condition Assessment

Sutherlin School District, Sutherlin, OR
Facility Condition Assessment

Oakland School District, Oakland, OR
Facility Condition Assessment

Corbett School District, Corbett, OR
Seismic Evaluations

Cost Estimating:

Construction Focus [ESB]
740 Almaden Street
Eugene, OR 97402
541.686.2031
constructionfocus.com

Key Team Members:

Steve Gunn, CSI, CDT
Chief Estimator

Relevant Project Experience:

Rainier Elementary School, Rainier, OR
Remodel and seismic improvements to school, shop, and gym

Sutherlin High School, Sutherlin, OR
Seismic Upgrades

Greater Albany Public Schools, Albany, OR
Calapooia Middle School
Memorial Middle School
North Albany Middle School
Timber Ridge Middle School
South Albany High School
West Albany High School

Additional Recommended Sub-Consultants

Civil Engineers

- Locke
- KPFF
- W&H Pacific

Structural Engineers

- KPFF
- TM Rippey
- SCE Consulting

M/E/P Engineers

- Interface Engineering
- System West Engineers
- MFIA Inc.

Landscape Architects

- simp.L
- W&H Pacific
- DLA Inc.

Acoustical Consultant

- Acoustics By Design
- Listen Acoustics
- Altermatt

Cost Consultants

- RLB
- ACC

Traffic Consultant

- Kittelson
- Clemow

Kitchen Consultant

- Halliday Design
- JBK Consulting & Design

Low Voltage/Data

- MFIA Inc.
- MKE
- N.I.S.

Geotech

- GeoEngineers

Surveyor

- Ztec Engineers, Inc.



Malabon Elementary School

4

SCHEDULE



Fairfield Elementary School

PROPOSED SCHEDULE

SCHEDULE: FACILITY CONDITION ASSESSMENT

June, 2018							July, 2018							August, 2018							September, 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2										1	2	3	4							1	
3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30	31		23	24	25	26	27	28	29
							29	30	31												30						

October, 2018							November, 2018							December, 2018							January, 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3							1			1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
														30	31												

Step #	Scope	Duration	Meetings	Deadline for Completion
0	Notice to Proceed - (FCA)	N/A	0	June 29, 2018
1	Initiate Project	2 Weeks	2	July 13, 2018
2	Existing Facilities Assessments (Building Surveys)	6 Weeks	6	August 24, 2018
3	Seismic Assessments	2 Weeks	1	September 7, 2018
4	Cost Estimating for SRGP Application	2 Weeks	1	September 21, 2018
5	HVAC Walk-Throughs + Reports	2 Weeks	1	October 5, 2018
6	Final Report Issuance	1 Week	1	October 12, 2018

Building Evaluations - Initial Round

Day 1:	Pioneer K-6 Green Acres Elementary School Cascades Elementary School Lebanon High School
Day 2:	District Office/Bus Garage/Trans. District Maintenance Riverview Elementary School Seven Oak Middle School
Day 3:	Hamilton Creek K-8 Lacomb K-8 Land Lab

Building Evaluations - Second Round

Day 1:	Pioneer K-6 Green Acres Elementary School Cascades Elementary School Lebanon High School District Office/Bus Garage/Trans. District Maintenance
Day 2:	Riverview Elementary School Seven Oak Middle School Hamilton Creek K-8 Lacomb K-8 Land Lab

SCHEDULE: SEISMIC REHABILITATION

June, 2018							July, 2018							August, 2018							September, 2018						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30	31		23	24	25	26	27	28	29
							29	30	31												30						

October, 2018							November, 2018							December, 2018							January, 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
														30	31												

Step #	Scope	Duration	Meetings	Deadline for Completion
0	Notice to Proceed - (SRGP)	N/A	0	June 29, 2018
7.1a	Evaluation - Seven Oak Middle School	5 Weeks	1	August 3, 2018
7.1b	Evaluation - Lebanon High School	5 Weeks	1	September 7, 2018
7.2	Independent Third Party Cost Estimating for SRGP	4 Weeks	0	October 5, 2018
7.3	Present Seismic Recommendations	3 Weeks	1	October 26, 2018
7.4	Assist District in State Online Application Process	3 Weeks	1	November 16, 2018

Building Evaluations - Final Round

Day 1:	Pioneer K-6 Green Acres Elementary School Cascades Elementary School Lebanon High School District Office/Bus Garage/Trans. District Maintenance Riverview Elementary School Seven Oak Middle School Hamilton Creek K-8 Lacomb K-8 Land Lab
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SCHEDULE: LONG-RANGE FACILITY PLAN

October, 2018							November, 2018							December, 2018							January, 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
														30	31												

February, 2019							March, 2019							April, 2019							May, 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9	3	4	5	6	7	8	9	1	2	3	4	5	6		5	6	7	8	9	10	11
10	11	12	13	14	15	16	10	11	12	13	14	15	16	7	8	9	10	11	12	13	12	13	14	15	16	17	18
17	18	19	20	21	22	23	17	18	19	20	21	22	23	14	15	16	17	18	19	20	19	20	21	22	23	24	25
24	25	26	27	28			24	25	26	27	28	29	30	21	22	23	24	25	26	27	26	27	28	29	30	31	
							31							28	29	30											

Step #	Scope	Duration	Meetings	Deadline for Completion
0	Notice to Proceed - (LRFP)	N/A	0	June 29, 2018
8	Planning Kick-Off Meeting	N/A	1	October 12, 2018
9	Analyze Demographics + Develop Growth Scenarios	4 Weeks	1	November 16, 2018
10	District Visioning	8 Weeks	3	January 11, 2019
11	New Building Projections + Site Concepts	5 Weeks	2	February 15, 2019
12	Present Final Report	4 Weeks	1	March 15, 2019



5 WORK PLAN

Willamette High School Science Complex

Hourly Rates

All work completed by Soderstrom Architects, Ltd. on a time and material basis will be billed in accordance with this Schedule of Charges. All charges will be made on the basis of rates in effect at the time the work is performed.

Professional Charge Rates effective through December 31, 2018:

Role	\$ Per Hour
Principals	\$150 - \$195
Project Manager I	\$140 - \$165
Project Manager II	\$120
Project Architect/Designer	\$110
Job Captain	\$95
Architectural Intern	\$80
Word Processing	\$55

Consultant Charges

For Pre-approved Services, 1.05 times the hourly charges of each consultant

Reimbursable Expenses

Mileage:	\$0.545/mile
Commercial Printing and Copying:	1.05 times the actual cost
Postage for Special Mailings:	1.05 times the actual cost
Other Direct Expenses:	1.05 times the actual cost

FEE STRUCTURE BREAKDOWN

We are presenting two fee options for the District to review. Fee Schedule A, shown below, will be adequate to provide all aspects of scope per the RFP documentation, as detailed in the scope descriptions. This fully complies with all scope listed in the RFP, and provides for the most thorough analysis and assessment of existing conditions district-wide.

Fee Schedule A - RFP Scope

Facilities Condition Assessment		Hours	Average Rate	Cost	Trips	Reimbursables
Step 1	Initiate Project	20	\$ 170	\$ 3,400	1	\$ 87
Step 2	Architectural Rapid Visual Screening (RVS) Assessments				7	\$ 1,610
	Cascades Elementary School	20	\$ 160	\$ 3,200		
	Green Acres Elementary School	20	\$ 160	\$ 3,200		
	Hamilton Creek K-8	20	\$ 160	\$ 3,200		
	Lacomb K-8	20	\$ 160	\$ 3,200		
	Pioneer K-6	20	\$ 160	\$ 3,200		
	Riverview Elementary School	20	\$ 160	\$ 3,200		
	Seven Oak Middle School	30	\$ 160	\$ 4,800		
	Lebanon High School	50	\$ 160	\$ 8,000		
	Land Lab	5	\$ 160	\$ 800		
	District Office / Bus Garage / Transportation Center	10	\$ 160	\$ 1,600		
Step 3	Structural RVS Assessments + Reports	110	\$ 170	\$ 18,700	2	\$ 174
Step 4	Mechanical, Electrical, Plumbing RVS Assessments + Reports			\$ 24,000		
Step 5	Cost Estimating			\$ 11,000	2	\$ 574
Subtotal				\$ 91,500		\$ 2,446

TAP Grant Reimbursement - \$20,000 possible

Seismic Evaluation		Hours	Average Rate	Cost	Trips	Reimbursables
Step 7	Full Seismic Evaluations per ASCE 41 - Project Management			\$ -		
Step 7.1a	Seven Oak Middle School Seismic Evaluation	100	\$ 145	\$ 14,500	2	\$ 374
Step 7.1b	Lebanon High School Seismic Evaluation	160	\$ 145	\$ 23,200	2	\$ 374
Step 7.2	Independent 3rd Party Cost Estimating for SRGP Application			\$ 8,000		
Step 7.3	Present Seismic Recommendations	28	\$ 220	\$ 6,160	1	\$ 287
Step 7.4	Assist District in State Online Application	20	\$ 220	\$ 4,400		
Subtotal				\$ 56,260		\$ 1,036

TAP Grant Reimbursement - \$25,000 per building possible

Long-Range Facility Plan		Hours	Average Rate	Cost	Trips	Reimbursables
Step 9	Analyze Demographics + Develop Growth Scenarios			\$ 9,000	1	\$ 187
Step 10	District Visioning	96	\$ 150	\$ 14,400	3	\$ 362
Step 11	New Building Projections + Site Concepts	160	\$ 150	\$ 24,000	2	\$ 374
Step 12	Present Final Report	8	\$ 150	\$ 1,200	1	\$ 287
Subtotal				\$ 38,400		\$ 736

TAP Grant Reimbursement - \$25,000 possible

Project Total - Facilities Assessments, Long-Range Planning + Seismic:				\$ 186,160		\$ 4,218
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Fee Schedule B is an abbreviated scope that aligns the hours spent on the project with the Technical Assistance Grant (TAP) dollars available from the state. This represents a different approach to the fee fundamentally, where we will capture as much of the scope as holistically as possible, all while controlling the hours spent to the “cap” associated with the grant dollars available. If this option is selected, we will work closely with the District to confirm scope items considered priority items that must be accomplished, and prioritize accordingly.

For the Facilities Assessment, this will potentially require a less thorough visual assessment and analysis of the existing buildings, but we will still commit to evaluating every building overall and providing a report on their current condition.

For the Long-Range Facilities Planning, we will commit to meeting with the District to tailor our approach to the available fees from the state, again to control costs and still provide the required final report that will meet the requirements for submittal to the state Oregon School Capital Improvement Grant (OSCI) program.

Fee Schedule B - Abbreviated Scope

Facilities Condition Assessment		Hours	Average Rate	Cost	Trips	Reimbursables
Step 1	Initiate Project	10	\$ 170	\$ 1,700	1	\$ 87
Step 2	Architectural Rapid Visual Screening (RVS) Assessments				7	\$ 1,610
	Cascades Elementary School	3	\$ 160	\$ 480		
	Green Acres Elementary School	3	\$ 160	\$ 480		
	Hamilton Creek K-8	3	\$ 160	\$ 480		
	Lacomb K-8	3	\$ 160	\$ 480		
	Pioneer K-6	3	\$ 160	\$ 480		
	Riverview Elementary School	3	\$ 160	\$ 480		
	Seven Oak Middle School	4	\$ 160	\$ 640		
	Lebanon High School	6	\$ 160	\$ 960		
	Land Lab	1	\$ 160	\$ 160		
	District Office / Bus Garage / Transportation Center	2	\$ 160	\$ 320		
Step 3	Structural RVS Assessments + Reports	30	\$ 170	\$ 8,000	2	\$ 174
Step 4	Mechanical, Electrical, Plumbing RVS Assessments + Reports			\$ 8,000		
Step 5	Cost Estimating			\$ 4,000	2	\$ 574
Subtotal				\$ 26,660		\$ 2,446

TAP Grant Reimbursement - \$20,000 possible

Seismic Evaluation		Hours	Average Rate	Cost	Trips	Reimbursables
Step 7	Full Seismic Evaluations per ASCE 41 - Project Management			\$ -		
Step 7.1a	Seven Oak Middle School Seismic Evaluation	100	\$ 145	\$ 14,500	2	\$ 374
Step 7.1b	Lebanon High School Seismic Evaluation	160	\$ 145	\$ 23,200	2	\$ 374
Step 7.2	Independent 3rd Party Cost Estimating for SRGP Application			\$ 8,000		
Step 7.3	Present Seismic Recommendations	14	\$ 220	\$ 3,080	1	\$ 287
Step 7.4	Assist District in State Online Application	10	\$ 220	\$ 2,200		
Subtotal				\$ 50,980		\$ 1,036

TAP Grant Reimbursement - \$25,000 per building possible

Long-Range Facility Plan		Hours	Average Rate	Cost	Trips	Reimbursables
Step 9	Analyze Demographics + Develop Growth Scenarios			\$ 9,000	1	\$ 187
Step 10	District Visioning	60	\$ 150	\$ 9,000	3	\$ 362
Step 11	New Building Projections + Site Concepts	110	\$ 150	\$ 16,500	2	\$ 374
Step 12	Present Final Report	6	\$ 150	\$ 900	1	\$ 287
Subtotal				\$ 25,500		\$ 736

TAP Grant Reimbursement - \$25,000 possible

Project Total - Facilities Assessments, Long-Range Planning + Seismic:				\$ 103,140	\$ 4,218
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LEBANON COMMUNITY SCHOOL DISTRICT

V. FEE STRUCTURE - RFP Scope (Fee Schedule A)

The project costs need to be listed by each phase. Proposers may supplement with more detailed budgets, but must include at a minimum the information in the format below. The District may award contracts that do not include all sites listed on page 11 and 13.

Phase 1 – Facility Condition Assessment (Per site, listed on Page 11)

- Base Fee: Lump Sum of \$ 91,500 as expressed by \$.16 per square foot.
- Anticipated reimbursable expenses: \$ 2,446

Total Cost of Phase 1 (all sites): \$ 93,946

Phase 2 – Long-Range Facility Plan (Per site, listed on Page 11)

- Base Fee: Lump Sum of \$ 38,400
- Anticipated reimbursable expenses: \$ 736

Total Cost of Phase 2 (all sites): \$ 39,136

Phase 3 – Seismic Assessment (Per site, listed on Page 13)

- Base Fee: Lump Sum of \$ 56,260
- Anticipated reimbursable expenses: \$ 1,036

Total Cost of Phase 3 (all sites): \$ 57,296

LEBANON COMMUNITY SCHOOL DISTRICT

V. FEE STRUCTURE - Abbreviated Scope (Fee Schedule B)

The project costs need to be listed by each phase. Proposers may supplement with more detailed budgets, but must include at a minimum the information in the format below. The District may award contracts that do not include all sites listed on page 11 and 13.

