

Gresham-Barlow



School District

BOARD OF EDUCATION

Regular Board Meeting / Business

AGENDA

June 8, 2017

BOARD OF EDUCATION

June 8, 2017

Executive Session – 6 p.m.

*Negotiations ORS 192.660 (2)(d)**Exempt Records ORS 192.660 (2)(f) (Risk Management)*

Budget Hearing – 6:45 p.m.

Regular Board Meeting / Business - 7 p.m.

Public Safety and Schools Building
1331 NW Eastman Parkway, Gresham, OR

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCEII. ROLL CALL

_____	Carla Piluso, Chair	_____	Kathy Ruthruff, Director
_____	Kris Howatt, Vice-Chair	_____	Kent Zook, Director
_____	Sharon Garner, Director		
_____	John Hartsock, Director	_____	Jim Schlachter, Superintendent
_____	Matt O'Connell, Director	_____	Mike Schofield, Chief Financial Officer

III. COMMUNICATION FROM THE AUDIENCE

Time has been set aside later on the agenda for Citizens' Requests of the Board. If anyone in the audience wishes to address the board this evening, there are yellow "Citizens' Requests of the Board" forms on the table in the back of the room; please complete a form and give it to our board secretary, Ms. Cook.

IV. APPROVE MEETING AGENDAV. CONSENT AGENDA

All items listed below are matters considered by the board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the board or persons in the audience requests specific items be removed from the consent agenda and placed on the regular agenda.

- Minutes from Regular Work Session.....April 27, 2017
 Minutes from Regular Work Session.....May 4, 2017
 Minutes from Regular Business Meeting.....May 4, 2017
 Minutes from Budget Committee Meeting.....May 22, 2017
- Financial Report
- Personnel Report
- Personnel: Employment Agreements – Deputy Superintendents and Chief Financial Officer
- Personnel: MOUs for Confidential and AGSA

6. Nutrition Services: Food Services Intergovernmental Agreement with MESD for Arata Creek and Burlingame
7. Nutrition Services: Food Services Contract Amendment
8. Nutrition Services: Summer Food Service Program
9. Policy Updates
10. Mutual Aid Omnibus Agreement w/ MESD

VI. RECOGNITIONS

11. Taylor Veach and Alyson Teachout, (Sam Barlow High School) State Equestrian Champions Hiu
12. Joseph Harris (Gresham High School) Track and Field Champion
13. Brass Quartet State Champions (Sam Barlow High School) Hiu
14. Brad Cook (Gresham High School) Named Mary Hartman Journalism Teacher of the Year Hiu
15. Recognition of Kent Zook's Service as a Board Member Schlachter / Piluso

VII. GRESHAM-BARLOW EDUCATION FOUNDATION REPORT

16. Gresham-Barlow Education Foundation (GBEF) Report Vadnais

VIII. SUPERINTENDENT'S REPORT

IX. PRESENTATIONS

17. AVID Student Perspective Ketelsen
18. Bond: Sam Barlow High School Schematic Design Schofield

X. RECESS/RECONVENE (5 Minutes)

XI. COMMITTEE MEETING MINUTES AND/OR REPORTS

This portion of the board meeting agenda has been provided for the presentation of advisory committee minutes. No action or discussion is required by the board; however, there may be occasional reports or discussion regarding work being completed by the committee(s).

19. Audit Involvement Team Minutes 05-04-17 Schofield
20. Policy Review Committee Minutes 05-09-17 Ketelsen
21. District Advisory Council (DAC) Minutes 05-25-17 Vadnais

XII. BOARD REPORTS

XIII. CABINET REPORTS

XIV. ASSOCIATIONS REPORTS

- Gresham-Barlow Education Association (GBEA) (2 Minutes)
- Oregon School Employees Association (OSEA) (2 Minutes)

XV. CITIZENS' REQUESTS OF BOARD (3 Minutes per Guest / 15 Minutes Total)

XVI. RECESS/RECONVENE (5 Minutes)

XVII. ACTION ITEMS

The board may, by majority vote, take action on items listed under first reading or information.

First Reading

22. Adopt 2017-18 Budget, Make Appropriations, and Impose Taxes..... Schofield
- Resolution 1718-01, Adopting the Budget
 - Resolution 1718-02, Making Appropriations
 - Resolution 1718-03, Imposing & Categorizing Taxes
23. Tuition and Fees for 2017-18..... Hiu
24. Bond: Citizen Oversight Committee Appointments..... Schofield
25. Bond: Architect Selection / Contract Approval – Opsis Architecture..... Schofield
26. Bond: West Orient Middle School HVAC Design/Build Project..... Schofield
27. Results of May 2017 Board Member Election..... Schlachter
28. Date, Time and Place of 2017-18 Board Meetings..... Schlachter

Second Reading

29. Paid Lunch Equity for 2017-2018..... Schofield
30. Bond: Gresham High School Design..... Schofield
31. Policy Revision: EFA, Local Wellness Program..... Ketelsen

XVIII. INFORMATION ITEMS

32. Board Representation at Commencements..... Schlachter

XIX. ANNOUNCEMENTS

July 6, 2017: Board Work Session - 6 p.m.
Council Chambers Conference Room
Public Safety and Schools Building

July 6, 2017: Regular Board Meeting - 7 p.m.
Council Chambers
Public Safety and Schools Building

XX. ADJOURNMENT (Estimated time for adjournment: No later than 9 p.m.)

GRESHAM-BARLOW SCHOOL DISTRICT NO. 10 JT.
Minutes of Regular Board Meeting / Work Session

April 27, 2017

The Gresham-Barlow School District Board of Education held a work session on Thursday, April 27, 2017, in the Partnership Room at the Center for Advanced Learning, 1484 NW Civic Drive, Gresham, Oregon.

The meeting was called to order at 6:06 p.m. by the vice-chair, Kris Howatt. Other board members in attendance were Sharon Garner, John Hartsock, and Kathy Ruthruff. Carla Piluso arrived at 6:47 p.m. and presided for the balance of the meeting. Kent Zook and Matt O'Connell were absent.

The following members of the superintendent's cabinet were present:

Teresa Ketelsen	Deputy Superintendent of Teaching and Learning
James Hiu	Deputy Superintendent of Secondary Education and Operations
Randy Bryant	Executive Director of Human Resources
Athena Vadnais	Director of Communications and Community Engagement
Sara Hahn-Huston	Executive Director of School Performance
John Koch	Executive Director of Student Support Services

The following cabinet members were absent:

Jim Schlachter	Superintendent
Mike Schofield	Chief Financial Officer
Julie Evans	Executive Director of Elementary Education

Guests present included the following:

Paul Dakopolos	Attorney, Garrett Hemann, Robertson, PC
Tonia Gebhart	Metro East Web Academy, Deputy Principal
Mike Harris	Metro East Web Academy, Board Member

Note: All handouts provided at this session will be uploaded to the School Board page on the district's web site: www.gresham.k12.or.us. Copies are also on file at the district office.

MOTION 80 MEETING AGENDA (6:07 p.m.)

It was moved by John Hartsock, seconded by Sharon Garner, and carried 4 to 0 to approve the meeting agenda as presented.

MOTION 81 SUPERINTENDENT CONTRACT FORM / SALARY (6:07 p.m.)

John Hartsock summarized proposed contract language to be included in an employment agreement to be negotiated by legal counsel with Dr. A. Katrise Perera, who has been selected by the board as the top superintendent candidate.

Director Hartsock explained that, to facilitate the negotiations, the board is required to review and approve the "form of contract" and salary range.

There was also discussion about negotiating a consultation contract to compensate Dr. Perera for her transition time needed in the district, which was estimated to be approximately two weeks prior to her official July 1, 2017, start date.

Paul Dakopolos provided additional detail and responded to questions of the board.

It was moved by John Hartsock, seconded by Kathy Ruthruff, and carried 4 to 0 to approve the form of contract and salary range as presented, and direct legal counsel to negotiate an employment contract with the superintendent finalist.

CHARTER SCHOOL RENEWALS (6:40 p.m.)

Board members reviewed contract changes requested by each of the following charter schools:

Metro East Web Academy (MEWA)
Gresham Arthur Academy (GAA)
Lewis & Clark Montessori Charter School (LCMCS)

The proposed contracts have been reviewed and edited by the district's legal counsel, and counsel recommendations were reflected on a chart provided with the agenda materials.

Board action to approve the charter school renewals will be requested at a subsequent meeting.

POLICY UPDATES (7:21 p.m.)

Board members reviewed proposed updates for the following policies:

Policy	Title
BHD	Board Member Compensation and Expense Reimbursement
EFAA	District Nutrition and Food Services
EFAA-AR	Reimbursable Meals and Milk Programs
GCL/GDL	Staff Development and Professional Growth
ING	Animals in the Schools
JECBD	Homeless Students

The policy updates will be presented for second reading and adoption at a subsequent board meeting.

BOARD LEADERSHIP SELECTION PROCESS FOR 2017-18 (7:30 p.m.)

Board members were reminded that action to elect a chair and vice-chair for 2017-18 will be included on the July board meeting agenda, as required by policy. In preparation for that selection, they discussed key issues, challenges and leadership needs for 2017-18.

ANNOUNCEMENTS (7:32 p.m.)

May 4: Audit Involvement Team - 5 p.m.
 Superintendent's Office
 Public Safety and Schools Building

May 4: Board Work Session - 6 p.m.
 Council Chambers Conference Room
 Public Safety and Schools Building

May 4: Regular Board Meeting - 7 p.m.
 Council Chambers
 Public Safety and Schools Building

ADJOURNMENT

The work session was adjourned at 7:33 p.m.

Submitted by: _____
 Linda J. Cook
 Administrative Assistant to the Superintendent and Board of Directors

Draft

GRESHAM-BARLOW SCHOOL DISTRICT NO. 10 JT.
Minutes of Regular Board Meeting / Work Session

May 4, 2017

The Gresham-Barlow School District Board of Education held a work session on Thursday, May 4, 2017, in the council chambers conference room of the Public Safety and Schools building, 1331 NW Eastman Parkway, Gresham, Oregon.

The meeting was called to order at 6:33 p.m. by the chair, Carla Piluso. Other board members in attendance were Sharon Garner, Kris Howatt, Kathy Ruthruff, Matt O'Connell, and John Hartsock. Kent Zook was absent.

The following members of the superintendent's cabinet were present:

Jim Schlachter	Superintendent
James Hiu	Deputy Superintendent of Secondary Education and Operations
Teresa Ketelsen	Deputy Superintendent of Teaching and Learning
Mike Schofield	Chief Financial Officer
Randy Bryant	Executive Director of Human Resources
Julie Evans	Executive Director of Elementary Education
Sara Huston	Executive Director of School Performance
John Koch	Executive Director of Student Support Services
Athena Vadnais	Director of Communications and Community Engagement

Guests Present:

Dr. A. Katrise Perera	Incoming Superintendent (Effective July 1, 2017)
Jeremy Wright	Wright Public Affairs

Note: A copy of the slide presentation for this session has been uploaded to the School Board page on the district's web site: www.gresham.k12.or.us. A copy is also on file at the district office.

BOND UPDATE: BOND COMMUNICATION PLAN (6:33 p.m.)

Jeremy Wright presented essential elements of a proposed bond communication plan, which is a critical component of the overall bond management function.

ADJOURNMENT

The meeting was adjourned at 7:02 p.m. A regular board business meeting followed in the council chambers at 7:04 p.m.

Submitted by: _____

Linda J. Cook
Administrative Assistant to the Superintendent and
Board of Directors

GRESHAM-BARLOW SCHOOL DISTRICT NO. 10 JT.
Minutes of Regular Board Meeting / Business

May 4, 2017

The Gresham-Barlow School District Board of Education met in regular session on Thursday, May 4, 2017, in the council chambers of the Public Safety and Schools building, 1331 NW Eastman Parkway, Gresham, Oregon.

The meeting was called to order at 7:04 p.m. by the chair, Carla Piluso. Other board members in attendance were Sharon Garner, Kris Howatt, Kathy Ruthruff, Matt O'Connell, and John Hartsock. Kent Zook was absent.

The following members of the superintendent's cabinet were present:

Jim Schlachter	Superintendent
James Hiu	Deputy Superintendent of Secondary Education and Operations
Teresa Ketelsen	Deputy Superintendent of Teaching and Learning
Mike Schofield	Chief Financial Officer
Randy Bryant	Executive Director of Human Resources
Julie Evans	Executive Director of Elementary Education
Sara Huston	Executive Director of School Performance
John Koch	Executive Director of Student Support Services
Athena Vadnais	Director of Communications and Community Engagement

Dr. A. Katrise Perera, incoming superintendent (effective July 1, 2017), was in the audience and attended for a portion of the meeting.

The chair led board members, administrators and all those present in the Pledge of Allegiance.

Note: All handouts provided at this session have been uploaded to the School Board page on the district's web site: www.gresham.k12.or.us. Copies are also on file at the district office.

MOTION 82 MEETING AGENDA (7:05 p.m.)

It was moved by Matt O'Connell, seconded by Kris Howatt and carried 6 to 0 to approve the meeting agenda as presented.

MOTION 83 CONSENT AGENDA (7:06 p.m.)

The following items were included on the consent agenda:

1. Minutes from Regular Work Session..... April 6, 2017
Minutes from Regular Business Meeting..... April 6, 2017
Minutes from Special Work Session..... April 13, 2017
2. Financial Report
3. Policy Updates
4. Personnel: Superintendent Contract

It was moved by John Hartsock, seconded by Sharon Garner and carried 6 to 0 to approve the consent agenda as presented.

RECOGNITIONS (7:07 p.m.)

Introduction of Incoming Superintendent: Kris Howatt, who served as a member of the superintendent search committee, introduced Dr. A. Katrice Perera who will serve as the district's superintendent of schools beginning July 1, 2017.

Dr. Perera is the former national director of urban markets division with McGraw Hill Education. Prior to that, she served as superintendent of the Isle of Wight County Schools in Smithfield, Virginia, for four years. In 2015, the National Association of School Superintendents named her "Superintendent of the Year." Her extensive experience as an educator includes classroom teacher, middle school principal, assessment director, and area/regional superintendent of the Houston School District.

State Acting Competition: Gresham High School, First Place: The board honored Gresham High School drama students who took first place at the State Acting Competition for the sixth year in a row. (Refer to the agenda packet for more information.)

Katie Card: OSAA State Speech Champion: Katie Card, a Sam Barlow High School sophomore, was recognized for being named the OSAA State Speech Champion for her expository speech entitled, "Salt." Katie's twin sister, Liz Card, qualified for the NSDA national competition with her expository/informative speech and will represent Sam Barlow High School this summer at the national event.

Tina Roberts: Celebrate Literacy Award Recipient: Tina Roberts, a Gresham High School teacher, was recognized for being named a recipient of the Celebrate Literacy Award for 2017. The International Literacy Association's Celebrate Literacy Award recognizes individuals who have made significant contributions at the local level. Ms. Roberts will be recognized by the Portland Reading Council at a celebration in May.

District Earns Energy Star Award: The board honored Terry Taylor, director of facilities, and his team for receiving the 2017 Energy Star Partner of the Year Award for Sustained Excellence. Also acknowledged were Ken Yoder, Alan Crapser, and Eric Peterson, custodians who attended the meeting as representatives the facilities department.

Athena Vadnais Named OSPRA Communicator of the Year: Athena Vadnais was recognized for being named "Communicator of the Year" by the Oregon School Public Relations Association (OSPRA) at its spring conference. The Communicator of the Year award honors individuals who go above and beyond to serve their organizations, assist peers, serve as a resource for other school communicators, and innovate new ideas and projects. The award aims to honor the best of the profession.

GRESHAM-BARLOW EDUCATION FOUNDATION REPORT (7:33 p.m.)

Foundation reports are typically presented every-other-month. Accordingly, there was no Foundation report this month.

SUPERINTENDENT'S REPORT (7:33 p.m.)

Superintendent Schlachter reported on the following:

- The board meeting agenda was filled with items highlighting the district's successes. For example, the district has award-winning students and staff members, is in the process of implementing a school bond construction program, is working on goals related to equity, it adopting new curriculum, and much more.
- Challenges face the district, especially in the area of funding. The proposed budget and accompanying budget message will be released on May 11. It will be built on a K-12 statewide funding level of \$8.1 Billion for the 2017-19 biennium. (The legislature is still in the process of determining the funding level for schools.) This level of funding will result in a budget shortfall for school districts throughout Oregon. It is fortunate that Gresham-Barlow can reduce spending in the area of capital construction costs due to the passage of the 2016 school bond measure; however, additional reductions and savings are necessary. The district will balance its budget by making staff reductions in all areas (administrative, licensed, and classified), suspending curriculum adoptions, and spending down the district's ending fund balance. Staff and community members are encouraged to contact state lawmakers and share with them how reduced funding for schools would impact the district's educational program.

DEEP CREEK-DAMASCUS K-8 AWARDED GREEN SCHOOL PREMIER LEVEL (7:40 p.m.)

Principal Lori Walter and students from Deep Creek-Damascus K-8 shared information about their recycling history and practices. Deep Creek-Damascus K-8 School was awarded the Oregon Green School Premier Level 2017 by the Oregon Green Schools Association.

COLLABORATION GRANT UPDATE: (7:45 p.m.)

Grant Managers Mark Kim and Regina Norris reported about a \$1,025,000 collaboration grant that was awarded to the district by the Oregon Department of Education for the 2016-17 school year.

BOND UPDATE: ELEMENTARY SCHOOL PROJECTS: (7:58 p.m.)

Principal Kimberly Miles and representatives from the DLR Group provided an update on bond projects at East Gresham Elementary School. Principal Tracy Klinger and representatives from BBT Architects reviewed the work completed for North Gresham.

BOND UPDATE: WEBSITE: (8:25 p.m.)

The board reviewed a new website designed to keep students, staff, parents, and community members informed about progress on the district's bond projects.

DISTRICT EDUCATIONAL EQUITY POLICY IMPLEMENTATION UPDATE
(8:30 p.m.)

Members of the District Equity Team reported on the first year of implementation of Policy JBB, Educational Equity. They summarized the district's equity professional learning focus and integration of equity throughout the district.

RECESS/RECONVENE (8:42 p.m.)

The meeting was recessed at 8:42 p.m. and reconvened at 8:55 p.m.

COMMITTEE MEETING MINUTES AND/OR REPORTS (8:55 p.m.)

It was noted that minutes from recent meetings of the following committees were provided in the board's agenda packet: Superintendent Search Selection Committee, Policy Review Committee, and District Advisory Council (DAC).

BOARD REPORTS (8:56 p.m.)

Board members summarized various meetings and other activities they participated in during the month.

CABINET REPORTS (9:04 p.m.)

There were no cabinet reports this evening.

ASSOCIATIONS REPORTS (9:04 p.m.)

Rhett Hyman, a teacher at East Orient Elementary School, reported on behalf of the Gresham-Barlow Education Association (GBEA).

Judy Hardy, an educational assistant at Hogan Cedars Elementary School, reported on behalf of Oregon School Education Association (OSEA) Chapter 8 employees.

CITIZENS' REQUESTS OF THE BOARD (9:06 p.m.)

Chair Piluso noted that Michelle DeParrie of Gresham submitted a written request encouraging the board consider changes to the district's dress code policy, specifically for middle school students. Ms. DeParrie needed to leave the meeting and was unable to address the board in person.

ALTERNATIVE EDUCATION PROGRAMS (9:07 p.m.)

Board members reviewed a list of alternative education programs being provided for first reading. Action to approve the list will be requested at a subsequent meeting.

PAID LUNCH EQUITY (9:09 p.m.)

Board members reviewed a recommendation to increase lunch prices by \$0.10 effective July 1, 2017. It was explained that the United States Department of Agriculture requires all local education agencies (LEAs), regardless of current lunch prices, to annually review paid lunch prices to ensure that USDA funds are not subsidizing paid lunch amounts. An LEA is considered noncompliant when the average paid lunch price is less than the difference between the free and paid federal reimbursement rates, currently \$2.86. If the weighted average paid lunch price is less than that amount, LEAs must take corrective action to meet the requirement.

The board will vote on this recommendation at a subsequent meeting.

MOTION 85 ELEMENTARY SCHOOL MATHEMATICS TEXTBOOK ADOPTION (9:12 p.m.)

It was moved by Kris Howatt, seconded by Matt O'Connell, and carried 6 to 0 to approve *Ready Common Core* and *iReady* by Curriculum Associates as the elementary math adoption, kindergarten through fifth grades, to begin with the 2017-18 school year, in the amount of \$812,000.

MOTION 86 HIGH SCHOOL MATHEMATICS TEXTBOOK ADOPTION (9:14 p.m.)

Matt O'Connell moved to approve *Big Ideas* by HMH, *Pre Calculus with Limits* by Cengage, *Baccalaureate Standard Level* by Pearson, *IB Math Studies SL* by Oxford, and *Calculus for AP* by Cengage as the high school math textbook adoptions, to begin with the 2017-18 school year, in an amount not to exceed \$400,000. Kris Howatt seconded the motion.

Following discussion, the motion carried 6 to 0.

MOTION 87 CHARTER SCHOOL RENEWAL: METRO EAST WEB ACADEMY (9:16 p.m.)

It was moved by John Hartsock, seconded by Kris Howatt and carried 6 to 0 to approve the Metro East Web Academy charter renewal for six years (2017-18 to 2022-23), subject to the negotiation of a contract to address the following recommendations:

- Conduct PSU (Portland State University) evaluations in even-numbered years, and the National Association of Charter School Authorizers evaluation in odd-numbered years
- Expand the range from grades 6-12 to kindergarten-12
- Increase total enrolment cap of 500 incrementally by adding 100 in 2017-18; 100 in 2018-19, and reassess for subsequent years
- Negotiate indirect costs
- Allow MEWA to establish its school year, school day, and hours of operation in accordance with state law

MOTION 88 CHARTER SCHOOL RENEWAL: GRESHAM ARTHUR ACADEMY
(9:18 p.m.)

A motion was made by Matt O'Connell and seconded by Kris Howatt to approve the Gresham Arthur Academy Public Charter School renewal for six years (2017-18 to 2022-23), subject to the negotiation of a contract to address the following recommendations:

- Conduct PSU (Portland State University) evaluations every odd-numbered year
- Maintain a local governing board as stated in the contract
- Waive ORS 338.025(s) that requires the public charter school to select students through an equitable lottery selection process; the waived students would not exceed 5% of the school's annual student enrollment
- Replace references to highly-qualified (NCLBA) status with a requirement to provide a list of all licensed (teaching) staff, and their licensure status with the Teachers Standards and Practices Commission per Every Student Succeeds Act (ESSA)
- Maintain current language that states: "Oregon Statewide Assessments – of all students in each grade, regardless of time in attendance, the total percentage in that grade who meet or exceed state standards in tested content areas will be at least as high as the total percentage of the district's students in the same grades who meet or exceed state standards."
- Approve the use of Easy DBM, summative nationally normed standardized test, as the method of measuring student achievement in grades K, 1 and 2, and testing in the spring for all students in grades K, 1 and 2, and in the fall for new students in those grades
- Eliminate the requirement for a \$5,000 corporate savings to be on deposit with the Gresham-Barlow School District.

Following discussion, the motion carried 6 to 0.

MOTION 89 CHARTER SCHOOL RENEWAL: LEWIS & CLARK MONTESSORI
(9:24 p.m.)

It was moved by Kris Howatt, seconded by Kathy Ruthruff and carried 6 to 0 to approve the Lewis and Clark Montessori charter renewal for five years (2017-18 to 2021-22), subject to the negotiation of a contract to address the following recommendations:

- Maintain the funding rate at 80% ADMw
- Increase the enrollment cap to 375
- Review the services necessary for currently-enrolled students and assess staffing needs / provisions of special education services
- Provide monthly financial statements to the chief financial officer

- Replace references to highly-qualified (NCLBA) status with a requirement to provide a list of all licensed (teaching) staff, and their licensure status with the Teachers Standards and Practices Commission per Every Student Succeeds Act (ESSA).

STRATEGIC PLANNING: QUARTER 3 REPORT (9:28 p.m.)

Superintendent Schlachter presented the Quarter 3 report, which outlined progress toward targets identified in the 2020 Strategic Plan. There report also summarized the volume of work completed, characteristics of the work, and the extent to which it is making a difference.

ANNOUNCEMENTS (9:31 p.m.)

- May 9: Policy Review Committee – 8 a.m.
Business Office Conference Room
Public Safety and Schools Building
- May 11: Budget Committee Meeting 1 of 2 - 7 p.m.
Forum Room (220)
Center for Advanced Learning
- May 22: Budget Committee Meeting 2 of 2 - 7 p.m.
Forum Room (220)
Center for Advanced Learning
- May 25: DAC End-of-Year BBQ and Meeting – 6:30 p.m.
Kelly Creek Elementary School
Board Representatives: All
- May 29: Memorial Day Holiday
Schools and Offices Closed
- June 1: Board Work Session - 6 p.m.
Partnership Room
Center for Advanced Learning (CAL)
- June 5: District-wide Retirement Reception 4-6 p.m.
Council Chambers
Public Safety and Schools Building
- June 8: Board Work Session - 6 p.m.
Council Chambers Conference Room
Public Safety and Schools Building
- June 8: Budget Hearing – 6:45 p.m.
Council Chambers
Public Safety and Schools Building
- June 8: Regular Board Meeting - 7 p.m.
Council Chambers
Public Safety and Schools Building

ADJOURNMENT

There being no other business, the meeting was adjourned at 9:32 p.m.

Submitted by: _____
Linda J. Cook
Administrative Assistant to the Superintendent and
Board of Directors

Draft



2017-2018 BUDGET COMMITTEE

Minutes of May 22, 2017 Budget Committee Meeting #2

The Gresham-Barlow School District Budget Committee met at 7:00 p.m., Monday, May 22, 2017 in the Partnership Room of the Center for Advanced Learning, 1484 NW Civic Drive, Gresham, OR.

Members in attendance were: Kent Zook, Sharon Garner, Carla Piluso, John Hartsock, Michael Buck, Nicholas Kemper, Michael Deveney, Justin Weatherford, Darrell Buell, Kris Howatt, and Rebecca Merchant.

Members Amanda Gayken, Matt O'Connell, and Kathy Ruthruff were absent.

Guest: Jason Dugan

The following central office administrators were present: Jim Schlachter, Mike Schofield, James Hiu, Teresa Ketelsen, Julie Evans, John Koch, Lynne Hill, Sara Huston, Randy Bryant, and Athena Vadnais.

WELCOME AND INTRODUCTIONS

Budget Committee Chair, Michael Deveney, called the meeting to order at 7:01 p.m., welcoming all present to the meeting.

Introductions were exchanged for the benefit of those in the audience. Board Vice-Chair, Kris Howatt, introduced incoming Superintendent Dr. Katrise Perera.

APPROVE MAY 11, 2017 MEETING MINUTES

It was moved by Kris Howatt to approve the minutes from the May 11, 2017 Budget Committee meeting minutes as presented; Kent Zook seconded the motion. The motion to approve the May 11, 2017 minutes passed unanimously.

PUBLIC TESTIMONY

Chair Deveney opened public testimony at 7:13 p.m. Chair Deveney read an email from community member, Danielle Currey, which expressed her gratitude and appreciation to the budget committee and district staff for the hard work and forward vision that the budget has been approached with.

CLOSE PUBLIC TESTIMONY

There being no other public testimony Chair Deveney closed public testimony at 7:04 p.m.

COMMITTEE DELIBERATION

Darrell Buell asked why the TAG budget was getting a 30 percent cut. Mr. Schofield responded that if you look back across to what the district has actually spent the last several years, the budget is more in line with what is being proposed in 2017-2018.

Justin Weatherford asked if the increase in resource room enrollment numbers and budget was correct. Mr. Schofield responded that the numbers are correct and there were increased costs by MESD.

Mr. Weatherford asked about the amounts budgeted in software and hardware across the district. Mr. Schofield responded that since the district does not have the rollout of the bond tech plan, schools were instructed to budget for it.

Justin Weatherford asked about the district's take on it currently operating as a holding company versus an operating company and possible changes. Mr. Schofield responded that it's something that the district can work towards and that he thinks the bond will help in working towards standardizing the district for efficiencies and cost savings

Rebecca Merchant expressed her concern with the district budgeting based on \$8.1 billion. She asked if the district had a draft budget if the state decides to fund schools at \$7.8 billion. Mr. Schofield responded that he has a list of things and the district will have to cut, which equates to about \$3 million, if the state funds schools at \$7.8 billion.

Rebecca Merchant asked if the district would touch the PERS reserve. Mr. Schofield responded that the district could, but he would not want to put it on the table, and would not be the first item looked at to cover budget shortfalls.

APPROVAL OF THE 2017-2018 BUDGET

Chair Deveney called to approve the 2017-2018 budget.

Sharon Garner moved to approve the Gresham-Barlow School District Levy at the full permanent rate of \$4.5268. Kris Howatt seconded the motion; motion passed 11-0.

Kris Howatt moved to approve the 2017-2018 Debt Service Levy in the amount of \$16,833,080. Kent Zook seconded the motion; motion passed 11-0.

John Hartsock moved to approve the Gresham-Barlow School District 2017-2018 budget (all funds) in the amount of \$447,376,465. Kris Howatt seconded the motion; motion passed 11-0.

CLOSING COMMENTS

Superintendent Schlachter thanked everyone present for attending the meeting.

Chair Deveney thanked Superintendent Schlachter for his service to the district. She thanked Mike Schofield, Lynne Hill, and Michelle Hobbs for their time and support in preparing the budget.

Chair Deveney adjourned the meeting at 7:22 p.m.

Minutes submitted by: Michelle Hobbs, Budget Committee Secretary.

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Mike Schofield

DATE: June 8, 2017

RE: No. 2 – Financial Report

EXPLANATION: The budget was approved by the budget committee on May 22, 2017. The business office is putting the finishing touches on the document for presentation at the June 8, 2017, budget hearing. The district's 2017-2018 budget is based on a K-12 State School Fund amount of \$8.1 billion. Any amount more or less will require adjustment to the budget in the coming months.

The economic forecast was presented on May 16, 2017. Available revenues are up compared to the prior forecast. However, there is a greater possibility the personal income tax kicker might "kick."