Phase 1 – Facility Condition Assessment (Per site, listed on Page 11)

- Base Fee: Lump Sum of \$ 26,660 as expressed by \$.05 per square foot.
- Anticipated reimbursable expenses: \$ 2,446

Total Cost of Phase 1 (all sites): \$ 29,106

Phase 2 – Long-Range Facility Plan (Per site, listed on Page 11)

- Base Fee: Lump Sum of \$ 25,500
- Anticipated reimbursable expenses: \$ 736

Total Cost of Phase 2 (all sites): \$ 26,236

Phase 3 – Seismic Assessment (Per site, listed on Page 13)

- Base Fee: Lump Sum of \$ 50,980
- Anticipated reimbursable expenses: \$ 1,036

Total Cost of Phase 3 (all sites): \$ 52,016



6 RELEVANT EXPERIENCE & REFERENCES

Kalapuya Elementary School

FIRM PROFILE



Robert W. Straub Middle School

About Soderstrom

Soderstrom Architects has been working with Oregon school districts for over 34 years. We practice K-12 architecture because we believe that our schools embody our greatest hope for the future.

As a full-service, locally owned Oregon firm with a single Portland office, we focus on delivering a service-oriented, high-engagement style of architectural practice. Soderstrom is a professional corporation made up of seven shareholders who are all licensed to practice architecture in Oregon. This corporate structure means that all of the work shown in our portfolio was designed and executed by our local staff, the people you will meet and be working with. Our experienced and knowledgeable staff will be available and dedicated to your projects from beginning to end.

Our People

Soderstrom balances a unique combination of technical experience and creative enthusiasm on our design teams. We employ 40 professionals, including architects licensed in 17 states. Our K-12 team is led by two principals, Henry Fitzgibbon (TAP Certified Assessor) and Marlene Gillis, who provide a uniquely high level of engagement throughout every project, from inception through completion.

K-12 Expertise

Our expertise in all aspects of K-12 design includes daylighting and daylight management, acoustical tuning and enhancement, passive ventilation, and security optimization and passive security. In addition, we specialize in technical classroom spaces, cafeteria and food service areas, gymnasiums and athletic facilities, and science and laboratory facilities.

Services Offered

Planning

- Facilities Assessments
- Long-Range Facility Plans
- Master Planning
- Site Planning
- Bond Planning
- Community Outreach
- Due Diligence Studies
- Jurisdictional Entitlements
- Utilization Planning

Architectural

- Pre-Design
- Programming
- Schematic Design
- Construction Documents
- Bidding Assistance
- Construction Administration
- Historic Renovation
- Presentation Renderings / Drawings
- Exterior Envelope Restoration
- Roofing Evaluation and Repair
- Historic Building Restoration

Interior Design

- Space Planning
- Sustainable Design
- Image and Branding Development
- Concept Design
- Lighting Selection and Design
- Selection of Material and Finishes
- Life-Cycle Cost Analysis
- FF&E Budget Development
- FF&E Selection and Procurement

EXPERIENCE WORKING WITH K-12 SCHOOLS

Having designed Oregon schools for over 30 years, we provide the most building for the District's dollar while also engaging your community and reinforcing their trust by clearly communicating status on budget, schedule and aesthetics. It's not at all unusual for us to work with Districts for many years, serving in a multitude of capacities to assist in their planning and facility needs. **The list below and following pages illustrate our recent relevant project experience.**



Sutherlin School District
Facilities Assessment
Long-Range Facilities Plan
Pre-Bond Planning



Oakridge School District
Facilities Assessment
Long-Range Facilities Plan
Pre-Bond Planning



Winston-Dillard School District
Facilities Assessment
Long-Range Facilities Plan
Pre-Bond Planning



Oakland School District
Facilities Assessment
Long-Range Facilities Plan
Pre-Bond Planning



Canby School District
Facilities Assessment, Long-Range
Facilities Planning



Corbett School District
District Pre-Bond Planning and
Facilities Assessments



Woodburn School District
Washington Elementary -
Addition, Remodel, and Seismic Retrofit
Bridges Academy Renovation



Bethel School District
Willamette HS Science and
Administration Addition
Fairfield Elementary (Replacement)
Malabon Elementary (Replacement)



Salem-Keizer School District
Robert Straub Middle School (New)
Judson Middle School Addition
Waldo Middle School Addition
Kalapuya Elementary School (New)
Gubser Elementary School Addition



McMinnville School District
Sue Buel Elementary Remodel
Adams Seismic Retrofit and
Remodel
Glenhaven Elementary Remodel
New District Maintenance Facility



St. Helens School District
Pre-Bond Facility Planning and
Community Outreach
St. Helens Middle School (Replacement)
CCEC Alternate High School (New)



Hillsboro School District
Brown Middle School Addition
Evergreen Middle School Addition
Poynter Middle School Addition

EXPERIENCE WORKING IN LEBANON



Linn-Benton Community College Health Occupations Center



Best Western Boulder Falls Inn



Master Plan

Soderstrom has been working in Lebanon for over ten years, providing services ranging from master planning to interior finishes selections. Our first project was to develop a master plan for Samaritan's Lebanon Campus. This 55-acre site was designed as a mixed-use development that would connect and support the existing Samaritan Hospital nearby. The development's goals were to create a teaching and research campus with built-in services and amenities from a variety of sources, which could support the hospital and the local communities. Following the completion of the master plan, Soderstrom completed all of the buildings on the Lebanon campus listed below:

- College of Osteopathic Medicine of Pacific NW
- Best Western Boulder Falls Inn
- Linn-Benton Community College Health Occupations Center
- SamFit, Urgent Care, and SHS Pharmacy Building
- Samaritan Campus Event Center / Auditorium
- Samaritan Lebanon Health Center
- Samaritan Health Services Medical Office Building
- Fresenius Dialysis Center Tenant Improvement



Services Provided	Facilities Assessment, Long-Range Facilities Plan, Pre-Bond Planning
Location	St. Helens, OR
Number of Buildings Assessed	11
Start/Completion	May 2016 / Nov 2016
OSCM Awarded	Yes
Reference	Scot Stockwell, Superintendent 474 North 16th Street St. Helens, OR 97051 503.397.3085 scots@sthelens.k12.or.us

St. Helens School District - Facility Assessment and Long-Range Facility Plan

Soderstrom recently assisted the St. Helens School District with their facilities planning and community outreach to prepare for a bond campaign in the 2016-17 school year. The effort was successful and in November 2016, voters passed a \$49 million school construction bond on the first try. St. Helens retained Soderstrom to continue working on the bond scope, and we are currently designing a new middle school and alternate high school for the District.







Services Provided	Facilities Assessment, Long-Range Facilities Plan, Pre-Bond Planning
Location	Sutherlin, OR
Number of Buildings Assessed	4
Start/Completion	May 2017 / Aug 2017
OSCIM Awarded	Yes
Reference	Terry Prestianni, Superintendent 531 E. Central Ave. Sutherlin, OR 97479 541.459.2228 terry.prestianni@ sutherlin.k12.or.us




Sutherlin School District - Facility Assessment and Long-Range Facility Plan

Soderstrom performed facilities assessments for all school buildings and prepared a final report that identifies the cost of deferred maintenance for each building, as well as current construction costs for a replacement buildings. We also developed a long-range facilities plan, meeting with the District's Facilities Planning Committee on a monthly basis to study repair and maintenance issues, demographics and enrollment, school programs, and the projected future program needs of Sutherlin's schools. Recently, Soderstrom assisted the District in pre-bond planning and preparing for a May 2018 bond election.

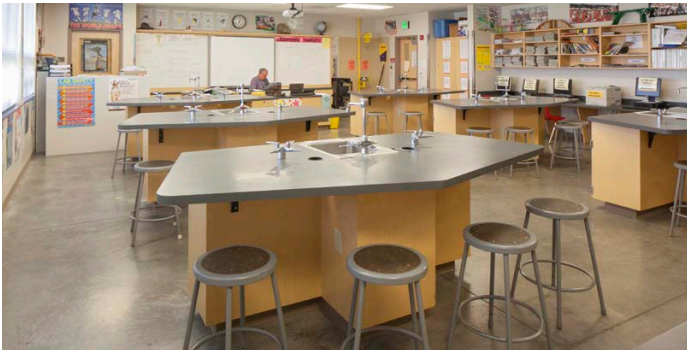


RELEVANT EXPERIENCE

Client	Project Details	Reference
Winston-Dillard School District  <p>Similar to our work with other districts, Soderstrom provided facilities condition assessment and long-range facilities planning services, as well as pre-bond planning services to prepare for an upcoming bond campaign.</p>	<p>Services Provided: Facilities Assessment Long-Range Facilities Plan Pre-Bond Planning</p> <p>Location: Winston, OR</p> <p>Number of Buildings Assessed: 6</p> <p>Start/Completion: Jun 2016 / Apr 2018</p>	<p>Kevin Miller, Superintendent 620 NW Elwood St. Winston, OR 97479 541.679.3000 millerk@wdsd.org</p>
Oakridge School District  <p>Oakridge hired Soderstrom to perform a facilities condition assessment and long-range facilities plan. As part of our service to this client, we also assisted the District with pre-bond planning, leading to successful passage of a November 2017 school construction bond that received 77% voter approval.</p>	<p>Services Provided: Facilities Assessment Long-Range Facilities Plan Pre-Bond Planning</p> <p>Location: Oakridge, OR</p> <p>Number of Buildings Assessed: 3</p> <p>Start/Completion: Sept 2016 / May 2017</p> <p>OSCIM Awarded Yes</p>	<p>Dr. Donald Kordosky, Superintendent 47997 W 1st St Oakridge, OR 97463 541.782.2813 dkordosky@oakridge.k12.or.us</p>
Oakland School District  <p>Oakland School District retained Soderstrom to provide facilities assessment and long-range planning services. As part of our continued service and dedication to smaller, rural school districts, we have also assisted the District with community outreach and preliminary pre-bond planning.</p>	<p>Services Provided: Facilities Assessment Long-Range Facilities Plan Pre-Bond Planning</p> <p>Location: Oakland, OR</p> <p>Number of Buildings Assessed: 2</p> <p>Start/Completion: Jun 2017 / Aug 2017</p> <p>OSCIM Awarded Yes</p>	<p>Patti Lovemark, Superintendent 499 NE Spruce St PO Box 390 Oakland, OR 97462 541.459.4341 patti.lovemark@oakland.k12.or.us</p>
Dayton School District  <p>Soderstrom is currently providing Dayton School District with facilities assessment and long-range planning services. Prior to this, we worked with District on designing three additions for their elementary, middle, and high school as part of the scope of a previously passed bond.</p>	<p>Services Provided: Facilities Assessment Long-Range Facilities Plan</p> <p>Location: Dayton, OR</p> <p>Number of Buildings Assessed: 4</p> <p>Start/Completion: Apr 2018 / Aug 2018</p>	<p>Jason Hay, Superintendent 780 Ferry Street - PO Box 219 Dayton, OR 97114 503.864.2215 jason.hay@dayton.k12.or.us</p>

Client	Project Details	Reference
<p>Corbett School District</p>  <p>Working with Catena Structural engineers, Soderstrom performed a seismic assessment of Corbett High School Gym, and assisted the District with the SRGP Grant Application. After the District successfully received the grant, Soderstrom was retained to work on the seismic rehabilitation, currently in progress.</p>	<p>Services Provided: Seismic Assessment and Pre-Bond Planning</p> <p>Location: Corbett, OR</p> <p>Number of Buildings Assessed: 1</p> <p>Start/Completion: Nov 2017 / Aug 2018</p>	<p>Randy Trani, Superintendent 35800 E Historic Columbia River Highway Corbett, OR 97019 503.261.4201 rtrani@corbett.k12.or.us</p>
<p>Salem-Keizer School District</p>  <p>Soderstrom has assisted Salem-Keizer school district for over 10 years, providing them architectural services that have included Ed-Spec development, facility assessments of roughly 50 structures, additions, remodels, and upgrades. We take great pride in our relationship with Salem-Keizer and have successfully met the schedules and budgets for each project.</p>	<p>Services Provided: Facility Assessment Plan</p> <p>Location: Salem, OR</p> <p>Number of Buildings Assessed: 48</p> <p>Start/Completion: Mar 2008 / Nov 2008</p>	<p>Bruce Lathers, Supervisor of Construction 2450 Lancaster Dr. NE Salem, Oregon 97305 503.399.3290 lathers_bruce@salkeiz.k12.or.us</p> <hr/> <p><i>"The Soderstrom staff quickly learned and integrated themselves into the assessment process and program. In doing so, they were able to quickly and accurately identify and categorize over \$109 million dollars in needed repairs and renovations, on 48 school campuses, for inclusion in our 2008 construction bond."</i></p> <p>Bruce J. Lathers, Manager, Construction Services Salem-Keizer School District</p>
<p>Oregon City School District</p>  <p>Soderstrom has worked with the Oregon City School District for over 15 years. In that time, we served as a technical advisor to a 27-member community planning committee to create a district-wide master plan and facilities utilization study. We provided detailed studies of all of the District's facilities, outlining both current space utilization and future space needs.</p>	<p>Services Provided: Facilities Assessment and Pre-Bond Planning</p> <p>Location: Oregon City, OR</p> <p>Number of Buildings Assessed: 26</p> <p>Start/Completion: Jan 2000 / May 2000</p>	<p>Wes Rogers, Director of Operations 1417 12th Street Oregon City, OR 97045 503.785.8000 wes.rogers@orecity.k12.or.us</p> <hr/> <p><i>"Soderstrom Architects have been involved in this entire project throughout the process from initial planning through construction administration. They have played a key role in the success we have experienced to date."</i></p> <p>Kenneth Rezac, Former Business Manager Oregon City School District</p>

CLIENT REFERENCES



Dayton School District Additions

Soderstrom Architects is pleased to have a long history of assisting various school districts across the state of Oregon with community outreach, planning, assessments, renovations and new building design. We invite you to contact any of the following references we have worked with in the past five years for further confirmation of the quality of our work and our level of service:

St. Helens School District

Facilities Assessment and Long-Range Facilities Plan

Scot Stockwell, Superintendent
474 North 16th Street
St. Helens, OR 97051
Phone: 503.397.3085
Email: scots@sthelens.k12.or.us

Corbett School District

Seismic Assessment and Pre-Bond Planning

Randy Trani, Superintendent
35800 E Historic Columbia River Highway
Corbett, OR 97019
Phone: 503.261.4201
Email: rtrani@corbett.k12.or.us

Dayton School District

Facilities Assessment and Long-Range Facilities Plan

Jason Hay, Superintendent
780 Ferry Street - PO Box 219
Dayton, OR 97114
503.864.2215
Email: jason.hay@dayton.k12.or.us

McMinnville School District

Adams Campus Seismic Retrofit

Peter Keenan, Facilities Operations Manager
800 NE Lafayette Avenue
McMinnville, OR 97128
503.565.4022
Email: pkeen@msd.k12.or.us



Jesuit High School

A photograph of the exterior of the Willamette High School Science Complex at dusk. The building features a modern design with a light-colored stone or brick facade and a prominent blue horizontal band across the upper section. Large glass windows and doors are visible, some of which are illuminated from within. The sky is a deep blue. In the foreground, there is a green lawn and a landscaped area with various plants and shrubs.