PRESENTER: Mike Schofield

SUPPLEMENTARY
MATERIALS: Financial Report/Summary (Ending April 30, 2017)

RECOMMENDATION: None

REQUESTED ACTION: Consent agenda approval

MS:lc

GENERAL FUND

	Actual QTR 1	Actual QTR 2	Actual QTR 3	Actual Apr	Projected QTR 4	Projected Annual	Actual YTD	Adopted Budget	Variance To Budget	
Revenue										
Current Taxes	-	24,380,647	1,125,154	81,665	901,665	26,407,466	25,505,806	26,204,668	202,798	
Prior Year Taxes	151,303	147,979	79,516	28,744	138,744	517,542	407,542	570,000	-52,458	
Other Taxes / Interest	154	1,071	5,447	269	619	7,291	6,941	15,000	-7,709	
Total Taxes	151,457	24,529,697	1,210,117	110,678	1,041,028	26,932,299	25,920,289	26,789,668	142,631	
Common School Fund	-	-	775,504	-	775,000	1,550,504	775,504	1,170,000	380,504	
County School Fund	-	-	-	-	2,000	2,000	-	2,000	0	
Federal Forest Fees	-	-	-	-	12,000	12,000	-	12,000	0	
State School Fund (SSF)	26,797,192	20,090,861	20,054,306	6,764,403	13,412,651	80,355,010	73,706,762	80,420,000	-64,990	
Other SSF Revenue	26,797,192	20,090,861	20,829,810	6,764,403	14,201,651	81,919,514	74,482,266	81,604,000	315,514	
Total Formula Revenue	26,948,649	44,620,558	22,039,927	6,875,081	15,242,679	108,851,813	100,402,555	108,393,668	458,145	
High Cost Disability	-	-	-	-	685,488	685,488	-	550,000	135,488	
Prior Year SSF	-	-	-	-	479,652	479,652	-	-	479,652	
State Restricted	-	-	-	-	-	-	-	-	0	
Other State Revenue	-	-	-	-	1,165,140	1,165,140	-	550,000	615,140	
Tuition / Transportation	7,880	17,227	28,930	2,429	47,429	101,466	56,466	115,000	-13,534	
Earning on Investment	47,739	75,477	116,943	40,566	101,566	341,725	280,725	160,000	181,725	
Student Fees / Admissions	28,509	77,341	66,166	86,783	256,283	428,299	258,799	360,000	68,299	
Rentals	66,238	71,365	71,974	32,488	77,488	287,065	242,065	225,000	62,065	
Donations	21,000	112,889	-	-	125,000	258,889	133,889	275,000	-16,111	
Services to other Funds	26,574	11,419	49,885	1,713	406,713	494,591	89,591	390,000	104,591	
Misc.	75,201	169,359	144,201	87,970	222,970	611,731	476,731	400,000	211,731	
MESD Transfer	-	1,825,000	-	-	-	1,825,000	1,825,000	2,050,000	-225,000	
Other County Funds	-	-	-	-	-	-	-	-	0	
Drivers' Education	-	-	-	-	-	-	-	-	0	
Other Federal Revenue	-	-	-	-	-	-	-	-	0	
Child Care Development	-	26,469	19,775	11,476	16,476	62,720	57,720	30,000	32,720	
Sale of Fixed Assets	10,350	-	-	-	-	10,350	10,350	5,000	5,350	
Bond Proceeds	-	-	-	-	-	-	-	-	0	
TRANSFERS	-	-	-	-	-	-	-	-	0	
Total Other Revenue	283,491	2,386,546	497,874	263,425	1,253,925	4,421,836	3,431,336	4,010,000	411,836	
TOTAL REVENUE	\$27,232,140	\$47,007,104	\$22,537,801	\$7,138,506	\$17,661,744	\$114,438,789	\$103,833,891	\$112,953,668	1,485,121	91.9%
Expenditures								9,103,818	BFB Budget	
Licensed Salaries	3,032,795	8,987,958	9,010,802	3,034,931	15,044,931	36,076,486	24,066,486	37,123,010	1,046,524	
Support Staff Salaries	1,544,332	2,736,065	2,770,231	905,841	3,985,841	11,036,469	7,956,469	11,581,529	545,060	
Admin Salaries	1,382,723	1,435,251	1,378,596	459,556	1,389,556	5,586,126	4,656,126	5,484,637	-101,489	
Confidential Salaries	111,419	104,846	104,513	34,868	114,868	435,646	355,646	556,088	120,442	
Subs' / Temp Salaries	327,953	996,032	831,963	337,926	1,437,926	3,593,874	2,493,874	3,742,812	148,938	
Total Salaries	6,399,222	14,260,152	14,096,105	4,773,122	21,973,122	56,728,601	39,528,601	58,488,076	1,759,475	
PERS	1,189,247	2,690,607	2,648,935	889,615	4,079,615	10,608,404	7,418,404	11,685,827	1,077,423	
FICA	484,640	1,078,198	1,072,600	362,952	1,672,952	4,308,390	2,998,390	4,463,814	155,424	
Insurance	1,543,265	3,375,283	3,440,993	1,144,988	5,464,988	13,824,529	9,504,529	13,680,969	-143,560	
Other Benefits	271,614	306,410	354,990	140,434	465,434	1,398,448	1,073,448	1,423,231	24,783	
Total Benefits	3,488,766	7,450,498	7,517,518	2,537,989	11,682,989	30,139,771	20,994,771	31,253,841	1,114,070	
Purchased Services	1,759,548	3,265,835	3,590,004	1,570,903	4,870,903	13,486,290	10,186,290	13,933,070	446,780	
Charter School Payments	2,257,512	1,753,175	1,763,799	662,685	1,262,685	7,037,171	6,437,171	6,741,087	-296,084	
Supplies & Materials	697,763	414,575	339,552	126,134	1,766,134	3,218,024	1,578,024	2,739,936	-478,088	
Capital Outlay	223,153	90,698	31,625	-	15,000	360,476	345,476	308,000	-52,476	
Other Objects	602,758	74,446	14,727	(36,195)	98,805	790,736	655,736	790,308	-428	
Transfers	840,000	-	-	-	-	840,000	840,000	840,000	0	
TOTAL EXPENDITURES	\$16,268,722	\$27,309,379	\$27,353,330	\$9,634,638	\$41,669,638	\$112,601,069	\$80,566,069	\$115,094,318	\$2,493,249	70.0%
Reserves - Contingency/Unappropriated Ending Balance								6,963,168		
Beginning Cash Balance							\$10,278,093	\$0		
							\$1,837,720	\$122,057,486	Budget	
							\$12,115,813			

10.8% (Percentage of Projected Expenditures)

Expenditure Summary

Salaries	39,528,601	49.1%
Benefits	20,994,771	26.1%
Purchased Serv	16,623,461	20.6%
Supplies	1,578,024	2.0%
Capital Outlay	345,476	0.4%
Other Objects	655,736	0.8%
Transfers	840,000	1.0%
\$	80,566,069	100.0%

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Randy Bryant

DATE: June 8, 2017

RE: No. 3 - Personnel Report: Employment Contracts

EXPLANATION: ORS 332.075(2)-(3), states that, "All contracts of the school district must be approved by the district school board before an order can be drawn for payment." This includes the provision of labor performed by employees of the district.

In addition, Board Policy GB, General Personnel Policies, provides that, "The employment contract of candidates to fill licensed and contracted positions will be approved by the Board upon the superintendent's recommendation."

Salary placement for licensed and administrator positions will follow the terms of the established collective bargaining agreement with the labor association and memorandum of understanding with the administrator group. These agreements are available on the district web site.

PRESENTER: Randy Bryant

SUPPLEMENTARY
MATERIALS:

1. Administrator New Hires
2. Licensed New Hires
3. Contract for Employment
4. Change in Positions

RECOMMENDATION:

1. As required by Policy GB, the administration recommends the employment of candidates to fill positions as listed above in supplementary materials #1 and #2.
2. In compliance with ORS 332.075(2)(3), ORS 342.845, and ORS 342.895 the administration recommends board approval of the non-licensed employment contract described in supplementary materials #3

Board of Directors

Re: No. 3 - Personnel Report: Employment Contracts

June 8, 2017

Page 2

3. As required by Policy GB, the administration will report quarterly the number of employees that have changed their positions as listed above in supplementary materials #4.

REQUESTED ACTION: Consent agenda approval

RHB: mc:lc

(1) Administrator New Hires for 2017-2018
Recommended for Hire for the 2017-2018 School Year

Keeton, Barb

Principal

DCD K-8

(2) Licensed New Hires for 2017-2018
Recommended for Hire for the 2017-2018 School Year

Bund, Kacie	Science Teacher	CCMS
Evans, Phil	Math Teacher	GRMS
Helland, Crystle	Language Arts Teacher	CCMS
Keller, Judy	Counselor	GHS
Kirkham, Elizabeth	Science Teacher	DMMS
Leitz, Evalena	Math Teacher	CCMS
Mikkelsen, Camille	Math Teacher	CCMS
O'Reilly, Matthew	Science Teacher	DMMS
Ozgur, Alison	Health Teacher	CCMS
Schaper, Megan	Vocal Music Teacher	CCMS
Tuckness, Jason	Science/Health Teacher	GRMS

(3) Contract for Employment 2017-2018

Contract for Employment
July 1, 2017 – August 18, 2017

Cook, Lyn

Executive Assistant to Superintendent
and Board of Directors

DO

(4) Change In Positions
3/1/17 - 5/31/17

Location	Classified			Licensed			Administration		
	Resigned	Retired	Hired	Resigned	Retired	Hired	Resigned	Retired	Hired
Deep Creek Damascus K-8									
East Gresham ES		1	1		1				
East Orient ES		2	1						
Hall ES	1		1						
Highland ES			1		3				
Hogan Cedars ES	1								
Hollydale ES	1	1							
Kelly Creek ES					2				
North Gresham ES		1			1				
Powell Valley ES					1				
West Gresham ES								1	
Clear Creek MS				3					
Dexter McCarty MS				2	1				
Gordon Russell MS		1			1				
West Orient MS				1	2				
Barlow HS		1			2				
Gresham HS				1	1		1		
Springwater Trail HS									
Student Support Services	6	3	6	6					
District Office			1	1	1			1	1
Facilities	1	1	2						
Technology		1							

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter

DATE: June 8, 2017

RE: No. 4 – Personnel: Employment Agreements - Deputy Superintendents and Chief Financial Officer

EXPLANATION: ORS 332.075(2)-(3), states that, “All contracts of the school district must be approved by the district school board before an order can be drawn for payment.” This includes the provision of labor performed by employees of the district.

In addition, Board Policy GB, General Personnel Policies, provides that, “The employment contract of candidates to fill licensed and contracted positions will be approved by the Board upon the superintendent’s recommendation.”

Employment contracts for the two deputy superintendents and the chief financial officer are negotiated annually by the superintendent and the individual employees. These negotiations are independent of the collective bargaining process in place for the district’s employee associations.

Employment agreements have been negotiated by the superintendent with the individuals named below. The agreements are now being presented for board approval.

**SUPPLEMENTARY
MATERIALS:**

1. 2017-2020 Employment Agreement between Gresham-Barlow School District 10JT and Teresa Ketelsen as Deputy Superintendent
2. 2017-2020 Employment Agreement between Gresham-Barlow School District 10JT and James Hiu as Deputy Superintendent
3. 2017-2020 Employment Agreement between Gresham-Barlow School District 10JT and Michael D. Schofield as Chief Financial Officer

PRESENTER: Jim Schlachter

RECOMMENDATION: The superintendent recommends board approval of the above-named employment contracts, as presented.

REQUESTED ACTION: Consent agenda approval

:lc



2017-2020 EMPLOYMENT AGREEMENT
between
GRESHAM-BARLOW SCHOOL DISTRICT 10 JT.
and
TERESA KETELSEN AS DEPUTY SUPERINTENDENT

This Agreement is made and entered into this 1st day of July 2017, by and between GRESHAM-BARLOW SCHOOL DISTRICT 10 JT, hereinafter referred to as the "District," and Teresa Ketelsen, hereinafter referred to as "Deputy Superintendent."

1. Purpose

The purpose of this Agreement is to set forth the terms agreed upon between the District and the Deputy Superintendent in providing services to the District.

2. Term of Agreement

The employment of the Deputy Superintendent shall commence on July 1, 2017, and continue until June 30, 2020. This agreement may be subject to annual extensions at the mutual agreement of the District and the Deputy Superintendent, but in no case shall be for a term to exceed three (3) years. To be effective, any such extension must be in writing.

3. Compensation

Commencing July 1, 2017, for a period of 12 months, the Deputy Superintendent's annual salary shall be \$143,790. The annual rate for years beyond 2017-18 shall be mutually agreed upon by the District and Deputy Superintendent. In addition, the District will pay Employee's share (6%) of the Public Employees Retirement System (PERS) contribution.

4. Fringe Benefits

The Deputy Superintendent shall receive a district-paid tax-sheltered annuity in the prorated amount of \$750 per month, or \$9,000 per year.

An expense stipend of \$125 per month will be provided to cover the general expenses associated with the regular duties of the Deputy Superintendent.

The district shall pay a \$250 monthly allotment for mileage within the tri-county area. Outside the tri-county (Multnomah, Clackamas and Washington counties) area, reimbursement shall be at the then current IRS rate.

The district shall pay a stipend of \$80 per month for cell phone data plan.

The Deputy Superintendent shall be entitled to participate in all insurance programs provided other administrative employees of the District and at the same District contribution level, as stipulated in the current Memorandum of Understanding Between the Association of Gresham School Administrators (AGSA) and Gresham-Barlow School District #10 Jt., including health, life, and disability insurance. The Deputy Superintendent shall also be provided with leaves as set forth in the AGSA Memorandum of Understanding.

5. Deputy Superintendent Responsibilities

The Deputy Superintendent shall have those duties and responsibilities set forth in the applicable job description, or as otherwise assigned and directed by the District Superintendent.

6. Professional Growth

The District encourages the continuing professional growth of the Deputy Superintendent through participation, as she might decide in light of the duties as Deputy Superintendent, in:

- A. the operations, programs and other activities conducted or sponsored by local, state and national school administrator and school board associations;
- B. seminars and courses offered by public or private educational institutions; and
- C. informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Deputy Superintendent to perform his professional responsibilities for the District.

In its encouragement, the District shall, at its sole discretion, permit release time for the Deputy Superintendent as appropriate to attend to such matters, and the District shall pay for the necessary membership, tuition, travel, and subsistence expenses. Such professional growth expenses shall be limited to amounts budgeted for that purpose in the Deputy Superintendent's budget. The Deputy Superintendent will prepare, no later than July 31 of each year, and share with the Superintendent, a tentative calendar, indicating planned travel and vacation time, and will alert the Superintendent to any subsequent changes. District payment for tuition leading to an advanced degree must be preauthorized by the Superintendent. Should the Deputy Superintendent choose to discontinue employment with the district (unless due to retirement through the PERS system) after completion of the district-funded advanced degree, upon request from the district the Deputy Superintendent will refund the district up to the total cost of tuition for the degree from the previous three school years.

7. Contract Year

The Deputy Superintendent shall be obligated to render to the District two hundred sixty (260) days of service annually, including District holidays (currently 10), twenty (20) days annually of vacation, and five (5) on-call days. As provided in the AGSA MOU, up to ten (10) vacation days may be carried over into the following fiscal year. Employee may choose to be paid for a maximum of ten (10) unused vacation days upon separation of employment.

8. Compliance with AGSA Agreement

Except as specifically set forth in this Agreement, the benefits, leaves, evaluation, terms and conditions associated with the Deputy Superintendent's employment with the District shall be consistent with and as set forth in the agreement between the District and the Association of Gresham School Administrators (AGSA).

9. Termination of Employment Contract

A. *Termination without Deputy Superintendent's concurrence.* In the event the District intends to act to terminate this agreement for cause, prior to its termination date without the Deputy Superintendent's written concurrence, the Deputy Superintendent shall be entitled to a due process hearing before the board prior to the occurrence of any purported act of termination. Due process shall include at least a written notice of the reasons why the District is considering termination of this agreement, the right to appear before the Board in closed executive meeting or public hearing, at the option of the Deputy Superintendent, the right to be represented at the hearing by a representative of the Deputy Superintendent's choice, and the right to a written decision describing the results of the hearing. The District shall give the Deputy Superintendent no less than ten (10) days written notice in advance of termination. This provision does not constitute a waiver of any rights the District or the Deputy Superintendent may have to enforce this employment contract in the courts under contract or other applicable law. The Deputy Superintendent will receive payment for services rendered to the date of the termination.

B. *No cause termination of Contract.* The Board may, upon the recommendation of the Superintendent, at its option and for any reason deemed in good faith sufficient, terminate this contract without a pre-termination or post-termination hearing. If such unilateral action is to be taken, the Board shall provide the Deputy with twelve (12) calendar months' notice prior to the termination becoming effective. The District may, at its discretion, relieve the Deputy Superintendent of his/her duties during part or all of the 12-calendar-months' period. If requested by the Deputy Superintendent, the Board shall review the termination with him/her in executive session.

C. *Termination at the request of the Deputy Superintendent.* In the event the Deputy Superintendent intends to act to terminate this employment contract prior to its termination day, he/she will notify the Superintendent immediately when he/she intends to seek other employment and, regardless of the reasons for terminating this contract, shall give the District no less than sixty (60) days written notice in advance of leaving employment with the District. It is agreed that such request will be accepted by the District. The Deputy Superintendent shall notify the District no less than six months prior to his/her intended date of retirement. The Deputy Superintendent will be paid for days actually worked and holidays that occur prior to contract termination.

D. *Disability.* Should the Deputy Superintendent be unable to perform the duties of this position because of illness, accident, or other causes, the District may at its option terminate this employment contract when the Deputy Superintendent qualifies for long-term disability coverage, whereupon the respective duties, rights, and obligations of the parties shall terminate, except that the Deputy Superintendent will continue to receive any benefits available to him/her under the disability insurance contract that is maintained by the District.

10. Applicable Law

This Agreement is subject to all applicable laws of the State of Oregon, rules and regulations of the State Board of Education, and policies of the District and of the Board.

11. Professional Liability

The District shall hold harmless and indemnify the Deputy Superintendent from any and all demands, claims, suits, and legal proceedings brought against the Deputy Superintendent in his/her individual capacity or in his/her official capacity as agent and employee of the District, provided the incident arose while the Deputy Superintendent was acting within the scope of employment. In no case will individual Board members be considered personally liable for indemnifying the Deputy Superintendent against such demands, claims, suits, actions, and legal proceedings.

12. Notices

All notices under this Agreement shall be effective upon delivery to the following addresses:

Teresa Ketelsen



Superintendent

Gresham-Barlow School District 10 Jt.
1331 NW Eastman Parkway
Gresham, OR 97030-3825

Any notices required or permitted to be given under the terms of this contract, or by law, shall be in writing and may be given by personal delivery or certified mail, directed to the party at the address of record in the administrative office of the District, or such other address as any party may designate in writing prior to the time of the giving of such notice.

13. Amendment

This Agreement may be amended by mutual agreement of the parties at any time. No amendment shall be effective unless it is in writing and signed by the Deputy Superintendent and the Superintendent.

EMPLOYEE SIGNATURE

FOR THE DISTRICT

Teresa Ketelsen Date
Deputy Superintendent

Jim Schlachter Date
Superintendent

Carla C. Piluso, Chair Date
Board of Directors

JS:lc 05/11/2017



2017-2020 EMPLOYMENT AGREEMENT
between
GRESHAM-BARLOW SCHOOL DISTRICT 10 JT.
and
JAMES HIU AS DEPUTY SUPERINTENDENT

This Agreement is made and entered into this 1st day of July 2017, by and between GRESHAM-BARLOW SCHOOL DISTRICT 10 JT, hereinafter referred to as the "District," and James Hiu, hereinafter referred to as "Deputy Superintendent."

1. Purpose

The purpose of this Agreement is to set forth the terms agreed upon between the District and the Deputy Superintendent in providing services to the District.

2. Term of Agreement

The employment of the Deputy Superintendent shall commence on July 1, 2017, and continue until June 30, 2020. This agreement may be subject to annual extensions at the mutual agreement of the District and the Deputy Superintendent, but in no case shall be for a term to exceed three (3) years. To be effective, any such extension must be in writing.

3. Compensation

Commencing July 1, 2017, for a period of 12 months, the Deputy Superintendent's annual salary shall be \$143,790. The annual rate for years beyond 2017-18 shall be mutually agreed upon by the District and Deputy Superintendent. In addition, the District will pay Employee's share (6%) of the Public Employees Retirement System (PERS) contribution.

4. Fringe Benefits

The Deputy Superintendent shall receive a district-paid tax-sheltered annuity in the prorated amount of \$750 per month, or \$9,000 per year.

An expense stipend of \$125 per month will be provided to cover the general expenses associated with the regular duties of the Deputy Superintendent.

The district shall pay a \$250 monthly allotment for mileage within the tri-county area. Outside the tri-county (Multnomah, Clackamas and Washington counties) area, reimbursement shall be at the then current IRS rate.

The district shall pay a stipend of \$80 per month for cell phone data plan.

The Deputy Superintendent shall be entitled to participate in all insurance programs provided other administrative employees of the District and at the same District contribution level, as stipulated in the current Memorandum of Understanding Between the Association of Gresham School Administrators (AGSA) and Gresham-Barlow School District #10 Jt., including health, life, and disability insurance. The Deputy Superintendent shall also be provided with leaves as set forth in the AGSA Memorandum of Understanding.

5. Deputy Superintendent Responsibilities

The Deputy Superintendent shall have those duties and responsibilities set forth in the applicable job description, or as otherwise assigned and directed by the District Superintendent.

6. Professional Growth

The District encourages the continuing professional growth of the Deputy Superintendent through participation, as she might decide in light of the duties as Deputy Superintendent, in:

- A. the operations, programs and other activities conducted or sponsored by local, state and national school administrator and school board associations;
- B. seminars and courses offered by public or private educational institutions; and
- C. informational meetings with other persons whose particular skills or backgrounds would serve to improve the capacity of the Deputy Superintendent to perform his professional responsibilities for the District.

In its encouragement, the District shall, at its sole discretion, permit release time for the Deputy Superintendent as appropriate to attend to such matters, and the District shall pay for the necessary membership, tuition, travel, and subsistence expenses. Such professional growth expenses shall be limited to amounts budgeted for that purpose in the Deputy Superintendent's budget. The Deputy Superintendent will prepare, no later than July 31 of each year, and share with the Superintendent, a tentative calendar, indicating planned travel and vacation time, and will alert the Superintendent to any subsequent changes. District payment for tuition leading to an advanced degree must be preauthorized by the Superintendent. Should the Deputy Superintendent choose to discontinue employment with the district (unless due to retirement through the PERS system) after completion of the district-funded advanced degree, upon request from the district the Deputy Superintendent will refund the district up to the total cost of tuition for the degree from the previous three school years.

7. Contract Year

The Deputy Superintendent shall be obligated to render to the District two hundred sixty (260) days of service annually, including District holidays (currently 10), twenty (20) days annually of vacation, and five (5) on-call days. As provided in the AGSA MOU, up to ten (10) vacation days may be carried over into the following fiscal year. Employee may choose to be paid for a maximum of ten (10) unused vacation days upon separation of employment.

8. Compliance with AGSA Agreement

Except as specifically set forth in this Agreement, the benefits, leaves, evaluation, terms and conditions associated with the Deputy Superintendent's employment with the District shall be consistent with and as set forth in the agreement between the District and the Association of Gresham School Administrators (AGSA).

9. Termination of Employment Contract

A. *Termination without Deputy Superintendent's concurrence.* In the event the District intends to act to terminate this agreement for cause, prior to its termination date without the Deputy Superintendent's written concurrence, the Deputy Superintendent shall be entitled to a due process hearing before the board prior to the occurrence of any purported act of termination. Due process shall include at least a written notice of the reasons why the District is considering termination of this agreement, the right to appear before the Board in closed executive meeting or public hearing, at the option of the Deputy Superintendent, the right to be represented at the hearing by a representative of the Deputy Superintendent's choice, and the right to a written decision describing the results of the hearing. The District shall give the Deputy Superintendent no less than ten (10) days written notice in advance of termination. This provision does not constitute a waiver of any rights the District or the Deputy Superintendent may have to enforce this employment contract in the courts under contract or other applicable law. The Deputy Superintendent will receive payment for services rendered to the date of the termination.

B. *No cause termination of Contract.* The Board may, upon the recommendation of the Superintendent, at its option and for any reason deemed in good faith sufficient, terminate this contract without a pre-termination or post-termination hearing. If such unilateral action is to be taken, the Board shall provide the Deputy with twelve (12) calendar months' notice prior to the termination becoming effective. The District may, at its discretion, relieve the Deputy Superintendent of his/her duties during part or all of the 12-calendar-months' period. If requested by the Deputy Superintendent, the Board shall review the termination with him/her in executive session.

C. *Termination at the request of the Deputy Superintendent.* In the event the Deputy Superintendent intends to act to terminate this employment contract prior to its termination day, he/she will notify the Superintendent immediately when he/she intends to seek other employment and, regardless of the reasons for terminating this contract, shall give the District no less than sixty (60) days written notice in advance of leaving employment with the District. It is agreed that such request will be accepted by the District. The Deputy Superintendent shall notify the District no less than six months prior to his/her intended date of retirement. The Deputy Superintendent will be paid for days actually worked and holidays that occur prior to contract termination.

D. *Disability.* Should the Deputy Superintendent be unable to perform the duties of this position because of illness, accident, or other causes, the District may at its option terminate this employment contract when the Deputy Superintendent qualifies for long-term disability coverage, whereupon the respective duties, rights, and obligations of the parties shall terminate, except that the Deputy Superintendent will continue to receive any benefits available to him/her under the disability insurance contract that is maintained by the District.

This Agreement is subject to all applicable laws of the State of Oregon, rules and regulations of the State Board of Education, and policies of the District and of the Board.

The District shall hold harmless and indemnify the Deputy Superintendent from any and all demands, claims, suits, and legal proceedings brought against the Deputy Superintendent in his/her individual capacity or in his/her official capacity as agent and employee of the District, provided the incident arose while the Deputy Superintendent was acting within the scope of employment. In no case will individual Board members be considered personally liable for indemnifying the Deputy Superintendent against such demands, claims, suits, actions, and legal proceedings.

All notices under this Agreement shall be effective upon delivery to the following addresses:

Superintendent
Gresham-Barlow School District 10 Jt.
1331 NW Eastman Parkway
Gresham, OR 97030-3825

13. Amendment

EMPLOYEE SIGNATURE

FOR THE DISTRICT

Jim Schlachter
Superintendent

Date _____

Carla C. Piluso, Chair Board of Directors	Date
--	------

Deputy Superintendent Employment Agreement.....Page 4 of 4



2017-2020 EMPLOYMENT AGREEMENT
between
GRESHAM-BARLOW SCHOOL DISTRICT 10 JT.
and
MICHAEL D. SCHOFIELD as CHIEF FINANCIAL OFFICER

This Agreement is made and entered into this 1st day of July 2017 by and between GRESHAM-BARLOW SCHOOL DISTRICT 10 JT, hereinafter referred to as the "District," and MICHAEL D. SCHOFIELD, hereinafter referred to as "Employee."

1. Employment

District hereby employs Employee and Employee hereby accepts employment as Chief Financial Officer of the District upon the terms and conditions hereinafter set forth.

2. Term of Agreement

District shall employ Employee beginning on the 1st day of July 2017. The employment of Employee shall continue until June 30, 2020. At the option of the Superintendent and Employee, this agreement may be renewed annually. Any such renewal shall be in writing, with notice to the Employee by May 1. This Agreement shall not be interpreted to renew automatically without written mutual agreement, and in no case shall be longer than three years in duration at any time.

3. Duties

Employee is to be employed as an administrator for the District and will perform administrative services for the District in the position set forth above and in accordance with the position description marked "EXHIBIT A," attached hereto and by this reference incorporated herein, together with such other duties as may be required by the Superintendent. Employee shall perform those duties in accordance with the directives of the Superintendent and the standards of performance for administrators of the District, as the same now exists and as the same may be modified during the term of this Agreement.

Outside professional activities, such as consulting, speaking engagements, writing and other professional activities, may be undertaken by Employee, with approval of the Superintendent, for honorarium and expenses, provided the activities do not interfere with the Employee's duties and are not contrary to the interests of the District. The parties agree no provision of this Agreement would prohibit the Employee from participating in any other business or activity outside normal working hours provided such activities do not interfere with the Employee's regular duties under this Agreement, and that such business or activities are not contrary to the interests and reputation of the District.

4. Compensation

For the services rendered by the Employee under his Agreement, District shall pay Employee an annual salary of \$146,000, payable in equal installments at the end of each month. Commencing July 1, 2018, for the duration of the contract unless mutually agreed otherwise, the District shall pay at an annual rate of \$150,000. In addition, District will pay Employee's share (the 6%) of the Public Employees Retirement System (PERS) contribution.

No later than April 1 each year of this contract beyond June 30, 2020, the Employee's compensation shall be reviewed by the Superintendent. Without agreement between the Employee and Superintendent, compensation shall not be less than the prior year.

5. Professional Certification

The District recognizes the importance of the Employee's certification as a Certified Management Accountant. In support of this, the District shall permit forty (40) hours of release time within the contract day period to comply with continuing professional education requirements as mandated. The District shall allow the Employee to attend to such matters and to pay for the necessary membership, travel, tuition and expenses. Employee shall notify the Superintendent in advance of any occasion when the Employee will be away from the District for more than three consecutive workdays or will be out of state for these purposes.

6. Contract Year

The Employee shall render to the District two hundred sixty (260) days of service annually, including District holidays (currently 10), twenty (20) days annually of vacation, and five (5) on-call days. As provided in the AGSA MOU, up to ten (10) vacation days may be carried over into the following fiscal year. Excess unused days exceeding 10 will be paid at the end of each year in the June payroll at an hourly rate. Employee may choose to be paid for a maximum of ten (10) unused vacation days upon separation of employment.

7. Fringe Benefits

Employee shall be entitled to participate in all insurance programs provided other administrative employees of the District and at the same District contribution level, as stipulated in the current Memorandum of Understanding Between the Association of Gresham School Administrators (AGSA) and Gresham-Barlow School District #10 Jt., including health, life, and disability insurance.

The Employee shall receive a District-paid tax-sheltered annuity in the prorated amount of \$750 per month, or \$9,000 per year. Employee may choose to receive this amount as salary in lieu of the tax-sheltered annuity.

8. Paid Leaves

Sick Leave: Employee shall receive twelve (12) sick leave days each fiscal year. Accumulated sick leave may be used for any reason set forth in the Oregon Sick Time statute (ORS 653.601 et. seq.). The parties agree that the provisions of this Sick Leave subsection is a substantially equivalent program for purposes of ORS 653.611.

Family Illness: Employee shall be allowed five (5) working days per contract year that shall not accumulate. The five (5) days are paid and in addition to sick leave.

Bereavement Leave: Up to ten (10) days shall be available in accordance with Oregon Law; employees may use accrued leave pursuant to any vacation, sick, personal or other paid leave in accordance with Oregon Family Leave Act (OFLA).

Personal Leave: Employee may be granted three (3) days with pay for personal reasons such as health, family emergencies, business matters, and other reasons.

Other: All other leave types will be submitted to the Superintendent in advance for the Superintendent's consideration and/or approval.

Wherever feasible, prior notice of intention to take leave shall be given to the Superintendent.

9. Professional Development

District encourages and expects Employee to participate in professional development activities such as workshops, seminars, informational meetings, and conferences. District will pay the expenses. District will also pay the costs for attendance annually at one national conference. Professional development activities requiring District expenditures must have the prior approval of the Superintendent.

10. Professional Dues

District will pay Employee's annual OASBO, and GFOA dues and such other state and national dues for appropriate affiliate organizations, as the Superintendent shall deem appropriate.

11. Mileage and Expense Allotment

An expense stipend of \$500 per month will be provided.

12. Retirement

The Employee shall be eligible for the early retirement program through the AGSA agreement.

13. Termination of Employment and Employment Agreement

A. Basis for Termination: This Agreement and Employee's employment shall be terminated by:

1. Death
2. Voluntary resignation
3. Mutual agreement
4. Retirement
5. Disability
6. Discharge: Discharge shall be based on conduct that is seriously prejudicial to the District, including but not limited to neglect of duty or breach of contract. Notice of discharge shall be given in writing, and except as provided in (7) below, Employee shall be entitled to appear before the Board to discuss the basis for discharge. If Employee chooses to be accompanied by legal counsel at such meeting, he shall bear any costs therein involved. Such meeting shall be conducted in closed, executive session, unless otherwise requested by Employee. Employee shall be provided with a written decision describing the results of the meeting.
7. No cause termination of Agreement: The Board may, at its option and for any reason deemed in good faith sufficient, terminate this contract without a pre-termination or post-termination hearing. If such unilateral action is to be taken, the Board shall provide the employee with twelve (12) calendar months' notice prior to the termination becoming effective.

The District may, at its discretion, relieve the employee of his duties during part or all of the 12-calendar-months' period. If requested by the employee, the Board shall review the termination with him in executive session.

- B. Compensation in the event of termination: Compensation, if any, at termination, as provided above, shall be determined as follows:
1. In the event of termination on the basis set forth in A1, 2, 3, 4, or 6 above, Employee shall receive (unless otherwise mutually agreed) that portion of his annual salary pro-rated on a weekly basis that is attributable to services actually rendered to the date of actual termination. All other benefits shall also cease as of that date.
 2. In the event of termination for disability under A5 above, District may, at its option, terminate this Agreement, whereupon the respective duties, rights, and obligations of the parties shall terminate, except that Employee will continue to receive benefits available to him under the disability insurance policy that is maintained by the District.

14. Professional Liability

The District agrees that it shall defend, hold harmless, and indemnify the Employee from any and all demands, claims, suits, actions and legal proceedings brought against the Employee in his individual capacity, or in his official capacity as agent and employee of the District, provided the incident arose while the Employee was acting within the scope of his employment and excluding criminal litigation and as such liability coverage is within the authority of the District to provide under state law. If, in the good faith opinion of the Employee or the District, conflict exists with regard to the defense of such a claim between the legal position of the Employee and the legal position of the District, either party may cause the Employee to engage separate legal counsel from that retained by the District. In the event such separate legal counsel is retained, the District shall indemnify the Employee for the costs of that counsel. The District shall not, however, be required to pay any costs of any legal proceedings in the event the District and Employee have adverse interest in such litigation or in the event such costs are incident to criminal investigation or litigation. The District does not have the responsibility to indemnify Employee for legal costs or expenses associated with any action brought against the Employee by the District.

15. Agreement Documents

This Agreement and all schedules and exhibits hereto constitute the full and entire Agreement between the District and the Employee. The parties hereto anticipate that annual adjustments to salary and other benefits shall be accomplished upon a separate writing to be entitled "EXHIBIT B," and successive exhibits, as approved annually by the Superintendent and Employee, shall become part of this Agreement.

16. Severability

It is understood and agreed by the District and Employee that if any part, term, or provision of this Agreement is held by the courts or any similar administrative agencies to be illegal or in conflict with any law of the State of Oregon, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid.

17. Modification

There may be no modification of this Agreement, except as provided in this Agreement, except in writing, signed by the Superintendent and Employee.

18. Arbitration

Any dispute or controversy arising from or relating to this Agreement shall, as mutually agreed, be decided by arbitration in the state of Oregon, according to the guidelines of the American Arbitration Association. It is mutually understood and agreed that this Agreement shall be governed by the laws of the State of Oregon, both as to interpretation and performance.

EMPLOYEE SIGNATURE

FOR THE DISTRICT

Michael D. Schofield Date
Chief Financial Officer

Jim Schlachter Date
Superintendent

Carla C. Piluso, Chair Date
Board of Directors

JS:lc 05/11/2017

JOB TITLE: Chief Financial Officer**Job Summary:**

As a member of the leadership team, the Chief Financial Officer will be responsible for managing, directing, and integrating broad, comprehensive financial and non-instructional operational services for the school district, including planning, organizing, coordinating, presenting and implementing activities related to the district's budget, debt management, accounting, grants, procurement, distribution, warehouse, facilities maintenance/capital improvement, student transportation, food service, and risk management. The CFO supervises a staff of four professionals employed by the District – the Director of Financial Services, the Budget Analyst, the Director of Maintenance and Operations, and the Director of Technology. Outside service supervision includes student transportation, food service and the bond management program. The bond management program includes supervision of project management, architects and general contractors.

The ideal candidate will be a strategic thinker who can provide strong and innovative finance and organizational leadership. The successful candidate will bring a service orientation to the work, and will have a collaborative management style that fosters teamwork. He or she will have excellent written and oral communication skills, strong interpersonal skills, and outstanding analytical skills. The candidate will also bring to the district an entrepreneurial “can-do” spirit, and a passion for the mission of Gresham-Barlow Schools.

Key Responsibilities:

- Provides, as a member of the superintendent's executive team, leadership to District employees that fosters a success-oriented, accountable environment within the District.
- Works with the Superintendent and School Board on the strategic vision including fostering and cultivating stakeholder relations at the local and state levels.
- Serves as internal management consultant on financial and organizational issues to the Board, Superintendent, and Department Directors. Provides problem solving guidance on critical issues facing the District.
- Consults with and advises the members of the School Board, Superintendent, School Administration and Department Managers on all matters relating to financial and budget issues.
- Provides District Leadership with an operating budget. Works with the Superintendent to ensure programmatic success through support, and compliance with all contractual and programmatic requirements.
- Provides leadership in the development and implementation of district financial policies, and procedures; ensures compliance of district accounting and financial reporting activities.
- Oversees the management and coordination of all fiscal reporting activities for the organization including, but not limited to, revenue/expense and balance sheet reports, financial status tracking, reports to funding agencies, development and monitoring of and contract/grant budgets. Develops, recommends, and oversees sound financing, budgeting, and accounting policies/systems for the District.
- Develops and maintains systems of internal controls to safeguard financial assets of the organization.

- Maintains best practices in supply chain management, including the areas of procurement, supply management, distribution management, to provide the highest levels of support to all Gresham-Barlow Schools and departments.
- Provides critical analysis and support for public finance activities as required (e.g. Capital Projects multi-year district-wide building renewal plan).
- Manages all phases of capital improvement programs including establishing standards, hiring consultants, hiring contractors, land use and permit process and overall budget management.
- Plans, organizes, directs and evaluates the performance of direct reports; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development.
- Attends and presents to Board and subcommittee meetings, including the Audit Involvement Committee.
- Directs the hiring, development, and evaluation of support service departments' and leadership staff. Develops annual performance goals and evaluates success in attaining goals.
- Analyzes or directs analysis of proposed legislation and programs in terms of short and long-range impact on the District's financial condition.
- Other duties as assigned.

Required Qualifications:

- Earned Bachelor's degree in a field related to the job requirements.
- 10+ years progressively responsible management experience. Prior department head experience and executive-level experience required.
- Eight or more years of demonstrated successful experience in finance management in complex organization(s). Experience may be in the public or private sector.
- Prior successful experience working directly with Boards of Directors or a legislative body.
- Prior successful experience leading, supervising, and mentoring professional managers.
- In depth knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Governmental Accounting Standards (GAGSA).
- Knowledge of theory, principles, practices and techniques of public administration including budgeting, financial planning and management, budget law, procurement law, and risk management processes.
- Knowledge of school financing mechanisms, and the fiscal requirements relating to federal education programs.
- Strong interpersonal and communication skills and the demonstrated ability to work effectively with a wide range of constituencies in a diverse community.

Preferred Qualifications:

- Master's degree in Business, Finance, Public Administration or a closely related field preferred.
- Certified Public Accountant (CPA) certification, Certified Government Financial Manager (CGFM) or equivalent.
- Significant experience managing in a public school district setting.

Essential Job Requirements-Qualifications:

- Experience Required: Prior job related experience with increasing levels of responsibilities in school setting.
- Skills, Knowledge and/or Abilities Required: Skills to manage personnel and programs, communicate effectively, problem solve. Knowledge of curriculum, education code, district policies. Abilities to sit for prolonged periods, provide direction to others and make independent judgments, recall and maintain records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.
- Licenses, Certifications, Bonding, and/or Testing Required: Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance.

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Randy Bryant

DATE: June 8, 2017

RE: No. 5 – AGSA and Confidential 2017-19 Memorandums of Understanding

EXPLANATION: As the board knows, the administrative and confidential staff bargain their employment agreements through a “meet and confer” process. This results in a Memorandum of Understanding that is signed by the parties. Accordingly, the district and the two groups engaged in the meet and confer process, and agreements were reached for both groups.

The memoranda are included with this executive summary for board review and approval.

Note: The administrative group is formally called the Association of Gresham-Barlow School Administrators, or more commonly referred to as AGSA.

PRESENTER: Randy Bryant

SUPPLEMENTARY MATERIALS:

1. Memorandum of Understanding Between Association of Gresham-Barlow School Administrators and Gresham-Barlow School District #10Jt. 2017-19
2. Memorandum of Understanding Confidential Staff Members 2017-19

RECOMMENDATION: The administration recommends ratification of the above documents as presented.

REQUESTED ACTION: Consent agenda approval

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2017-19 Memorandum of Understanding
GRESHAM-BARLOW SCHOOL DISTRICT and
THE ASSOCIATION OF GRESHAM-BARLOW
SCHOOL ADMINISTRATORS

- A. Purpose and Authority: The purpose of this agreement is to establish the terms and conditions for employment of an administrator within the meaning of ORS 342.815(1). By the signature of the undersigned Board Chair to this agreement, the district represents that its Board of Directors, with the advice of its legal counsel, concurred in the terms of this agreement by an action duly taken and recorded during public session, the Board Chair has the authority to execute this agreement on behalf of the district, and that it intends to be bound by its terms. The Board Chair's signature represents that he/she has consulted with legal counsel to the extent deemed necessary and intends to be bound by the terms of this agreement.
- B. Parties: The parties to this contract are the Gresham-Barlow School District #10Jt. (hereafter, "district") and the Association of Gresham-Barlow School Administrators (hereafter, "administrator").
- C. Term: Any modifications to this agreement will be determined in consultation with the AGSA Executive Board and the Board of Directors.
- D. Compensation and Benefits:
1. Salary
 - a. Salary Schedule

Administrative salary columns will be increased for the 2017-18 fiscal year by 1%.

Administrative salary columns will be increased for the 2018-19 fiscal year by 1%.

Step increases will be granted annually to individuals who have not reached the top step of the salary schedule.
 - b. Public Employees Retirement System (PERS)

Administrators will pay their share (6%) of the Public Employees Retirement System (PERS) contributions.

c. Work Year, Holidays, and Non-Contract Days

Administrators shall work from July 1 through the following June 30. The number of workdays (including holidays) shall be as follows:

District Office Administrators	230-260 days
	as determined by the superintendent
Elementary School Principals	230 days
High School Assistant and Middle School Principals	235 days
High School Principals	240 days
Middle School Asst Principals	230 days

Of the contract days shown above, five (5) days will be designated as "on-call" days taken during regular student vacation periods. On these days an administrator may not be required to report to the school or office unless specifically requested to do so by his/her supervisor.

2. Benefits

a. Paid Holidays

- | | |
|-------------------------------|---------------------------|
| 1. July 4 | 6. Christmas Day |
| 2. Labor Day | 7. New Year's Day |
| 3. Veterans Day | 8. Martin Luther King Day |
| 4. Thanksgiving Day | 9. Presidents Day |
| 5. Day following Thanksgiving | 10. Memorial Day |

b. Vacation Days (Non-Contract Days)

Those days not designated above as workdays shall be considered "vacation" days or "non-contract" days. An administrator, with the superintendent's approval, may carry over up to ten (10) vacation (non-contract) days not taken by July 1 of the succeeding year. Those days must be taken, however, before the next June 30.

Administrators are required to take at least one vacation period annually at a minimum of five (5) consecutive days. Upon retirement or departure from the district, only the number of allowable days carried over from the final year of service may be calculated into final compensation.

c. Sick Leave

All administrators shall be granted one day of sick leave per month to accrue on the first paycheck of the fiscal year. Accrual is unlimited.

Accumulated sick leave may be used for any reason set forth in the Oregon Sick Time statute (ORS 653.601 et. seq.). The parties agree that the provisions of this Sick Leave subsection is a substantially equivalent program for purposes of ORS 653.611.

d. Paid Leaves

1. Bereavement: Up to five days of paid leave shall be authorized by the district in the event of death of any member of the immediate family. Up to one day of paid leave shall be granted for attending the funeral of a friend. "Immediate Family" (to include in-law and step-relatives) shall be interpreted to mean spouse/domestic partner, children, parents, grandparents, siblings, or grandchildren. It shall also include any other persons who are members of the administrator's household or who are dependent upon the administrator for a major portion of their support. In any instance not covered in this definition, when unusual circumstances indicate, a written application may be made by the administrator to the superintendent or designee and may be approved on a case-by-case basis. Additional bereavement shall be available in accordance with Oregon Law.
2. Family Illness: The administrator shall be allowed five working days per contract year. This leave shall not accumulate. Maximum feasible prior notice of intention to take such leave shall be given to the superintendent or building principal. The definition of immediate family shall be the same as that found in the licensed staff collective bargaining agreement.
3. Personal: The administrator shall be granted three days per contract year for personal reasons such as health, family emergencies, business matters, and other reasons. This leave shall not accumulate.
4. Jury Duty: If an administrator is summoned to serve on a jury, the district shall grant the administrator permission to serve, without loss of his/her regular salary, provided that if the administrator receives a fee for these services, the fee shall be submitted to the district.
5. All other leave types will be submitted to the superintendent or building principal in advance for his/her consideration and/or approval.

e. Professional Growth

The Board of Directors encourages each administrator to engage in continual professional development. Each administrator is expected to develop a professional growth plan with his/her supervisor that is reviewed and adjusted at least annually. In support of administrator professional growth and targeting district resources toward key district initiatives, \$30,000 has been designated to support targeted staff development. The district Instructional Leadership Team, in consultation with the AGSA board, will identify specific administrators and staff development opportunities that support the district's key initiatives. An attempt will be made to provide targeted opportunities to all administrators over the period of three to four years. Those administrators not identified to participate in a targeted staff development opportunity for a particular year shall receive \$250 for professional growth. The purpose of these funds is to support attendance at conferences, workshops, or seminars that have relevance to an administrator's professional growth plan.

Tuition costs for courses required for an initial or continuing administrative licensure will be pre-paid by the district. Full district payment will be made for courses prescribed for administrators by the building principal or superintendent. An administrator who resigns his/her position will not receive tuition payment for summer coursework of that calendar year.

Tuition reimbursement requests not associated with initial or continuing licensure will be submitted to the executive director of human resources for approval. Requests will be reviewed prior to each term:

Tuition Reimbursement Request submittal dates:

Summer April 15
Fall June 15
Winter December 15 (for quarter system)
Spring December 15 (for semester system), or
February 15 (for quarter system)

Tuition reimbursement requests will be approved based on their alignment with the educational initiatives of the district and through consultation with the applicant's supervisor. Requests will be considered for up to two courses per term. If requests exceed the available funds in the pool, an equal percentage of funds will be granted for each request for that term. Once the pool of \$25,000 has been expended, no other requests will be considered until the next year's allocation of funds are available.

The Tuition Application form can be found on the iVisions web portal.

Procedures: Please refer to "Association of Gresham-Barlow School Administrators (AGSA) 2015-2016 Procedures for the Use of Professional Growth Funds."

f. Professional Dues

The district will pay annual dues for COSA and appropriate affiliate organizations and other organizations that align with an administrator's assignment and duties as approved by the administrator's supervisor.

g. Insurance

1. Group Medical (Including RX, Vision, and/or Dental):

Each administrator may enroll in group medical (including RX), vision, and/or dental insurance offered by the district through OEGB. For 2017-18, the amount of the monthly cap shall be \$1,200, and for 2018-19 the monthly cap shall be \$1,225. In the event the total cost of the plans elected by the administrator is less than the monthly insurance cap, the balance shall be used to create a pool. Administrators opting for health insurance coverage with premiums exceeding the district-paid contribution cap shall have the excess premium cost paid by the insurance pool to the extent pool money is available.

Each administrator working a minimum of .5 FTE will be enrolled in term life and long-term disability insurance programs with the premiums paid by the district outside the limits of the maximum district contribution set out above.

If deemed appropriate, an insurance review committee made up of AGSA-appointed representatives and board-appointed representatives may be convened to review insurance benefits and market trends.

2. Term Life Insurance

A term life insurance policy for each administrator will be purchased by the district in the amount of \$50,000 death benefit, and \$50,000 accidental death or dismemberment benefit. Retired administrators may continue to participate, to age 65, at their own expense, subject to carrier approval.

3. Long-Term Care Insurance

The district will pay monthly premiums toward basic long-term care coverage for each administrator. Individual administrators may purchase additional coverage offered by the insurance company subject to eligibility terms and conditions of the carrier. All premiums for additional, voluntary coverage will be at the expense of the administrator. Administrators may continue coverage on a self-pay basis after their retirement subject to carrier eligibility rules.

h. Tax Deferred Account

Each administrator will receive a contribution toward a district-paid 403(b) or a 457 program in the pro-rated amount of \$250 per month, or \$3,000 per year. The district will deposit contributions directly into the program selected by the administrator from the list of programs district-approved for payroll deduction. Once the district deposits the contribution into the account, the district has no further responsibility for the investment decisions, earnings, or losses of the funds, and the funds are immediately vested and owned by the administrator. It is the responsibility of the administrator to enroll in the selected program. No retroactive payment will be made if the administrator delays the enrollment.

i. Mileage and Expense Allotment

The district shall pay a monthly allotment for mileage and expenses within the tri-county area in the following amounts:

High School Principals.....	\$230
High School Assistant Principals.....	\$200
Elementary/Middle School Principals.....	\$150
Middle School Assistant Principals.....	\$150
SSSO Directors.....	\$150
Facilities Director.....	\$235
District Office Cabinet.....	\$235
District Technology.....	\$150

Accounting Supervisor.....	\$150
Director of Federal Programs.....	\$150
Other Administrators.....	Determined by the Superintendent

Outside the tri-county (Multnomah, Clackamas and Washington counties) area, reimbursement shall be at the then current IRS rate.

An expense account may be available for some administrators, as determined by the superintendent.

A stipend of \$80 per month for cell phone data plans may be provided as determined by the superintendent.

Detailed data on monthly mileage, business expense, and cell phone stipends will be available upon request of an administrator.

E. Reduction in Force

Layoff/Recall procedures will be consistent with ORS 342.934.

F. Early Retirement

1. Eligibility

In order to be eligible for early retirement from the district, the administrator must be retired and receiving benefits under the Oregon Public Employees Retirement System, and the administrator must have completed at least 10 years of service from last date of hire (first day worked) with the Gresham-Barlow School District. An administrator planning to take early retirement must give written notice to the superintendent at least 60 calendar days prior to his/her retirement date.

If an administrator previously served as a Gresham-Barlow School District teacher, once the administrator serves in an administrative capacity for eight (8) years, the previous years of teaching may be added to the administrative years in order to make the administrator eligible for benefits under the plan. (Example: Eight years of administrative service and seven or more years of teaching service in this district will entitle an administrator to the benefit level described in number 3 below for 15 years of service.)

Administrators who were previously teachers in the district and who have less than eight years of administrative service retain eligibility for the licensed staff early retirement program, if otherwise eligible under the licensed collective bargaining agreement.

2. Sunset Clause

Administrators who were hired by the Gresham-Barlow School District prior to July 1, 2005, and who choose to retire under PERS, will receive benefits as set out in this Section E, Early Retirement, if the administrator meets the eligibility requirements set out above.

3. Stipend

When an administrator retires under the provisions of PERS, the district shall make a stipend payment of \$350 per month if the retired administrator meets all eligibility requirements and has completed 10 years of consecutive service with the district, or \$400 per month if the retired administrator meets all eligibility requirements and has completed 15 years of service with the district. Monthly stipend payments shall be terminated at the end of the month in which the retired administrator dies, qualifies for social security benefits at age 62, or when a total of 48 payments have been made, whichever comes first.

4. Insurance

For administrators hired prior to July 1, 1994, and who meet the eligibility requirement under Section E 1 above, the maximum period for district-paid one- or two-party medical, vision, and/or dental insurance benefits will be 10 years or to a maximum of the last day of the month prior to the month in which the administrator reaches age 65 or qualifies for Federal Social Security Medicare coverage, whichever is earlier. If eligible for Medicare earlier than age 65, due to disability, timely notification to the human resources department is required. Coverage for spouse/domestic partner is subject to the same age restrictions and eligibility rules as the administrator. Coverage for dependents is subject to carrier eligibility rules.

For administrators hired on or after July 1, 1994, and who meet the eligibility requirement under Section E 1 above, the maximum period for district-paid one- or two-party medical, vision, and/or dental insurance premiums benefits will be 7 years or to a maximum of the last day of the month prior to the month in which the administrator reaches age 65 or qualifies for Federal Social Security Medicare coverage, whichever is earlier. If eligible for Medicare earlier than age 65, due to disability, timely notification to the human resources department is required. Coverage for spouse/domestic partner is subject to the same age restrictions and eligibility rules as the administrator. Coverage for dependents is subject to carrier eligibility rules.

For administrators retiring before July 1, 2008, the monthly district-paid health insurance benefit will be capped at the amount of the district's contribution to active administrations. For administrators retiring after June 30, 2008, the monthly district-paid health insurance benefit will be capped at the amount of the district's contribution at the time the administrator retires; subsequent increases granted to active administrators will not apply.

5. Self-Pay/COBRA

If district-paid insurance benefits cease prior to age 65, retired administrators (and spouse/domestic partner, if the spouse/domestic partner is a covered party at the time of the administrator's retirement) may continue to participate in medical, vision, and/or dental programs, to the last day of the month prior to the month in which the administrator turns age 65, or Medicare eligibility, whichever comes first, at their own expense, subject to carrier approval. Participation in continuation coverage in the early retiree group extends for a longer period than required by COBRA. By continuing coverage in the early

retiree group, the administrator (and spouse/domestic partner, if the spouse/domestic partner is a covered party at the time of the administrator's retirement) acknowledges and agrees that they waive their right to COBRA continuation. A retired administrator, subject to insurance carrier approval, may participate at his/her own expense in the district's group term life insurance program up to age 70.

Once a retired administrator is no longer eligible to receive a post-retirement paycheck or the monthly retirement stipend, premium payment for term life insurance, and any medical/vision/dental premiums that exceed the district-provided allotment, must be submitted directly to the district payroll department by the 10th day of each month for insurance coverage to continue to be effective as of the first day of the following month.

- G. Accrued Service: As of July 1, 1999, if an administrator has served the district in an administrative capacity for five consecutive years, in the judgment of district's superintendent, he/she has three years successful teaching experience in Oregon within the meaning of ORS 342.845(5).
- H. Goals and Evaluation for Contract Administrators: Administrators will be evaluated consistent with the Administrator Professional Growth and Evaluation Handbook.
- I. Notice of Non-Extension for Contract Administrators: The district may non-extend an administrator's contract consistent with Oregon statutes.
- J. Release: The parties agree that an administrator may be released from the terms of this contract upon 60 days prior written notice.
- K. Addresses of the Parties: For purposes of this contract, any notice to the district shall be sufficient if mailed or delivered to the district address. Notice to an administrator shall be sufficient if mailed or delivered to his/her home address listed with the district.
- L. Severability: The parties agree that if any provision of this agreement is found to be invalid, that provision shall be severed from the agreement and all remaining portions shall be enforced.
- M. Modification: The terms of this contract may be modified only by mutual agreement of the parties fully set forth in writing.

FOR THE DISTRICT:

Carla C. Piluso, Chair
Board of Education

Date Signed

Jim Schlachter
Superintendent

Date Signed

**FOR THE ASSOCIATION OF GRESHAM-BARLOW SCHOOL
ADMINISTRATORS:**

Elaine Luckenbaugh
President

Date Signed

JS:lc 05/06/2017, 05/10/17

Note: Corrections or amendments to this Memorandum of Understanding, if any, are to be completed only by the office of the superintendent and presented to the Board of Directors for approval.

2017-18 Administrator Salary Schedule

1% COLA

Step	D1	D2	D3	DS	ED	EP	MP	HS	MSAP	HSAP	OM	BA	SS
1	\$110,403	\$93,271	\$90,415	\$130,189	\$122,598	\$103,057	\$106,621	\$115,463	\$95,727	\$100,897	\$55,322	\$68,337	\$80,213
2	\$112,611	\$95,137	\$92,224	\$132,793	\$125,050	\$105,118	\$108,754	\$117,773	\$97,642	\$102,915	\$56,428	\$69,704	\$81,817
3	\$114,863	\$97,040	\$94,068	\$135,449	\$127,551	\$107,220	\$110,929	\$120,128	\$99,595	\$104,973	\$57,557	\$71,098	\$83,454
4	\$117,160	\$98,980	\$95,950			\$109,364	\$113,147	\$122,531	\$101,586	\$107,073	\$58,708	\$72,520	\$85,123
5	\$119,503	\$100,960	\$97,869			\$111,552	\$115,410	\$124,981	\$103,618	\$109,214	\$59,882	\$73,970	\$86,825
6	\$121,894	\$102,979	\$99,826			\$113,783	\$117,719	\$127,481	\$105,691	\$111,398	\$61,080	\$75,449	\$88,562

Step Increase													
1													
2	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
3	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
4	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
5	2%	2%	2%			2%	2%	2%	2%	2%	2%	2%	2%
6	2%	2%	2%			2%	2%	2%	2%	2%	2%	2%	2%

Step Increase for Calculation													
1	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
2	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
3	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
4	1.02	1.02	1.02			1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
5	1.02	1.02	1.02			1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02
6	1.02	1.02	1.02			1.02	1.02	1.02	1.02	1.02	1.02	1.02	1.02

D1	Director Elementary Education, Director Facilities
D2	Directory Federal Projects, Director Curriculum, Program Director, Director ELL
D3	Director Community Services, Accounting Director, Director Technology
DS	Deputy Superintendent (not currently in use)
ED	Executive Director
EP	Elementary Principal
MP	Middle School Principal
HS	High School Principal
MSAP	Middle School Assistant Principal
HSAP	High School Assistant Principal
OM	Office Manager
BA	Budget Analyst
SS	Administrative Asst to the Superintendent and Board of Directors



2017-19 Memorandum of Understanding GRESHAM-BARLOW SCHOOL DISTRICT and CONFIDENTIAL STAFF MEMBERS

A. Work Year, Holidays and Vacation

Confidential staff members shall work a 260-day work year.

1. Paid Holidays

- | | |
|-------------------------------|---------------------------|
| 1. July 4 | 6. Christmas Day |
| 2. Labor Day | 7. New Year's Day |
| 3. Veterans Day | 8. Martin Luther King Day |
| 4. Thanksgiving Day | 9. Presidents Day |
| 5. Day Following Thanksgiving | 10. Memorial Day |

2. Vacation: Each confidential staff member will earn, on January 1, paid vacation days as listed below. The number of days that each member has available for carryover has been calculated to compensate for each member's anniversary of employment (see attachment A). The number of vacation days that can be carried forward will be no more than 15 beginning December 31, 2019. Prior to 2019, the number that can be carried forward on December 31 is:

2017 = 25
2018 = 20

Upon retirement or departure from the district, no more than the maximum number of allowable days carried over on December 31 of the final year of service may be calculated into final compensation.

1 year of employment.....	12 days
2 years of employment.....	14 days
3 years of employment.....	16 days
4 years of employment.....	18 days
5 years of employment.....	20 days
Members hired prior to July 1, 1996.....	25 days

B. Paid Leave

1. Sick Leave: All confidential staff members shall be granted one day of sick leave per month to accrue on the first paycheck of the fiscal year. Accrual is unlimited.

Accumulated sick leave may be used for any reason set forth in the Oregon Sick Time statute (ORS 653.601 et. seq.). The parties agree that the provisions of this Sick Leave subsection is a substantially equivalent program for purposes of ORS 653.611.

2. Bereavement Leave: Up to five (5) days of paid leave per year shall be granted by the district in the event of death of any member of the immediate family. Immediate family shall be defined as: spouse/domestic partner, children, parents, mother- and father-in-law, grandchildren, grandparents, step children, step parents, siblings, and others living in the household. Additional bereavement shall be available in accordance with Oregon law.

The district retains the right to require the confidential staff member to supply proof of death and/or relationship of decedent as well as justification of time required for bereavement-related activities.

3. Funeral Leave: Up to one (1) day of paid leave per year shall be granted for attending the funeral of a friend or non-immediate family member.
4. Emergency Leave: Each confidential staff member shall be eligible for emergency leave with pay and may be granted such leave upon approval of the superintendent or designee.
5. Family Illness: Up to five (5) days of paid leave per year shall be granted for illness of a member of the confidential staff member's immediate family (see definition contained in 2 above).

In the event that emergency conditions arise, an extension of this leave may be granted by the superintendent as determined upon individual merit.

6. Jury Duty: If a confidential staff member is summoned to serve on a jury, the employer shall grant the confidential staff member permission to serve, without loss of his/her regular salary, provided that if the confidential staff member receives a fee for these services, the fee shall be submitted to the district.

The confidential staff member will give as much advance notice as possible of intended use of jury duty leave and will provide the district human resources office with a copy of the summons.

7. Legal Leave: Up to three (3) days of paid leave per year shall be granted in the event a confidential staff member is subpoenaed or summoned to appear in a legal proceeding in which the confidential staff member is not a plaintiff or complaining party.

The confidential staff member will give as much advance notice as possible of intended use of legal leave and will provide the district human resources office with a copy of the subpoena or summons.

8. Personal Leave: The district will grant up to three (3) days of paid leave per year for personal business that cannot be conducted outside the regular workday. Personal leave cannot be used for recreational or leisure activities, nor to extend a holiday or vacation.

C. Professional Growth

Confidential staff members will have the opportunity to attend professional seminars/conferences at district expense and receive tuition pre-payment or reimbursement for college courses based on approval of the superintendent or designee and must be related directly to the job assignment of the employee, or the mutually agreed upon professional growth and development plan of the employee.

The district may pay each confidential employee, excluding those in temporary positions, tuition reimbursement for up to six credit hours per year for each year of the contract MOU (up to the Portland State University rate per hour) with a limit of nine credit hours in any one fiscal year. Requests for additional hours can be submitted to the director of human resources for consideration.

District Paid

If an employee wishes to have prepaid tuition, the employee must have approval from human resources at least five business days in advance of the regular college registration or workshop or conference. Verification of successful course completion, that is grade C or higher, shall be by grade report submitted to human resources.

Employee Paid

If an employee pays tuition directly, and wishes reimbursement for that payment, the employee must submit to human resources proof of payment and a grade report showing successful course completion, that is grade C or higher, within 30 days of the end of the term in which the course was taken. Reimbursement will be made within 15 business days of such submission.

Whenever confidential employees are required by the district or their supervisor to attend training schools, workshops or courses that are not conditions of employment, the district will pay the costs of such classes, the employee's salary, and mileage reimbursement. Employees may also submit for consideration of district payment costs for fees and materials required for the course.

D. Early Retirement

When a confidential staff member retires under the provisions of PERS, the district shall offer an early retirement program that provides a monthly payment of \$200 for a maximum of 48 months, in accordance with the following conditions:

1. The confidential staff member must be retired and receiving benefits under the Oregon Public Employees Retirement System.
2. Monthly "early retirement payments" shall be terminated at the end of the month in which the retired confidential staff member dies, qualifies for social security benefits, or when a total of 48 payments have been made, whichever comes first.
3. In order to qualify for benefits, the confidential staff member must have completed at least 15 years of continuous service from the last date of regular hire (first day worked in a regular, non-temporary, assignment) with the

Gresham-Barlow School District and must be in the employ of the Gresham-Barlow School District at the time of PERS retirement. Exceptions to continuous employment will be allowed for confidential staff members who were on authorized, unpaid leaves of absence or layoff; however, those periods of absence shall not be counted as time employed.

4. A confidential staff member planning to take early retirement must give notice to the human resources director at least sixty (60) calendar days prior to his/her PERS retirement date.