APPENDIX

Willamette High School
1801 Echo Hollow Road

Willamette High School Science Complex

LEBANON COMMUNITY SCHOOL DISTRICT

APPENDIX A - Proposers Certifications and Representations

The undersigned hereby certifies that Proposer:

1. Has the authority and/or responsibility to submit a proposal and to represent the organization in all phases of this RFP process.
2. The information is true and accurate to the best of their knowledge.
3. Shall furnish, within the time specified, the Proposer's Submittal, the items/services as indicated in the RFP and the Resultant Contract.
4. Is a ☒ Resident Proposer, ☐ Non-Resident Proposer, as defined in ORS 279A.120, of the State of Oregon, and has not discriminated against any minority, women, or emerging small business enterprises in obtaining any required subcontracts, in accordance with ORS 279A.110.

ORS 279A.120 (2) states "For the purposes of awarding a public contract, a contracting agency shall:

- (a) Give preference to goods or services that have been manufactured or produced in this state if price, fitness, availability and quality are otherwise equal; and
- (b) Add a percent increase to the bid of a nonresident bidder equal to the percent, if any, of the preference given to the bidder in the state in which the bidder resides."

"Resident bidder" means a bidder that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid, has a business address in this state and has stated in the bid whether the bidder is a "resident bidder". (ORS 279A.120 (b))

"Non-resident bidder" means a bidder who is not a "resident bidder" as defined above. (ORS 279A.120 (a))

5. Understands any false statement may disqualify this proposal from further consideration or be cause for contract termination.
6. Understands by submitting this RFP Proposal, the undersigned certifies conformance to the applicable Federal Acts, Executive Orders and Oregon Statutes and Regulations concerning Affirmative Action toward equal employment opportunities. All information and reports required by the Federal or Oregon State Governments, having responsibility for the enforcement of such laws, shall be supplied to the District upon request for purposes of investigation to ascertain compliance with such acts, regulations, and orders.
7. Has not discriminated and will not discriminate against minority, women or emerging small business enterprises in obtaining any required subcontracts, and that the Proposer is not in violation of any discrimination laws.

LEBANON COMMUNITY SCHOOL DISTRICT

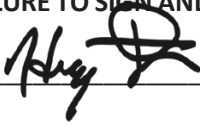
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS -
The Proposer certifies to the best of its knowledge and belief that neither it nor any of its principals:

- a. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state or local entity, department or agency;
- b. Have within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in paragraph b above, of this certification;
- d. Have, within a five-year period preceding the date of this certification had a judgment entered against proposer or its principals arising out of the performance of a public or private contract;
- e. Have pending in any state or federal court any litigation in which there is a claim against proposer or any of its principals arising out of the performance of a public or private contract; and
- f. Have within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance.

Where Proposer is unable to certify to any of the statements in this certification, Proposer shall attach an explanation to their offer. The inability to certify to all of the statements shall not necessarily preclude Proposer from award of a contract under this procurement.

Proposer's Federal Tax ID # (EIN) 93-0873596

FAILURE TO SIGN AND SUBMIT THIS FORM MAY BE CAUSE FOR PROPOSAL REJECTION

Signature  Name Henry Fitzgibbon
 (Printed)

Title: Principal Date: 6/7/2018

Company Name Soderstrom Architects

Street Address 1200 NW Naito Parkway #410

City Portland State OR Zip 97209

Phone 503.228.5617 Fax 503.273.8584

Email henry@sdra.com

LICENSES

State of Oregon Business License

Apr. 17. 2012 9:53AM

No. 7136 P. 2/2

CERTIFICATE

State of Oregon

OFFICE OF THE SECRETARY OF STATE
Corporation Division

I, KATE BROWN, Secretary of State of Oregon, and Custodian of the Seal of said State, do hereby certify:

SODERSTROM ARCHITECTS, P.C.

was incorporated under the
Oregon Professional Corporation Act on
November 13, 1984.

Articles of Conversion
were filed on February 28, 2011
converting it to an Oregon Business Corporation
under the
Oregon Business Corporation Act
and changing it's name to

SODERSTROM ARCHITECTS, LTD.

I further certify that
SODERSTROM ARCHITECTS, LTD.

is active on the records of the Corporation Division as of the date of this certificate.



In Testimony Whereof, I have hereunto set
my hand and affixed hereto the Seal of the
State of Oregon.

KATE BROWN, Secretary of State

April 17, 2012

Come visit us on the internet at <http://www.filinginoregon.com>
FAX (503) 378-4381

1103

LICENSES

Certified Assessor with the Oregon Department of Education Certificate





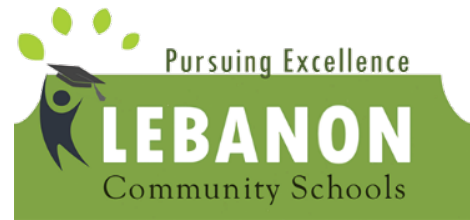
Malabon Elementary School



Soderstrom Architects

1200 NW Naito Parkway Suite Number 410 | Portland, OR 97209 | 503.228.5617 | sdra.com

BOARD MEMORANDUM



To: The Honorable Chair and Members
Lebanon Community School District Board of Directors

From: Jennifer Meckley, Director of Human Resources and Community Relations

Date: July 10, 2018

Meeting Date: July 17, 2018

Re: Award Contract for Certified and Classified Substitute Staffing

Background

In May 2018, the District published a Request for Proposals (RFP) for substitute staffing services. Two firms responded to the RFP and representatives from the District reviewed and scored the proposals.

The firm with the top score is EDUStaff, of Grand Rapids, MI. The District intends to enter into an agreement with EDUStaff, which will employ all of our substitutes except those in transportation. EDUStaff will perform the recruiting, screening, hiring, and training of our substitutes. We will continue to use Absence Management (formerly AESOP) as our program to record absences and assign subs but our substitutes will no longer be employees of the District.

Recommendation

I recommend the Board award the contract for Certified and Classified Substitute Staffing to EDUStaff, effective July 18, 2018.

Educational Staffing Services Master Agreement

2 Party Agreement between EDUStaff and School District

THIS AGREEMENT ("Agreement") is entered into and made effective July 1, 2018, between EDUStaff, LLC ("EDUStaff"), a Michigan limited liability company with its principal place of business located in Grand Rapids, Michigan and Lebanon Community School District ("Client"), with its principal offices in Corvallis, Oregon.

RECITALS

WHEREAS, EDUStaff is a private company engaged in the business of providing educational staffing services to educational institutions, with the resources, expertise, training, capacity and qualifications to perform the services contemplated under this Agreement;

WHEREAS, Client is a Public School District authorized under Sections 332.072 and 332.505 of the Oregon Revised Statutes ("ORS") to enter into agreements with other public or private entities for the purpose of securing independent contractors to carry out Client's general powers and functions.

WHEREAS, Client wishes to retain EDUStaff to provide educational services to Client as set forth in Section 2 (Description of Services) and Exhibit A (Scope of Services).

NOW, THEREFORE, EDUStaff and Client agree as follows:

SECTION 1: RELATIONSHIP OF PARTIES

A. DEFINITION OF CLIENT & SUPPLIED STAFF

The term "Client" refers to the Public School District listed above that engages the services that EDUStaff is providing to Public School District.

The term "Supplied Staff" refers to the EDUStaff employee(s) or subcontractors whom EDUStaff has assigned to perform services for Client under this Agreement.

B. RELATIONSHIP BETWEEN CLIENT AND EDUSTAFF

EDUStaff will act solely as an independent contractor retained by Client to perform the educational services identified in this Agreement. Nothing in this Agreement shall create or imply an agency relationship between EDUStaff and Client, nor will this Agreement be deemed to constitute a joint venture or partnership between the parties. EDUStaff is the sole employer of Supplied Staff and Client shall not be deemed or considered to be an employer or joint employer of Supplied Staff for purposes of any services performed pursuant to this Agreement. EDUStaff will furnish all labor necessary to perform the work described in this Agreement, and shall solely control the means, manner and method of performance. Should Client have any issues or concerns with Supplied Staff or the services they provide, Client shall have the right to notify EDUStaff of those issues or concerns and make recommendations or suggestions

to resolve them. EDUStaff, however, exclusively retains all rights and responsibilities inherent in the employment relationship, including but not limited to, the right to hire, fire, discipline, supervise and otherwise control the terms and conditions of employment. EDUStaff also has sole responsibility for payment of wages and benefits, withholding and payment of any applicable local, state or federal taxes, payment for workers' compensation protection, unemployment insurance taxes and other employer obligations. Should any individual or entity assert a claim against Client for any liability associated with payment of salaries, wages, benefits, payroll or other taxes related to Supplied Staff during the time they were employed by EDUStaff, Client shall immediately notify EDUStaff, and EDUStaff shall defend the Client at its sole expense, and shall indemnify Client against any and all liability or damages associated with any such claim.

C. RELATIONSHIP BETWEEN EDUSTAFF AND SUPPLIED STAFF

EDUStaff will be the sole employer of Supplied Staff, who are "at will" employees of EDUStaff. EDUStaff will assign Supplied Staff to perform the services described in Exhibit A for Client in accordance with the terms of this Agreement. EDUStaff shall have sole and exclusive responsibility for the following costs and charges attributable to the Supplied Staff:

- a) All wage payments
- b) All applicable state and federal employment taxes and costs
- c) All applicable premium costs for insurance coverages and programs applicable to Supplied Staff
- d) All expenses incurred by Supplied Staff

D. RELATIONSHIP BETWEEN CLIENT AND SUPPLIED STAFF

While providing services to Client, Supplied Staff shall be deemed employees of EDUStaff and shall be managed and controlled by EDUStaff as their employer. EDUStaff's Supplied Staff are not eligible for any Client wages, benefits or contract privileges, nor are they covered by laws or programs applicable exclusively to public employees, including but not limited to the Oregon Accountability for Schools for the 21st Century Law or the Oregon Public Employees Retirement System. Furthermore, Client may not directly pay, compensate or promise any remuneration to Supplied Staff. Supplied Staff may not receive mileage, conference fees, training expenses, or other similar expenses from Client. Client has the right to remove an EDUStaff employee or Supplied Staff who violates the Client's policies, rules and/or procedures from the Client's premises and/or from the Client's school activities. If Client chooses to utilize Supplied Staff in a capacity for which the individual is not approved by EDUStaff, Client automatically accepts any liability arising in whole or in part from Supplied Staff's performing such functions, and Client will hold harmless EDUStaff from any claims arising therefrom, including actual attorney fees.

EDUStaff's employees and agents shall not be considered agents or employees of Client for any purpose and no such employees or agents are entitled to any of the rights, compensation or other benefits which Client may provide its own employees or which Client may be obligated to provide under Section 342.610 of the Oregon Revised Statutes.

E. PLACE OF WORK

Client shall provide sufficient workspace and a safe working environment for Supplied Staff to allow the successful performance of services by EDUStaff's Supplied Staff. Client will provide EDUStaff with information about, and copies of, any policies or procedures with which Supplied Staff will be expected to comply.

SECTION 2: DESCRIPTION OF SERVICES

A. PERFORMANCE OF SERVICES

EDUStaff will provide the educational services described in Exhibit A (Scope of Services) for the pricing described in Exhibit B (Pricing). Either EDUStaff or Client may propose a change to Exhibit A or B, or propose additional documents to be included as exhibits to this Agreement. Any such modifications must be mutually agreed upon in writing between the Parties prior to implementation.

EDUStaff will recruit, screen, interview, select, hire and assign qualified employees to provide services to Client under this Agreement. Supplied Staff assigned by EDUStaff to perform services under this Agreement for the Client shall, where applicable, be fully certified, licensed, approved and otherwise qualified to perform the functions assigned to and in conformance with the provisions of Oregon law, including but not limited to Oregon's teacher licensing requirements as set forth in ORS §342.121 *et seq.* EDUStaff warrants that Supplied Staff have completed EDUStaff's screening and formal training process, provided required employment documentation, and fulfilled certification requirements for applicable positional placements. EDUStaff will not furnish any personnel to the Client who would be ineligible for employment by the Client if that person were instead employed directly by the Client under the above laws and statutes.

EDUStaff agrees that it will require Supplied Staff to comply with Client's policies and procedures that are communicated to the Supplied Staff to the extent applicable to the performance of services under this Agreement, including policies regarding non-discrimination; sexual harassment; corporal punishment; child abuse and neglect reporting; confidentiality of student records; administration of medication of pupils; disability accommodation; communicable diseases; blood borne pathogens; alcohol and controlled substances; and electronic communications and copyright. Client will provide EDUStaff and Supplied Staff a copy of the applicable policies. In the event Supplied Staff is alleged to have violated a Client policy, Client will immediately notify EDUStaff and EDUStaff will promptly investigate and take appropriate action.

Nothing in this Agreement prevents Client from barring Supplied Staff from the premises or requesting EDUStaff to remove Supplied Staff; however, Client's right to determine who is permitted on its property shall not affect EDUStaff's sole discretion to hire, assign, reassign, discipline and/or terminate Supplied Staff.

B. CRIMINAL BACKGROUND CHECKS

Pursuant to the requirements and authority of ORS §§ 342.143 and 342.223, EDUStaff shall cooperate fully with the Client to ensure that fingerprints are obtained and a criminal records check through the Oregon Department of State Police, as well as a criminal records check through the Federal Bureau of Investigation, has been conducted with regard to all persons assigned by EDUStaff under this Agreement to work in any of the Client's facilities or at program sites where the Client delivers educational

programs and services. EDUStaff shall ensure that all individuals it may assign under this Agreement take all necessary steps of filling out all necessary paperwork and paying all necessary fees (for the criminal records checks, fingerprinting, and ICHAT checks) to comply with ORS §§342.223 and 342.143, and any record keeping requirements of the Oregon Department of State Police.