Two-party district-sponsored group medical/RX/vision insurance coverage **or** one-party district-sponsored group medical/RX/vision **and** one-party district-sponsored group dental insurance (at the staff member's option) for a confidential staff member who meets the above conditions and opts for early retirement will be provided by the district to a maximum of the last day of the month prior to the month in which the confidential staff member reaches age 65 or qualifies for Federal Social Security Medicare coverage, whichever is earlier. If eligible for Medicare earlier than age 65, due to disability, timely notification to human resources is required. Coverage for spouse/domestic partner is subject to the same age restrictions and eligibility rules as the confidential staff member. Coverage for dependents is subject to carrier eligibility rules.

Once district-paid premium payment has begun, the confidential staff member cannot change the payment option originally selected (two-party medical/RX/vision or one-party medical/RX/vision/dental insurance).

The confidential staff member, subject to insurance carrier approval, may participate at his/her own expense in the district-sponsored group term life insurance program up to age 65.

Sunset Clause: Confidential staff members who are hired into the confidential group of the Gresham-Barlow School District after June 30, 2009, will not be eligible to receive the benefits of this article.

E. Insurance

1. Health Insurance: Each confidential staff member may enroll in group medical (including RX), vision, and/or dental insurance offered by the district through OEBB. For 2017-18, the amount of the monthly cap shall be \$1,200, and for 2018-19 the monthly cap shall be \$1,225. In the event the total cost of the plans elected by the confidential staff member is less than the monthly insurance cap, the balance shall be used to create a pool in combination with the administrative and supervisory group. Confidential staff opting for health insurance coverage with premiums exceeding the district-paid contribution cap shall have the excess premium cost paid by the insurance pool to the extent pool money is available.
2. Term Life Insurance: The amount of the current policy has a \$50,000 death benefit, and \$50,000 accidental death and dismemberment.

Each confidential staff member working a minimum of .5 FTE will be enrolled in a term life insurance program with the premiums paid by the district outside the limit of the maximum district contribution set.

Retired confidential staff may continue to participate, to age 65, at their own expense, subject to carrier approval. Life insurance is not subject to COBRA.

3. Long-term Disability Insurance: The current policy pays up to 60% of the confidential staff member's monthly income (maximum payment of \$8,000 per month) with a 60-day waiting period for benefits after becoming totally disabled. Long-term disability insurance is not subject to COBRA.

Each confidential staff member working a minimum of .5 FTE will be enrolled in a long-term disability insurance program with the premiums paid by the district outside the limit of the maximum district contribution set.

4. Long-term Care Insurance: The district will pay monthly premiums toward basic long-term care coverage for each confidential staff member. Individual confidential staff members may purchase additional coverage offered by the insurance company subject to eligibility terms and conditions of the carrier. All premiums for additional, voluntary coverage will be at the expense of the confidential staff member.

Retired confidential staff members may continue coverage on a direct-pay basis by making the necessary application through OEBB, provided this coverage is still offered.

F. Tax Deferred Account

Each confidential staff member will receive a contribution toward a district-paid 403(b) or a 457 program in the pro-rated amount of \$250 per month, or \$3,000 per year. The district will deposit contributions directly into the program selected by the staff member from the list of programs district-approved for payroll deduction. Once the district deposits the contribution into the account, the district has no further responsibility for the investment decisions, earnings, or losses of the funds, and the funds are immediately vested and owned by the staff member. It is the responsibility of the staff member to enroll in the selected program. No retroactive payment will be made if the staff member delays the enrollment.

G. Mileage

Reimbursement shall be at the current IRS rate for all authorized travel.

H. Salary Schedule

Confidential salary columns will be increased for the 2017-18 fiscal year by 1%.

Confidential salary columns will be increased for the 2018-19 fiscal year by 1%.

Step increases will be granted annually to individuals who have not reached the top step of the schedule.

See attached salary schedule.

I. Overtime/Compensatory Time

Confidential staff members shall be compensated for all work performed beyond 40 hours per week at the rate of 1.5 hours per hour worked. The first choice for compensation for this work shall be time off. The second choice shall be paid compensation. The confidential staff member shall be paid for this work only if time

off cannot otherwise be arranged. The district shall make the choice of method of compensation. The confidential staff member shall make every reasonable effort to use accrued compensatory time off within ninety (90) days after the date it is earned.

J. Inclement Weather

A confidential staff member's attendance may not be required when school staff attendance is not required due to inclement weather. Confidential staff members, who are approved for and able to work on "snow days," shall be compensated at a later date by receiving time off or compensation at the rate of 1.5 hours per hour worked.

K. Modification

The terms of this contract may be modified only by mutual agreement of the parties fully set forth in writing.

FOR THE DISTRICT:

Carla C. Piluso, Chair
Board of Education

Date Signed

Jim Schlachter
Superintendent

Date Signed

FOR THE CONFIDENTIAL STAFF MEMBERS:

Lisa Snider
Human Resources Specialist

Date Signed

JS:lc 05/06/2017; 05/10/17

Note: Corrections or amendments to this Memorandum of Understanding, if any, are to be completed only by the office of the superintendent and presented to the board of directors for approval.

CONFIDENTIAL STAFF SALARY SCHEDULE					
	1	2	3	4	5
2017-2018	Admin Assistant for Exec Director/Dep Supt & HR Specialist	Admin Assistant for Exec Dir at 226 days	Admin Assist for CFO & HR	Budget Analyst & Admin Assistant Assist Supt	Admin Assistant Supt

1.0% COLA

Step

1	42,974.56	37,354.44	46,092.79	58,458.51	68,618.22
2	44,048.92	38,288.31	47,475.57	59,919.98	70,333.68
3	45,150.15	39,245.51	48,899.84	61,417.98	72,092.02
4	46,278.90	40,226.65	50,366.83	62,953.43	73,894.32
5	47,435.87	41,232.32	52,003.75	64,527.26	75,741.68
6	48,621.77	42,263.12	53,693.88	66,140.44	77,635.22
7	49,837.32	43,319.70	56,013.45	67,793.95	79,576.10
8	51,083.25	44,402.70	57,413.79	69,488.80	81,565.50

Hours per Day	8	8	8	8	8
Days per Year	260	226	260	260	260
Annual Hours	2,080	1,808	2,080	2,080	2,080

Step	Step Increase				
1	-	-	-	-	-
2	1,074	934	1,383	1,461	1,715
3	1,101	957	1,424	1,498	1,758
4	1,129	981	1,467	1,535	1,802
5	1,157	1,006	1,637	1,574	1,847
6	1,186	1,031	1,690	1,613	1,894
7	1,216	1,057	2,320	1,654	1,941
8	1,246	1,083	1,400	1,695	1,989

Step	Percentage Increase				
1	-	-	-	-	-
2	2.50%	2.50%	3.00%	2.50%	2.50%
3	2.50%	2.50%	3.00%	2.50%	2.50%
4	2.50%	2.50%	3.00%	2.50%	2.50%
5	2.50%	2.50%	3.25%	2.50%	2.50%
6	2.50%	2.50%	3.25%	2.50%	2.50%
7	2.50%	2.50%	4.32%	2.50%	2.50%
8	2.50%	2.50%	2.50%	2.50%	2.50%

Step	Daily Rates				
1	165	165	177	225	264
2	169	169	183	230	271
3	174	174	188	236	277
4	178	178	194	242	284
5	182	182	200	248	291
6	187	187	207	254	299
7	192	192	215	261	306
8	196	196	221	267	314

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Mike Schofield

DATE: June 8, 2017

RE: No. 6 – Nutrition Services: Food Services Intergovernmental Agreements with
MESD for Arata Creek and Burlingame

EXPLANATION: Attached are two Intergovernmental Agreement (IGAs) with Multnomah Education Service District to continue providing breakfast and lunch meals for the participating alternative school sites. The IGAs will allow Sodexo to provide meals for Arata Creek and Burlingame.

The Nutrition Services Department of the Oregon Department of Education (ODE) delivered instructions for the Intergovernmental Agreement. Attached are the required agreements provided by ODE for 2017-18.

PRESENTER: Mike Schofield

SUPPLEMENTARY MATERIALS:

1. Intergovernmental Agreement between Multnomah Education Service District and Gresham-Barlow School District for Food/Meal Services for Arata Creek
2. Intergovernmental Agreement between Multnomah Education Service District and Gresham-Barlow School District for Food/Meal Services for Burlingame

RECOMMENDATION: The administration recommends approval of the 2017-18 Intergovernmental Agreements with Multnomah Education Service District for Food/Meal Services for Arata Creek and Burlingame, as presented.

REQUESTED ACTION: Consent agenda approval

MS:mkh:lc

INTERGOVERNMENTAL AGREEMENT
For Food Services
For use by Oregon Child Nutrition Programs (CNP) Sponsors

Sponsor's Agency Number (from CNPweb): 2613008

THIS AGREEMENT is entered into by and between Multnomah Education Service District - 2613008 and Gresham Barlow School District - 2607003.

R E C I T A L S

WHEREAS, Multnomah Education Service District AND Gresham Barlow School District - 2607003 as units of local government, as that term is defined in ORS 190.003; and

WHEREAS, ORS 190.010 provides that units of local government may enter into written agreements for the performance of any or all functions and activities that a party to the agreement, its officers or agencies, have authority to perform; and states further that the agreement may provide for the performance of a function or activity:

1. By a consolidated department;
2. By jointly providing for administrative officers;
3. By means of facilities or equipment jointly constructed, owned, leased, or operated;
4. By one (1) of the parties for any other party;
5. By an intergovernmental entity created by the agreement and governed by a board or commission appointed by, responsible to enacting on behalf of the units of local government that are parties to the agreement; or
6. By a combination of the methods described above; and

WHEREAS, ORS 190.020 requires the agreement to specify the functions or activities to be performed and by what means they shall be performed and, where applicable, the agreement shall provide for:

1. The apportionment among the parties to the agreement of the responsibility for providing funds to pay for expenses incurred in the performance of the functions or activities;
2. The apportionment of fees or other revenue derived from the functions or activities and the manner in which such revenue shall be accounted for;
3. The transfer of personnel and the preservation of their employment benefits;
4. The transfer of possession of or title to real or personal property;
5. The term or duration of the agreement, which may be perpetual;
6. The rights of the parties to terminate the agreement' and;

WHEREAS, concerning the effect of the agreement, ORS 190.030 states:

1. When an agreement under ORS 190.010 has been entered into, the unit of local government, consolidated department, intergovernmental entity or administrative officer designated therein to perform special functions or activities is vested with all powers, rights and duties relating to those functions and activities that are vested in law in each separate party to the agreement, its officers and agencies;
2. An officer designated in an agreement to perform specified duties, functions or activities or two or more public officers shall be considered to be holding only one (1) office;
3. An elective office may not be terminated by an agreement under ORS 190.010; and

WHEREAS, Multnomah Education Service District AND Gresham Barlow School District - 2607003 recognize that the consolidation of programs is the best utilization of public tax dollars; and,

WHEREAS, Multnomah Education Service District AND Gresham Barlow School District - 2607003 wish to enter into an agreement in which **Gresham Barlow School District - 2607003** provides meal services to **Multnomah Education Service District**.

NOW, THEREFORE, in consideration of the promises and covenants herein contained, the parties enter into the following:

A G R E E M E N T

1. **Purpose and Effective Date of Agreement**
 - 1.1 The purpose of this Agreement is for **Gresham Barlow School District - 2607003** to provide food/meal services to **Arata Creek School - 12284**.
 - 1.2 This Agreement becomes effective upon execution by both parties and services shall remain in effect until **June 30, 2018**. Any changes to this Agreement must be in writing, in the form of an amendment to this agreement and signed by both parties.
 - 1.3 **Gresham Barlow School District** has a Food Service Management Company Contract
☐ Not Applicable (do not complete statement below – scroll down to #2)
☒ Applicable (complete statement below)
This Agreement is subject to the Food Service Management Company Contract (FSMC) between **Gresham Barlow School District - 2607003** and **Sodexo**, with effective dates of **July 1, 2017– June 30, 2018**. In case of conflict between this Agreement and the provisions of the FSMC contract, the provisions of the Agreement between **Gresham Barlow School District - 2607003** and **Sodexo** shall control. (A copy of the FSMC contract is attached to the agreement for reference by the parties.)
2. **Duties and Responsibilities of Gresham Barlow School District - 2607003 of party providing the services**

2.1 Gresham Barlow School District - 2607003 will provide the following service to Arata Creek School

- 2.1.1 Provide meals each weekday, Monday through Friday. Meals will not be provided on holidays or when school is not in session, teacher planning days for either district, or any other days when school is not in session at either **Gresham Barlow School District - 2607003** or **Arata Creek School**.
- 2.1.2 In the event of emergency closure by either **Gresham Barlow School District - 2607003** or **Arata Creek School** the vendor will not provide food service to **Arata Creek School**. In the event of a delayed opening or early release of students due to emergency circumstances, food service will be provided unless school will not be in session for either **Gresham Barlow School District - 2607003** or **Arata Creek School** during normal meal service hours.
- 2.1.3 The content of the meals to be served will be decided by vendor. The vendor will prepare a proposed menu for the following month and submit it to **Arata Creek School** by the 25th of each month. The vendor retains the right to change menu items or revise the menu in the event of unavailability or increased item prices. Substituted menu items shall meet the conditions of described in this Agreement.
- 2.1.4 All reimbursable lunches, breakfasts, and snacks shall meet the qualifications of USDA reimbursement as described in 7 CFR 210.10 and 220.8, 225.16, and 226.20 [as applicable]. All meals prepared by vendor shall meet or exceed all applicable regulations established by the U.S. Department of Agriculture and the Oregon Department of Education.
- 2.1.5 Provide on-site food service employee(s) to prepare and serve meals at **Arata Creek School** for breakfast and lunch service. Said food service employees shall, at all times and for all purposes, remain employee(s) of the vendor.
- 2.1.6 Train, discipline, and/or dismiss employees working for **Gresham Barlow School District - 2607003**.
- 2.1.7 Provide training to all employees on applicable sanitation and food service regulations.
- 2.1.8 Be responsible for the payment of any and all salary, insurance, and other costs or benefits related to the above-referenced food service employees(s).
- 2.1.9 Meals will be prepared and served in accordance with **Arata Creek School** established breakfast and lunch meal periods.

2.10.10 All employees reemployed in the **Gresham Barlow School District - 2607003** Food Service operation will be employees of the vendor. The vendor will provide workers' compensation insurance and administer all workers' compensation claims and will defend and hold harmless **Gresham Barlow School District - 2607003** for workers' compensation claims incurred if an employee of vendor is injured at either employment site.

2.2 **Gresham Barlow School District - 2607003** will bill **Arata Creek School** for the above-referenced items on a monthly basis.

3. **Duties and Responsibilities of Arata Creek School of party receiving the services**

3.1 **Arata Creek School** will provide garbage service for the kitchen and the disposable products.

3.2 **Arata Creek School** shall be responsible for providing secure food storage facilities that meet all applicable regulations for the storage of food.

3.3 **Arata Creek School** shall be responsible for providing adequate food preparation and service facilities that meet all applicable regulations, and shall be responsible for all repairs and maintenance of said facilities.

3.4 **Arata Creek School** will maintain all equipment used in food preparation and storage and will purchase new equipment a necessary to ensure safe food preparation and storage.

3.5 **Arata Creek School** shall pay **Gresham Barlow School District - 2607003** **\$2.80** for every student lunch and **\$1.45** for student breakfast meal served at **Arata Creek School**. Additionally, **Arata Creek School** will pay **Gresham Barlow School District - 2607003** for all meal equivalents at \$1.00 per meal equivalent. Meal equivalents are the result of dividing the total of Net Sales, other than from pattern meals sales (including cash for adult meals, a la carte food and beverages sales, snack bar, catering conferences or other functions sales) by One Dollar (\$1.00).

3.6 Payment by **Arata Creek School** shall be due within fifteen (15) days of receipt of a monthly invoice from **Gresham Barlow School District - 2607003**.

3.7 Vendor will be granted access to ordering and utilizing Sponsor USDA Foods (commodities) entitlement for use in preparing meals. USDA Foods will remain the property of Sponsor.

3.8 The books, deposits, records, free and reduced application and verification process and reimbursement claims in accordance with the National School Lunch Program (7

CFR 210) pertaining to **Arata Creek School** Food Service operation shall be the property and responsibility of **Arata Creek School**.

4. **Employment.** The vendor is the employer of any employees hired to run the Food Service operations at **Gresham Barlow School District - 2607003**. The vendor is responsible for general supervisory oversight over these employees, along with the human resource functions including hours and benefits. The vendor will also provide workers' compensation for all employees at **Gresham Barlow School District - 2607003** hired to run the Food Service operation.
5. **Indemnification.** Each party agrees to indemnify and hold harmless the other against any liabilities resulting from the activities of each party's employees on behalf of each public entity.
6. **Assignment.** Neither party to this agreement may assign its interest in the agreement without the express written consent of the other party.
7. **Compliance with Laws.** During the entire term of this agreement, the parties shall comply in every respect with all laws, rules, and regulations of the State of Oregon.
8. **Waiver.** No waiver of any portion of this agreement shall be deemed or shall constitute a waiver of any other portion thereof, nor shall any waiver constitute a continuing waiver.
9. **Contract Disputes.** The parties agree that any disagreement regarding the interpretation, meaning or effect or any provision of this agreement shall be settled by arbitration if so requested by either party in writing. The arbitration decision will be binding upon the parties. The cost of such arbitration shall be shared equally between the parties.
10. **Termination or Suspension of Performance.**
 - 10.1 This agreement may be terminated without cause by either party by providing the other party thirty (30) days' notice, in writing, and delivered by certified mail or in person.
 - 10.2 Any such termination of this agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to the notice of termination.
 - 10.3 The parties agree to promptly settle all accounts existing from work performed under this agreement upon termination.

The foregoing represents the entire agreement between the parties and any prior understanding or representations of any kind preceding the date of this agreement shall not be binding upon the other party except to the extent incorporated in this agreement. No modification of this agreement shall be binding upon the other party except to the extent incorporated in this agreement.



By: _____
Authorized Representative Signature of Sponsor

Date Signed: 5.30.2017

By: _____
Authorized Representative Signature of Vendor

Date Signed: _____

INTERGOVERNMENTAL AGREEMENT
For Food Services
For use by Oregon Child Nutrition Programs (CNP) Sponsors

Sponsor's Agency Number (from CNPweb): 2613008

THIS AGREEMENT is entered into by and between Multnomah Education Service District - 2613008 and Gresham Barlow School District - 2607003.

R E C I T A L S

WHEREAS, Multnomah Education Service District AND Gresham Barlow School District - 2607003 as units of local government, as that term is defined in ORS 190.003; and

WHEREAS, ORS 190.010 provides that units of local government may enter into written agreements for the performance of any or all functions and activities that a party to the agreement, its officers or agencies, have authority to perform; and states further that the agreement may provide for the performance of a function or activity:

1. By a consolidated department;
2. By jointly providing for administrative officers;
3. By means of facilities or equipment jointly constructed, owned, leased, or operated;
4. By one (1) of the parties for any other party;
5. By an intergovernmental entity created by the agreement and governed by a board or commission appointed by, responsible to enacting on behalf of the units of local government that are parties to the agreement; or
6. By a combination of the methods described above; and

WHEREAS, ORS 190.020 requires the agreement to specify the functions or activities to be performed and by what means they shall be performed and, where applicable, the agreement shall provide for:

1. The apportionment among the parties to the agreement of the responsibility for providing funds to pay for expenses incurred in the performance of the functions or activities;
2. The apportionment of fees or other revenue derived from the functions or activities and the manner in which such revenue shall be accounted for;
3. The transfer of personnel and the preservation of their employment benefits;
4. The transfer of possession of or title to real or personal property;
5. The term or duration of the agreement, which may be perpetual;
6. The rights of the parties to terminate the agreement' and;

WHEREAS, concerning the effect of the agreement, ORS 190.030 states:

1. When an agreement under ORS 190.010 has been entered into, the unit of local government, consolidated department, intergovernmental entity or administrative officer designated therein to perform special functions or activities is vested with all powers, rights and duties relating to those functions and activities that are vested in law in each separate party to the agreement, its officers and agencies;
2. An officer designated in an agreement to perform specified duties, functions or activities or two or more public officers shall be considered to be holding only one (1) office;
3. An elective office may not be terminated by an agreement under ORS 190.010; and

WHEREAS, Multnomah Education Service District AND Gresham Barlow School District - 2607003 recognize that the consolidation of programs is the best utilization of public tax dollars; and,

WHEREAS, Multnomah Education Service District AND Gresham Barlow School District - 2607003 wish to enter into an agreement in which **Gresham Barlow School District - 2607003** provides meal services to **Multnomah Education Service District**.

NOW, THEREFORE, in consideration of the promises and covenants herein contained, the parties enter into the following:

A G R E E M E N T

1. **Purpose and Effective Date of Agreement**
 - 1.1 The purpose of this Agreement is for **Gresham Barlow School District - 2607003** to provide food/meal services to **Burlingame Creek School - 12828**.
 - 1.2 This Agreement becomes effective upon execution by both parties and services shall remain in effect until **June 30, 2018**. Any changes to this Agreement must be in writing, in the form of an amendment to this agreement and signed by both parties.
 - 1.3 **Gresham Barlow School District** has a Food Service Management Company Contract

☐ Not Applicable (do not complete statement below – scroll down to #2)
☒ Applicable (complete statement below)

 This Agreement is subject to the Food Service Management Company Contract (FSMC) between **Gresham Barlow School District - 2607003** and **Sodexo**, with effective dates of **July 1, 2017– June 30, 2018**. In case of conflict between this Agreement and the provisions of the FSMC contract, the provisions of the Agreement between **Gresham Barlow School District - 2607003** and **Sodexo** shall control. (A copy of the FSMC contract is attached to the agreement for reference by the parties.)
2. **Duties and Responsibilities of Gresham Barlow School District - 2607003 of party providing the services**

2.1 Gresham Barlow School District - 2607003 will provide the following service to Burlingame Creek School

- 2.1.1 Provide meals each weekday, Monday through Friday. Meals will not be provided on holidays or when school is not in session, teacher planning days for either district, or any other days when school is not in session at either **Gresham Barlow School District - 2607003 or Burlingame Creek School.**
- 2.1.2 In the event of emergency closure by either **Gresham Barlow School District - 2607003 or Burlingame Creek School** the vendor will not provide food service to **Burlingame Creek School**. In the event of a delayed opening or early release of students due to emergency circumstances, food service will be provided unless school will not be in session for either **Gresham Barlow School District - 2607003 or Burlingame Creek School** during normal meal service hours.
- 2.1.3 The content of the meals to be served will be decided by vendor. The vendor will prepare a proposed menu for the following month and submit it to **Burlingame Creek School** by the 25th of each month. The vendor retains the right to change menu items or revise the menu in the event of unavailability or increased item prices. Substituted menu items shall meet the conditions of described in this Agreement.
- 2.1.4 All reimbursable lunches, breakfasts, and snacks shall meet the qualifications of USDA reimbursement as described in 7 CFR 210.10 and 220.8, 225.16, and 226.20 [as applicable]. All meals prepared by vendor shall meet or exceed all applicable regulations established by the U.S. Department of Agriculture and the Oregon Department of Education.
- 2.1.5 Provide on-site food service employee(s) to prepare and serve meals at **Burlingame Creek School** for breakfast and lunch service. Said food service employees shall, at all times and for all purposes, remain employee(s) of the vendor.
- 2.1.6 Train, discipline, and/or dismiss employees working for **Gresham Barlow School District - 2607003.**
- 2.1.7 Provide training to all employees on applicable sanitation and food service regulations.
- 2.1.8 Be responsible for the payment of any and all salary, insurance, and other costs or benefits related to the above-referenced food service employees(s).
- 2.1.9 Meals will be prepared and served in accordance with **Burlingame Creek School** established breakfast and lunch meal periods.

2.10.10 All employees reemployed in the **Gresham Barlow School District - 2607003** Food Service operation will be employees of the vendor. The vendor will provide workers' compensation insurance and administer all workers' compensation claims and will defend and hold harmless **Gresham Barlow School District - 2607003** for workers' compensation claims incurred if an employee of vendor is injured at either employment site.

2.2 **Gresham Barlow School District - 2607003** will bill **Burlingame Creek School** for the above-referenced items on a monthly basis.

3. **Duties and Responsibilities of Burlingame Creek School of party receiving the services**

3.1 **Burlingame Creek School** will provide garbage service for the kitchen and the disposable products.

3.2 **Burlingame Creek School** shall be responsible for providing secure food storage facilities that meet all applicable regulations for the storage of food.

3.3 **Burlingame Creek School** shall be responsible for providing adequate food preparation and service facilities that meet all applicable regulations, and shall be responsible for all repairs and maintenance of said facilities.

3.4 **Burlingame Creek School** will maintain all equipment used in food preparation and storage and will purchase new equipment a necessary to ensure safe food preparation and storage.

3.5 **Burlingame Creek School** shall pay **Gresham Barlow School District - 2607003** **\$2.80** for every student lunch and **\$1.45** for student breakfast meal served at **Burlingame Creek School**. Additionally, **Burlingame Creek School** will pay **Gresham Barlow School District - 2607003** for all meal equivalents at \$1.00 per meal equivalent. Meal equivalents are the result of dividing the total of Net Sales, other than from pattern meals sales (including cash for adult meals, a la carte food and beverages sales, snack bar, catering conferences or other functions sales) by One Dollar (\$1.00).

3.6 Payment by **Burlingame Creek School** shall be due within fifteen (15) days of receipt of a monthly invoice from **Gresham Barlow School District - 2607003**.

3.7 Vendor will be granted access to ordering and utilizing Sponsor USDA Foods (commodities) entitlement for use in preparing meals. USDA Foods will remain the property of Sponsor.

3.8 The books, deposits, records, free and reduced application and verification process and reimbursement claims in accordance with the National School Lunch Program (7

CFR 210) pertaining to **Burlingame Creek School** Food Service operation shall be the property and responsibility of **Burlingame Creek School**.

4. **Employment.** The vendor is the employer of any employees hired to run the Food Service operations at **Gresham Barlow School District - 2607003**. The vendor is responsible for general supervisory oversight over these employees, along with the human resource functions including hours and benefits. The vendor will also provide workers' compensation for all employees at **Gresham Barlow School District - 2607003** hired to run the Food Service operation.
5. **Indemnification.** Each party agrees to indemnify and hold harmless the other against any liabilities resulting from the activities of each party's employees on behalf of each public entity.
6. **Assignment.** Neither party to this agreement may assign its interest in the agreement without the express written consent of the other party.
7. **Compliance with Laws.** During the entire term of this agreement, the parties shall comply in every respect with all laws, rules, and regulations of the State of Oregon.
8. **Waiver.** No waiver of any portion of this agreement shall be deemed or shall constitute a waiver of any other portion thereof, nor shall any waiver constitute a continuing waiver.
9. **Contract Disputes.** The parties agree that any disagreement regarding the interpretation, meaning or effect or any provision of this agreement shall be settled by arbitration if so requested by either party in writing. The arbitration decision will be binding upon the parties. The cost of such arbitration shall be shared equally between the parties.
10. **Termination or Suspension of Performance.**
 - 10.1 This agreement may be terminated without cause by either party by providing the other party thirty (30) days' notice, in writing, and delivered by certified mail or in person.
 - 10.2 Any such termination of this agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to the notice of termination.
 - 10.3 The parties agree to promptly settle all accounts existing from work performed under this agreement upon termination.

The foregoing represents the entire agreement between the parties and any prior understanding or representations of any kind preceding the date of this agreement shall not be binding upon the other party except to the extent incorporated in this agreement. No modification of this agreement shall be binding upon the other party except to the extent incorporated in this agreement.

S P G Breyer

By: _____
Authorized Representative Signature of Sponsor

Date Signed: 5/25/2017

By: _____
Authorized Representative Signature of Vendor

Date Signed: _____

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Mike Schofield

DATE: June 8, 2017

RE: No. 7 – Nutrition Services: Food Services Contract Amendment for 2017-2018

EXPLANATION: As required under the July 2015 agreement between Gresham-Barlow School District and Sodexo America, LLC, a letter of notice has been received to continue the agreement for 2017-2018.

The Nutrition Services Department of the Oregon Department of Education delivered instructions for the annual renewal contract with food service management companies. Attached is the required amendment for continuation.

PRESENTER: Mike Schofield

SUPPLEMENTARY
MATERIALS: Contract Amendment as required.

RECOMMENDATION: The administration recommends continuation of the agreement with Sodexo America, LLC, as the district's food service management company for 2017-2018 and board approval of the contract amendment as presented.

REQUESTED ACTION: Consent agenda approval

MS:lc



Mike Schofield, Chief Financial Officer

Gresham-Barlow School District No. 10Jt

1331 NW Eastman Parkway, Gresham, OR 97030-3825
schofield10@gresham.k12.or.us

Phone: (503) 261-4567
Fax: (503) 261-4552

This Amendment No. 2 to Contract No. 2015-2020 is entered into and between the Local Educational Agency (LEA) Gresham-Barlow School District No. 10 and Food Service Management Company (FSMC) Sodexo America, LLC (herein referred to as the "Parties").

This Amendment is effective July 1, 2017 and thereafter, unless otherwise amended. All other terms and conditions contained in the Base Contract shall remain unchanged and in full force and effect.

In consideration of the promises contained herein and for other goods and valuable consideration, the Parties hereto agree as follows:

The Contract is hereby amended as follows.

- A. Term of the Agreement. The term of this Agreement commences on July 1, 2017, and continues until June 30, 2018. This Agreement is subject to a maximum of three (3) additional one (1) year renewals upon the written consent of both parties, unless terminated earlier as provided in the General Terms and Conditions. Extensions or renewals are contingent upon the fulfillment of all Contract provisions related to USDA Foods.

- B. Billing for Fixed Price Per Meal.

SBP

Breakfast	\$3.38 per meal (3 breakfasts = 1 meal)
Meal Equivalents	\$3.38 per meal based on <u>\$3.3125</u> rate

NSLP

Lunch	\$3.38 per meal (1 lunch = 1 meal)
Snack	\$3.38 per meal (4 snacks = 1 meal)
Meal Equivalents	\$3.38 per meal based on <u>\$3.3125</u> rate

SFSP

Breakfast	\$3.38 per meal (3 breakfasts = 1 meal)
Lunch	\$3.38 per meal (1 lunch = 1 meal)
Snack	\$3.38 per meal (4 snacks = 1 meal)

CACFP

Breakfast	\$3.38 per meal (3 breakfasts = 1 meal)
Lunch	\$3.38 per meal (1 lunch = 1 meal)
Supper	\$3.38 per meal (1 Supper = 1 meal)
Snack	\$3.38 per meal (4 snacks = 1 meal)

VENDED

Breakfast	\$3.38 per meal (3 breakfasts = 1 meal)
Lunch	\$3.38 per meal (1 lunch = 1 meal)
Snack	\$3.38 per meal (4 snacks = 1 meal)
Meal Equivalents	\$3.38 per meal based on <u>\$3.3125</u> rate

C. Responsibilities of FSMC. The FSMC agrees to use all other donated foods, or will use commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the donated foods as specified in 7 CFR Part 250.53.

Nondiscrimination. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Except as expressly amended above, all other terms and conditions of original Contract are still in full force and effect. FSMC certifies that the representations, warranties, and certification contained in the original Contract are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

Sodexo America, LLC

Authorized Signature:	Title: Vice President	Date:
Print Signature: Brad Lozier		

Gresham-Barlow School District No. 10:

Authorized Signature:	Title: Chief Financial Officer	Date:
Print Signature: Michael D. Schofield		

Attachment A: MINIMUM FOOD SPECIFICATIONS

Summer Food Service Program Meal Pattern

Food Components	Breakfast	Lunch or Supper	Snack ¹ (Choose two of the four)
Milk			
• Milk, fluid	1 cup (8 fl oz) ²	1 cup (8 fl oz) ³	1 cup (8 fl oz) ²
Vegetables and/or Fruits			
• Vegetable(s) and/or fruit(s), or full-strength vegetable or fruit juice	½ cup	¾ cup total ⁴	¾ cup
• An equivalent quantity of any combination of vegetables(s), fruit(s), and juice	½ cup (4 fl oz)		¾ cup (6 fl oz)
Grains and Breads⁵			
• Bread	1 slice	1 slice	1 slice
• Cornbread, biscuits, rolls, muffins, etc.	1 serving	1 serving	1 serving
• Cold dry cereal	¾ cup or 1 oz ⁶		¾ cup or 1 oz ⁶
• Cooked pasta or noodle product	½ cup	½ cup	½ cup
• Cooked cereal or cereal grains or anequivalent quantity of any combination of grains/breads	½ cup	½ cup	½ cup
Meat and Meat Alternates (Optional)			
• Lean meat or poultry or fish or alternate protein product ⁷	1 oz	2 oz	1 oz
• Cheese	1 oz	2 oz	1 oz
• Eggs	½ large egg	1 large egg	½ large egg
• Cooked dry beans or peas	¼ cup	½ cup	¼ cup
• Peanut butter or soynut butter or other nut or seed butters	2 tbsp	4 tbsp	2 tbsp
• Peanuts or soynuts or tree nuts or seeds, or yogurt, plain or sweetened and flavored	1 oz	1 oz= 50% ⁸	1 oz
• An equivalent quantity of any combination of the above meat/meat alternates	4 oz or ½ cup	8 oz or 1 cup	4 oz or ½ cup

For the purpose of this table, a cup means a standard measuring cup.

¹ Serve two food items. Each food item must be from a different food component. Juice may not be served when milk is served as the only other component.

² Shall be served as a beverage, or on cereal, or use part of it for each purpose.

³ Shall be served as a beverage.

⁴ Serve two or more kinds of vegetable(s) and or fruit(s) or a combination of both. Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

⁵ All grain/bread items must be enriched or whole grain, made from enriched or whole-grain meal or flour, or if it is a cereal, the product must be whole-grain, enriched or fortified. Bran and germ are credited the same as enriched or whole grain meal or flour.

⁶ Either volume (cup) or weight (oz) whichever is less.

⁷ Must meet the requirements in Appendix A of the SFSP regulations.

⁸ No more than 50 percent of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. When determining combinations, 1 oz of nuts or seeds is equal to 1 oz of cooked lean meat, poultry, or fish.

Attachment A (continued): MINIMUM FOOD SPECIFICATIONS

CACFP Meal Pattern Requirements—Children (Age 1 through 12) EFFECTIVE THROUGH SEPTEMBER 30, 2017

The meal must contain, at a minimum, each of the components listed in at least the amounts indicated for the specific age group in order to qualify for reimbursement.

	Age 1 and 2	Age 3 through 5	Age 6 through 12 ¹
BREAKFAST			
1. Milk, fluid ^d	1/2 cup	3/4 cup	1 cup
2. Juice ^a , fruit, or vegetable or Fruit(s) or vegetable(s)	1/4 cup 1/4 cup	1/2 cup 1/2 cup	1/2 cup 1/2 cup
3. Grains/Breads ^b :			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. ^b	1/2 serving	1/2 serving	1 serving
Cereal:			
Cold dry	1/4 cup or 1/3 oz ^c	1/3 cup or 1/2 oz ^c	3/4 cup or 1 oz ^c
Hot cooked	1/4 cup total	1/4 cup	1/2 cup
Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
LUNCH OR SUPPER			
1. Milk, fluid ^d	1/2 cup	3/4 cup	1 cup
2. Meat or meat alternate:			
Meat, poultry, fish, cheese	1 oz	1+1/2 oz	2 oz
Alternate protein products ^g	1 oz	1+1/2 oz	2 oz
Yogurt, plain or flavored, unsweetened or sweetened	4 oz or 1/2 cup	6 oz or 3/4 cup	8 oz or 1 cup
Egg	1/2 egg	3/4 egg	1 egg
Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup
Peanut butter or other nut or seed butter	2 Tbsp	3 Tbsp	4 Tbsp
Peanuts or soybeans or tree nuts or seeds	1/2 oz = 50% ^d	3/4 oz = 50% ^d	1 oz = 50% ^d
3. Vegetable and/or fruit ^e (at least two)	1/4 cup total	1/2 cup total	3/4 cup total
4. Grains/Breads ^b :			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. ^b	1/2 serving	1/2 serving	1 serving
Cereal, hot cooked	1/4 cup total	1/4 cup	1/2 cup
Cereal, cold, dry	1/4 cup or 1/3 oz ^c	1/3 cup or 1/2 oz ^c	3/4 cup or 1 oz ^c
Cooked pasta or noodle products	1/4 cup	1/4 cup	1/2 cup
SNACK			
1. Select two of the following four components:			
2. Milk, fluid ^d	1/2 cup	1/2 cup	1 cup
Juice ^{a,f} , fruit, or vegetable or Fruit(s) or vegetable(s)	1/2 cup 1/2 cup	1/2 cup 1/2 cup	3/4 cup 3/4 cup
3. Grains/Breads ^b :			
Bread	1/2 slice	1/2 slice	1 slice
Cornbread, biscuits, rolls, muffins, etc. ^b	1/2 serving	1/2 serving	1 serving
Cereal:			
Cold dry	1/4 Cup or 1/3 oz ^c	1/3 cup or 1/2 oz ^c	3/4 cup or 1 oz ^c
Hot cooked	1/4 cup	1/4 cup	1/2 cup
4. Meat or meat alternate			
Meat, poultry, fish, cheese	1/2 oz	1/2 oz	1 oz
Alternate protein products ^g	1/2 oz	1/2 oz	1 oz
Egg, large ^h	1/2 egg	1/2 egg	1/2 egg
Cooked dry beans or peas	1/8 Cup	1/8 cup	1/4 cup
Peanut butter or other nut or seed butter	1 Tbsp	1 Tbsp	2 Tbsp
Peanuts or soybeans or tree nuts or seeds	1/2 oz	1/2 oz	1 oz
Yogurt, plain or flavored, unsweetened or sweetened	2 oz or 1/4 cup	2 oz or 1/4 cup	4 oz or 1/2 cup

^a Must be full strength fruit or vegetable juice.

^b Bread, pasta or noodle products, and cereal grains shall be whole grain or enriched, cornbread, biscuits, rolls, muffins, etc., shall be made with whole grain or enriched meal or flour.

^c Either volume (cup) or weight (oz), whichever is less.

^d No more than 50 percent of the requirement shall be met with tree nuts or seeds. Tree nuts and seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purpose of determining combinations, 1 oz of nuts or seeds is equal to 1 oz of cooked lean meat, poultry or fish.

^e Serve 2 or more kinds of vegetable(s) and/or fruit(s). Full strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

^f Juice may not be served when milk is the only other component.

^g Alternate protein products may be used as acceptable meat alternates if they meet the requirements on the following page.

^h One-half egg meets the required minimum amount (one ounce or less) of meat alternate.

ⁱ Youth ages 13 through 18 must be served minimum or larger portion sizes than those specified for ages 6 through 12.

Fluid milk must be fat free (skim) or low fat (1 percent) milk for children 2 years and older

Attachment A (continued): MINIMUM FOOD SPECIFICATIONS
Infant Meal Pattern Requirements
Child and Adult Care Food Program
EFFECTIVE OCTOBER 1, 2017

The Infant Meal Pattern is divided into two 6 month age groupings with appropriate meal guidelines for each group. Although the meal pattern specifies breakfast, lunch, supper and snack, this may not match each baby's feeding pattern. Infants seldom accept rigid feeding schedules and may need to eat every 2 to 4 hours. Infants should be fed when hungry, "on demand" or "on cue." All required components of the meal do not have to be served at the same time. As long as all the required food components are offered during a period of time that is considered the meal time, the meals may be claimed for reimbursement.

A range of food amounts is listed to allow flexibility, based on each infant's appetite. The amounts listed are the **minimum** you must serve to meet requirements except for breastmilk. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more. You may serve larger portions to infants who want more than the amounts in the meal pattern chart.

Solid foods should be introduced around six months when the infant is developmentally ready. Solid foods should be introduced one at a time with guidance from the infant's parents or guardians. Infants develop at different rates - meaning some infants may be ready to consume solid foods before 6 months of age and others may be ready after 6 months of age.

Breastmilk and/or iron-fortified infant formula must be served for the entire first year. Sponsors must offer to provide at least one reimbursable iron-fortified infant formula.

<i>Age of Baby</i>	<i>Breakfast</i>	<i>Lunch and Supper</i>	<i>Snack</i>
Birth through 5 months	4-6 fluid ounces (fl oz) breastmilk ¹ or formula ²	4-6 fl oz breastmilk ¹ or formula ²	4-6 fl oz breastmilk ¹ or formula ²
6 months through 11 months (until 1 st birthday)	6-8 fl oz breastmilk ¹ or formula ² ; and 0-4 Tablespoons (Tbsp) infant cereal ² meat, fish, poultry, whole egg, cooked dry beans, or cooked dry split peas; or 0-2 ounces (oz) cheese; or 0-4 oz (volume) cottage cheese; or 0-8 oz or 1 cup yogurt ³ ; or a combination of the above ⁴ ; and 0-2 Tbsp vegetable or fruit or a combination of both ^{4,5}	6-8 fl oz breastmilk ¹ or formula ² ; and 0-4 Tbsp infant cereal ² meat, fish, poultry, whole egg cooked dry beans, or cooked dry split peas; or 0-2 oz cheese; or 0-4 oz (volume) cottage cheese; or 0-8 oz or 1 cup yogurt ³ ; or a combination of the above ⁴ ; and 0-2 Tbsp vegetable or fruit or a combination of both ^{4,5}	2-4 fl oz breastmilk ¹ or formula ² ; and 0-½ slice bread ^{4,6} ; or 0-2 crackers ^{4,6} ; or 0-4 Tbsp infant cereal ^{2,4} or ready-to-eat breakfast cereal ^{4,6,7} ; and 0-2 Tbsp vegetable or fruit or a combination of both ^{4,5}

¹ Breastmilk or formula, or portions of both must be served; it is recommended that breastmilk be served in place of formula from birth through 11 months.

² Infant formula and dry infant cereal must be iron fortified.

³ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

⁴ A serving of this component is required only when the infant is developmentally ready to accept it.

⁵ Fruit and vegetable juices are not allowed for infants.

⁶ Grains must be one of the following: whole grain-rich, enriched meal, or enriched flour.

⁷ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce. Beginning October 1, 2019, ounce equivalents will be used to determine the quantity of creditable grains.

Attachment A (continued): MINIMUM FOOD SPECIFICATIONS

CACFP Meals for Children 1 - 18

years

Child and Adult Care Food Program

EFFECTIVE OCTOBER 1, 2017

FOOD COMPONENTS AND FOOD ITEMS	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18¹³
BREAKFAST¹				
Fluid Milk²	4 fl oz (½ cup)	6 fl oz (¾ cup)	8 fl oz (1 cup)	8 fl oz (1 cup)
Vegetables, Fruits or portions of both³	¼ cup	½ cup	½ cup	½ cup
Grains (oz eq)^{5,6,7,9}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Bread product (such as biscuit, roll, muffin)	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁷ , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Whole grain-rich, enriched or fortified RTE breakfast cereal (dry, cold) ^{7,8}				
Flakes or rounds	½ cup	½ cup	1 cup	1 cup
Puffed cereal	¾ cup	¾ cup	1¼ cups	1¼ cups
Granola	⅞ cup	⅞ cup	¼ cup	¼ cup
SNACK^{1,8} (Select 2 of the 5 components for a reimbursable snack)				
Fluid Milk²	4 fl oz (½ cup)	4 fl oz (½ cup)	8 fl oz (1 cup)	8 fl oz (1 cup)
Meat or Meat Alternate²				
Lean meat, poultry, or fish	½ oz	½ oz	1 oz	1 oz
Tofu	2.2 oz or ¼ c	3.3 oz or ⅜ c	4.4 oz or ½ c	4.4 oz or ½ c
Soy product, or alternate protein products ¹⁰	1 oz	1½ oz	2 oz	2 oz
Cheese	½ oz	½ oz	1 oz	1 oz
Large egg	½	½	½	½
Cooked dry beans/split peas	⅞ cup	⅞ cup	¼ cup	¼ cup
Peanut butter or soy nut butter or other nut or seed butters	1 Tbsp.	1 Tbsp.	2 Tbsp.	2 Tbsp.
Yogurt, plain or flavored, unsweetened or sweetened ¹¹	2 oz (¼ cup)	2 oz (¼ cup)	4 oz (½ cup)	4 oz (½ cup)
Peanuts soy nuts, tree nuts or seeds	½ oz	½ oz	1 oz	1 oz
Vegetables³	½ cup	½ cup	¾ cup	¾ cup
Fruits³	½ cup	½ cup	¾ cup	¾ cup
Grains (oz eq)^{5,6,7}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Bread product (such as biscuit, roll, muffin)	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁷ , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Whole grain-rich, enriched or fortified RTE breakfast cereal (dry, cold) ^{7,8}				
Flakes or rounds	½ cup	½ cup	1 cup	1 cup
Puffed cereal	¾ cup	¾ cup	1¼ cups	1¼ cups
Granola	⅞ cup	⅞ cup	¼ cup	¼ cup
LUNCH OR SUPPER^{1,12}				
Fluid Milk²	4 fl oz (½ cup)	6 fl oz (¾ cup)	8 fl oz (1 cup)	8 fl oz (1 cup)
Meat or Meat Alternate				
Lean meat, poultry, or fish	1 oz	1½ oz	2 oz	2 oz

Tofu	2.2 oz or ¼ c	3.3 oz or ¾ c	4.4 oz or ½ c	4.4 oz or ½ c
Soy product, or alternate protein products ¹⁰	1 oz	1½ oz	2 oz	2 oz
Cheese	1 oz	1½ oz	2 oz	2 oz
Large egg	½	¾	1	1
Cooked dry beans/split peas	¼ cup	¾ cup	½ cup	½ cup
Peanut butter or soy nut butter or other nut or seed butters	2 Tbsp.	3 Tbsp.	4 Tbsp.	4 Tbsp.
Yogurt, plain or flavored, unsweetened or sweetened ¹¹	4 oz (½ cup)	6 oz (¾ cup)	8 oz (1 cup)	8 oz (1 cup)
Attachment A (continued): MINIMUM FOOD SPECIFICATIONS				
Peanuts, soy nuts, tree nuts or seeds (may be used to meet no more than 50% of the requirement, or an equivalent quantity of any combination of meal/meat alternates) (1 oz nuts/seeds=1 oz cooked lean meat poultry, or fish)	½ oz = 50%	¾ oz = 50%	1 oz = 50%	1 oz = 50%
equivalent quantity of any combination of meat/meat alternates) (1 oz nuts/seeds = 1 oz cooked lean meat poultry, or fish)				
Vegetables ^{3,4}	¼ cup	¼ cup	½ cup	½ cup
Fruits ^{3,13}	¼ cup	¼ cup	¼ cup	¼ cup
Grains (oz eq) ^{5, 6, 7}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Bread product (such as biscuit, roll, muffin)	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁷ , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup

CACFP Meals for Children 1 - 18 years

¹ Water must be available upon request to children throughout the day and at mealtimes. Water does not fulfill any meal component and must not replace any required food. Young children must be asked if they want water.

² Milk must be unflavored whole milk for children one year of age (12-23 months). Milk must be unflavored low-fat (1%) or unflavored fat-free (skim) for children two through five years of age. Milk must be unflavored low-fat (1%), unflavored fat-free (skim), or flavored fat-free (skim) milk for participants 6 years and older.

³ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement one time per day.

⁴ Lunch and supper must include one fruit and one vegetable **OR** two vegetables. When two vegetables are served two different kinds of vegetables must be served.

⁵ At least one serving per day must be whole grain-rich across all eating occasions at each site. Grain-based desserts do not count towards meeting the grains component requirement.

⁶ Ounce equivalents will be used to determine the quantity of creditable grains by October 1, 2019.

⁷ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21 grams sucrose and other sugars per 100 grams of dry cereal).

⁸ Only one of the two required components for snack may be a beverage.

⁹ Meat and meat alternates may be used to meet the entire grains component requirement a maximum of three times a week at breakfast. One ounce of meat and meat alternates is equal to one ounce equivalent of grains.

¹⁰ Alternate protein products must meet 7CFR Part 226, Appendix A requirements. A CN label or product formulation statement is required to serve combination foods.

¹¹ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

¹² All five components must be served for a reimbursable lunch and/or supper. Offer versus serve is an option only for at-risk afterschool participants.

¹³ Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs..

Abbreviations

Tbsp. = Tablespoon

cup = measuring cup (8 ounces)

oz eq = ounce equivalent

fl oz = fluid ounces

RTE = ready-to-eat (cereals)

Attachment A (continued): MINIMUM FOOD SPECIFICATIONS

CACFP Meals for Adults in Care

Child and Adult Care Food Program

EFFECTIVE OCTOBER 1, 2017

Food Components and Food Items It is recommended that water be available upon request for adult CACFP participants throughout the day and at mealtimes. Water does not fulfill any meal component and must not replace any required food.	Breakfast Offer all three components for a reimbursable meal. The adult may decline 1 of 4 items.	Lunch Offer all five components for a reimbursable meal. The adult may decline 2 of 5 items.	Supper Offer all four components for a reimbursable meal. The adult may decline 1 of 4 items.	Snack¹ Serve two of five components for a reimbursable meal. The adult must be served 2 components.
Fluid Milk^{2,3}	8 fl oz (1 cup)	8 fl oz (1 cup)	8 fl oz (1 cup) Optional	8 fl oz (1 cup)
Meat or Meat Alternate⁴				
Lean meat, poultry, or fish		2 oz	2 oz	1 oz
Tofu		4.4 oz or ½ cup	4.4 oz or ½ cup	2.2 oz or ¼ cup
Soy product, or alternate protein products ⁵		2 oz	2 oz	1 oz
Cheese		2 oz	2 oz	1 oz
Large egg		1	1	½
Cooked dry beans/split peas		½ cup	½ cup	¼ cup
Peanut butter or soy nut butter or other nut or seed butters		4 Tbsp	4 Tbsp	2 Tbsp
Yogurt, plain or flavored, unsweetened or sweetened ^{3,6}		8 oz or 1 cup	8 oz or 1 cup	4 oz or ½ cup
Peanuts, soy nuts, tree nuts or seeds ⁷		1 oz = 50%	1 oz = 50%	1 oz

Attachment A (continued): MINIMUM FOOD SPECIFICATIONS

Food Components and Food Items It is recommended that water be available upon request for adult CACFP participants throughout the day and at mealtimes. Water does not fulfill any meal component and must not replace any required food.	Breakfast Offer all three components for a reimbursable meal. The adult may decline 1 of 4 items.	Lunch Offer all five components for a reimbursable meal. The adult may decline 2 of 5 items.	Supper Offer all four components for a reimbursable meal. The adult may decline 1 of 4 items.	Snack¹ Serve two of five components for a reimbursable meal. The adult must be served 2 components.
Vegetables, Fruits, or portions of both ⁸	½ cup			
Vegetables ^{8,9}		½ cup	½ cup	½ cup
Fruits ^{8,9}		½ cup	½ cup	½ cup
Grains (oz eq) ^{4, 10, 11}				
Whole grain-rich or enriched bread	2 slices	2 slices	2 slices	1 slice
Bread product (such as biscuit, roll, muffin)	2 servings	2 servings	2 servings	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal, cereal grain, and/or pasta	1 cup	1 cup	1 cup	½ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{12, 13}				
Flakes or rounds	2 cups			1 cup
Puffed cereal	2½ cups			1¼ cups
Granola	½ cup			¼ cup

Attachment A (continued): MINIMUM FOOD SPECIFICATIONS

CACFP Meals for Adults in Care

- ¹ Only one of the two required snack components may be a beverage.
- ² Milk must be unflavored low-fat (1%), unflavored fat-free (skim), or flavored fat-free (skim) milk for adult CACFP participants.
- ³ For adult CACFP participants, 6 ounces (weight) or $\frac{3}{4}$ cup (volume) yogurt may be used to meet the equivalent of 8 ounces fluid milk once per day when yogurt is not served as a meat alternate in the same meal. It is recommended to serve water at meals or snacks when yogurt substitutes for milk.
- ⁴ Meat and meat alternates may be used to meet the entire Grains requirement a maximum of three times a week for breakfast only. One ounce of meat and meat alternates is equal to one ounce equivalent of Grains.
- ⁵ Alternate protein products must meet 7CFR Part 226, Appendix A requirements and Iowa Handy Guide to Creditable Foods List. A Child Nutrition (CN) label or product formulation statement is required.
- ⁶ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.
- ⁷ Peanuts, soy nuts, tree nuts or seeds may be used to meet no more than 50% of the requirement at lunch/supper, or an equivalent quantity of any combination of meat/meat alternates.
(1 oz nuts/seeds = 1 oz cooked lean meat poultry, or fish)
- ⁸ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal per day, including snack.
- ⁹ A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.
- ¹⁰ At least one serving per day must be whole grain-rich across all eating occasions at each site. Grain-based desserts do not count towards meeting the grains requirement.
- ¹¹ Ounce equivalents are used to determine the quantity of creditable grains by October 1, 2019.
- ¹² Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21 grams sucrose and other sugars per 100 grams of dry cereal).
- ¹³ The ready-to-eat breakfast cereals minimum serving size specified in this section must be served by October 1, 2019. Until October 1, 2019, the minimum serving size for any type of ready-to eat breakfast cereals may be $1\frac{1}{2}$ cups for adult CACFP participants

Abbreviations:

Tbsp. = Tablespoon
cup = measuring cup (1 cup = 8 ounces)
oz eq = ounce equivalent
fl oz = fluid ounces

ATTACHMENT B

Certificate of Independent Price Determination

Both the Local Educational Agency (LEA) and Food Service Management Company (offeror) shall execute this Certificate of Independent Price Determination.

NAME OF FOOD SERVICE MANAGEMENT COMPANY NAME OF LOCAL EDUCATIONAL AGENCY

(A) By submission of this offer, the offeror certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

- (1) The prices in this offer have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor; and
- (3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit, an offer for the purpose of restricting competition.

(B) Each person signing this offer on behalf of the Food Service Management Company certifies that:

- (1) He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
- (2) He or she is not the person in other offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

To the best of my knowledge, this Food Service Management Company, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

SIGNATURE OF FSMC AUTHORIZED REPRESENTATIVE TITLE DATE

In accepting this offer, the LEA certifies that no representative of the LEA has taken any action that may have jeopardized the independence of the offer referred to above.

SIGNATURE OF LEA AUTHORIZED REPRESENTATIVE TITLE DATE

ATTACHMENT C

Clean Air and Water Certificate

NOTE: This certificate must be completed for all new and renewal contract years when the contract exceeds \$100,000.

Applicable if the contract exceeds \$100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed \$100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8(c)(1) or the Federal Water Pollution Control Act 33 1319(d) and is listed by EPA or the contract is not otherwise exempt. Both the Local Educational Agency (LEA) and Food Service Management Company (offeror) shall execute this Certificate.

NAME OF FOOD SERVICE MANAGEMENT COMPANY NAME OF LOCAL EDUCATIONAL AGENCY

THE FOOD SERVICE MANAGEMENT COMPANY AGREES AS FOLLOWS:

- A. To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq., as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.
- B. That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.
- C. To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.
- D. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

- A. The term "Air Act" means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604).
- B. The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).
- C. The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d)), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air Act

(42 U.S.C. 1857c-6(c) or (d)), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).

- D. The term "Clean Air Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).
- E. The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.
- F. The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by the Food Service Management Company.

SIGNATURE/TITLE OF FSMC AUTHORIZED REPRESENTATIVE

DATE

SIGNATURE/TITLE OF LEA AUTHORIZED REPRESENTATIVE

DATE

ATTACHMENT D

Certification Regarding Lobbying Disclosure of Lobbying Activities (Complete the form that is applicable.)

NOTE: This certificate must be completed for all new and renewal contract years when the contract exceeds \$100,000.

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Name/Address of Organization

Name/Title of Submitting Official

Signature

Date

ATTACHMENT D (Continued)
DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action: _____ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: _____ a. bid/offer/application b. initial award c. post-award	3. Report Type: _____ a. initial filing b. material change For Material Change Only: Year _____ Quarter _____ Date of Last Report _____
4. Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if known: Congressional District, if known: 6. Federal Department/Agency:		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known: 7. Federal Program Name/Description: CFDA Number, if applicable: _____
8. Federal Action Number , if known: 10a. Name and Address of Lobbying Entity: (if individual, last name, first name, middle)		9. Award Amount , if known: \$ _____ 10b. Individuals Performing Services (include address if different from 10a.) (last name, first name, middle)
11. Amount of Payment (check all that apply): \$ _____ ____ Actual ____ Planned		12. Type of payment (check all that apply): ____ a. retainer ____ b. one-time fee ____ c. commission ____ d. contingent fee ____ e. deferred ____ f. other; specify: _____
13. Form of Payment (check all that apply): ____ a. cash ____ b. in-kind; specify: Nature _____ Actual _____		14. Continuation Sheet(s) SF-LLL-A Attached: Yes _____ (Number _____) No _____
15. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contracted for Payment indicated in Item 11: <div style="text-align: right; margin-right: 100px;">Attach Continuation Sheet(s) SF-LLL-A (if necessary)</div>		
16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: _____ Print Name: _____ Title: _____ Telephone: _____ Date: _____
Federal Use Only:		Authorized for Local Reproduction Standard Form -- LLL

ATTCHMENT D (Continued)
DISCLOSURE OF LOBBYING ACTIVITIES

Reporting Entity: _____ **Page** _____ **of** _____

ATTACHMENT D (Continued)
CONTINUATION SHEET SF-LLL-A

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. If the space on the form is inadequate, use of SF-LLL-A Continuation Sheet for additional information. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) Number, Invitation for Bid (IFB) Number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
- 10(a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

- 10(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check type of payment. Check all that apply.
13. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment. Check all that apply. If other, specify nature.
14. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached. If yes, list number of sheets attached.
15. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.

The certifying official shall sign and date the form, print his/her name, title, and telephone number. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-00046), Washington, DC 20503.

ATTACHMENT E

Debarment and Suspension and Other Responsibility Matters Primary Covered Transactions

2 CFR 200.213- Non-federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

(Before completing certification, read instructions on next page.)

(1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:

(a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement,

theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name:_____

Date:_____

By:_____

Name and Title of Authorized Representative

Signature of Authorized Representative

ATTACHMENT E (Continued)

INSTRUCTIONS FOR SUSPENSION DEBARMENT CERTIFICATION

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the previous page in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “transaction”, “debarred”, “suspended”, “ineligible”, “lower-tier covered transaction”, “participant”, “person”, “primary covered transaction”, “principal”, “proposal”, and “voluntarily excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that he or she will include this clause titled *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower-Tier Covered Transactions*, without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Mike Schofield

DATE: June 8, 2017

RE: No. 8 – Nutrition Services: Summer Food Service Program

EXPLANATION: The district has sponsored a summer food service program for qualified sites in East Multnomah County. If approved for continuation, the district will partner with the Oregon Department of Education through the Federal Child Nutrition Program agreements to provide the program.

The district will sponsor and serve 18 qualified sites in East Multnomah County.

PRESENTER: Mike Schofield

SUPPLEMENTARY
MATERIALS: Qualified Sites for 2017 Summer Food Service Program

RECOMMENDATION: The administration recommends approval of the summer food service program as presented.

REQUESTED ACTION: Consent agenda approval.

MS:lc

Qualified Sites for 2017 Summer Food Services Program

Summer School Meal Program Sites	Serving Dates and Times
Gresham High School 1200 N Main Street Gresham, OR 97080	July 10, 2017 through August 3, 2017 (Mon – Thur Only) Breakfast : 8:30 am – 9:00 am Lunch 11:45 am – 12:30 pm
Clear Creek Middle School 3625 E Powell Rd. Gresham, OR 97030	July 10, 2017 – August 3, 2017 (Mon – Thur Only) Breakfast : 9:30 am – 10:00 am Lunch : 11:45 am – 12:15 pm
Gordon Russell Middle School 219 NE 219 th Ave. Gresham, OR 97030	July 10, 2017 – August 3, 2017 (Mon – Thur Only) Lunch : 11:45 am – 12:15 pm
East Gresham Elementary 900 SE 5 th Street Gresham, OR 97080	June 27, 2017 through August 17, 2017 (Mon – Thur Only) Breakfast : 8:30 am – 9:00 am Lunch : 12:00 pm – 12:30 pm
Hall Elementary 2505 NE 23 rd Gresham, OR 97030	July 24, 2017 through August 17, 2017 (Mon – Thur Only) Breakfast : 8:30 am – 9:00 am Lunch : 12:00 pm – 12:30 pm
Hogan Cedars 1770SE Fleming Ave. Gresham, OR 97080	July 17, 2017 through August 3, 2017 (Mon – Thur Only) Snack : 9:45 am – 10:15 am
Hollydale Elementary 505 SW Birdsdaie Dr. Gresham, OR 97030	July 5, 2017 through July 18, 2017 (Mon – Fri) Breakfast : 8:15 am – 9:00 am Lunch : 11:30 am – 12:30 pm Snack : 2:00 pm – 2:30 pm
North Gresham Grade School 101 SE 217 th Gresham, OR 97030	June 27, 2017 through August 17, 2017 (Mon – Thur) Breakfast : 8:30 am – 9:00 am Lunch : 12:00 pm – 12:30 pm
Summer Park Meal Program Sites	Serving Dates and Times
Arts Plaza Splash Pad 488 NE 3 rd St. Gresham, OR 97030	July 5, 2017 through August 18, 2017 (Mon – Fri) 11:30 am – 1:30 pm
Main City Park 219 S Main Ave Gresham, OR 97080	June 27, 2017 through August 18, 2017 (Mon – Fri) Lunch : 12:00 pm – 12:30 pm
Red Sunset Park 2403 NE Red Sunset Dr. Gresham, OR 97030	June 27, 2017 through August 18, 2017 (Mon – Fri) Lunch : 1:00 pm – 1:30 pm
Summer Apt. Meal Program Sites	Serving Dates and Times
Gresham Village Square Appartements 1625 SE Roberts Ave Gresham, OR 97080	June 27, 2017 through August 17, 2017 (Mon – Thur) Lunch : 12:30 pm – 1:00 pm
Cedars/Cedar Meadows Apartments 3181 SE Powell Valley Rd Gresham, OR 97080	June 27, 2017 through August 18, 2017 (Mon – Fri) Lunch : 12:00 pm – 12:30 pm
Vista at 23 Apartments 3181 NE 23 rd St. Gresham, Or. 97030	June 27, 2017 through August 18, 2017 (Mon – Fri) 11:45 am – 12:15 pm
Other Summer Meal Program Sites	Serving Dates and Times
Gresham County Library 385 NW Miller Ave, Gresham, OR 97030	June 26, 2017 through August 18, 2017 (Mon - Fri) Lunch : 12:30 pm – 1:30 pm
Grace Community Church 800 SE Hogan Rd. Gresham, OR 97080	July 17, 2017 through July 21, 2017 (Mon - Fri) Lunch : 10:00 am – 12:00 pm
St. Henry's Catholic Church 346 NW 1 st Street Gresham, OR 97030	June 26, 2017 through June 30, 2017 (Mon - Fri) Snack : 9:45 am – 10:15 am
Trinity Lutheran Bible School 507 W Powell Blvd Gresham, OR 97030	August 7, 2017 through August 11, 2017 (Mon - Fri) Lunch : 12:00 pm – 1:00 pm

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Teresa Ketelsen

DATE: June 8, 2017

RE: No. 9 – Policy Updates

EXPLANATION: The board reviewed and provided input regarding updates to the Policy GCBDA/GDBDA, Family Medical Leave, at the June 1, 2017 board work session. The policy is now being submitted for approval through the consent agenda.