EDUStaff will provide an electronic system for Client to “green light/red light” eligible contracted staff. EDUStaff will comply with this system as part of assigning any contracted staff under this Agreement. Client shall ensure that the individual has completed all applicable necessary “CHRI” requirements contained within ORS §§342.223 and 342.143. Client shall not “green light” any contracted staff for EDUStaff if such person has been convicted of any of the following offenses:

- (a) Any crime listed in ORS §342.143(3)
- (b) An attempt to commit a crime listed in ORS § 342.143(3)(A);
- (c) A crime involving the illegal use, sale, or possession of a controlled substance under the laws of any State or of the United States;
- (d) Any crime of the United States or another State that is substantially similar to those enumerated in (a) and (b) above;
- (e) A crime described in ORS §§ 475B.010 to 475B.395;
- (f) Any other offense that would, in the judgment of the Client, create a potential risk to the safety and security of students serviced by the Client or employees of the Client.

Client shall also not “green light” any contracted staff for EDUStaff if such person has had a teaching, personnel service, or administrative license revoked in another jurisdiction for a reason that is substantially equivalent to a reason described in ORS § 342.175, and the revocation is not subject to further appeal.

C. COOPERATION WITH OPERS REPORTING

To enable Client to comply with its reporting obligations under the Oregon Public Employees Retirement Act (known as “OPERS”), EDUStaff (1) shall promptly notify Client in writing when EDUStaff becomes aware that a Supplied Staff member is a retiree entitled to OPERS benefits; and (2) shall provide information on a pay period basis regarding any such individual’s wages or amounts paid and hours of service under this Agreement, as necessary for Client to report on a schedule and in such manner as may be determined from time to time by OPERS. In order to comply with this obligation, EDUStaff shall ask Supplied Staff whether they are retirees who now or in the future will be entitled to benefits under OPERS. Neither Client nor EDUStaff shall be held liable for any false answers provided by the individual employee. Client will not seek indemnification from EDUStaff for any liability it may incur under OPERS for false information provided by Supplied Staff to EDUStaff or Client or both.

D. PERFORMANCE & INFORMATIONAL SHARING GUARANTEE

EDUStaff agrees that the Supplied Staff will perform all required services in a manner consistent with generally accepted proficiency and competency for the type and nature of services rendered. The Client shall communicate promptly to EDUStaff any performance failure, and EDUStaff will make every reasonable effort to address all issues within ten business days. Any issues that are unresolved to Client’s satisfaction within ten days shall allow Client to terminate this Agreement.

In the event this Agreement is terminated between the parties, to the extent allowed by law, EDUStaff shall supply to Client any information about the Supplied Staff that Client may require to properly execute any remaining state reporting requirements and that Client may require to transition to a successor contracting supplier.

E. AFFORDABLE CARE ACT

EDUStaff and Client agree that EDUStaff is intended to be the common law employer of Supplied Staff for purposes of the Patient Protection and Affordable Care Act of 2010, as amended, and its implementing regulations and regulatory guidance ("Affordable Care Act"). EDUStaff and Client further agree:

- **Offer of Health Care Benefits** EDUStaff and Client intend to satisfy the requirements of Treasury Regulation 54.4980H-4(b)(2) under which an offer of group health coverage by EDUStaff is deemed to be an offer of group health coverage by Client for all purposes of Section 4980H of the Internal Revenue Code. As a result, EDUStaff will offer each Supplied Staff the opportunity to enroll in a group health plan that constitutes "minimum essential coverage" as defined in Section 5000A(f) of the Internal Revenue Code as of the first day of the month following the completion of a 30-day waiting period. In the event that a Supplied Staff enrolls in the group health plan offered by EDUStaff, Client will be charged an additional fee as described in Exhibit B.
- **Reporting** To the extent permitted by law, EDUStaff will report the Supplied Staff as common law employees of EDUStaff in reports that EDUStaff files under Sections 6055 and 6056 of the Internal Revenue Code. However, if Client is deemed the common law employer of Supplied Staff, EDUStaff will share information necessary with Client in order for Client to complete reports that Client must file under Section 6056 of the Internal Revenue Code.
- **Indemnification** EDUStaff will indemnify and defend Client against any assessable payments imposed on Client with respect to Supplied Staff that are classified as "Classroom-based Substitute Staff" under Section 4980H(b) of the Internal Revenue Code. Other than described in the previous sentence, EDUStaff is not responsible for any assessable payment with respect to Supplied Staff imposed on Client under Section 4980H of the Internal Revenue Code.

SECTION 3: TERM OF AGREEMENT AND TERMINATION

This Agreement shall commence on the Effective Date identified in the first paragraph of this Agreement and remain in full force for a 3 year period unless terminated earlier as provided in this Section.

This Agreement shall supersede and replace any 2 Party Agreement in place between EDUStaff, the Client, or any Constituent School District or Education Service District that is already in force.

Either party may terminate this Agreement for any reason or for no reason upon sixty (60) days written notice to the other party. In the event of a material breach of this Agreement, the non-breaching party may terminate this Agreement immediately by giving written notice of termination to the breaching party. In the event of termination, Client will pay EDUStaff for all of the work performed up to the date of termination. Provisions in this Agreement related to indemnification, insurance, liability, confidentiality, and intellectual property shall survive any termination of the Agreement.

Both parties may agree to extend this agreement with a simple extension addendum identifying this agreement, the parties, and its original termination date, and specifying the length of the extension.

SECTION 4: INVOICE AND PAYMENT

A. AMOUNT OF SERVICE FEES

Client will pay EDUStaff for the services provided under this Agreement, as specified in Exhibit B (Pricing).

B. INVOICE PROCEDURES AND PAYMENT OF SERVICE FEES

EDUStaff shall invoice Client bi-weekly for all applicable charges for the billing period. The invoice shall, itemize the service rendered and the dates of service. These invoices shall be emailed to the Client-designated contact by Tuesday noon following the applicable billing period. The invoice shall be in the form of a "PDF" document for auditing and an "Excel" document for internal accounting integration. The invoices shall contain the information and detail reasonably required by Client to determine the invoices are accurate and to satisfy reasonably prudent auditing and accounting practices.

Client agrees to pay all invoices (as billed and/or approved) via ACH bank transactions initiated by EDUStaff prior to the close of business on the first Wednesday following the date of invoice. Any mutually agreed upon adjustments to an invoice will be applied in the next invoice cycle. In the event of a non-funded or rejected ACH transaction, EDUStaff reserves the right to require a same day payment in the form of a wire transaction from the Client. In the event of chronic non-funded or late transactions, EDUStaff may declare a material breach of this Agreement and terminate the Agreement, at which time all unpaid invoices and all charges for services provided and not yet invoiced shall become due and payable.

SECTION 5: LIABILITY, INSURANCE AND INDEMNITY

A. LIABILITY

EDUStaff shall indemnify, defend and hold harmless the Client, its board members, officers, directors, employees and agents, from and against all liability, damages, fines, causes of action, losses, costs or expenses (including attorney fees) arising from the actions or omissions by EDUStaff, its agents or employees (including Supplied Staff). In the event liability is incurred by Client in part from the acts or omissions of EDUStaff, its agents or employees, EDUStaff will be responsible for payment of its proportionate share of the damages and attorney fees in proportion to the respective percentages of fault giving rise to such liability.

EDUStaff is responsible for the payment of all taxes that are payable as the employer or contractor of Supplied Staff. EDUStaff further agrees to indemnify and hold harmless the Client for any liability with the Internal Revenue Service or any State tax agency, as well as local laws and regulations regarding the payment of such taxes on wages paid to its employees, including, but not limited to, withholdings for FICA, Medicare, Social Security and income tax. EDUStaff shall indemnify and hold harmless Client and its officers, directors and employees for any claims brought or liabilities imposed against Client, including claims related to workers' compensation, wage and hour laws, employment taxes and benefits. Client shall notify EDUStaff when any such claim has been asserted against Client and Client becomes aware of the applicability of this paragraph. Failure of Client to notify EDUStaff within a reasonable period of time

of any such claims shall release EDUStaff from any liability that it may otherwise incur under this paragraph, provided that the delay caused prejudice to EDUStaff or prevented EDUStaff from rectifying the claim. Client may be held liable for damages that result from the acts or omissions of the Client or its agents.

Nothing in this Agreement shall be construed as accepting any liability by, or imposing any liability on, any person in his or her individual capacity no matter the position or title held by such person.

A. INSURANCE

EDUStaff shall procure and maintain insurance coverage throughout the term of the Agreement as follows:

- **General Liability Insurance** in an amount not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate.
- **Umbrella Liability Insurance** in an amount not less than One Million Dollars (\$1,000,000) per single occurrence and aggregate over the underlying coverages of General Liability and Workers' Compensation Insurance.
- **Employment Practices Liability Insurance** in an amount not less than One Million Dollars (\$1,000,000) per single occurrence and aggregate.
- **Commercial Automobile Liability Insurance** in the amount not less than One Million Dollars (\$1,000,000) covering vehicles owned or leased by EDUStaff and used by Supplied Staff. **Note:** Client is responsible for obtaining insurance that covers Supplied Staff while operating any vehicle in the course of carrying out duties of Client.
- **Workers' Compensation Insurance** from a licensed insurance carrier or approved self-funded claims pool in accordance with and approved by the State of Oregon.

Client shall procure and maintain in effect throughout the term of the Agreement:

- **General Liability Insurance** in an amount not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate.

EDUStaff general liability insurance policies shall contain an endorsement naming the Client as an additional insured, and such insurance shall be primary concerning the acts/omissions of EDUStaff employees. Concerning EPLI insurance, EDUStaff's policy applies in excess of all indemnification and insurance that may otherwise be available to the Client. EDUStaff insurance policies shall also include language requiring Client to be notified in writing at least thirty (30) days in advance of any change or cancellation of the policies. EDUStaff shall provide annually, or upon request, an updated insurance certificate containing coverage categories, limitations, additional insured, policy numbers, coverage dates and underwriting insurance carriers.

SECTION 6: INTELLECTUAL PROPERTY AND CONFIDENTIAL INFORMATION

A. EDUSTAFF'S INTELLECTUAL PROPERTY AND CONFIDENTIAL INFORMATION

All EDUStaff procedures and process materials are deemed Intellectual Property and/or Confidential Information if identified as "Intellectual Property" or "confidential information." These materials are inclusive of, but not limited to, training materials, process maps and secondary vendor interface procedures. Any documents, whether electronic or otherwise, produced by Supplied Staff while on assignment with the Client are deemed to be the property of the Client and Client shall have rights to use such documents indefinitely.

All information relating to or owned by EDUStaff that is clearly marked as confidential or intellectual property shall be held in confidence by Client and will not be disclosed to any third party or used by Client, except to the extent that such disclosure or use is reasonably necessary to the performance of Client's duties and obligations under this Agreement, or as may be required by law. EDUStaff acknowledges Client's obligation to comply with the Oregon Public Records Law and other similar disclosure laws, which may affect the ability to withhold Intellectual Property and Confidential Information. Should Client determine that it may be legally obligated to disclose EDUStaff's Intellectual Property or Confidential Information, Client shall provide notice to EDUStaff at least three (3) business days in advance of producing any such Intellectual Property or Confidential Information.

Client's obligation of confidentiality extends for a period of twelve months after the termination of this Agreement. Protection by the Client does not apply to information or documents that are independently developed by Supplied Staff in the course of their work for Client, or information which lawfully becomes part of the public domain, or information which the Client gained knowledge or possession outside of any disclosure by or on behalf of EDUStaff. After the termination of this Agreement, EDUStaff may submit a written request to Client for the return of EDUStaff's confidential information or intellectual property. Client will honor that request within 10 business days of the date the request was made unless otherwise prohibited by law.

B. CONFIDENTIAL STUDENT INFORMATION

EDUStaff understands that, in connection with the services provided to Client and to the extent permitted by law, Supplied Staff may have access to confidential student records, including records protected under the Family Educational Rights and Privacy Act ("FERPA") and the Individuals with Disabilities in Education Act ("IDEA"). EDUStaff acknowledges that any such records will remain under the exclusive control of Client, and will only be disclosed to EDUStaff (or other Supplied Staff) as permitted by law. EDUStaff further acknowledges that, with respect to confidential student records, EDUStaff (and Supplied Staff) are subject to the same laws and regulations governing use and re-disclosure of confidential student records as Client and EDUStaff will comply with such laws and regulations.

The parties acknowledge and agree that EDUStaff (and Supplied Staff) may be subject to penalties for unauthorized disclosure or misuse of confidential student records under applicable law, including but not limited to a prohibition against EDUStaff (or Supplied Staff) from accessing confidential records for a defined period of time. Any such prohibition would constitute a material breach of this Agreement by EDUStaff.

SECTION 7: LEGAL COMPLIANCE

EDUStaff will comply with all federal, state and local laws applicable to EDUStaff, including but not limited to, Chapters 652 and 653 of the Oregon Revised Statutes, the Fair Labor Standards Act, the Immigration Reform Act, non-discrimination laws, and all other applicable laws pertaining to the services provided under this Agreement.

EDUStaff will not discriminate against any applicant. The Parties will not discriminate against Supplied Staff with respect to hire, assignment, or other terms or conditions of employment on the basis of race, color, sex, sexual orientation, religion, national origin, pregnancy, age, disability, marital status, veteran status, genetic information, or any other characteristic protected by state or federal law. The parties further agree that they will not discriminate against any student or recipient of services under this Agreement due to race, color, sex, religion, national origin, pregnancy, disability or any other characteristic protected by state or federal law. Any breach of this Section will be considered a material breach of the Agreement.

SECTION 8: MISCELLANEOUS

A. ASSIGNMENT

No Party may assign this Agreement, in whole or in part, without the prior written consent of the other Parties. This Agreement shall inure to the benefit of, and be binding upon, the Parties, including their respective legal representatives, successors and assigns.

EDUStaff engages secondary vendors to supply certain third party services, such as training and payroll software and services. Utilizing such services is not an "assignment" of this Agreement.

B. GOVERNING LAW AND JURISDICTION

This Agreement shall be governed in all respects by Michigan law.

C. SEVERABILITY

If any provision of this Agreement is invalid or unenforceable, that provision will be enforced to the extent that it is valid and enforceable, and all other provisions of this Agreement shall remain in full force and effect.

D. FORCE MAJEURE

Neither Party will be held responsible for any delay or failure in performance of any part of this Agreement to the extent that such delay is caused by events or circumstances beyond the delayed Party's reasonable control, which may include without limitation fire, natural disaster, earthquake, war, act of terror, accident or other acts of God.