PRESENTER: Teresa Ketelsen

SUPPLEMENTARY
MATERIALS: Revised Policy GCBDA/GDBDA, Family Medical Leave

RECOMMENDATION: The administration recommends board approval of revised policy GCBDA/GDBDA as presented for second reading.

REQUESTED ACTION: Consent agenda approval

Gresham-Barlow SD 10

Code: GCBDA/GDBDA
Adopted: 7/11/94
Revised/Readopted: 1/11/01; 5/02/02; 10/02/14
Orig. Code(s): GCBDA/GDBDA

Family Medical Leave

When applicable, the district will comply with all the provisions of the Family and Medical Leave Act (FMLA) of 1993, the Oregon Family Leave Act (OFLA) of 1995 the Military Family Leave Act as part of the National Defense Authorization Acts of 2008 and for Fiscal Year 2010 (which expanded certain leave to military families and veterans for specific circumstances), the Oregon Military Family Leave Act (OMFLA) of 2009, and other applicable provisions of Board policies and collective bargaining agreements regarding family medical leave.

FMLA applies to districts with 50 or more employees within 75 miles of the employee's worksite, based on employment during each working day during any of the 20 or more work weeks in the calendar year in which the leave is to be taken, or in the calendar year preceding the year in which the leave is to be taken. The 50 employee test does not apply to educational institutions for determining employee eligibility.

OFLA and OMFLA applies to districts that employ 25 or more part-time or full-time employees in Oregon, based on employment during each working day during any of the 20 or more work weeks in the calendar year in which the leave is to be taken, or in the calendar year immediately preceding the year in which the leave is to be taken.

In order for an employee to be eligible for the benefits under federal law FMLA, he/she must have been employed by the district for a total of at least (not necessarily consecutive) 12 months and have worked at least 1,250 hours during the past 12-month period.

In order for an employee to be eligible for the benefit under state law OFLA, an employee he/she must work an average of 25 hours per week and have been employed at least 180 calendar days prior to the first day of the family medical leave of absence. However, for parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

OMFLA applies to employees who work an average of at least 20 hours per week; there is no minimum number of days worked when determining an employee's eligibility for OMFLA.

Federal and state leave entitlements generally run concurrently.

The superintendent or designee will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

END OF POLICY

Legal Reference(s):[ORS 332.507](#)[ORS 342.545](#)[ORS 659A.090](#)[ORS 659A.093](#)[ORS 659A.096](#)[ORS 659A.099](#)[ORS 659A.150 to -659A.186](#)[OAR 839-009-0200 to -0320](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).
Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2006); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2008).

National Defense Authorization Act of 2008, Public Law 110-181, § 585(a).

Americans with Disabilities Act Amendments Act of 2008.

National Defense Authorization Act for Fiscal Year 2010, Public Law 111-84, § 565.

Escriba v. Foster Poultry Farms, Inc. 743 F.3d 1236 (9th Cir. 2014).

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Mike Schofield

DATE: June 8, 2017

RE: No. 10 – Mutual Aid Omnibus Agreement

EXPLANATION: In 2008 the Multnomah County school districts entered into an Intergovernmental Agreement for the purpose of providing emergency assistance to each other if needed.

The agreement provides participating districts with emergency assistance in the form of supplemental personnel, equipment, materials, or other support. The borrowing district will receive support at the lender's discretion. Cost to the borrowing district generally occurs after the first eight hours of use for personnel or equipment and at replacement cost for supplies and materials. Resources "borrowed" with reimbursement and terms of exchange are defined the attached agreement.

The point of contact for this agreement would be the director of emergency management to be determined by each district. This agreement will be effective upon execution by two or more participating districts. A participating district may opt to terminate the agreement by providing written notice to each of the participating districts.

PRESENTER: Mike Schofield

SUPPLEMENTARY MATERIAL: Intergovernmental Agreement – Mutual Aid Omnibus Agreement for Emergency Assistance 2017-2018

RECOMMENDATION: The administration recommends continuation of the Intergovernmental Agreement for Emergency Assistance for 2017-2018 as presented.

REQUESTED ACTION: Consent agenda approval

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INTERGOVERNMENTAL AGREEMENT
Mutual Aid Omnibus Agreement
Emergency Assistance 2016-2017

This **OMNIBUS AGREEMENT** is made and entered into by the undersigned Districts (hereafter referred to as “Participating Districts”) to enable them to provide Emergency assistance to each other during times of emergency.

WHEREAS, the Participating Districts have expressed mutual interest in the establishment of an Omnibus Agreement to facilitate and encourage mutual aid and assistance among the Participating Districts; and

WHEREAS, in the event of an emergency a Participating District which has executed this Omnibus Agreement may need emergency assistance in the form of supplemental personnel, equipment, materials or other support; and

WHEREAS, each Participating District may own and maintain supplies and equipment and employ trained personnel for a variety of public services and is willing, under certain conditions, to lend its supplies, equipment and supplemental personnel to other Participating Districts in the event of an emergency; and

WHEREAS, the proximity of the Participating Districts to each other enables them to provide emergency assistance to each other.

NOW THEREFORE, in consideration of the mutual covenants and agreements hereinafter set forth, each undersigned Participating District agrees as follows:

ARTICLE I – APPLICABILITY

This Omnibus Agreement is available for execution to all Participating Districts. Execution of the Omnibus Agreement by a Participating District will occur when the Participating District signs an identical version of this Omnibus Agreement.

ARTICLE II – DEFINITIONS

- A. “Assistance Costs” mean any direct equipment costs and labor costs that extend beyond the first eight (8) hours (usual and customary costs) incurred by the Lender in providing any asset requested. The Lender is expected to absorb the total labor costs for assistance which takes less than eight (8) hours, and is expected to absorb the first eight (8) hours of labor costs in an extended event. The labor costs, including overtime costs, will be absorbed by the Lender, until the Borrower uses borrowed personnel more than eight (8) hours, at which time the labor costs will be incurred by the borrowing Participating District. For this Omnibus

Agreement, the time begins when the lending agency makes personnel available. Further agreements regarding costs appear in Article XII, Loans of Personnel.

- B. "Borrower" means a Participating District which has adopted, signed and subscribes to this Omnibus Agreement and has made a request for emergency assistance and has received commitment(s) to deliver emergency assistance pursuant to the terms of this Omnibus Agreement.
- C. "Contact Person(s)" means the person or persons designated by each Participating District to request emergency assistance from or grant emergency assistance to another Participating District pursuant to the terms of this Omnibus Agreement.
- D. "Participating District" means an entire school district or entire education service district. Though the point of contact for this agreement is the Director of Emergency Management, all functions or departments of Participating Districts are implicated in this Omnibus Agreement, as emergency assistance could be provided by any function or department including, but not limited to instruction services, special education services, health services, social services, business services, transportation, information services, and craft or tradesmen.
- E. "Director of Emergency Management" means the person appointed as the emergency program manager by the superintendent or governing board of a Participating District.
- F. "Emergency" includes, but is not limited to, a human-caused or natural event or circumstances within the area of operation of any Participating District causing or threatening loss of life, damage to the environment, injury to person or property, human suffering or financial loss, such as: employee strike or work stoppage, fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of hazardous materials, contamination, utility or transportation emergencies, disease, infestation, civil disturbance, riots, acts of terrorism or sabotage, use of weapons of mass destruction; said event being or is likely to be beyond the capacity of any affected Participating District or Participating Districts, in terms of personnel, equipment and facilities, thereby requiring emergency assistance.
- G. "Emergency Assistance" means employees, services, equipment, materials, or supplies offered during an emergency by the Lender and accepted by the Borrower to assist in maintaining or restoring normal Participating District services when such service has been disrupted by acts of the elements, equipment malfunctions, accidents, terrorism/sabotage and other occurrences where emergency assistance from other Participating Districts is necessary or advisable, as determined by the requesting Participating District.
- H. "Emergency Contact Information Form" is the form to be submitted to the Directors of Emergency Management by each Participating District that lists names, addresses, and 24 hour contact phone numbers of the Contact Person(s) of each Participating District.
- I. "Lender" means a Participating District which signed and adopted this Omnibus Agreement and has agreed to deliver emergency assistance to another Participating District pursuant to the terms and conditions of this Omnibus Agreement.

J. "Omnibus Agreement" means identical Participating District agreements executed in counterparts which bind the executing Participating District to its terms and conditions to provide and receive emergency assistance. The terms and conditions of the Omnibus Agreements are all identical and the execution of an Omnibus Agreement by a Participating District binds that Participating District to all other Participating Districts which have executed an identical Omnibus Agreement in counterparts. To be effective for purposes of receiving emergency assistance, this Omnibus Agreement must be fully executed and received by the Subscribing Participating Districts' superintendents.

K. "Termination Date" is the date upon which this Agreement terminates pursuant to Article. V.

ARTICLE III – PARTICIPATION

Participation in this Omnibus Agreement is purely voluntary.

ARTICLE IV – ROLES OF DIRECTOR OF EMERGENCY MANAGEMENT OF PARTICIPATING DISTRICTS

Participating Districts agree that individual Directors of Emergency Management or designee can serve as the representative of the Participating District in any meeting to agree on interpretation of the language or implementation of this Omnibus Agreement.

The Director of Emergency Management of each Participating District shall, to the extent reasonably possible:

- A. Participate in any meetings convened which are related to this Omnibus Agreement.
- B. Obtain and communicate to each Participating District the discussion items and decisions of the meeting.
- C. Maintain a manual containing the master copy of this Omnibus Agreement, any Amendments thereto, and a list of Participating Districts.
- D. Notify all Participating Districts whenever a new Participating District executes the Omnibus Agreement.
- E. Provide each Participating District with a copy of the signature page of newly executed Omnibus Agreement(s).
- F. Provide each Participating District with copies of the Emergency Contact Information Forms provided by other Participating Districts.
- G. Notify all Participating Districts whenever a Participating District terminates its participation in this Omnibus Agreement.
- H. Maintain and distribute checklists to assist Participating Districts in the planning details associated with being a Borrower or Lender under the terms of this Omnibus Agreement.

ARTICLE V – TERMS AND TERMINATION

- A. This Omnibus Agreement is effective upon execution by two or more Participating Districts.
- B. A Participating District opting to terminate this Omnibus Agreement shall provide written termination notification to the Director of Emergency Management for each Participating District. Notice of termination becomes effective upon receipt by the Directors of Emergency Management. Any terminating Participating District shall remain liable for all obligations incurred during its period of participation, until the obligation is satisfied.

ARTICLE VI – PAYMENT FOR SERVICES AND ASSISTANCE

Borrower shall pay the Lender for all valid and invoiced assistance costs within sixty (60) days of receipt of the Lender's invoice, for all of the emergency assistance services provided by the Lender. Lender, in its sole discretion, may elect to extend the repayment deadline, upon the written request of Borrower. In the event the Lender provides equipment, supplies or parts, the Lender shall have the option to accept payment of cash or in kind for the equipment, supplies or parts supplied.

ARTICLE VII – INDEPENDENT CONTRACTOR

Lender shall be and operate as an independent contractor of Borrower in the performance of any emergency assistance. Employees of Lender shall at all times while performing emergency assistance continue to be employees of Lender and shall not be deemed employees of Borrower for any purpose. Wages, hours, and other terms and conditions of employment of Lender shall remain applicable to all of its employees who perform emergency assistance. Lender shall be solely responsible for payment of its employees' wages, any required payroll taxes and any benefits or other compensation. Borrower shall not be responsible for paying any wages, benefits, taxes, or other compensation directly to the Lender's employees. The costs associated with borrowed personnel are subject to reimbursement process outlined in Article XII. In no event shall Lender or its officers, employees, agents, or representatives be authorized (or represent that they are authorized) to make any representation, enter into any agreement, waive any right or incur any obligation in the name of, on behalf of or as agent for Borrower under or by virtue of this Omnibus Agreement.

ARTICLE VIII – REQUESTS FOR EMERGENCY ASSISTANCE

Requests for emergency assistance shall be directed to the designated contact person(s) on the contact list provided by the Participating Districts. The extent to which the Lender provides any emergency assistance shall be at the Lender's sole discretion. In the event the emergency impacts a large geographical area that activates either federal or state emergency laws, this Omnibus Agreement shall remain in effect until or unless this Omnibus Agreement conflicts with such federal and state Laws.

ARTICLE IX – GENERAL NATURE OF EMERGENCY ASSISTANCE

Emergency assistance will be in the form of resources, including equipment, supplies, and personnel, or the direct provision of services. The execution of the Omnibus Agreement shall not create any duty to respond on the part of any Participating District. A Participating District shall not be held liable for failing to provide emergency assistance. A Participating District has the absolute discretion to decline to provide any requested emergency assistance and to withdraw resources it has provided at any time without incurring any liability. Resources are “borrowed” with reimbursement and terms of exchange varying with the type of resource as defined in Articles X through XII. The Participating Districts recognize that time is critical during an emergency and diligent efforts will be made to respond to a request for resources as rapidly as possible, including any notification(s) that requested resources are not available.

ARTICLE X – LOANS OF EQUIPMENT

At the sole discretion of the Lender, equipment may be made available upon request of a Participating District. The first eight (8) hours of use will be without cost to the Borrower, after which use of equipment, including construction equipment, vehicles, tools, pumps and motors, shall be at the Lender’s actual costs or their current equipment rate; or if no written rates have been established, at the hourly operating costs set forth in an industry standard publication as selected by the Directors of Emergency Management, or as mutually agreed between Borrower and Lender. Equipment and tool loans are subject to the following conditions:

1. At the option of the Lender, loaned equipment may be loaned with an operator. See Article XII for terms and conditions applicable to use of borrowed personnel.
2. Loaned equipment shall be returned to the Lender upon release by the Borrower, or immediately upon the Borrower’s receipt of an oral or written notice from the Lender for the return of the equipment. When notified to return equipment to a Lender, the Borrower shall make every effort to return the equipment to the Lender’s possession within twenty-four (24) hours following notification.
3. Borrower shall, at its own expense, supply all fuel, lubrication and necessary maintenance for loaned equipment. The Borrower will take proper precaution in its operation, storage and maintenance of Lender’s equipment. Lender shall endeavor to provide equipment in good working order. All equipment is provided “as is”, with no representations or warranties as to its fitness for particular purpose, or general condition.
4. Lender’s costs related to the transportation, handling, and loading/unloading of equipment shall be chargeable to the Borrower. Lender shall provide copies of invoices for these charges when provided by outside sources and shall provide hourly accounting of charges for Lender’s employees who perform these services.

5. Without prejudice to a Lender's right to indemnification under Article XIV, in the event loaned equipment is lost or damaged while in the custody and/or use of the Borrower, or while being returned by Borrower to the Lender, Borrower shall reimburse the Lender for the reasonable cost of repairing the damaged equipment. If the equipment cannot be repaired within a time period indicated by the Lender, then Borrower shall reimburse Lender for the cost of replacing damaged equipment with equipment which is of equal condition and capability. Any determinations of what constitutes "equal condition and capability" shall be at the discretion of the Lender. If Lender must lease or rent a piece of equipment while the Lender's equipment is being repaired or replaced, Borrower shall reimburse Lender for such costs. Borrower shall have the right of subrogation for all claims against persons other than parties to this Omnibus Agreement who may be responsible in whole or in part for damage to the equipment. Borrower shall not be liable for damage caused by the sole negligence of Lender's Operators.

ARTICLE XI – EXCHANGE OF MATERIALS AND SUPPLIES

Borrower shall reimburse Lender in kind or at Lender's actual replacement cost, plus handling charges, for use of partially consumed or non-returnable materials and supplies, as mutually agreed between Borrower and Lender. Other reusable materials and supplies which are returned (unused) to Lender in clean, damage-free condition shall not be charged to the Borrower and no rental fee will be charged. Lender shall determine whether items returned are "clean and damage-free" and items shall be treated as partially consumed or non-returnable materials and supplies if an item is found to be damaged.

ARTICLE XII – LOANS OF PERSONNEL

Lender may, at its option, loan to Borrower employees who are willing to provide various services. These employees will be loaned without cost to the Borrower for the first eight (8) hours of service, after which they will be loaned at Borrower's expense equal to Lender's full costs, including each employee's salary or hourly wages, call back or overtime costs, benefits and overhead, and consistent with Lender's collective bargaining or individual contracts, if any, or other conditions of employment. Costs to feed and house loaned personnel, if necessary, shall be chargeable to and paid by the Borrower. The Borrower is responsible for assuring such arrangements as may be necessary to provide for the safety, housing, meals, and transportation to and from job sites/housing sites (if necessary) for loaned personnel. The Participating Districts' Directors of Emergency Management or their designees shall develop planning details associated with being a Borrower or Lender under the terms of this Omnibus Agreement.

Lender personnel providing emergency assistance shall be under the temporary direction of the emergency management authorities of the Borrower. Lender shall not be liable for cessation or slowdown of work if Lender's employees decline or are reluctant to perform any assigned tasks if employees judge a task to be unsafe. A request for loaned personnel to direct the activities of others during a particular response operation does not relieve the Borrower of any responsibility or create any liability on the part of the Lender for decisions and/or consequences of the response operation. When supervisory personnel are loaned, the Lender may make stipulations on the scope and duties of supervisory personnel loaned.

ARTICLE XIII – RECORD KEEPING

Time sheets and/or daily logs showing hours worked and equipment and materials used or provided by the Lender will be recorded on a shift by shift basis by the Lender and/or the loaned employee(s) and will be provided to the Borrower as needed. If no personnel are loaned, the Lender will provide shipping records for materials and equipment, and the Borrower is responsible for any required documentation of use of material and equipment for any available state or federal reimbursement. Under all circumstances, the Borrower remains responsible for ensuring that the amount and quality of all documentation is adequate to enable disaster reimbursement if available.

ARTICLE XIV – INDEMNIFICATION AND LIMITATION OF LIABILITY

A. NOTIFICATION AND PARTICIPATION. Participating Districts which execute the Omnibus Agreement are expected to:

1. Ensure that each Participating District timely receives the most current emergency contact information.
2. Participate in scheduled meetings to coordinate operational and implementation issues.

B. INDEMNIFICATION. Except as provided in section C., to the fullest extent permitted by applicable law, the Borrower releases and shall indemnify, hold harmless and defend each Lender, its officers, employees and agents from and against any and all costs, including costs of defense, claims, judgments or awards of damages asserted or arising directly or indirectly from, on account of, or in connection with providing emergency assistance to the Borrower, whether arising before, during or after performance of the emergency assistance and whether suffered by any of the Participating Districts or any person or entity.

C. ACTIVITIES IN BAD FAITH OR BEYOND SCOPE. Any Participating District shall not be required under this Omnibus Agreement to indemnify, hold harmless and defend any other Participating District from any claim, loss, harm, liability, damage, cost or expense caused by or resulting from the activities of any Participating District's officers, employees, or agents who are acting negligent, in bad faith or performing activities beyond the scope of their duties.

D. LIABILITY FOR PARTICIPATION. In the event of any liability, claim, demand, action or proceeding, of whatever kind or nature arising out of rendering of emergency assistance through this Omnibus Agreement, the Borrower agrees to indemnify, hold harmless, and defend, to the fullest extent of the law, each signatory to this Omnibus Agreement, whose only involvement in the transaction or occurrence which is the subject of such claim, action, demand, or other proceeding, is the execution and approval of this Omnibus Agreement.

E. DELAY/FAILURE TO RESPOND. No Participating District shall be liable to another Participating District for, or be considered in breach of or default under this Omnibus

Agreement due to any delay in or failure to perform any obligation under this Omnibus Agreement, except to make payment as specified in this Omnibus Agreement.

- F. PARTICIPATING DISTRICT LITIGATION PROCEDURES. Each Participating District seeking to be released, indemnified, held harmless or defended under this Article with respect to any claim shall promptly notify the Borrower of such claim and shall not settle such claim without prior consent of Borrower, which consent shall not be unreasonably withheld. The Participating District shall have the right to participate in the defense of said claim to the extent of its own interest. A Participating District's personnel shall cooperate and participate in legal proceedings if so requested by the Borrower, and/or required by a court of competent jurisdiction.

ARTICLE XVI – WORKERS' COMPENSATION AND EMPLOYEE CLAIMS

Lender's employees, officers or agents, made available to Borrower, shall remain Lender's employees, officers or agents while engaged in carrying out duties, functions or activities pursuant to this Omnibus Agreement, and each Participating District shall remain fully responsible as employer for all taxes, assessments, fees, premiums, wages, withholdings, workers' compensation and other direct and indirect compensation, benefits, and related obligations with respect to its own employees. Likewise, each Participating District shall provide Workers' Compensation in compliance with statutory requirements of the State of Oregon.

ARTICLE XVII – MODIFICATIONS

No provisions of this Omnibus Agreement may be modified, altered, or rescinded by any Participating District without 2/3 concurrence of the signatory Participating Districts. Modifications to this Omnibus Agreement must be in writing and will become effective upon approval of the modification by a 2/3 affirmative vote of the signatory Participating Districts. Modifications must be signed by an authorized representative of each Participating District.

ARTICLE XVIII – NON EXCLUSIVENESS AND PRIOR AGREEMENTS

This Omnibus Agreement is not intended to be exclusive among the Participating Districts. Any Participating District may enter into separate emergency assistance agreements with any other entity. No separate agreement shall terminate any responsibility under the Omnibus Agreement. To the extent that prior agreements between Participating Districts are inconsistent with this Agreement, prior agreements for emergency assistance between the Participating Districts will supersede this Omnibus Agreement, until the inconsistencies of the prior agreements are reconciled by the Participating Districts.

ARTICLE XIX – GOVERNMENTAL AUTHORITY

This Omnibus Agreement is subject to laws, rules, regulations, orders, and other requirements, now or as amended, of all governmental authorities having jurisdiction over the emergencies covered by this Omnibus Agreement.

ARTICLE XX – NO DEDICATION OF FACILITIES

No undertaking by a Participating District to another Participating District under any provision of this Omnibus Agreement shall constitute a dedication of the facilities or assets of such Participating District, or any portion thereof, to the public or to the other Participating District. Nothing in this Omnibus Agreement shall be construed to give a Participating District any right of ownership, possession, use or control of the facilities or assets of any other Participating District.

ARTICLE XXI – NO PARTNERSHIP

This Omnibus Agreement shall not be interpreted or construed to create an association, joint venture or partnership among the signatory Participating Districts or to impose any partnership obligation or liability upon any Participating District. Further, no Participating District shall have any undertaking for or on behalf of, or to act or be an agent or representative of, or to otherwise bind any other Participating District.

ARTICLE XXII – NO THIRD PARTY BENEFICIARY

Nothing in this Omnibus Agreement shall be construed to create any rights in or duties to any third party, nor any liability to or standard of care in reference to any third party. This Omnibus Agreement shall not confer any right or remedy upon any person other than the Participating Districts. This Omnibus Agreement shall not release or discharge any obligation or liability of any third party to any Participating District.

ARTICLE XXIII – ENTIRE AGREEMENT

This Omnibus Agreement constitutes the entire agreement, though prior agreements of the Participating Districts may take precedence over certain concepts outlined in this Agreement.

ARTICLE XXIV – SUCCESSORS AND ASSIGNS

This Omnibus Agreement is not transferable or assignable, in whole or in part, and any Participating District may terminate its participation in this Omnibus Agreement subject to Article V.

ARTICLE XXV – GOVERNING LAW

This Omnibus Agreement shall be interpreted, construed, and enforced in accordance with the laws of the State of Oregon.

ARTICLE XXVI – VENUE

Any action which may rise out of this Omnibus Agreement shall be brought in the county where the emergency occurred.

ARTICLE XXVII – TORT CLAIMS

It is not the intention of this Omnibus Agreement to remove from any of the Participating Districts any protection provided by any applicable Tort Claims Act. However, between Borrower and Lender, the Borrower retains full liability to the Lender for any claims brought against the Lender as described in other provisions of this Omnibus Agreement.

ARTICLE XXVIII – WAIVER OF RIGHTS

Any waiver at any time by any Participating District of its rights with respect to a default under this Omnibus Agreement, or with respect to any other matter arising in connection with this Omnibus Agreement, shall not constitute or be deemed a waiver with respect to any subsequent default or other matter arising in connection with this Omnibus Agreement. Any delay in asserting or enforcing any right, except those related to the statutes of limitations, shall not constitute or be deemed a waiver.

ARTICLE XXIX – INVALID PROVISION

The invalidity or unenforceability of any provisions of this Omnibus Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

ARTICLE XXX – NOTICES

Any notice, demand, information, report, or item otherwise required, authorized, or provided for in this Omnibus Agreement shall be given in writing and shall be deemed properly given if (i) delivered personally, (ii) transmitted and received by telephone facsimile device and confirmed by telephone, or (iii) sent by United States Mail, postage prepaid, to the Directors of Emergency Management for all Participating Districts at the address designated in each Participating District's Emergency Contact Information Form.

SIGNATURE PAGE:

GRESHAM-BARLOW SCHOOL DISTRICT-NO 10J
1331 NW Eastman Parkway
Gresham, OR 97030

IN WITNESS WHEREOF, School District No 10J, Multnomah County Oregon (Gresham-Barlow) hereto has caused this Omnibus Agreement for emergency assistance to be executed by its duly authorized representatives as of the date of their signatures.

Dated this _____ day of _____, 2017

By: _____
Jim Schlachter, Superintendent

By: _____
Michael D. Schofield, Chief Financial Officer
Director of Emergency Management

REVIEWED:

By: _____
Attorney

ADOPTED BY GRESHAM-BARLOW SCHOOL DISTRICT
BOARD OF DIRECTORS

Resolution Number:

Date:

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
James Hiu

DATE: June 8, 2017

RE: No. 11 – Taylor Veach and Alyson Teachout, State Equestrian Champions

EXPLANATION: In an effort to recognize students who achieve state champion status or its equivalent in school activities and academic programs, tonight we have the opportunity to recognize two equestrian champions.

Gresham High School Junior Taylor Veach took the Oregon state title for In-hand Trail, and qualified for the Pinto World Championship. Taylor competes on the Sam Barlow High School team.

Sam Barlow High School Senior Alyson Teachout is the Reserve Champion, awarded to the top performance rider in the state of Oregon. Alyson has earned more medals and plaques than any other Sam Barlow High School equestrian student ever.

We join Equestrian Coach Samantha MacDonald in extending congratulations to these two student competitors.

PRESENTER: James Hiu

SUPPLEMENTARY
MATERIALS: Certificates of Recognition

RECOMMENDATION: The administration recommends the board recognize Taylor Veach and Alyson Teachout for their state level equestrian success.

REQUESTED ACTION: No formal action is required.

JH:pkh:lc

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
James Hiu

DATE: June 8, 2017

RE: No. 12 – Joseph Harris, Track & Field Champion

EXPLANATION: In an effort to recognize students who achieve state champion status in school activities and academic programs, tonight we have the opportunity to recognize a State Champion athlete.

Joseph Harris, senior, is the 6A state champion in the Triple Jump; he also took 3rd in the State 6A high jump. His winning triple jump was 47'-3/4". Joseph plans to enlist in the Oregon National Guard after graduation. Upon completion of his duties, he plans on enrolling at Portland State University and continuing his track and field career.

PRESENTER: James Hiu

SUPPLEMENTARY
MATERIALS: Certificate of Recognition

RECOMMENDATION: The administration recommends the board recognize Joseph Harris, champion track athlete from Gresham High School.

REQUESTED ACTION: No formal action is required.

JB:pkh:lc

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
James Hiu

DATE: June 8, 2017

RE: No. 13 – Brass Quartet State Champions – Sam Barlow High School

EXPLANATION: In an effort to recognize students who achieve state champion status or its equivalent in activities and academic programs, tonight we have the opportunity to recognize state champion musicians.

The Sam Barlow Trumpet Ensemble placed first in state in the small brass category. On Friday, April 28, at Pacific University, 130 chamber ensembles from across Oregon came together to perform at the OMEA State Chamber Ensemble Contest. Sam Barlow High School trumpet ensemble qualified for this event by placing first at their league and district competitions. The quartet consists of:

Gary Schmidt, junior
Karlee Wood, junior

Max Campbell, sophomore
Andrew Tercek, sophomore

These trumpet players are a part of the first chamber ensemble in Gresham-Barlow history to place first at the state championships. Earlier in the year, the ensemble was honored by being invited to perform at a meeting of the Northwest Bandmasters organization.

PRESENTER: James Hiu

SUPPLEMENTARY
MATERIALS: Certificate of Recognition

RECOMMENDATION: The administration recommends the board recognize the Sam Barlow High School champion trumpet quartet.

REQUESTED ACTION: No formal action is required.

JH:pkh:lc

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
James Hiu

DATE: June 8, 2017

RE: No. 14 – Brad Cook Named the Mary Hartman Journalism Teacher of the Year

EXPLANATION: Tonight the board is asked to recognize Gresham High School teacher, Brad Cook, for being named the Mary Hartman Journalism Teacher of the Year by the Northwest Scholastic Press and the Oregon Journalism Education Association.

This award is open to any active journalism teacher and/or publications adviser in an Oregon public or private high school. The award is named for Mary Hartman, a University of Oregon Journalism school faculty member and former director of Oregon Scholastic Press. The winner receives a \$500 cash award, paid by an endowment from the Hartman family.

Congratulations to Brad Cook for receiving this honor.

PRESENTER: James Hiu

SUPPLEMENTARY
MATERIALS: Certificate of Recognition

RECOMMENDATION: The administration recommends the board recognize Gresham High School teacher, Brad Cook.

REQUESTED ACTION: No formal action is requested.

JKH:pkh:lc

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Carla Piluso

DATE: June 8, 2017

RE: No. 15 – Recognition of Kent Zook’s Service as a Board Member

EXPLANATION: After ten years of service, Kent Zook decided not to run for re-election as a member of the Gresham-Barlow School District Board of Education. In recognition of his service and dedication to the patrons and students of the district, a presentation will be made during the board meeting.

PRESENTERS: Jim Schlachter
Carla Piluso

SUPPLEMENTARY
MATERIALS: None

RECOMMENDATION: Acknowledge Kent Zook for his ten years of service on the Gresham-Barlow School District Board of Education

REQUESTED ACTION: No formal action is required.

:lc

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter

DATE: June 8, 2017

RE: No. 16 – Gresham-Barlow Education Foundation Report

EXPLANATION: The Gresham-Barlow Education Foundation has identified the following dates for 2016-17 reports to the school board:

September 1, 2016
November 3, 2016
February 2, 2017
April 6, 2017
June 8, 2017

Accordingly, Vicki Moen or a Foundation representative will be present this evening to provide an overview of recent Foundation activities.

PRESENTER: Vicki Moen or a Foundation representative

SUPPLEMENTARY
MATERIALS: None

RECOMMENDATION: This report is being provided as information only.

REQUESTED ACTION: No action is required.

:lc

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Teresa Ketelsen

DATE: June 8, 2017

RE: No. 17 – AVID Student Perspective

EXPLANATION: AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society. AVID's systemic approach is designed to support students with their rigorous work and meet high standards in each content area.

The AVID college readiness system is at five of our schools: Gresham High School, Sam Barlow High School, Clear Creek Middle School, Dexter McCarty Middle School and Gordon Russell Middle School. Over the 11 years the AVID program has been in our district, it has grown to 23 elective class sections serving more than 600 students. AVID strategies such as Cornell note-taking and Socratic Seminars are used in classes other than the AVID elective as well. Embedding strategies such as these into their instruction, teachers are providing all of their students with skills to help them be successful.

Tonight's presentation is from Ashley Albelo, who is a senior at Sam Barlow High School. During the end-of-year AVID celebration at Sam Barlow High School, Ashley addressed an audience of approximately 200 people. Her speech titled "AVID is the Key" was so well received she was asked to share her perspective as an AVID student with the school board.

PRESENTERS: Teresa Ketelsen, Ashley Albelo

SUPPLEMENTARY
MATERIALS: None

RECOMMENDATION: This presentation is being provided as information only.

REQUESTED ACTION: No action is required.

TK:lc

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Mike Schofield

DATE: June 8, 2017

RE: 18 – Bond: Sam Barlow High School Schematic Design

EXPLANATION: Time has been reserved on this evening's agenda for the board to receive a schematic design report from Opsis Architecture regarding Sam Barlow High School's remodel/renovation bond project.

PRESENTER: Mike Schofield

SUPPLEMENTARY
MATERIALS: Handouts will be provided at the board meeting.

RECOMMENDATION: This report is being provided as information only

REQUESTED ACTION: No action is required.

:lc

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Mike Schofield

DATE: June 8, 2017

RE: No. 19 – Audit Involvement Team Minutes 05-04-17

EXPLANATION: The Audit Involvement process provides an essential two-way communication between the independent auditor and the board. The process enhances the board's responsibility to provide independent review and oversight of 1) the district's financial reporting processes, 2) the district's internal controls, and 3) the independent audit of the district's financial statements.

The process includes several meetings a year between management and the Board Chair, Vice-Chair and two appointed Budget Committee Members. The committee met with the independent auditor to review the upcoming schedule, audit process and expectations. This was an opportunity for the committee to share areas of interest or concerns identified prior to the start of the audit process.

PRESENTER: Mike Schofield

SUPPLEMENTARY
MATERIALS: Meeting summary for May 4, 2017

RECOMMENDATION: This report is being provided as information only.

REQUESTED ACTION: No action is required.

MDS:lc

AUDIT INVOLVEMENT COMMITTEE/2015



DATE HELD: 5/4/17

TIME: 5:00 PM

LOCATION: Superintendent's Office

Attend	Name	Position
	Carla Piluso	Board Chair
X	Kris Howatt	Board Vice-Chair
	Justin Weatherford	Budget Committee Member
X	Jim Schlachter	Superintendent
X	Mike Schofield	Chief Financial Officer
X	Matt Graves	CPA/Independent Auditor

Meeting Review.

The committee met at 5:00 pm. The focus of the meeting was to review the upcoming interim audit. Matt Graves, lead auditor, also discussed further impacts of Governmental Accounting Standards Board (GASB) Pronouncement 77. Additionally, a review of the audit schedule and a discussion about the business office moving to a paperless environment for accounts payable processing. The lead auditor asked about any specific areas or interest or concern to be addressed during the audit. Justin Weatherford could not attend the meeting but emailed a question about any recurrent issues around business office practices. Matt Graves and Mike Schofield responded there were no recurrent or ongoing issues around business office practices.

The committee also reviewed the district's practices regarding the following:

- Books balanced and reconciled
- Adopted budget v. expected expenditures
- Payroll reports filed and payroll liabilities paid
- Federal and state grant reimbursements
- Fraud issues
- Internal controls
- Accounting systems and procedures
- Cash and investment accounts reconciliation
- Board reporting

The next scheduled meeting will be in the Fall of 2017 where the committee will discuss any audit findings.

The meeting was completed at 5:30 pm.

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Teresa Ketelsen

DATE: June 8, 2017

RE: No. 20 – Policy Review Committee Minutes 05-09-17

EXPLANATION: The most recent Policy Review Committee meeting was held on May 9, 2017, at the Gresham-Barlow School District administration office. Minutes of that meeting are included with this summary.

The Policy Review Committee is an advisory committee appointed by the Gresham-Barlow School District Board of Directors to review proposed policy updates, and advance recommendations to the board to ensure that policies are current with legislative requirements and district practice.

PRESENTER: Teresa Ketelsen

SUPPLEMENTARY
MATERIALS: Minutes of the May 9, 2017, Policy Review Committee meeting

RECOMMENDATION: This report is being provided as information only.

REQUESTED ACTION: No action is required.

TK:lc

Policy Review Committee Meeting Minutes

May 9, 2017

The meeting began at 8:00 a.m. on May 9, 2017 at the Gresham-Barlow School District administration office, 1331 NW Eastman Parkway, Gresham, Oregon.

Policy Review Committee members in attendance were John Hartsock and Kris Howatt, school board members, and Teresa Ketelsen, deputy superintendent.

Revisions to the following policies were discussed.

Policy	Title
CBA	Qualifications and Duties of the Superintendent
CBB	Recruitment and Appointment of the Superintendent
CBC	Superintendent's Contract
CBG	Evaluation of the Superintendent
EFA	Local Wellness Program (Delete)
EFA	Local Wellness Program (Proposed)
GBH/JECAC	Custodial Parent
GBMA	Whistleblower
GCBDA/GDBDA	Family Medical Leave
JECAC/GBH	Custodial Parent

After discussion on each policies listed above, the following policies are ready to be presented to the Board as a first reading during the June 1, 2017 Work Session.

Policy	Title
EFA	Local Wellness Program (Delete)
EFA	Local Wellness Program (Proposed)
GCBDA/GDBDA	Family Medical Leave

This was the final Policy Review Committee meeting for the school year.

The meeting ended at 9:20 am.

Submitted by: Teresa Ketelsen

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Athena Vadnais

DATE: June 8, 2017

RE: No. 21 – District Advisory Council (DAC) Minutes 05-25-17

EXPLANATION: The last DAC meeting of the 2016-17 school year was held on May 25, 2017, at Kelly Creek Elementary School. Board representatives present were Carla Piluso, Kris Howatt, Sharon Garner, John Hartsock, and Matt O'Connell.

This evening, the board will hear a report concerning the DAC meeting.

PRESENTER: Athena Vadnais

SUPPLEMENTARY
MATERIALS: Minutes of the May 25, 2017, DAC meeting

RECOMMENDATION: This report is being provided as information only.

REQUESTED ACTION: No action is required.

:lc



2016-17
District Advisory Council Meeting
May 25, 2017

Kelly Creek Elementary School

DAC Members present:

<i>Deep Creek-Damascus</i>	
<i>East Gresham ES</i>	
<i>East Orient ES</i>	Amy Buren
<i>Hall ES</i>	
<i>Highland ES</i>	
<i>Hogan Cedars ES</i>	
<i>Hollydale ES</i>	Tom Sherman
<i>Kelly Creek ES</i>	
<i>North Gresham ES</i>	

<i>Powell Valley ES</i>	
<i>West Gresham ES</i>	Trisha Knobbs
<i>Clear Creek MS</i>	
<i>Dexter McCarty MS</i>	
<i>Gordon Russell MS</i>	Nick Kemper
<i>West Orient MS</i>	Stephanie deLandro
<i>Gresham HS</i>	
<i>Sam Barlow HS</i>	Judy Davis Candi Blaney
<i>Springwater Trail HS</i>	Tom Sherman

School Board Members: Carla Piluso, Kris Howatt, Sharon Garner, John Hartsock, Matt O'Connell.

Administrators: Athena Vadnais, Jim Schlachter, James Hiu, Teresa Ketelsen, Sara Huston, John Koch, Julie Evans, Randy Bryant, Mike Schofield, Nancy Torbert

-MINUTES-

Called To Order

Chair Judy Davis called the meeting to order at approximately 7:05 p.m. and reviewed the evening's agenda.

Principal's Report – Principal Nancy Torbert Kelly Creek Elementary School

Principal Nancy Torbert shared information about the school. The school is one of two participating in the Mount Hood Cable Regulatory Commission's TechSmart Initiative. The initiative provided a \$1.3 million grant to the school district to fund teaching supports to create technology-rich learning for K-3 grade literacy. The goal of the grant is to significantly increase the number of students reading at grade level by the end of third grade. The grant pays for technology at the school as well as a technology coach who helps teachers use the technology effectively. At the meeting students from Kelly Creek

Elementary School demonstrated the various projects they had completed through the grant. The other school participating in the initiative is North Gresham Elementary.

School Bond Update-Superintendent Jim Schlachter

Superintendent Schlachter provided an update on the various projects funded by the 2016 school bond. He shared how the school bond will improve safety and security, relieve crowded classrooms, increase access to modern technology, and upgrade and update existing schools. Information about the school bond, the projects identified for each school, and the construction schedule are available on the website www.gresham-barlowbond.org.

District Interaction with the Board

School board members shared information about the district's next superintendent of schools. Dr. A. Katrise Perera will take over the reins from Superintendent Jim Schlachter on July 1, 2017. Dr. Perera is the former National Director of Urban Markets Division with McGraw Hill. Prior to that she served as superintendent of the Isle of Wight County School in Smithfield, Virginia. In 2015 she was named Superintendent of the Year by the National Association of School Superintendents. Dr. Perera's extensive experience as an educator includes classroom teacher, middle school principal, and area/regional superintendent of the Houston Independent School District which serves more than 200,000 students.

Adjournment

The meeting was adjourned at approximately 8:25 p.m.

Minutes submitted by:

Athena Vadnais

Community Engagement Director

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Mike Schofield

DATE: June 8, 2017

RE: No. 22 – Adopt 2017-18 Budget, Make Appropriations, and Impose Taxes

EXPLANATION: The governing body can adopt the budget only after the budget hearing has been completed. The authority and responsibility given the governing body to adopt the budget and to make appropriations by which the budget is administered is ORS 294.435. The proposed budget was approved by the Budget Committee on May 22, 2017.

To comply with the requirements of Oregon Revised Statutes (ORS), the school board needs to adopt the 2017-2018 Budget, make appropriations and impose and categorize the taxes prior to July 1, 2017.

The Gresham-Barlow School District must appropriate legally adopted budget amounts for 2017-2018 prior to making expenditures or transfers, in accordance with ORS 294.435.

PRESENTER: Mike Schofield

SUPPLEMENTARY MATERIALS: 1. Resolution 1718-01 Adopting the Budget; *and*
Resolution 1718-02 Making Appropriations
2. Resolution 1718-03 Imposing & Categorizing Taxes

RECOMMENDATION: It is recommended that the school board approve the following resolutions presented as first reading:

REQUESTED ACTION:

- Move to ratify Resolution 1718-01 to adopt the budget for the 2017-2018 fiscal year in the total amount of \$447,376,465 now on file at the district's administrative business office.
- Move to ratify Resolution 1718-02 to appropriate funds in the amount and purposes as outlined in the resolution for the fiscal year beginning July 1, 2017.

Board of Directors

Re: No. 22 – Adopt 2017-18 Budget, Make Appropriations, and Impose Taxes

June 8, 2017

Page 2

- Move to ratify Resolution 1718-03 to impose the taxes provided for the adopted budget at the Permanent Rate of **\$4.5268** per \$1,000 of assessed value for General Fund operations; and, to impose taxes in the amount of **\$16,833,080** for bonded debt; making these taxes hereby imposed and categorized for the tax year 2017-2018 upon the assessed value of all taxable property within the district.

MDS:lc

RESOLUTION 1718-01
ADOPTING THE BUDGET

BE IT RESOLVED that the Board of the Gresham Barlow School District #10jt hereby adopts the budget for fiscal year 2017-2018 in the total amount of \$447,376,465. This budget is now on file at the District Office located at 1331 NW Eastman Parkway, Gresham, OR.

RESOLUTION 1718-02
MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2017 for the following purposes:

General Fund

Instruction	77,574,333
Support Services	41,284,567
Enterprise & Community Services	263,194
Facilities Acquisition	0
Transfers	820,000
Debt Service	0
Contingency	10,342,719
Total	\$130,284,813

Debt Service Fund

Debt Service	16,342,352
Total	\$16,342,352

Capital Projects Fund

Instruction	0
Support Services	341,699
Facilities Acquisition	35,100,000
Debt Service	470,000
Contingency	10,000,000
Total	\$45,911,699

Nutrition Services Fund

Enterprise & Community	5,470,292
Total	\$5,470,292

Special Revenue Fund

Instruction	13,803,050
Support Services	5,751,776
Enterprise & Community	71,838
Total	\$19,626,664

Early Retirement Fund

Support Services	2,123,000
Total	\$2,123,000

Total APPROPRIATIONS, All Funds	\$219,758,820
Total Unappropriated and Reserve Amounts, All Funds	227,617,645
TOTAL ADOPTED BUDGET	\$447,376,465

RESOLUTION 1718-03

IMPOSING THE TAX

BE IT RESOLVED that the Board of Directors of the Gresham Barlow School District hereby impose the taxes provided for in the Adopted Budget at the Permanent Rate of \$4.5268 per \$1000 of assessed value for General Fund operations. And, to impose taxes in the amount of \$16,833,080 for bonded debt; making these taxes hereby imposed and categorized for the tax year 2017-2018 upon the assessed value of all taxable property within the District.

- (1) At the rate per \$1000 of assessed value of \$ 4.5268 for permanent rate tax; and
- (2) In the amount of \$16,833,080 for debt services for general obligation bonds.

CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the Education Limitation

Permanent Rate Tax.....\$ 4.5268/\$1000

Excluded from Limitation

General Obligation Bond Debt Service.....\$ 16,833,080

Record of the vote on the Budget Resolutions this 8th day of June, 2017:

Resolution 1718-01:	Aye _____	Nay _____	Absent _____	Abstention _____
Resolution 1718-02:	Aye _____	Nay _____	Absent _____	Abstention _____
Resolution 1718-03:	Aye _____	Nay _____	Absent _____	Abstention _____

Carla C. Piluso, Board Chair

Jim Schlachter, Superintendent

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Mike Schofield
James Hiu

DATE: June 8, 2017

RE: No. 23 – Tuition and Fees for 2017-2018

EXPLANATION: The proposed tuition and student fees for fiscal year 2017-2018 are detailed on the supplemental materials and highlighted below:

Gresham High School

- New fee – Accounting \$30
- IB fees - Registration increased from \$160 to \$175
- Test fee increased from \$55 to \$90

Sam Barlow High School

- Family Athletic Pass – same amount (not on the form before)
- New fee – Art-1 \$25
- New fee – Drawing 1,2,3 - \$25
- New fee – Graphic Arts 1,2,3 - \$25

Springwater Trail High School

- Student activity fee is new - \$15
- Graduation Fee \$30 – increase of \$5

Middle Schools

- (\$5) reduction PE Uniform
- GRMS Marching Unit - - \$4 increase

Elementary Schools

Supply Fee - \$25 (no change)

The K-12 tuition for non-resident students is \$10,126

PRESENTERS: Mike Schofield and James Hiu

Board of Directors
Re: No. 23 – Tuition and Fees for 2017-2018
June 8, 2017
Page 2

SUPPLEMENTARY MATERIALS:

1. Gresham High School Registration Form – Student Fees
2. Sam Barlow High School Main In Registration
3. Springwater Trail High School Registration
4. Middle School Student Fees and Charges, 2017-2018

RECOMMENDATION: The administration recommends the board review the proposed fees and non-resident tuition as presented for first reading.

REQUESTED ACTION: Move to approve the 2017-2018 student fees and tuition as presented for first reading.

MS/JH:pkh:lc



GRESHAM HIGH SCHOOL REGISTRATION FORM - STUDENT FEES

1200 N. Main Avenue, Gresham, OR 97030

2017-2018 Registration Billing Form

PLEASE PAY YOUR FEES ONLINE THROUGH THE GHS WEBSITE!!! INSTRUCTIONS INCLUDED ON THE BACK OF THIS SHEET!

<http://ghs.gresham.k12.or.us>

YOU CAN PAY WITH YOUR VISA, MASTERCARD, OR DISCOVER CARD*

\$5.00 convenience fee will apply

PAYMENTS ARE DUE BY FRIDAY, AUGUST 25, 2017

(Student Last Name)

(Student First Name)

(Middle Initial)

(Student ID Number)

THIS FORM WILL NOT BE PROCESSED WITHOUT THE ABOVE INFORMATION

Free/Reduced Lunch: Pricing is shown in the three columns. Optional Fees are not waived. Even if you qualified for Free/Reduced lunch last year you will need to fill out the form mailed to you by the district.

Do not return form unless you are paying with check or money order. PLEASE DO NOT SEND CASH THROUGH THE MAIL.

STEP ONE - Go to GHS Website (do not sign into ParentVue). Select **Student Fees Online** on the left. Follow the login instructions. **Use this registration form, your students schedule, and the back of this form as a guideline for online purchasing.**

STEP TWO - SELECT COURSE FEES, OPTIONAL FEES, AND REQUIRED FEES

Required Semester Course Fees	FEE NO WAIVER	REDUCED LUNCH FEE	FREE LUNCH FEE	AMOUNT DUE
Drawing ALL LEVELS	\$22.00	\$11.00	\$0.00	
Graphics Design ALL LEVELS	\$22.00	\$11.00	\$0.00	
Mech. Tech Exploring	\$20.00	\$10.00	\$0.00	
Painting ALL LEVELS	\$25.00	\$12.50	\$0.00	
Sculpture & Ceramics ALL LEVELS	\$28.00	\$14.00	\$0.00	
TOTAL SEMESTER ELECTIVE COURSE FEES DUE				

Required Year Long Course Fees	FEE NO WAIVER	REDUCED LUNCH FEE	FREE LUNCH FEE	AMOUNT DUE
Automotive Science	\$20.00	\$10.00	\$0.00	
Auto Service Tech ALL LEVELS	\$20.00	\$10.00	\$0.00	
Botany	\$20.00	\$10.00	\$0.00	
IB Art & Design	\$50.00	\$25.00	\$0.00	
Zoology	\$20.00	\$10.00	\$0.00	
Instrument Rental Fee	\$60.00	\$30.00	\$15.00	
Accounting All Levels	\$30.00	\$15.00	\$0.00	
Only pay rental fee if renting school instrument				
TOTAL YEAR LONG ELECTIVE COURSE FEES DUE				

TOTAL OF ELECTIVE COURSE FEES SEMESTER + FULL YEAR

OPTIONAL FEES - MONEY WILL BE APPLIED TO OPTIONAL FEES AFTER ALL REQUIRED FEES HAVE BEEN PAID

Optional Fees	FEE NO WAIVER	REDUCED LUNCH FEE	FREE LUNCH FEE	AMOUNT DUE
ASB Sticker	\$20.00	\$20.00	\$20.00	
ASB Sticker offers free admission to home games - Football, Volleyball, Basketball, and Wrestling (with the exception of playoff/endowment games). You will also receive a discount to dances!!!				
Family Athletic Pass	\$60.00	\$60.00	\$60.00	
P.E. Uniform	\$20.00	\$20.00	\$20.00	
Available while supplies last at \$10.00 per piece				
Parking Permit	\$25.00	\$25.00	\$25.00	
PLEASE DO NOT PAY IB FEES AT THIS TIME - PRICES BASED ON 16-17 PRICING AND MAY CHANGE (SEE IB COORDINATOR FOR DETAILS)				
IB Registration Fee	\$175.00	\$0.00	\$0.00	NA
IB Subject Fee (each)	\$90.00	\$0.00	\$0.00	NA
DON'T FORGET YOUR YEARBOOK! YEARBOOKS ARE HARDCOVER IN FULL COLOR WITH OVER 200 PAGES FULL OF MEMORIES! DON'T MISS OUT! YOU CAN PRE-ORDER AT THE BEGINNING OF THE YEAR WITH A \$25.00 DOWN PAYMENT!!				
17-18 Yearbook	\$50.00	\$50.00	\$50.00	
Yearbooks purchased AFTER 11/30/2017 are \$55.00				
TOTAL OPTIONAL FEES DUE FROM SECTION ABOVE				

NOT PAYING ONLINE?? If paying with check or money order send completed form, payment, and student information form to:

Gresham High School
Attn: Bookkeeper
1200 N. Main Avenue
Gresham, OR 97030

Bank fees associated with NSF checks will be charged to the student's account.

REQUIRED FEES FOR FRESHMAN, SENIORS, AND ALL ATHLETICS/ACTIVITIES

REQUIRED FOR FRESHMAN AND NEW STUDENTS

If all textbooks are returned a refund will be issued Senior Year	FEE NO WAIVER	REDUCED LUNCH FEE	FREE LUNCH FEE	AMOUNT DUE
Textbook Deposit	\$50.00	\$25.00	\$0.00	

REQUIRED FOR GRADUATING SENIORS

This fee helps to cover the costs of diplomas and the graduation ceremony	FEE NO WAIVER	REDUCED LUNCH FEE	FREE LUNCH FEE	AMOUNT DUE
Graduation Fee	\$30.00	\$30.00	\$30.00	

ATHLETIC AND ACTIVITY FEES - PER SPORT OR ACTIVITY

USER FEES MUST BE PAID, OR PAYMENT ARRANGEMENTS MUST BE MADE BY THE 2ND WEEK OF PARTICIPATION, OR THE STUDENT WILL BECOME INELIGIBLE TO PARTICIPATE. ALL PRIOR SEASON PAYMENTS MUST BE PAID BEFORE THE STUDENT IS ABLE TO CLEAR FOR THE NEXT ATHLETIC OR ACTIVITY SEASON. FOR A COMPLETE LIST OF SPORTS PLEASE VISIT THE GHS WEBSITE. IF YOU PAY FOR A CUT SPORT AND YOUR STUDENT DOES NOT MAKE THE TEAM A REFUND WILL BE ISSUED NO EARLIER THAN TWO WEEKS AFTER THE ROSTER HAS BEEN POSTED. BAND IS ONLY JAZZ BAND OR WIND SYMPHONY AND CHOIR IS ONLY CONCERT CHOIR OR OVERTONES.

FALL, WINTER, AND SPRING ATHLETICS FEES (PER SPORT)	FEE NO WAIVER	REDUCED LUNCH FEE	FREE LUNCH FEE	AMOUNT DUE
	\$175.00	\$87.50	\$43.75	
ACTIVITIES: BAND, CHOIR, DRAMA, SPEECH, DANCE, AND CHEER FEES (PER ACTIVITY)	FEE NO WAIVER	REDUCED LUNCH FEE	FREE LUNCH FEE	AMOUNT DUE
	\$60.00	\$30.00	\$15.00	
TOTAL REQUIRED FEES DUE FROM SECTION ABOVE				

Non District Resident Students Tuition \$10,126.00 See Bookkeeper

GRAND TOTAL OF ALL FEES ON THIS SHEET



SAM BARLOW HIGH SCHOOL MAIL IN REGISTRATION

5105 SE 302nd / Gresham, OR 97080
2017-2018 REGISTRATION BILLING FORM

Free Lunch ☐
Reduced Lunch ☐

REGISTRATION PROCESS STEP TWO: Complete this billing form as instructed and submit with the Student Verification form by August 25, 2017

Student ID Number

Name

(See student verification form (found in this packet) for Student ID# - we are unable to process without (Last)

(First)

STUDENT VERIFICATION FORM (included in this packet) MUST BE COMPLETED AND TURNED IN FOR EACH STUDENT by AUGUST 25, 2017

REQUIRED FEES	FEE-NO WAIVER	REDUCED LUNCH FEE	FREE LUNCH FEE	AMOUNT PAID
Mandatory Student Fee-ALL Students	\$ 3.00	\$ 1.50	\$ -	
Textbook Deposit (Freshmen & New Students)	\$ 50.00	\$ 25.00	\$ -	
Graduation Fee - Seniors Only (NOT waived for F/R)	\$ 30.00	\$ 30.00	\$ 30.00	
PE SHIRT - (Freshmen & New Students) (NOT needed for PD 2) Students are required to wear a PE SHIRT and "appropriate" shorts. It is suggested to purchase 2.	\$ 10.00	\$ 5.00	\$ -	

PE SHIRTS: Pay online by August 25 for faster processing. This will guarantee purchase will be on the paid list in time for first week of PE Class.

OPTIONAL FEES				
17-18 Gresham Barlow Athletic Family Pass	\$ 60.00	\$ 60.00	\$ 60.00	
17-18 Yearbook	\$ 50.00	\$ 50.00	\$ 50.00	
ASB STICKER	\$ 20.00	\$ 20.00	\$ 20.00	

ASB Sticker offers **free** admission to GBSD home games~Football, Volleyball, Basketball and Wrestling, (with the exception of playoff/endowment games.) You will also receive a discount to after game dances!!!! Purchase by August 25, 2017 to have this printed directly on your Student Body Card. After August 25, see the bookkeeper to have it applied to your card.

ASB STICKERS: Pay online by August 25 for faster processing. ASB stickers purchased by this time will print directly on card.

ATHLETIC ~ ACTIVITY FEES				
FALL Athletic Fee (Circle One:) Football - Volleyball - Cross Country - Water Polo - Soccer	\$ 175.00	\$ 87.50	\$ 43.75	
WINTER Athletic Fee (Circle One:) Swimming - Basketball - Wrestling	\$ 175.00	\$ 87.50	\$ 43.75	
SPRING Athletic Fee (Circle One:) Track-Golf Baseball - Softball - Tennis	\$ 175.00	\$ 87.50	\$ 43.75	
Symphonic Band	\$ 60.00	\$ 30.00	\$ 15.00	
Concert Choir	\$ 60.00	\$ 30.00	\$ 15.00	
Cheerleading	\$ 60.00	\$ 30.00	\$ 15.00	
Dance Team	\$ 60.00	\$ 30.00	\$ 15.00	
Drama Per Production	\$ 60.00	\$ 30.00	\$ 15.00	
Speech Team	\$ 60.00	\$ 30.00	\$ 15.00	

Note-For FALL athletics, students must be cleared **BEFORE** August 14.

All required and elective course fees as well as past due fees must be paid before optional items, athletics, activities can be purchased.

Over-->

AP EXAMS:

Your student will be billed for AP Exams after the start of Semester 2. Cost of the exams typically run \$89-\$92.

If you would like to make a deposit for AP EXAMS Please enter the amount here \$ _____

It will be taken off the exam price in the spring. Suggested deposit: \$50 per exam

Enter total of each section in the shaded area. Mail the amount due and this form with the verification form in the enclosed envelope to: Sam Barlow High School - Attn. Bookkeeper - 5105 SE 302nd, Gresham OR 97080

ONLY PAY FOR ITEMS LISTED - Payments for Parking Pass &/or Lunch Accounts are NOT accepted with registration fees. (Parking passes can be purchased through Student Management and are \$25) Look for information in your registration mailing.

Required Fees	
Optional Fees	
Athletic/Activity Fees	
AP Exam Deposit	
Total Past Due Balance on Account	
Grand Total Enclosed	

Forms are to be returned by Mail or placed in the drop box by the main office. Sam Barlow High School will accept Check or Money Orders. Please do not send cash through the mail. You can also pay online by debit/credit card - Look for the link on our website: <http://sbhs.gresham.k12.or.us>

Students will receive schedules on the first day of school: Pay for elective course fees in person or online by September 30, 2017

ELECTIVE COURSE FEES	FEE-NO WAIVER	REDUCED LUNCH FEE	FREE LUNCH FEE	AMOUNT PAID FOR 1st SEMESTER	FEE-NO WAIVER	REDUCED LUNCH FEE	FREE LUNCH FEE	AMOUNT PAID FOR 2nd SEMESTER
	FIRST SEMESTER CHARGE				SECOND SEMESTER CHARGE			
Applied Woods Technology	\$ 25.00	\$ 12.50	\$ -		\$ 25.00	\$ 12.50	\$ -	
Art 1	\$ 25.00	\$ 12.50	\$ -		\$ 25.00	\$ 12.50	\$ -	
Child Development 1,2,3	\$ 5.00	\$ 2.50	\$ -		\$ 5.00	\$ 2.50	\$ -	
Construction Technology 1,2	\$ 25.00	\$ 12.50	\$ -		\$ 25.00	\$ 12.50	\$ -	
Culinary Arts 1,2,3 & Assistant	\$ 25.00	\$ 12.50	\$ -		\$ 25.00	\$ 12.50	\$ -	
Drawing 1,2,3 NOTE This is for ART class Not Architectural drawing.	\$ 25.00	\$ 12.50	\$ -		\$ 25.00	\$ 12.50	\$ -	
Engineering Drawing 1,2	\$ 5.00	\$ 2.50	\$ -		\$ 5.00	\$ 2.50	\$ -	
Exploring Metals	\$ 25.00	\$ 12.50	\$ -		\$ 25.00	\$ 12.50	\$ -	
Family Living	\$ 10.00	\$ 5.00	\$ -		\$ 10.00	\$ 5.00	\$ -	
Furniture Technology	\$ 25.00	\$ 12.50	\$ -		\$ 25.00	\$ 12.50	\$ -	
Graphic Arts 1,2,3	\$ 25.00	\$ 12.50	\$ -		\$ 25.00	\$ 12.50	\$ -	
Independent Study of Metals	\$ 25.00	\$ 12.50	\$ -		\$ 25.00	\$ 12.50	\$ -	
Intro to Cabinet Making	\$ 25.00	\$ 12.50	\$ -		\$ 25.00	\$ 12.50	\$ -	
Intro to Culinary Arts	\$ 25.00	\$ 12.50	\$ -		\$ 25.00	\$ 12.50	\$ -	
Intro to Woods Technology	\$ 25.00	\$ 12.50	\$ -		\$ 25.00	\$ 12.50	\$ -	
Machining 1,2	\$ 25.00	\$ 12.50	\$ -		\$ 25.00	\$ 12.50	\$ -	
Mastery Cabinet Making	\$ 25.00	\$ 12.50	\$ -		\$ 25.00	\$ 12.50	\$ -	
Media Computer Apps	\$ 5.00	\$ 2.50	\$ -		\$ 5.00	\$ 2.50	\$ -	
Painting 1,2,3	\$ 25.00	\$ 12.50	\$ -		\$ 25.00	\$ 12.50	\$ -	
3D Auto Cadd Drawing	\$ 5.00	\$ 2.50	\$ -		\$ 5.00	\$ 2.50	\$ -	
Welding 1,2	\$ 25.00	\$ 12.50	\$ -		\$ 25.00	\$ 12.50	\$ -	

TUITION FOR NON-DISTRICT RESIDENTS

K-12 Tuition for 2017-18 is \$10,126



SPRINGWATER TRAIL HIGH SCHOOL REGISTRATION

1440 SE FLEMING AVE GRESHAM, OR 97080

2017-2018 REGISTRATION BILLING FORM

Free Lunch ☐

Reduced Lunch ☐

REGISTRATION PROCESS: Complete this billing form as instructed and submit with the Student Verification form on August 23, 2017 at Registration

Student ID Number

Name

(Last)

(First)

STUDENT VERIFICATION FORM (included in this packet) MUST BE COMPLETED AND TURNED IN FOR EACH STUDENT on AUGUST 23, 2017 AT REGISTRATION

REQUIRED FEES	FEE-NO WAIVER	REDUCED LUNCH FEE	FREE LUNCH FEE	AMOUNT PAID
Mandatory Student Fee-ALL Students	\$ 12.00	\$ 6.00	\$ -	
(NEW) Student Activity Fee- ALL Students	\$ 15.00	\$ 7.50	\$ -	
Security Deposit (refunded at time of graduation if all fees are paid)	\$ 50.00	\$ 25.00	\$ -	
(\$5 Increase) Graduation Fee - Seniors Only (NOT waived for F/R)	\$ 30.00	\$ 30.00	\$ 30.00	

OPTIONAL FEES				AMOUNT PAID
PE Lock	\$ 5.00	\$ 5.00	\$ 5.00	
STHS T-Shirt	\$ 15.00	\$ 15.00	\$ 15.00	

Students will receive schedules on the first day of school: Pay for elective course fees in person or online by September 30, 2017

ELECTIVE COURSE FEES	FEE-NO WAIVER	REDUCED LUNCH FEE	FREE LUNCH FEE	AMOUNT PAID FOR 1st SEMESTER	FEE-NO WAIVER	REDUCED LUNCH FEE	FREE LUNCH FEE	AMOUNT PAID FOR 2nd SEMESTER
	FIRST SEMESTER CHARGE				SECOND SEMESTER CHARGE			
Calligraphy & Book Art	\$ 20.00	\$ 10.00	\$ -		\$ 20.00	\$ 10.00	\$ -	
3D Art	\$ 20.00	\$ 10.00	\$ -		\$ 20.00	\$ 10.00	\$ -	

Enter total of each section in the shaded area. Bring the amount due and this form with the verification form to registration on August, 23 2017.