E. NO WAIVER; MODIFICATION

The waiver by either Party of any breach of this Agreement will not be construed to be a waiver of any succeeding breach. All waivers must be in writing, and signed by the Party waiving its rights. This

Agreement may be modified only by a written instrument executed by authorized representatives of the Parties hereto.

F. NOTIFICATION

All notices, consents, approvals, requests and other communications (collectively referred to as "Notices",) required under this Agreement shall be in writing, signed by an authorized representative of EDUStaff or Client and mailed by certified or registered mail, return receipt requested, hand delivered, sent by overnight courier or sent by facsimile or electronic mail transmission to the other party as set forth below:

First Class Mail:	or	Email (with receipt acknowledgement)
Clark Galloway		Clark Galloway
EDUStaff, LLC		Clark@EDUStaff.org
4120 Brockton SE		
Suite 200		
Grand Rapids, MI 49512		

All Notices to Client shall be directed to the Superintendent or his/her designee as communicated to EDUStaff in writing, at Client's administrative office.

Unless otherwise provided in this Agreement, all Notices shall be deemed served upon the date of hand delivery, the day after delivery by overnight courier, the date of transmission by facsimile or electronic mail, or two (2) days after mailing by registered or certified mail or the earliest of any combination of these. Any Party may, by Notice given under this Agreement, designate any additional or different addresses or recipients to which subsequent Notices should be sent.

G. TAXES

Any taxes and/or fees that arise out of EDUStaff's performance of the Services hereunder shall be the responsibility of EDUStaff.

H. THIRD PARTY BENEFITS

This Agreement is intended solely for the mutual benefit of the Parties hereto and is not intended to benefit any other person or entity. The Parties expressly agree that no other person or entity is a third party beneficiary under this Agreement.

(Intentionally left Blank)

I. ENTIRE AGREEMENT

This Agreement (which includes Exhibits A & B), constitutes the entire agreement between the Parties with respect to the Agreement's subject matter, and supersedes all prior agreements, proposals, responses to requests for proposal, negotiations, representations or communications relating to the subject matter. The Parties acknowledge that they have not been induced to enter into this Agreement by any representations or promises not specifically stated herein.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date first set forth above.

Client: **Lebanon Community School District**

By: _____

Name: _____

Its/Title: _____

Date: _____

EDUStaff, LLC:

By: _____

Name: **Clark Galloway**

Its/Title: **President/Managing Partner**

Date: _____

Exhibit A: SCOPE OF SERVICES AGREEMENT

This Scope of Services Agreement is referred to in the EDUStaff Master Staffing Agreement as “Exhibit A” and is part of the Master Agreement. By signing this Scope of Services Agreement, the participating educational institution (Client) and EDUStaff agree to the terms of the Master Staffing Agreement and the Responsibilities detailed in this Scope of Services Agreement attached to the Master Agreement.

EDUStaff agrees to:

- **Marketing & Recruiting:** Marketing and recruit qualified individuals for open positions available at Client’s worksite. The “Marketing & Recruiting Plan” shall be communicated and approved with the Client on an annual basis with the plan consistently followed throughout the school year.
- **Screening & Hiring:** Properly screen (based on state and Client requirements), reference check, select, hire, and assign qualified individuals to perform the services.
 - **Substitute Teacher Services:** It is the intent of the Parties that the Client shall have no employment responsibilities, including employment supervisory responsibility, for EDUStaff employees assigned to the Client.
 - **All Other Supplied Staff:** EDUStaff shall either hire one of the existing departmental leaders to train and manage contracted staff or rely on the school’s departmental site manager for these tasks.
- **Criminal History, Certification, and Required Reference Verification:** EDUStaff shall conform to any state and Client requirements as it pertains to the processing of criminal history, certification/permitting, and any required unprofessional conduct reference verification. Client shall only be involved in this process to the extent that the state regulatory requirements mandate beyond a non-public school employer of supplied staff for the Client.
- **Training:** Supply the following training:
 - **Substitute Teachers:**
 - **Training Modules:** Bloodborne Pathogens, Sexual Harassment, Guide to Substitute Teachers, FERPA Laws, Seclusion & Restraint, Active Shooter, Allergy Management, State & Federal K-12 Laws,
 - **Face to face Training:** 2-hour workshop with emphasis on practical classroom management skills
 - **Ongoing Training:** Monthly distribution of topic-based training videos called “Sub Talk”.
 - **Materials:** EDUStaff Policy & Procedures Manual & Classroom Workbook Manual
 - **District-Specific Materials & Training:** Client may attach additional materials or training to our active workshop.
 - **Non-Substitute Teachers:** EDUStaff shall provide non-positional training to include the above needed Training Modules. All “positional specific” training shall be conducted by the Client’s assigned site manager.
- **Employer Duties:** Perform all duties of the employer, including, but not limited to, making all wage payments to and applicable wage deductions for and on behalf of EDUStaff’s employees and agents providing services under this Agreement, as specified previously in this Agreement. It is the intent of the Parties that EDUStaff shall be the sole employer for all individuals assigned to the Client pursuant to this Agreement.

- **Information & Auditing:** Provide an electronic information file for state informational submission by Client submission and access to desired supplied staff information for certification and criminal history audits. EDUStaff shall supply a database of supplied staff certification and abilities for Client placement needs. EDUStaff will provide itemized invoices to the Client. Invoices shall include job number, person for whom the substitute was secured, the number of hours/days worked and the total amount owed to EDUStaff.
- **Dispatching:** Manage all substitute information in the AESOP (Dispatch) system. AESOP shall be used for primary dispatching of substitute services. Daily, EDUStaff shall monitor and augment AESOP's dispatching placements with additional staff as able until 10:00am for positions still unfilled during the current day.
- **Liability & Injury:** Be responsible for any claims for workers' compensation benefits or personal injury claims for job-related bodily injury or death asserted against the Client by any EDUStaff employees or, in the event of death, by their personal representatives, as previously noted. Client agrees to assist with initial injury reporting and investigations.
- **All Other Duties:** Perform all duties required pursuant to this Agreement, and any other duties which may be necessary to ensure full performance of the substitute services required by this Agreement.

Client agrees to:

- **Initial startup:**
 - Attend initial EDUStaff implementation meeting and subsequent payroll/ process training meeting and provide all appropriate Client contact information necessary to carry out Scope of Services
 - Provide a list of current Client employees or providers who are being terminated/removed in favor of the contracted services being provided by EDUStaff
 - Provide EDUStaff with a copy of all policies and procedures that will apply to Supplied Staff in the performance of services for Client
 - Provide appropriate meeting space and technology access for Client training and contracted staff orientation meetings
- **Communications & Material:**
 - Supply informational material or appropriate access to information to all Supplied Staff, as deemed necessary by Client in order for successful execution of required tasks, such as building or assignment orientation, emergency procedures, etc.
 - Promptly contact EDUStaff in the event any EDUStaff employee or Supplied Staff violates any policy or procedure of Client, or if Supplied Staff is involved in any accidents or injuries
 - Allow for EDUStaff onsite performance evaluations and mediate parental/student interaction with EDUStaff
- **Information Flow Controls:**
 - Follow procedures as outlined by "Payroll Timeline Document"
 - Annually review with EDUStaff policies and rates prior to August 1st for local competitiveness and trends
 - Manage and systemize all non-substitute information and controls in the automated dispatch system

- **Payment of Services:**

- Pay EDUStaff invoice via EDUStaff-initiated ACH accordance to the payroll processing timeline document, unless otherwise agreed upon within the Master Agreement.
- If applicable, reconcile absences in dispatch system to include proper assigned pay codes for stair step rates and long-term assignments on a timely basis as outlined by the "Payroll Timeline Document"

IN WITNESS WHEREOF, the parties agreed and have accepted the terms of the Master Agreement and this Scope of Services.

Client: **Lebanon Community School District**

By: _____
Name: _____
Its/Title: _____
Date: _____

EDUStaff, LLC:

By: _____
Name: Clark Galloway
Its/Title: President
Date: _____



Exhibit B: EDUStaff Pricing Schedule

Employee Classes:

Contract Rate

Classroom-Based Substitute Staff:

24% of Staff Gross Payroll

- Contract Rate based on payment terms outlined in Master Agreement
- Contract Rate “net” of Oregon PTO. PTO billed separately as “Gross Payroll”
- Contract Rate based on Client purchase of mutual use automated dispatching system

Other Substitute Staff (if contracted):

- | | |
|---|---------------|
| • General Admin/Clerical Staff: | Same as above |
| • Food Service / Table-Side Lunchroom Aides | +2% |
| • Event Materials Handling / Aquatic / Security | +3% |
| • Maintenance / Custodial / Mechanical | +6% |

Simple Pricing: No Enrollment Fees, Price Escalators, Payroll Charges, or Deposit Requirements

Federal & State Payroll Tax Adjustments: If the overall cost associated with EDUStaff's payroll taxes, required benefits, and other taxes and assessments substantially increase (by more than 0.50% of payroll) during the term of the agreement, contract rate pricing will increase proportionately, with 15 (fifteen) days of written and substantiated notice to the Client.

Client: Lebanon Community School District

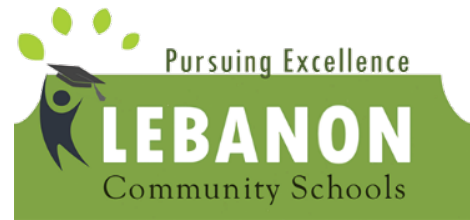
By: _____
Name: _____
Its/Title: _____
Date: _____

EDUStaff, LLC:

By: _____
Name: Clark Galloway
Its/Title: President
Date: _____



BOARD MEMORANDUM



To: The Honorable Chair and Members
Lebanon Community School District Board of Directors

From: Angie Gorman, Nutrition Director

Date: July 9, 2018

Meeting Date: July 17, 2018

Re: Paid Lunch Prices for the 2018/19 School Year

Background

The table below shows the 2017/18 School Year paid lunch prices for Lebanon Community School District (LCSD) and neighboring school districts, as well as the proposed LCSD rate for 2018/19.

School Level	Albany*	Sweet Home	Corvallis	Central Linn	Harrisburg	Lebanon	Lebanon 2018/19 Proposed
Elementary	\$2.45	CEP**	\$2.50	\$2.45	\$2.75	\$2.00	\$2.25
Middle School	2.65	\$2.45	3.00	2.85	2.95	2.25	2.50
High School	2.95	2.70	3.25	2.85	3.05	2.50	2.75

*The Albany School Board voted to increase their prices by \$0.10 for 2018/19.

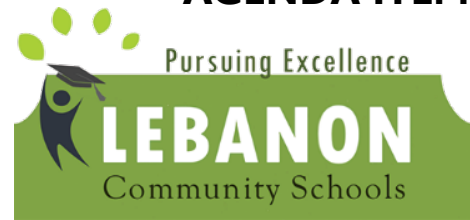
**Community Eligibility Provision. The Community Eligibility Provision provides an opportunity for schools and local educational agencies in high-poverty areas to provide free breakfast and lunch to all students without the burden of collecting and processing school meal applications for free and reduced price meals. CEP was a key provision of the Healthy, Hunger Free Kids Act (HHFKA) of 2010. <https://www.fns.usda.gov/school-meals/community-eligibility-provision>.

LCSD has not increased its paid lunch prices since the 2013/14 School Year. The proposed rates for the 2018/19 School Year reflect an increase of \$0.25. If this increase is approved, LCSD will still have the second lowest paid lunch prices in the area.

Recommendation

I recommend the School Board approve the proposed paid lunch prices shown in the table above effective as of the 2018/19 School Year.

BOARD MEMORANDUM



To: The Honorable Chair and Members
Lebanon Community School District Board of Directors

From: Linda Darling, Business Director

Date: July 6, 2018

Meeting Date: July 17, 2018

Re: Fiscal Year 2018/19 Employee Travel Reimbursement Rates

Background

Lebanon Community School District's Administrative Rules governing employee travel state the Board will annually approve the maximum meal and lodging rates to reimburse individuals traveling on district business.

The district will pay the exact cost, including taxes, of lodging that does not exceed the approved rate. If lodging is shared, the maximum reimbursable rate shall be 50% of the lodging cost for each eligible person, not to exceed the approved rate. Up to 15% gratuity is allowable per meal at the rates listed below. District policy prohibits reimbursement for alcohol. Receipts with detailed information are required for meal and lodging reimbursement, except when the Meal Per Diem applies (see DLC-AR).

Recommendation

I recommend the Board approve the 2018/19 Employee Travel Reimbursement Rates shown below.

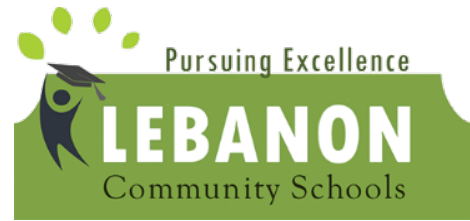
Expense	2014/15	2015/16	2016/17	2017/18	2018/19
Breakfast meal rate	\$ 11.00	\$ 11.00	\$ 11.00	\$ 13.00	\$ 13.00
Lunch meal rate	12.00	15.00	15.00	17.00	17.00
Dinner meal rate	26.00	29.00	29.00	29.00	29.00
Meals Total Per Day	49.00	55.00	55.00	59.00	59.00
Daily Per Diem	---	55.00	55.00	59.00	59.00
Lodging Maximum, including taxes*	135.00	145.00	145.00	169.00	169.00
Brown Bag	6.50	7.00	7.00	7.50	7.50
Mileage**					
July thru December 2018	\$0.560	\$0.575	\$0.540	\$0.535	\$0.545
January thru June 2019	0.575	0.540	0.535	0.545	By IRS

* Except Conference Events

** IRS (Internal Revenue Service) rate, which is set on a calendar year basis

ORS 244.040. Prohibited use of official position or office; exceptions; other prohibited actions. 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 business can only be used for district travel. Employees may not use personal 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.

BOARD MEMORANDUM



To: The Honorable Chair and Members
Lebanon Community School District Board of Directors

From: Jennifer Meckley, Director of Human Resources and Community Relations

Date: July 11, 2018

Meeting Date: July 17, 2018

Re: Policy JBB, Educational Equity – Second Reading and Adoption

Background

During its June 14, 2018 meeting, the Board conducted a First Reading of Policy JBB, Educational Equity. At that time, Board members generally agreed adoption of the policy is appropriate, subject to review by the district's legal counsel.

Policy JBB was reviewed by legal counsel, and two minor modifications are shown in legislative format in the attached policy document. Counsel also indicated no legal concerns were noted in the policy.

Recommendation

I recommend the Board adopt Policy JBB, Educational Equity, as modified by legal counsel and attached to this memorandum.

Attachment

Lebanon Community School District

Code: **JBB**
Adopted:

Educational Equity

The district is dedicated to the success of every student in each of our schools. For that success to occur, the district is committed to equity by recognizing institutional barriers and creating access and opportunities that benefit each student. Equity at Lebanon Community School District will not be confused with equality, where all students are treated the same. Equity will be an enduring commitment where race will no longer be a predictor of student achievement; ~~when~~where historically underserved groups¹ increase in capacity and power; and ~~when~~where barriers to student success have been mitigated or eliminated.

Educational equity is based on the principles of fairness and justice in allocating resources, opportunity, treatment and creating a successful path to graduation for each student.

Educational equity furthers the real possibility of equality of educational results for diverse groups of students and students of color. Equity strategies are intentional, individually based, systemic and focused on the core of the teaching and learning process.

To achieve educational equity, the district will commit to:

1. Systematically using districtwide and individual school level data, disaggregated by race/ethnicity, national origin, language, special education, sex, socioeconomic status, and mobility² to inform district decision making.
2. Raising the achievement of all students while narrowing the gap between the lowest and the highest performing students.
3. Eliminating the predictability and disparity in all aspects of education and its administration; including but not limited to, the disproportionate representation of students by race, poverty, sex, sexual orientation³ and national origin in discipline, special education, and in various advanced learning.
4. Graduating all students ready to succeed in a diverse local, national, and global community.

In order to achieve educational equity for each and every student:

¹ Refers to students who are underrepresented racial minorities, low-income, and/or have low academic achievement.

² These are data categories collected by the Oregon Department of Education.

³ "Sexual orientation" is defined by Oregon Revised Statute (ORS) 174.100(7) as an individual's actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual's gender identity, appearance, expression or behavior differs from that traditionally associated with the individual's sex at birth.

1. The district shall provide every student with equitable access to high quality curriculum, support, facilities and other educational resources, even when this means differentiating resource allocation.
2. The district shall review existing policies, programs, professional development and procedures for the promotion of educational equity, and all applicable new policies, programs and procedures will be developed with educational equity as a priority.
3. The district shall actively work toward a balanced teacher, classified staff, and administrator workforce to reflect the diversity of the student body. The district seeks to recruit, employ, support and retain a workforce within each building that includes racial, sex and linguistic diversity, as well as culturally responsive administrative, instructional and support personnel.
4. The district shall provide professional development to strengthen employees' knowledge and skills for eliminating opportunity gaps, addressing racial inequities, and other disparities in achievement.
5. The district shall create schools with a welcoming, inclusive culture and environment that reflects and supports diversity of the student population, their families and their community.
6. The district shall include partners who have demonstrated culturally specific expertise, including but not limited to, families, government agencies, institutions of higher learning, early childhood education organizations, community-based organizations, local businesses and the community in general, in meeting our high goals for educational outcomes. The district shall seek to involve students, staff, families and community members that reflect district demographics to inform decisions regarding the narrowing of the achievement and other opportunity gaps.
7. The district shall provide multiple pathways to success in order to meet the needs of the diverse student body and shall actively encourage, support and expect high academic achievement for each student.
8. The district shall provide materials and assessments that reflect the diversity of students and staff and are geared toward the understanding and appreciation of culture, race, class, language, ethnicity, poverty, ability and other differences that contribute to the uniqueness of each student and staff member.

The superintendent shall include equity practices in the district's strategic plan to implement this policy. The superintendent will annually report to the Board the progress of the strategic plan.

END OF POLICY

Legal Reference(s):

ORS 174.100(7)

ORS 332.075

ORS 332.107

ORS 342.437 to 342.449



BOARD MEMORANDUM

To: Board of Directors

From: Bo Yates, Interim Superintendent

Date: July 11, 2018

Meeting Date: July 17, 2018

Re: 2018/19 Stipend for the Human Resources and Community Relations Director

Background

At its June 14, 2018 meeting, the Board of Directors appointed me Interim Superintendent until such time as a permanent superintendent is selected. Based on an analysis of my existing responsibilities, as well as this new leadership role, I believe it is in the best interest of our schools that supervision of building administrators be a shared responsibility. I will work closely with the administrators of Lebanon High School and Seven Oak Middle School, and I have delegated supervisory responsibility for the K-5, K-6 and K-8 schools to Jennifer Meckley, Director of Human Resources and Community Relations.

Based on this significant additional assignment, I propose Ms. Meckley receive a stipend for Fiscal Year 2018/19 so that her salary for the period is comparable to a Step F-12 high school principal. The comparison and calculation for this stipend is shown below.

	Director of Human Resources and Community Relations	High School Principal	Difference
Contract Days	260	240	
Wage: Step F-12	\$ 117,711	\$117,711	
Daily Rate	452.73	490.46	\$37.73
Stipend - Daily Rate	37.73		
Annual Stipend	9,809.25		
Total 2018/19 Wage	\$127,520.25		

Recommendation

I recommend the Board approve a \$9,809.80 stipend for the Director of Human Resources and Community Relations for additional supervisory responsibilities as outlined above.

BOARD MEMORANDUM



To: The Honorable Chair and Members
Lebanon Community School District Board of Directors

From: Jennifer Meckley, Director of Human Resources and Community Relations

Date: July 11, 2018

Meeting Date: July 17, 2018

Re: Hiring of Certified Staff for the 2018/19 School Year – Phase 2

Background

Below is the Phase 2 list of Certified Staff recommended for hire for the 2018/19 School Year, as well as the appointment of Maggi Estes as Director of Transportation. The final phase of Certified Staff hiring is anticipated to occur in August and will be submitted for the Board's approval at its August 14, 2018 meeting.

Name	Position	FTE	Start Date
Lana Abbott	English Language Development Teacher	1.0	08/22/2018
Jonathan Bernard	Language Arts Teacher	1.0	08/22/2018
Gregory Bond	Language Arts Teacher	1.0	08/22/2018
Acacia Caraballo	Math Teacher	1.0	08/22/2018
Heather Gehrett	Teacher	1.0	08/22/2018
Samantha Gould	Science Teacher	1.0	08/22/2018
Jeffrey Knierim	Math/Science Teacher	1.0	08/22/2018
Katherine Stevens	Math Teacher	1.0	08/22/2018
Lisa Stewart	School Psychologist	0.6	08/22/2018
Cassandra Swift	Teacher	1.0	08/22/2018
Maggi Estes	Director of Transportation	1.0	07/01/2018

Recommendation

I recommend the Board approve the hiring of Certified Staff as shown above and the appointment of Maggi Estes as Director of Transportation.

**LEBANON COMMUNITY SCHOOL DISTRICT
SPECIAL BOARD OF DIRECTORS MEETING
June 12, 2018, 6:30 PM OR LATER**

**AGENDA
ITEM 12C**

Lebanon Community School District Office

485 S. Fifth Street, Lebanon, OR 97355

MEETING MINUTES

The following individuals were present:

Tom Oliver, Chair

Michael Martin, Member

Nick Brooks, Vice Chair

Jollee Patterson, Legal Counsel

Richard Borden, Member

Linda Darling, Director, Business Services

The meeting minutes were recorded by Executive Secretary Maura Kwiatkowski.

1. CALL TO ORDER

Chair Tom Oliver called the meeting to order at 6:47 PM.

2. CONSIDERATION OF PERSONNEL MATTER

Chair Oliver indicated the purpose of the Special Meeting was to consider the terms of the resignation agreement with Superintendent Rob Hess.

Upon motion made by Mike Martin and duly seconded by Nick Brooks, the Board voted 3 to 1 to accept the resignation of Superintendent Hess effective June 30, 2018. Richard Borden opposed the motion.

Chair Oliver read the following statement:

"The Lebanon Community School District Board of Education and Superintendent Rob Hess have agreed that Superintendent Hess will retire from LCSD effective June 30, 2018. The Board appreciates Dr. Hess' long service and commitment to the LCSD students, staff, and community. The Board will develop a superintendent search process to identify new leadership, and there will be multiple opportunities for public engagement during that process. Again, the Board thanks Dr. Hess for his leadership and wishes him the best in his future endeavors."

3. ADJOURNMENT

There being no further business before the Board, the meeting adjourned at 6:55 PM.

Tom Oliver, Chair

Nick Brooks, Vice Chair

**LEBANON COMMUNITY SCHOOL DISTRICT
SCHOOL BOARD MEETING
June 14, 2018, 6:00 PM**

Santiam Travel Station

750 S. Third Street, Lebanon, OR 97355

MEETING MINUTES

The following individuals were present:

Tom Oliver, Chair

Nick Brooks, Vice Chair

Richard Borden, Member

Michael Martin, Member

Bo Yates, Assistant Superintendent

Linda Darling, Director, Business Services

Jennifer Meckley, Director, Human

Resources and Community Relations

The meeting minutes were recorded by Executive Secretary Maura Kwiatkowski.

1. WELCOME AND CALL TO ORDER

Chair Tom Oliver called the meeting to order at 6:01 PM.

Oliver presented two additional agenda items for the Board's consideration: 1) Appointment of an Interim Superintendent and 2) Adoption of Resolution 1718-07 – Transfer Appropriation. Upon motion, duly seconded, the board voted unanimously to add these two items to the June 14 agenda.

Nick Brooks requested the addition of an agenda item for the formation of an ad hoc committee for the superintendent recruitment process. Upon motion, duly seconded, the board voted unanimously to add this item to the June 14 agenda.

2. FISCAL YEAR 2018/19 BUDGET HEARING

A. Audience Comments Regarding the Budget

There were no audience comments regarding the proposed Fiscal Year 2018/19 budget.

Business Director Linda Darling presented an overview of the budget and summarized the budget process to this point. The Budget Committee voted to increase the budget by \$550,000, with \$275,000 for instruction (four fulltime equivalents) and \$275,000 to the PERS (Public Employee Retirement System) Reserve Transfer. The resolutions currently before the board reflect these changes.

Richard Borden read the following resolutions and made a motion for adoption:

1718-04, Adopting the 2018-2019 Budget
1718-05, Appropriation for the 2018-2019 Budget
1618-06, Imposing and Categorizing the Tax

The motion was seconded by Brooks, and the resolutions were unanimously adopted by the board.

3. GOOD NEWS

A. School gardens.

Nutrition Services Director Angie Gorman presented the school gardens program. The program is currently in place at five schools: Cascades, Hamilton Creek, Pioneer, Riverview, and Seven Oak. All of these have greenhouses except Pioneer. The gardens program serves 1,400 students every two weeks. All of the Riverview teachers participate in program. Gorman noted that farm schools in Oregon are growing, and Lebanon is one of the largest. The program began in Lebanon in 2002 outside the Seven Oak classroom of Rick George. The students sample the results from the garden, and they enjoy taking the harvests to the cafeterias. The students do all of the harvesting and washing. Specialty programs such as the school gardens require passion to advance the program to the norm. Lebanon's garden program is now at the norm. Gorman thanked George for bringing the program along, and she thanked the board, district office and facilities staff, and Assistant Superintendent Bo Yates for their support.

B. Lebanon High School (LHS) Attendance Team

LHS Principal Brad Shreve, Jeff Stolsig, and Stephanie Winningham conducted the 2017/18 School Year Attendance Presentation. Shreve reviewed the mission, which is to improve the attendance rate, graduation rate, school culture, and academic grades. Shreve noted that the project team is an exceptional group of people who came together at the start of the year and are now a force for good and good work.

Stolsig noted that some things are measurable, and some are not. Formal attendance numbers are currently pending from the state. Brooks indicated the district needs a measuring tool to monitor throughout the year. Shreve indicated that limited month-to-month information is available. He expressed some frustration with the attendance rate measurement, since the lack of an alternative school means LHS staff must spend six to eight hours hand sorting data to get to the actual numbers for LHS.

The current estimate is that the attendance rate is close to the same or one percent higher than last year. 66.45 of students attend school 90 percent of the time. This is not the 70 percent attendance goal set by LHS for the 2017/18 school year.

Regarding tardy data, tardies were high in February when the new policy was implemented. Tardies decreased in March and April, with a slight increase seen in May.

Regarding total missed periods per day (TMP), most months were down over last year. Shreve advised that the tardy policy change has resulted in a more positive atmosphere in the halls. Brooks complimented LHS leadership on the positive changes.

The graduation rate for the latest LHS senior class is 80 to 86 percent for those entering LHS as freshmen. Last year's rate was 73 percent. Shreve attributes this increase to team focus and noted the attendance team's work has made a major difference. With six weeks left in the school year, staff worked with about 30 students to provide extra support. Approximately 49 seniors began the year about 2 credits behind. Thirty of these students graduated.

Stolsig noted that 272 diplomas were issued to the 297 seniors LHS is responsible for, which is 91.58 percent. Brooks asked how many juniors are currently two credits behind. Shreve reported that 37 percent of juniors are not on track to graduation. Jennifer Meckley asked about the number of modified diplomas, which Shreve estimated to be eight, but he needs to confirm. Yates asked Shreve what the team learned in this Year 1 implementation and what they would change for next year. Shreve indicated many of the students need extra parenting, and LHS staff provides that; they are focusing a great deal of resources on the issue. Stolsig noted that staff spent a great deal of time on a small number of high-need students. Staff is starting now to identify high-need students for next year and are looking at incoming 8th graders who have had attendance problems. Staff will be working at registration time to teach parents and students about attendance and school culture. LHS will conduct goal setting and develop contracts with students and help them with organizational skills planning. Staff works to identify higher-need seniors early in year, but some students just do not feel the urgency. Shreve plans to continue building relationships, continue the tardy policy, and hold students accountable for skipping classes.

Stolsig discussed school culture and shared several anecdotal comments regarding the atmosphere in the halls and the commitment to graduation. Winningham shared additional comments, including one from Oregon Student Voice: *"Students are positively impacted by the care offered by the attendance taskforce."*

Shreve provided information regarding grade comparisons. For the first semester of 2017 versus the first semester 2018, for core classes, grades are up from 71.8 percent to 74.8 percent, and there is a corresponding decrease in D and F grades. For the second semester of 2017 versus 2018, the increase was just 1.38 percent, which is somewhat disappointing. Borden pointed out that at least grades are moving in the right direction.

Stolsig asked the board keep the attendance program in place. He noted that LHS looked at the logistics of closed lunches for chronic absentee students. Although in theory it appears a good idea, in practice there are problems. LHS would likely have 280 to 300

Grade 10 to Grade 12 students with under 90 percent attendance. Of this number, it is estimated 70 to 75 students would refuse to participate or simply leave, which would require consequences. A great deal of effort would be necessary to police this effort. Ty Tomlin also agrees the focus should be on consequences for class time disruption. Policing closed lunches would keep staff from focusing on other students and areas where teachers need support. Shreve would like to focus on the current attendance issues and referrals they already have. Oliver agreed this makes sense. Shreve noted that LHS has already added resources and full seven-period schedules for seniors. The school now has the staffing to provide classes for every student in building. LHS is striving to ensure all students feel connected to their school.

Yates noted that the district does not have a comprehensive plan through all of the schools. We cannot put all of the district's resources at the top; we need to work at all levels of the district.

4. CERTIFIED BARGAINING UPDATE

Meckley noted the board's decision to reopen the certified contract. She reported that district representatives have met twice thus far with the association. Tentative agreement has been reached on one component, and there is one minor issue to resolve. Depending on the timing of the association's membership vote, a revised contract may be ready for the board's consideration at its July meeting.

5. 2018–2020 ADMINISTRATOR AND CONFIDENTIAL EMPLOYEE COMPENSATION AND WORKING CONDITIONS

Yates provided an overview of the Working Conditions and requested board approval. Upon motion, duly seconded, the board voted unanimously to approve the 2018-2020 Working Conditions as presented.

6. POLICIES AND ADMINISTRATIVE RULES

A. IKA-AR: Grading and Reporting (Grades 6 through 12) (Informational)

Ann Williams, a language arts teacher at LHS for 20 years, presented IKA-AR, Grading and Reporting for Grades 6 through 12. She indicated that most school districts have such a procedure document. She advised that, several years ago, the Grade 6 through 8 teachers used a handbook. When a group of teachers for Grades 6 through 12 came together, they learned that grading at Seven Oak was not the same as the high school's methodology. During a very collaborative event, Grade 6 through 12 teachers and administrators reviewed the Grade 6 through 8 handbook, as well as various high school documents. They also examined the systems being used in other Oregon districts, as well as districts outside the state. IKA-AR underwent several revision processes. The current document contains

just enough ambiguity for teachers to have their input. Oliver expressed his appreciation for the consistency that is contained in IKA-AR.

B. JBB: Education Equity Policy, Proposed Revisions, First Reading

District Behavior Support Specialist Amanda Sasoki-Skopp and LHS Social Worker Patricia Martinez presented the proposed Education Equity Policy.

They reported that the district's Racial Equity Group (REG) started with the OSBA (Oregon School Board Association) policy and revised the language to be consistent with the vision and mission of the Lebanon Community School District. The REG has a great deal of commitment and passion to improve the experiences of students of color and other under-served populations. REG believes the policy is necessary to solidify the district's commitment, provide transparency, and collaborate with the board. Martinez noted that the policy is about supporting more than race. Many of the district's students are living in poverty and/or have traumatic backgrounds or intellectual disabilities. These students need different opportunities to be successful, and this policy provides that support. Oliver said he liked the policy and agreed the district should have something in place. He noted that since the policy discusses hiring processes, it should be reviewed by legal counsel prior to a second reading and adoption vote by the board. Meckley indicated she would request legal counsel review of the proposed policy.

7. FISCAL YEAR 2018/19 INTERGOVERNMENTAL AGREEMENT (IGA) FOR OUTDOOR MAINTENANCE SERVICES

Yates presented the proposed 2018/19 IGA with the City of Lebanon for mowing and landscape maintenance services at various district properties. He noted this is an expanded IGA over the 2017/18 agreement due to a district staff retirement and that the \$150,000 cost is included in the 2018/19 budget. (The 2017/18 IGA amount was \$100,000.) Yates indicated this IGA is a more efficient use of district resources.

Brooks asked whether the district has a process for evaluating vendors and their services. Yates indicated there was no formal process; and if services are unsatisfactory, the district will choose other vendors. Brooks indicated he would like to see some type of vendor evaluation process implemented by the district. Yates agreed to develop such a process.

Upon motion, duly seconded, the board voted unanimously to approve the intergovernmental agreement with the City of Lebanon for mowing and landscape maintenance services.

8. SCHOOL BOARD SUMMER MEETING SCHEDULE

Board summer meeting dates proposed by staff were July 24, August 16, and September 13, 2018. Following a review of board members' individual schedules, a motion was made

and seconded to set the summer meeting schedule as July 17, August 14, and September 13, 2018. The board voted unanimously to approve the revised summer schedule.

9. CONSENT AGENDA

A. Principal Appointments

Brooks asked about the logistics of having Co-Principals at Seven Oak Middle School. Oliver indicated conversations have occurred regarding the delineation of responsibilities for the Co-Principals. Meckley reported that appointees Mike Hillman and Kevin Van Zee have been communicating regularly and will work together to share responsibilities. Yates noted there will be a process where the roles are defined in greater detail so that everyone understands their responsibilities. Upon motion, duly seconded, the board voted unanimously to approve the appointment of Michael Hillman and Kevin Van Zee as Co-Principals of Seven Oak Middle School and Jordon Ford as the Principal of Hamilton Creek K-8 School.

B. Phase 1 Staff Hiring for 2018/19

Meckley reported that this is the first round of certified staff hiring, and the district will continue hiring activities through the summer. Upon motion, duly seconded, the board voted unanimously to approve the Phase 1 staff hiring for the 2018/19 School Year.

C. May 10, 2018 Board Meeting Minutes

Upon motion, duly seconded, the board voted unanimously to approve the May 10, 2018 meeting minutes.

10. APPOINTMENT TO FILL ZONE 1 VACANCY

Tammy Schilling was the applicant who met all of the criteria for appointment to fill the Zone 1 vacancy on the board.

Ms. Schilling noted she has been a resident of Linn County since 2001, and she is an attorney with a Lebanon law firm. Her daughter is age 13 and will start 8th grade at Lacombe School in August. Schilling's goal as a board member is to help other students have the positive educational experiences her daughter has had in the Lebanon School District. She also indicated she would like to bring open communication and constructive dialog to the board.

Upon motion, duly seconded, the board voted unanimously to appoint Tammy Schilling to fill the Zone 1 board vacancy and complete the current term through June 30, 2019. Schilling then read her oath of office into the record and was seated as a board member.

11. RESOLUTION 1718-07 – TRANSFER APPROPRIATIONS

Darling presented the request for board adoption of Resolution 1718-07, Transfer Appropriations, to move \$350,000 from Instructional to Support Services. She recommends approval of this resolution to ensure compliance with ORS 294.456(3). Upon motion, duly seconded, the board voted unanimously to adopt Resolution 1718-07.

12. APPOINTMENT OF INTERIM SUPERINTENDENT

Oliver advised that the district is required to have a superintendent as of July 1, 2018. He recommended the board appoint Bo Yates as Interim Superintendent until such time as a permanent superintendent is appointed. Borden asked Yates if he was willing to serve in this capacity. Yates indicated that if the board does not plan to appoint someone from outside the district, he was willing to serve; but such would require more workload sharing among district leadership and a team approach. Upon motion, duly seconded, the board voted unanimously to appoint Yates as Interim Superintendent effective July 1, 2018.

13. FORMATION OF AN AD HOC COMMITTEE TO FACILITATE RECRUITMENT OF A NEW SUPERINTENDENT SEARCH

Oliver indicated he wanted to ensure the community and staff are engaged in this process, and an ad hoc committee would work to identify how such is accomplished. A schedule will need to be developed, and the process should be very deliberate. The method for recruiting will also need to be established (working with OSBA, retaining a recruitment firm, etc.). Brooks would like the ad hoc committee to bring a recommendation to the board at the July 17 meeting that includes a process and timeline. The ad hoc committee would then sunset.

Brooks made the following motion:

"I propose developing an Ad Hoc Committee to assist in the selection of the new superintendent for the Lebanon Community School District. This committee will work together to develop processes to define scope of search, interview process, community involvement, staff involvement, student involvement and selection process. Committee will bring back recommendation by July schedule board meeting at which time their mandate will expire. The committee will be made of:

2-Board Members

1-district administrator

1-Principal

1-LHS Student

2-Teacher

1-Staff

2-Parent

1-Community Member

Final selection to committee will be made by 2 board members and Administrator.

Committee will elect a chair and recorder upon selection.

The committee meetings will be open to the public with public comment section at beginning and end of meeting. Public comments are to last no longer than 2 minutes with no more than 20 minutes allowed total and beginning and end. Meeting notice should be provided at least 24 hours in advance of meeting to media and be posted."

The motion was duly seconded, and the board unanimously approved the motion.

Martin and Schilling agreed to serve as the board representatives on the ad hoc committee.

14. DEPARTMENT REPORTS

A. Finance. Darling presented the financial report. She highlighted the Oregon economic and revenue forecast, which indicates the economy is strong, unemployment is low, and state revenues are projected to continue growing. An additional \$197 million corporate kicker is forecasted, but not guaranteed, in the 2019/2021 biennium. However, there is no guarantee this will be a "net" addition to the State School Fund, since the Legislature can fund schools at any level they choose. The only requirement is that the corporate kicker money go to K-12.

Darling noted the projected Ending Fund Balance amount has decreased slightly from the May projection. The projections to be provided to the board in July should be very close to the final figures.

B. Operations. Yates reported that various district buildings are being painted, interviews are being held for the land lab position, and he is awaiting the start date for the timber harvest.

C. Human Resources. Meckley reported this is a busy time for human resources; hiring, new employee orientations, and various training sessions. Proposals for substitute staffing services are being reviewed, and she will have a recommendation for the board at the July 17 meeting. Meckley noted the district is currently moving to a new platform for the evaluation process. The new platform is more user friendly and more robust. Staff training for the new platform will be scheduled soon.

15. BOARD COMMUNICATION

Borden advised that the OSBA summer conference will be held in July in Bend. Kwiatkowski will provide conference information to Schilling, as this is an excellent learning opportunity for new board members.

16. AUDIENCE COMMENTS

Former board member Russ McUne expressed concern regarding the process surrounding the resignation Dr. Rob Hess, including the extent of the board's authority, conflicting communications with Dr. Hess regarding performance, an incomplete evaluation process, board retention of legal counsel, and a lack of transparency.

Former board member Rick Alexander also questioned Dr. Hess' departure, since the district is improving and has been headed in a positive direction. He asked why the district would spend \$250,000 to remove Hess when things are positive. He cited a lack of transparency in the matter.

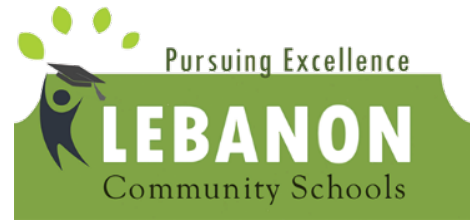
17. ADJOURNMENT

There being no further business before the board, the meeting was adjourned at 7:39 PM.

Tom Oliver, Chair

Nick Brooks, Vice Chair

BOARD MEMORANDUM



To: The Honorable Chair and Members
Lebanon Community School District Board of Directors

From: Linda Darling, Business Director

Date: July 11, 2018

Meeting Date: July 17, 2018

Re: July 2018 Financial Report

Financial Report

The 2018-2019 Financial Board report attached to this memorandum reflects all revenues and expenditures for the years 2014 through 2018, along with the budgeted and spent or encumbered amounts for Fiscal Year (FY) 2018/19.

The projected Ending Fund Balance (EFB) for FY 2017/18 is \$4,709,800, which is a decrease of \$175,500 from the June 2018 Report. There are many factors that may still impact this amount, since the district continues to receive funds and invoices for June 2018. Until the Audit is finalized in November 2018, the EFB number will continue to fluctuate.

The FY 2018/19 Adopted Budget included \$5,075,000 in Beginning Fund Balance. The projected EFB of \$4,709,800 means the district will start the fiscal year with approximately \$365,200 less than anticipated.

Attachment

2018-2019 General Fund Summary Report

	14/15 Actual	15/16 Actual	16/17 Actual	17/18 Project 7/11/2018	18/19 Budget	7-11-18 YTD & Enc	7-11-18 Balance
General Fund - Revenue							
SSF Formula	34,892,810	36,036,233	37,131,855	39,743,000	39,633,000	-	39,633,000
SSF Adjustment	81,421	(254,069)	390,697	280,700	-	-	-
State Fiscal Stabilization Fui	-	-	-	-	-	-	-
Federal Ed Jobs	-	-	-	-	-	-	-
School Year SubAccount	-	-	-	-	-	-	-
Loan Receipts	-	-	-	-	-	-	-
Interest	62,596	91,245	156,492	270,000	100,000	-	100,000
Third Party Billing	25,179	45,178	102,447	95,000	80,000	-	80,000
TMR	154,930	149,514	208,252	210,900	175,000	-	175,000
JROTC	64,220	66,034	73,726	69,900	65,000	-	65,000
Other	379,017	297,128	299,398	370,200	420,000	-	420,000
Interfund Transfer	60,000	60,000	60,000	70,000	70,000	-	70,000
BFB	3,162,455	3,932,387	3,024,733	3,310,000	5,075,000	-	5,075,000
Total	38,882,628	40,423,650	41,447,600	44,419,700	45,618,000	-	45,618,000
	=====	=====	=====	=====	=====	=====	=====
General Fund - Expenses							
Salaries	16,263,399	17,884,343	18,826,313	19,509,600	21,146,522	15,801,378	5,345,144
Benefits	10,020,660	10,645,144	10,952,659	12,160,500	13,883,105	92,095	13,791,010
P. Services	5,112,768	5,027,111	4,332,849	4,361,700	4,804,971	42,388	4,762,583
Supplies	1,477,643	1,380,753	1,337,164	1,845,600	1,670,267	245,768	1,424,499
Capital Outlay	6,779	20,047	65,034	195,900	54,500	-	54,500
Other Objects	308,993	286,294	442,882	326,600	437,635	245,206	192,429
Transfers	1,760,000	2,155,225	2,180,656	1,310,000	2,621,000	-	2,621,000
Contingency	-	-	-	-	1,000,000	-	1,000,000
Total	34,950,241	37,398,917	38,137,559	39,709,900	45,618,000	16,426,835	29,191,165
	=====	=====	=====	=====	=====	=====	=====
				4,709,800			

2018-2019 General Fund Revenue Report

	14/15 Actual	15/16 Actual	16/17 Actual	17/18 Project 7/11/2018	18/19 Budget	7-11-18 YTD	7-11-18 Balance
SSF Formula							
Taxes	8,234,812	8,533,160	9,048,901	9,681,000	10,550,000	-	10,550,000
Federal Forest Fees	264,679	205,708	23,160	59,800	-	-	-
Common School	409,884	492,013	502,314	410,000	419,000	-	419,000
State Timber	405,152	181,382	137,286	180,000	150,000	-	150,000
School Support Fund	25,578,283	26,623,971	27,420,195	29,412,200	28,514,000	-	28,514,000
Adjustments to SSF Payments							
Adj for Prior Year payments	48,134	(330,463)	261,223	251,000			-
Adj for HC Disability Grant	33,286	76,394	129,474	29,700	-	-	-
Total SSF Formula	34,974,231	35,782,164	37,522,552	40,023,700	39,633,000	-	39,633,000
							-
Interest of Investments	62,596	91,245	156,492	270,000	100,000	-	100,000
Third Party billing - Medicaid	25,179	45,178	102,447	95,000	80,000	-	80,000
TMR	154,930	149,514	208,252	210,900	175,000	-	175,000
JROTC reimbursement	64,220	66,034	73,726	69,900	65,000	-	65,000
Other							
Rental Fees	27,828	10,474	9,114	7,800	10,000	-	10,000
Fees Charged to Grants	-	800	-	-	30,000	-	30,000
Miscellaneous	282,468	202,944	213,437	294,400	300,000	-	300,000
E-Rate reimbursement	68,721	82,910	76,847	68,000	80,000	-	80,000
Interfund Transfer - Athletics	60,000	60,000	60,000	70,000	70,000	-	70,000
Beginning Fund Balance	3,162,455	3,932,387	3,024,733	3,310,000	5,075,000	-	5,075,000
Total	38,882,628	40,423,650	41,447,600	44,419,700	45,618,000	-	45,618,000

2018-2019 General Fund Expenditure Report

7/11/2018

Obj	Description	14/15 Actual	15/16 Actual	16/17 Actual	7/11/2018 17/18 Project	18/19 Budget	7-11-18 YTD	7-11-18 Encumb	7-11-18 Balance
111	Certified salaries	9,311,147	10,161,648	10,831,007	10,876,200	11,797,989	-	9,275,464	2,522,525
112	Classified salaries	4,164,521	4,545,055	4,757,666	5,009,800	5,639,806	-	4,658,379	981,427
113	Administrative salaries	1,464,907	1,648,330	1,614,127	1,599,200	1,742,336	-	1,485,937	256,399
114	Managerial - classified	94,714	178,755	187,797	187,800	261,983	-	195,147	66,836
116	Retirement stipends	76,123	51,134	35,621	17,400	10,709	-	255	10,454
119	Confidential salaries	125,785	84,504	131,698	159,800	166,575	-	165,446	1,129
121	Certified subs	373,350	432,293	446,157	448,400	472,543	-	-	472,543
122	Classified subs	148,818	155,004	150,074	186,200	172,297	-	-	172,297
123	Temp certified	62,030	73,949	133,971	185,300	143,000	-	-	143,000
124	Temp classified	982	-	-	16,000	16,000	-	-	16,000
127	Student helpers salaries	11,768	7,895	6,544	18,200	24,000	-	-	24,000
132	Compensation time	23,861	25,767	37,764	70,600	43,350	-	-	43,350
133	Extra duty	254,381	324,897	286,017	278,100	426,334	-	20,750	405,584
134	Classified extra hrs	142,975	185,048	192,566	186,200	208,000	-	-	208,000
135	Vacation Payoff	4,377	6,938	12,246	17,200	16,200	-	-	16,200
136	Mentor teacher pay	990	609	-	700	-	-	-	-
137	Personal Leave Payout	75	-	-	-	-	-	-	-
138	Department Head Extra Duty	2,159	1,613	1,556	900	4,000	-	-	4,000
142	Taxable Meal Reimbursement	436	903	1,503	1,600	1,400	-	-	1,400
	Total Salaries	16,263,399	17,884,343	18,826,313	19,509,600	21,146,522	0	15,801,378	5,345,144
210	PERS	3,976,407	4,187,401	4,442,519	5,330,900	6,202,731	-	56,787	-
220	Social Security	1,207,537	1,328,140	1,385,595	1,428,600	1,584,881	-	12,889	-
231	Worker's Comp	136,822	173,370	196,943	239,000	294,128	-	1,205	-
241	Employee Ins - Admin	177,948	212,862	208,912	215,200	259,617	-	14,401	-
242	Employee Ins - Certified	2,307,416	2,328,554	2,370,817	2,550,200	2,767,204	-	-	-
243	Employee Ins - Classified	1,874,827	2,137,321	2,102,847	2,173,500	2,585,539	-	-	-
244	Employee Ins - Other	20,700	7,731	27,124	41,200	38,805	-	6,813	-
245	Employee Ins - Retired	276,090	228,774	195,821	160,200	125,000	-	-	-
247	TSA	42,912	40,991	22,082	21,700	25,200	-	-	-
	Total Benefits	10,020,660	10,645,144	10,952,659	12,160,500	13,883,105	0	92,095	13,791,010

2018-2019 General Fund Expenditure Report

		7/11/2018							
Obj	Description	14/15 Actual	15/16 Actual	16/17 Actual	17/18 Project	18/19 Budget	7-11-18 YTD	7-11-18 Encumb	7-11-18 Balance
311	Instructional Services	152,856	157,581	110,051	108,100	164,000	-	-	164,000
312	Instr Prog Improve Service	43,468	36,748	39,424	47,000	52,000	-	-	52,000
319	Other Instr-Prof-Tech SVCS	21,870	9,745	23,110	18,800	20,000	-	-	20,000
322	Repairs & Maintenance	163,270	168,482	173,295	197,700	157,750	235	-	157,515
323	Radio Service	-	7,767	38,310	9,300	11,100	651	9,349	1,100
324	Rentals	135,308	104,777	102,560	110,800	128,725	-	-	128,725
325	Electricity	467,896	473,758	466,093	460,600	526,600	-	-	526,600
326	Fuel	177,759	187,899	223,740	189,300	234,600	-	-	234,600
327	Water & Sewer	139,255	121,239	150,725	124,000	161,600	-	-	161,600
328	Garbage	86,324	96,811	95,095	88,100	102,400	-	-	102,400
329	Other Property Services	13,001	19,246	34,726	14,200	20,000	-	-	20,000
330	Reimb. Student Transportation	6,950	-	1,589	2,200	5,200	-	-	5,200
340	Travel	114,592	140,225	178,985	124,100	165,646	895	4,790	159,961
343	Travel - Student - Out of Dist.	-	-	2,916	7,600	10,300	-	-	10,300
346	Meals/Transportation	104	48	99	-	200	-	-	200
348	Staff Tuition	49,577	44,768	71,830	87,800	47,000	-	-	47,000
351	Telephone	82,642	70,529	39,486	55,000	76,200	-	-	76,200
353	Postage	23,607	21,909	14,712	22,600	27,650	-	-	27,650
354	Advertising	4,416	3,551	1,087	1,200	4,300	-	-	4,300
355	Printing & Binding	68,861	48,223	51,996	12,400	31,400	-	850	30,550
360	Charter School Payments	2,064,403	1,961,788	1,866,943	1,973,800	2,046,000	-	-	2,046,000
371	Tuitions Payments to Other Dist.	40,570	29,701	29,536	-	-	-	-	-
373	Tuition Pay Private School	-	-	-	-	5,000	-	-	5,000
374	Other Tuition	605,954	625,503	162,192	180,000	192,500	-	-	192,500
381	Audit Services	27,650	25,150	27,700	20,200	30,000	-	-	30,000
382	Legal Services	2,028	5,288	11,261	50,000	35,000	-	-	35,000
384	Negotiation Services	5,934	13,784	8,590	6,500	10,000	-	-	10,000
386	Data Processing SVCS	59,787	76,794	75,380	78,900	89,600	-	5,025	84,575
388	Election Services	4,565	-	1,573	-	5,000	-	-	5,000
389	Other Non_instr Pro/Tech	515,889	539,114	292,488	336,800	395,600	6,934	-	388,666
391	Physical Exams - Drivers	2,380	3,168	4,193	4,700	4,400	-	3,500	900
392	Drug Tests Drivers	1,110	635	1,255	2,000	3,000	-	2,000	1,000
393	Child Care Services	22,000	22,000	22,000	16,700	30,000	-	-	30,000
394	Sub calling service	5,559	7,489	6,464	6,800	8,000	-	8,159	(159)
396	Criminal History checks	2,546	2,928	3,179	4,000	3,200	-	-	3,200
398	Fingerprinting	639	462	266	500	1,000	-	-	1,000
Total P. Services		5,112,768	5,027,111	4,332,849	4,361,700	4,804,971	8,715	33,673	4,762,583

2018-2019 General Fund Expenditure Report

7/11/2018

Obj	Description	14/15 Actual	15/16 Actual	16/17 Actual	7/11/2018 17/18 Project	18/19 Budget	7-11-18 YTD	7-11-18 Encumb	7-11-18 Balance
406	Gas Oil & Lubricants	152,805	103,868	115,426	165,000	190,500	-	160,000	30,500
410	Supplies & Materials	457,671	419,096	486,014	565,000	592,360	1	11,455	580,904
413	Vehicle repair parts	50,201	48,980	44,746	53,000	52,800	820	32,180	19,800
414	Transportation operations	5,674	6,060	8,776	9,000	6,000	-	7,500	(1,500)
420	Textbooks	240,685	131,379	83,687	95,300	182,700	-	-	182,700
430	Library Books	9,934	8,588	5,880	5,900	16,694	-	-	16,694
440	Periodicals	6,012	1,937	5,354	6,200	6,200	-	779	5,421
460	Equipment under 5K	125,632	212,514	184,119	347,100	179,224	-	5,204	174,020
470	Computer software	173,513	195,888	181,289	285,500	270,425	-	19,575	250,850
480	Computer hardware	255,516	252,444	221,873	313,600	173,364	-	8,254	165,110
	Total Supplies & Materials	1,477,643	1,380,753	1,337,164	1,845,600	1,670,267	821	244,947	1,424,499
540	Equipment	6,779	20,047	65,034	144,400	54,500	-	-	54,500
564	Bus Replacement	-	-	-	51,500	-	-	-	-
	Total Capital Outlay	6,779	20,047	65,034	195,900	54,500	0	0	54,500
621	Regular Interest	-	-	-	-	500	-	-	500
640	Dues & Fees	92,488	67,655	178,632	91,200	174,735	-	450	174,285
650	Insurance & Judgments	216,456	218,639	230,250	235,400	262,200	244,756	-	17,444
659	Settlements	-	-	34,000	-	-	-	-	-
670	Taxes & Licenses	49	-	-	-	200	-	-	200
	Total Other Objects	308,993	286,294	442,882	326,600	437,635	244,756	450	192,429
707	Transfer - Vocational House Fund	-	-	-	80,000	40,000	-	-	40,000
710	Transfer - Technology	175,000	200,000	225,000	-	100,000	-	-	100,000
711	Transfer - Classroom Furniture	50,000	50,000	25,000	-	50,000	-	-	50,000
712	Transfer - Textbook Adoption	350,000	350,000	300,000	50,000	400,000	-	-	400,000
713	Transfer - Capital Improvement	225,000	250,000	250,000	250,000	400,000	-	-	400,000
714	Transfer - Track and Turf Fund	110,000	110,000	10,000	10,000	85,000	-	-	85,000
715	Transfer - Athletic Fund	365,000	365,000	405,000	415,000	446,000	-	-	446,000
716	Transfer - Bus Replacement	250,000	250,000	250,000	250,000	300,000	-	-	300,000
717	Transfer - Unemploy Ins	25,000	15,000	25,000	95,000	25,000	-	-	25,000
718	PERS Reserve	150,000	500,000	500,000	-	525,000	-	-	525,000
719	Transfer - Food Service	50,000	65,225	90,656	25,000	100,000	-	-	100,000
730	Transfer - Debt Service	-	-	100,000	135,000	150,000	-	-	150,000
731	Transfer - Academic Achievemen	10,000	-	-	-	-	-	-	-
	Total Transfers	1,760,000	2,155,225	2,180,656	1,310,000	2,621,000	-	-	2,621,000
810	Reserve/Contingency	-	-	-	-	1,000,000	-	-	1,000,000
	Grand Total	34,950,241	37,398,917	38,137,559	39,709,900	45,618,000	254,292	16,172,543	29,191,165

All Funds

		7/11/2018									
Fund	Description	14/15 Actual	15/16 Actual	16/17 Actual	16/17 EFB	7/11/2018 Proj. Actual	17/18 Proj. EFB	18/19 Adopted Budget	7-11-18 Y-T-D	7-11-18 Encumb	7-11-18 Balance
100	General Fund	34,950,241	37,398,917	38,137,559	3,310,041	39,709,900	4,709,800	45,618,000	254,293	16,172,544	29,191,163
200	Grant Funds	2,591,884	2,353,551	2,861,683	2,002	2,862,000	2,000	5,200,500	2,758	1,198,877	3,998,865
205	Senate Bill 1149	185,000	-	-	170,452	-	264,000	335,000	-	-	335,000
212	Academic Achievement	-	-	-	18,650	-	18,650	28,650	-	-	28,650
230	Bus Replacement	100,735	-	633,327	175,006	454,000	34,000	345,000	-	-	345,000
232	Classroom Furniture	50,000	40,792	24,777	9,431	9,431	-	50,000	-	8,408	41,592
240	Textbook Adoption	18,550	759,564	112,367	192,207	215,100	27,000	450,000	-	-	450,000
272	Capital Improvements	284,536	156,950	152,300	190,750	115,000	330,000	700,000	-	-	700,000
274	Technology	124,500	495	397,112	345,261	430,000	200,000	400,000	-	-	400,000
277	Track and Turf Replacement	100,000	100,000	-	98,954	-	118,000	435,000	-	55,895	379,105
279	Student Activity	590,053	632,780	731,692	494,132	750,000	500,000	1,120,000	18,573	24,192	1,077,235
286	High School Athletics	445,055	453,152	547,517	72,194	575,000	30,000	638,000	-	41,889	596,111
292	CTE Local Fund	-	-	-	-	-	-	-	-	-	-
296	Nutrition Services	1,596,163	1,615,906	1,710,052	454,889	1,720,000	450,000	2,302,594	3,088	519,635	1,779,871
299	PERS Reserve	-	-	-	1,150,000	-	1,150,000	1,675,000	-	-	1,675,000
300	Debt Service	3,442,481	3,528,481	3,618,481	146,778	3,710,000	168,000	3,796,770	-	-	3,796,770
311	2011 Non-Bonded Debt	223,547	223,547	223,547	41,306	223,500	50,000	530,000	-	-	530,000
530	Vocational House Fund	-	-	60,415	19,585	65,000	48,000	580,000	-	28,630	551,370
601	Unemployment	37,539	10,646	46,123	74,507	50,000	135,000	160,000	-	350	159,650
	Grand Total	44,740,285	47,274,779	49,256,952	6,966,145	50,888,931	8,234,450	64,364,514	278,712	18,050,420	46,035,382