ONLY PAY FOR ITEMS LISTED - Payments to Lunch Accounts are NOT accepted with registration fees.

Required Fees	
Optional Fees	
Total Past Due Balance on Account	
Grand Total Enclosed	

Springwater Trail High School can only accept Check or Cash.



MIDDLE SCHOOL STUDENT FEES AND CHARGES 2017-2018

BASIC FEES	Fee	Waiver for Reduced Lunch	Waiver for Free Lunch	Other
Student Body Fee	\$25.00	\$12.50	0	Payment required by October 1
Yearbook	\$20.00	No Waiver	No Waiver	Optional
School Pictures	Varies	No Waiver	No Waiver	Optional
PE Uniform	\$20.00 \$15.00	See PE Teacher	See PE Teacher	Required

CLASS BASED FEES

Field Trips	Varies	Varies	Varies	
Outdoor School	\$60.00	\$30.00	0	6 th Grade Only
Band Instrument Rental	\$60.00	\$30.00	0	Renting from the school is Optional.

ATHLETIC FEES

Per Sport - Basketball & Track	\$80.00	\$40.00	\$20.00*	Payment required by first competition
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OTHER ACTIVITY FEES

Drama (DCD)	\$80.00*	no waiver	no waiver	Optional – includes T-shirt
OST – DCD K-8 & WOMS	\$20.00	\$10.00	\$5.00*	Optional
OST per trimester – DMMS, CCMS, GRMS	\$36.00	\$18.00	\$9.00*	Optional
Marching Unit (GRMS)	\$36.00 \$40.00	\$18.00 \$20.00	\$9.00 \$10.00	Optional

* Contact administration or counselor to discuss payment plans and possible scholarships

** Free/Reduced Lunch applications available in school office

TUITION FOR NON-DISTRICT RESIDENTS

Grades K-12	\$10,126
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GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Mike Schofield

DATE: June 8, 2017

RE: No. 24 – Bond: Citizens Oversight Committee Appointment

EXPLANATION: A key element of the effective implementation of a capital bond includes community involvement and transparency during the multi-year process of planning and implementing all aspects of the bond projects.

In December 2016, the board approved a charter to form a citizens bond oversight committee. The term of this committee is through December 31, 2020, or upon issuance of a final report by the committee after all authorized projects have been completed, whichever is earlier.

Interested community members were encouraged to apply, and the deadline was set for May 5, 2017. The following community members submitted letters of interest and qualifications:

1. Karen Johnston
2. George Seaman
3. Mike Harris
4. Rebecca Merchant
5. Brianna Bigham
6. Norman Hancock
7. Jason Dugan
8. Bess Wills
9. Sharon Estes
10. Rick Searls
11. John Vandermosten

As required by the Bond Oversight Committee Charter, the board chair recommends appointment of the entire slate of applicants to the Bond Oversight Committee.

PRESENTERS: Jim Schlachter
Mike Schofield

Board of Directors

Re: No. 24 – Bond: Citizens Oversight Committee Appointment

June 8, 2017

Page 2

SUPPLEMENTARY
MATERIALS:

1. Bond Oversight Committee Charter
2. Letters of interest and qualifications of applicants

RECOMMENDATION:

The board chair recommends appointment of the full slate of applicants to the Bond Oversight Committee.

REQUESTED ACTION:

Move to appoint the full slate of applicants as listed to the Gresham-Barlow School District Bond Oversight Committee.

MS:lc

Gresham-Barlow School District BOND OVERSIGHT COMMITTEE CHARTER

- **Authorization:** The Gresham-Barlow School District School Bond Oversight Committee is established as a committee of the Board of Directors. (Oregon Public Meeting Laws Apply)
- **Purpose and Authority:** The purpose and authority of the Oversight Committee is to convene quarterly or as needed to review progress on the Gresham-Barlow School District Bond Measure 26-187. Committee members will review project improvements, monitor spending (program progress), and monitor schedules. Further, they will consider and recommend project modifications if inflationary increases in construction costs exceed current budget estimates. The Oversight Committee shall report quarterly to the Board of Directors regarding program progress.
- **Estimated Time to carry out oversight:** The oversight committee shall be dissolved on January 1, 2021, or upon issuance of a final report by the Committee after all projects authorized by the Gresham-Barlow School District Bond Measure 26-187 have been completed, whichever is earlier.
- **Frequency of Meetings:** The Oversight Committee shall meet no fewer than four times per year. Meetings shall be held at a time and location to be determined by the Committee Chair.
- **Membership:** The Oversight Committee shall be composed of no fewer than 7 and no more than 11 members, to be appointed by the Board Chair and approved by the Board. Members shall primarily be professionals with experience in construction, finance, auditing, public budgeting, banking and general business. The District's project manager and Chief Financial Officer shall serve as ex-officio members.
- **Chair and Vice Chair:** The Board Chair shall designate one member to serve as Chair and one member to serve as Vice-Chair of the Oversight Committee. The Chair of the Oversight Committee shall preside over committee meetings and act as spokesperson for the committee.
- **Annual Report:** The Oversight Committee shall prepare and deliver quarterly meeting minutes as well as an annual report to the Board of Directors regarding project progress including an overall assessment of the projects, schedules, spending trends, cost projections and recommendations for budget changes for specific projects to ensure the purpose and promise of the Gresham-Barlow School District Bond Measure 26-187 is fully realized. ■



Mike Schofield <schofield10@gresham.k12.or.us>

Emailing - Scan_2017_05_02_13_52_01_740.pdf

1 message

Karen Johnston <karen@allaboutautomotive.com>
To: schofield10@gresham.k12.or.us

Tue, May 2, 2017 at 2:15 PM

Mike,

Attached please find a cover letter and resume' to apply for the Capital Construction Bond Citizen Oversight Committee. Please let me know that you received this. Thanks for your consideration, have a great day!

Karen L. Johnston



Scan_2017_05_02_13_52_01_740.pdf
1020K

May 2, 2017

Mike Schofield,

Enclosed please find my resume' that highlights my work experience, volunteer experience and skills. I would appreciate being considered for a volunteer position on the Capital Construction Bond Citizen Oversight Committee.

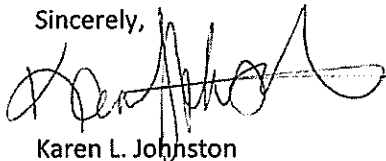
Due to being an active business owner and member in the community, I have had a lot of involvement and a vested interest in Gresham Barlow School District since before 1995, having 3 children who graduated from Gresham High School and 1 who is currently attending as a Junior. I am also alumni having attended Damascus Union Middle School and Sam Barlow High School.

Some of the accomplishments that with the help of others I have had the opportunity to spearhead as a volunteer within the GBSD are as follows; as the President of the Gopher Spirit Club outside of our regular athletic and activity donations for equipment, we were able to donate 50% of the Gresham High School Stadium Sound System upgrade. In, 2012 after seeing a need for school supplies for students in our middle schools, I launched a school supply drive for the entire district to help students whose families who are not able to send their children with supplies to school. This was launched through the Gresham Barlow Education Foundation and we distribute supplies twice a year to each school within the district. As of today's date we have raised over \$75,000 in cash donations and supplies to share with the students within the district.

The importance of using the bond money wisely, and appropriately is extremely high. I would love to be a part of instilling confidence in our community by the way the construction projects are handled by being practical, improving maintenance ease, and the efficiency and longevity of our schools. Also, I would like to help to show through proper communication and performance that this bond passing, and being used to make our schools safer, better learning environments and something that the students, staff and community can be proud of, is a positive for our community.

Thank you for your consideration. If you have any questions or need any further information I can be reached at 503-465-2926 or 503-522-4862.

Sincerely,

A handwritten signature in black ink, appearing to read 'Karen Johnston', with a stylized flourish at the end.

Karen L. Johnston

Develop and coordinate special events, sales and fashion shows.

Purchase desirable inventory within a seasonal budget.

Merchandising and window displays for store appeal.

Experienced in Quicken and Quickbooks Pro Accounting Systems, Microsoft Office and Mitchell Managements Computer Systems.

Coordinated several fundraising events, dinners, auctions, casino nights, raffles and Drive 4 UR School. Raising as much as 90K per event.

Work effectively with non-profit volunteer boards to create, uphold and accomplish the non-profits mission.

Developed the Gresham Barlow School Supply Drive - obtained approval to run it under the GBEF non-profit entity. Developed procurement, advertising and distribution strategy to benenefit the students of GBSD. Have raised over \$75,000 in monetary donations and supplies for the school district.

Volunteer Activities:

1996 - 2004 Classroom Volunteer/Fundraising Parent

West Gresham Grade School & Dexter McCarty Middle School

2008 - 2011/ 2012-2015 Gopher Spirit Club Board Member

Served as Treasurer, Vice-President and President

2008 & 2011 Senior All - Night Party Committee

Served as Fundraising Coordinator and Treasurer

2013 - 2016 My Sisters House Board Member

Served as President

2010 - 2015 Eastside Timbers Competitive League Board Member

Served as Fundraising Coordinator

2012 - Present Gresham Barlow Education Foundation

Served as School Supply Drive Founder and Coordinator



Mike Schofield <schofield10@gresham.k12.or.us>

RE: Citizen Bond Oversight Committee

1 message

Seaman, George <George.Seaman@portofportland.com>

Tue, May 2, 2017 at 3:47 PM

To: Mike Schofield <schofield10@gresham.k12.or.us>

Cc: Jim Schlachter <schlachter@gresham.k12.or.us>

Mike,

I've attached my introductory letter and resume to this express my interest in serving on the Bond Oversight Committee. If you have any questions or need any additional information let me know. Thanks.

George

George Seaman

Engineering Project Manager

Port of Portland

T: 503-415-6333

C: 503-548-3103

From: Mike Schofield [mailto:schofield10@gresham.k12.or.us]**Sent:** Wednesday, April 05, 2017 3:22 PM**To:** Seaman, George <George.Seaman@portofportland.com>**Cc:** Jim Schlachter <schlachter@gresham.k12.or.us>**Subject:** Citizen Bond Oversight Committee

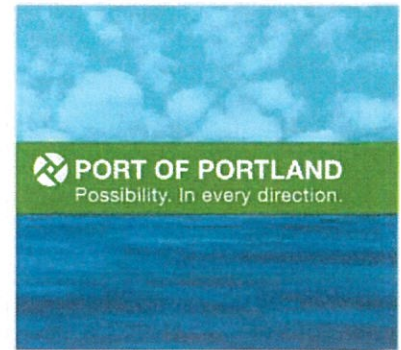
Good afternoon George.

A while back, you shared your potential interest in serving on the Bond Oversight Committee. Check out the link below. We'll need a letter of interest and resume by May 5, 2017.

<http://www.gresham.k12.or.us/modules/cms/pages.phtml?pageid=336111&bf61f5&sessionid=feec4a46a233bf8818526299cd3f8837>

Thanks so much for your interest and willingness to serve!!

Mike



May 3, 2017

Mike Schofield
Chief Financial Officer
Gresham-Barlow School District
1331 NW Eastman Parkway
Gresham, Oregon 97030

RE: Capital Construction Bond Citizen Oversight Committee

Dear Mike,

I am writing to express my interest in joining the Citizen Oversight Committee for the Capital Construction Bond fund for the Gresham-Barlow School District (GBSD). I originally moved to the GBSD in 2002 from Colorado Springs, when LSI Logic closed their semiconductor facility in Colorado and consolidated all operations in Gresham. Since moving to Oregon, my two children attended Powell Valley Elementary School, Damascus and Gordon Russell Middle Schools and Sam Barlow High School.

While in the semiconductor industry from 1983-2004, I primarily functioned as a facility engineer and project manager while managing major capital design and construction projects. Since 2005 I have been employed by the Port of Portland as an Engineering Project Manager, with responsibilities for managing staff, design consultants and contractors for multi-million dollar projects associated with safety and security improvements, building efficiency modernizations, asset management implementations, seismic improvements and capacity enhancements. One of my current projects is managing the modernization and expansion of the Portland International Airport (PDX) terminal building, a project which may exceed over \$1B in total costs.

While at the Port, I have developed an in-depth understanding of the public contracting laws and requirements around consultant and contractor selection as well as alternative contracting methodologies. If selected for this committee, I hope to be able to utilize my experience in managing major capital projects in the public sector to review and monitor program spending and schedules as well as recommend project modifications if required due to changes in the contracting environment.

If you have any questions about my qualifications or want to discuss any aspects of this position do not hesitate to contact me. I've attached a copy of my internal Port resume which lists my work history and project accomplishments for your information. I look forward to hearing from you about this opportunity.

Sincerely,

George Seaman
Engineering Project Manager III
Port of Portland
503-415-6333
George.Seaman@PortofPortland.com

Mission: To enhance the region's economy and quality of life
by providing efficient cargo and air passenger access
national and global markets, and by promoting industrial development.

7200 NE Airport Way Portland OR 97218
Box 3529 Portland OR 97208
503 415 6000

Resume



George Seaman

Project and Technical Services
Engineering Project Mgr III

Current Position

Engineering Project Mgr III

- Provide management and leadership of complex engineering capital projects through the development, design and construction phases. Examples of recent projects include: deicing enhancements, access control system replacement, HVAC controls, CUP boiler and fuel oil system upgrade, exit lane implementation and terminal core redevelopment concept selection.
- Manage and direct large project design teams, including internal staff from engineering and other support areas, and consultants on the project team. Manage and direct construction management and inspection teams assigned to oversee construction projects.
- Establish and implement clear project communications plans, including inter-project team discussions, communications with internal and external stakeholders; provide status and project update reports to project sponsors, PPO, management and Port Commission.
- Assist operating areas with preparation of significant, complex capital improvement projects, developing work scope, schedule, budget justifications and marketing efforts related to obtaining funding approval.
- Manage consultant selection processes and contracts; coordinate and influence advertising for construction bids; develop plans and implement alternative contracting methods when appropriate; and prepare and present Commission agenda items as required.

Previous Positions

LSI Logic/Symbios Logic


Project Manager/Facilities Engineer , May, 1993 - June, 2003

- Project management responsibilities for over \$100M of design and construction projects for semiconductor facilities including contract negotiations, construction administration, design development, schedule control and budget containment.
- Complete facilities engineering responsibilities (mechanical, electrical, chemical, process and architectural) including system evaluations, operational cost reductions, energy efficiency improvements, expansion requirements and system improvements.
- Technical managerial responsibility for building and space code compliance including negotiations with code authorities to allow building modifications beyond UBC limits.

IBM Corporation

Project Manager/Facilities Engineer , June, 1983 - April, 1992

- Project management responsibilities for new construction and building renovation projects including a \$650M project (\$75M for building expansion) which was recognized as Semiconductor International's 1999 "Fab of the Year."
- Facilities engineering responsibilities included design, maintenance and operations of high purity water, chemical and gas systems.

Rensselaer Polytechnic Institute
Degree : Bachelor , **Degree in Progress:** 
Graduation Date: May, 1981
Major: Chemical Engineering
Minor:

Professional Credentials and Certifications

Licenses

Software Application Skills

Microsoft Office Suite
Microsoft Project

Foreign Language Skills

Awards

Type of Award : Industry Award ,
CMAA 2012 Construction Management Project Achievement (National Honorable Mention)
10/23/2012

Type of Award : Executive Director Award , *Deicing Systems Enhancement*
6/26/2012

Type of Award : Industry Award ,
ACEC Ohio - 2012 Engineering Excellence Awards - Honor Award (Deicing System)
6/20/2012

Type of Award : Industry Award ,
ACEC Oregon - 2012 Engineering Excellence - Grand Award (Deicing Enhancement)
2/7/2012

Type of Award : Spot Bonus , *TSA North Administration Construction Project*
3/7/2011

Type of Award : Team Award , *Port Quarterly Team Recognition*
Multiple teams were recognized

Professional Organizations, Communities or Groups



Mike Schofield <schofield10@gresham.k12.or.us>

Capital Construction Bond Citizen Oversight Committee

1 message

Michael Harris <michaelhharris@gmail.com>

Tue, May 2, 2017 at 5:19 PM

To: schofield10@gresham.k12.or.us

I wish to express my interest in being on the Citizen Oversight Committee. This would be a vehicle to express my support of the district.

I have attached a resume per the directive on the web site.

Thank you

--

Michael H. Harris

"Our Age of Anxiety.....is the result of trying to do today's job with yesterdays tools and yesterdays concepts."

Marshall McLuhan



Resume-CV.docx

17K

MICHAEL H. HARRIS

467 SE Forty-sixth Drive Gresham, Oregon 97080
Home Phone 503-492-6390 Fax 503-492-9973
Cell 503-407-4011 Email: michaelhharris@gmail.com

E D U C A T I O N

DEGREES:

MACALESTER COLLEGE

BACHELOR OF ARTS, SEPTEMBER,1962-JANUARY, 1966
MAJOR SOCIOLOGY CORE

UNIVERSITY OF DENVER

MASTER OF ARTS, JUNE,1969-AUGUST,1970
SECONDARY EDUCATION

RELATED EDUCATION:

LINFIELD COLLEGE 1958-59

UNIVERSITY OF MINNESOTA 1959-60

UNIVERSITY OF COLORADO 1968-69

UNIVERSITY OF DENVER 1975-1980

DOCTORAL STUDIES

SPECIAL EDUCATION ADMINISTRATION

HARVARD UNIVERSITY 1977

OREGON STATE UNIVERSITY 1984-85

PORTLAND STATE UNIVERSITY 1999-2001

DOCTORAL STUDIES

W O R K H I S T O R Y (RETIRED JULY, 2006)

UNIVERSITY SUPERVISOR/ADJUNCT FACULTY

UNIVERSITY OF PORTLAND

AUGUST 2006-PRESENT

PRINCIPAL/CEO, GRESHAM-BARLOW/METRO EAST WEB ACADEMY PUBLIC CHARTER

JANUARY 2009-JUNE, 2013

UNIVERSITY SUPERVISOR, OREGON STATE UNIVERSITY,

NOV 2009-MAY,2010

PRINCIPAL, LEWIS AND CLARK MONTESSORI CHARTER SCHOOL

MARCH 2008-AUGUST 2009

CONSULTANT, METROPOLITAN FAMILY SERVICE

APRIL, 2008-JULY, 2008

SUPERVISOR, COMMUNITY SCHOOLS/INTERAGENCY LIAISON .25 FTE

GRESHAM-BARLOW SCHOOLS

JULY,2006-JUNE, 2007

PRINCIPAL, KELLY CREEK ELEMENTARY AND INTERAGENCY

COORDINATOR/AFTER SCHOOL PROGRAM

SUPERVISOR, GRESHAM-BARLOW SCHOOLS

2000-2006

PROJECT DIRECTOR, SCHOOLS UNITING NEIGHBORHOODS (SUN)

COMMITTEES, BOARDS AND OFFICES:

MEMBER, BOARD OF DIRECTORS, METROPOLITAN
FAMILY SERVICE, JUNE 2013-PRESENT
CHAIR, PROGRAM COMMITTEE, METROPOLITAN FAMILY SERVICE
JULY 2015-PRESENT
MEMBER/SECRETARY, METRO EAST WEB ACADEMY BOARD OF DIRECTORS
JULY, 2013-PRESENT
MEMBER/VICE CHAIR, COMMISSION ON CHILDREN AND FAMILIES, CITY OF GRESHAM
2015-16
MEMBER, CITIZENS FOR SCHOOLS, GRESHAM-BARLOW SCHOOL DISTRICT
2014-15
MEMBER/VICE CHAIR, PROGRAM COMMITTEE, METROPOLITAN FAMILY SERVICE
JANUARY 2013-JULY 2013
MEMBER, STEERING COMMITTEE, EAST COUNTY CARING COMMUNITY
2001-2006
SECRETARY/TREASURER, ASSOCIATION OF GRESHAM SCHOOL
ADMINISTRATORS 2003-04
EXECUTIVE BOARD, OUTER SOUTHEAST ONE STOP CENTER
1998
CHAIR, BOARD OF DIRECTORS, BRENTWOOD-DARLINGTON
COMMUNITY CENTER 1995- 1999
CO-CHAIR, SEXUAL DIVERSITY COMMITTEE, 1996-1999
PORTLAND PUBLIC SCHOOLS
MEMBER, Y2K AND TECHNOLOGY COMMITTEE 1998-1999
PORTLAND PUBLIC SCHOOLS
PRESIDENT, PORTLAND ASSOCIATION OF MIDDLE SCHOOL
PRINCIPALS, 1995
VICE PRESIDENT, PORTLAND ASSOCIATION OF PRINCIPALS
AND SCHOOL ADMINISTRATORS, 1995
OREGON ASSOCIATION FOR ALTERNATIVES IN EDUCATION
PRESIDENT, 1988
TREASURER, 1994
CHAIR, LEGISLATIVE COMM. 1986-1999
STATE COMMITTEES
TEACHER LICENSURE, 1995
REGULATION COMMITTEE ON REFORM, 1992-93
EDUCATION REFORM, 1990
OREGON STATE UNIVERSITY COMMITTEE ON AT-RISK
YOUTH 1988-89
METROPOLITAN YOUTH COMMISSION, CITY OF PORTLAND 1984

SPECIAL INTERESTS AND CERTIFICATIONS

2013-14 ADVANC-ED TEAM LEADER, ONLINE EDUCATION AND OREGON
1985-90, LEVEL ONE TRAINER - CONCERNS BASED ADOPTION MODEL
UNIVERSITY OF TEXAS
1983, TEACHER PERCEIVER CERTIFICATION, SELECTION RESEARCH INC.
1977, MORAL DEVELOPMENT TRAINING, HARVARD UNIVERSITY.
2008, AMERICAN RED CROSS, DISASTER SERVICES FIRST RESPONDER



Mike Schofield <schofield10@gresham.k12.or.us>

Capital Construction Bond Oversight Committee

1 message

Merchant, Rebecca S :LSO Patient Business Svc <RMerchan@lhs.org>
To: "schofield10@gresham.k12.or.us" <schofield10@gresham.k12.or.us>

Wed, May 3, 2017 at 8:01 AM

Good Morning—

I am throwing my hat in the ring to be considered for one of the open positions on the Committee.

Attached is my resume and cover letter.

Have a good day ☺

Rebecca Merchant

Denial Management-PBS

Legacy Health System

Ph# 503.413.4066

Fax# 503.413.4427

2 attachments**Cover Letter Bond Committee.docx**

15K

**Rebecca Merchant-Manager Resume final.docx**

20K

May 2, 2017

To: Gresham-Barlow School District Business Office
1331 NW Eastman Parkway
Gresham, OR 97209

Attn: Mike Schofield, Chief Financial Officer

RE: Capital Construction Bond Citizen Oversight Committee

To: Mike Schofield,

I would like to be considered for placement on the Capital Construction Bond Citizen Oversight Committee. I am actively engaged in my community by serving as a Budget Committee member with the Gresham-Barlow School District and am currently serving a three-year term.

My prior medical office experience in both the clinic and hospital setting highlights my continued growth and increasing responsibilities. I consistently seek out new opportunities for continuing education to deepen my knowledge base regarding health care specifically in audits and denials management. I possess natural leadership qualities and have taken on an advisory role to Patient Business Services regarding high-level analysis of denials and appeals.

I hold a B.S. in Business Administration with a minor in Communications from Eastern Oregon University. Throughout my employment at Legacy Health, I have grown professionally and developed strong relationships within and outside of Legacy Health. I believe my proven performance record, education, and leadership skills will be an asset to the Capital Construction Bond Citizen Oversight Committee.

I look forward to speaking to you more about the member opening on the Capital Construction Bond Citizen Oversight Committee and hope you will consider me for this position.

Sincerely,

Rebecca Merchant

Rebecca Merchant 1530 NE Cleveland Ave., Apt. 202, Gresham, OR 97030, 971-533-3940
rmerchan@lhs.org

Personal Summary

Established medical office professional with over 10 years of clinical and hospital revenue cycle experience with increasingly responsible job duties and project management roles. An analytical problem solver that works to resolve issues and create new work flow processes that remove barriers and create efficiency. Organized and efficient worker with demonstrated leadership qualities.

Professional Experience

Patient Business Services- Claims Specialist Denial Management, Legacy Health, Portland, OR (01/2015-Current)

- Resolve delinquent complex payment issues utilizing medical records, reimbursement regulations derived from federal and state statutes and contract guidelines to optimize reimbursement.
- Submit written appeals to commercial and government payers disputing denials for medical necessity, authorization, and non-covered services.
- Recovered over \$2.5 million dollars on previously denied claims for 2015 and \$3.6 million dollars for 2016.
- Provide feedback to internal departments of denial activity and origination.
- Compile and report trends to organizational leadership and provide problem-solving strategies to resolve denial trends.
- Actively engaged with payers by bringing issues, trends, and concerns to their attention and holding them accountable.
- Advisor to the Billing/Follow-up teams and the Revenue Cycle regarding denials, appeals, worker's compensation and motor vehicle laws and regulations.

Special Projects, Legacy Health, Portland, OR (3/2013-Current)

- Oversaw and maintained over 6000 post-pay Medicare Advantage audits totaling over \$10 million dollars in gross charges.
- Created high level Excel spreadsheet that tracks and trends Medicare Advantage audits for multiple commercial insurance companies: Regence, Humana, United Health Care and Aetna.
- Produced monthly reports analyzing audit data for Revenue Cycle Management, Corporate Compliance, Accounting, and Patient Business Services.
- Acted as the liaison and coordinated work flow processes between internal departments and external customers (Executive Health Resources) for post-pay Medicare Advantage audits.
- Personally selected by a large commercial insurance payer to be a part of a pilot program to improve Medicare Advantage post pay audits work flow processes.

Account Follow-Up Specialist II, Legacy Health, Portland, OR (5/2005-1/2015)

- Weekly average productivity is over 120% with over 220 accounts worked each week while managing special projects as assigned by Revenue Cycle Management
- Quality audit scores are 10/10 every month.
- Reconciled all motor vehicle accounts, worker's compensation accounts, and property accounts for payment, all dollars while following Oregon, Washington and Federal guidelines
- Negotiated bodily injury settlements with auto insurance companies and attorneys.
- Conducted high level first level denial analysis to determine proper course of action.
- Initiated Medicaid AR reduction projects to meet team and department goals.
- Worked with staff and patients to remove barriers for processing of outstanding claims.
- Trained to assist all areas of follow-up including Medicare, Medicaid, commercial and non-contracted payers.



Mike Schofield <schofield10@gresham.k12.or.us>

Bond Oversight Committee application

1 message

Brianna Bigham <Brianna.Bigham@mealsonwheelspeople.org>
To: "schofield10@gresham.k12.or.us" <schofield10@gresham.k12.or.us>

Wed, May 3, 2017 at 3:24 PM

Hello Mr. Schofield,

I am writing today to express my interest in being a part of the Gresham Barlow Bond Oversight Committee. As a manager of Ambleside and Rockwood Meals On Wheels sites, I am good with making the most of money allocated for important causes. As the parent of two GBSD children, I am thrilled that this investment has been made into our schools. And as a member of our community I sincerely appreciate the district's attempts to be mindful of public dollars. I would love to put my energy towards this cause.

I have attached my resume to this email. Thank you for your time and consideration,



Brianna Bigham

Center Manager

Direct: 503.953.8201

Ambleside Meals on Wheels People

600 NE 8th Ave, #155

Gresham, OR 97030

brianna.bigham@mealsonwheelspeople.org[Web](#) | [Facebook](#) | [Twitter](#) | [Instagram](#)

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2 attachments**image001.jpg**
23K

Brianna Bigham

1638 NW Angeline Ct., Gresham, OR 97030

Phone: 503-750-2000 E-Mail: Brianna.bigham@mealsonwheelspeople.org

**I am detail oriented, calm in chaos and have worked to build the
My community.**

I was born with a natural voice. Without even meaning to I am often the one to address concerns or voice ideas in group settings or times of change. I easily develop positive relationships and am able to offer critiques and criticisms in a productive manner. Peers approach me often for support, advice and ideas and I am happy to take time to help. These are the qualities that I will bring to the Bond Oversight Committee.

In my time with Meals On Wheels People I have worked very hard to produce excellent results on a tight budget. I am constantly evaluating our practices and purchases to ensure that our non-profit dollars are utilized in a manner that our donors would consider appropriate. I believe that transparency breeds trust and ethical behavior, and appreciate the district's commitment to including the community in these discussions.

As a graduate of the Gresham Barlow School District, a former cheer coach and the parent of two GBSD students, I have spent time in a large number of our schools. I know the past and current conditions of many of these buildings and welcome the chance to help improve them. As an active member of the Gresham Area Chamber of Commerce I see the economic value that good schools provide. I believe the improvements made to our schools will keep our children safer, assist in achieving the district's mission and help increase the desirability of our community.

Thank you for your consideration.

Professional References:

Lynn Snodgrass, CEO, Gresham Area Chamber of Commerce

W: 503-665-1131 C: 503-913-4442 lynn.ceo@greshamchamber.org

Jody Grant, Operations & Programs Manager, Meals On Wheels People

W: 503-953-8302 C: 503-927-8508 jody.grant@mealsonwheelspeople.org



Mike Schofield <schofield10@gresham.k12.or.us>

Capital Construction Bond Citizen Oversight Committee - Resume for Norm Hancock

1 message

norm.hancock@daimler.com <norm.hancock@daimler.com>
To: schofield10@gresham.k12.or.us
Cc: normanhancock@comcast.net

Thu, May 4, 2017 at 1:48 PM

Mr. Schofield,

Please find the attached resume for consideration of your Citizen Oversight Committee.

My interest in the Gresham Barlow School district began two years ago when I moved to Boring from Oregon City, so my kids would have the opportunity for a better education. I moved to Oregon in 2006, after having moved 26 times since 1996, when I joined the Air Force. While many proudly claim the title "Native Oregonian," I chose to live here when I had the option of living anywhere. I have never regretted my decision, despite opportunities to leave.

My daughter will begin attending Deep Creek Elementary in 2018, and my two sons begin in 2020 and 2022, respectively. I have a vested interest in the Gresham Barlow district. Furthermore, I want to be more active in being part of the solution. Too many parents are more than willing to complain, but few take a more proactive step in making their community better by volunteering. While I don't have a cookie recipe for the bake sale, I do bring other skills to the table.

I currently work as a Senior Supply Analyst for Daimler Trucks North America. When asked what I do, the best way to describe my career is, "I solve problems". I work with 1200+ separate suppliers to ensure adherence to all aspects of the vendor compliance. It is my job to convince people to do things they don't want to do, despite being contractually obligated. Quite frankly, I love my job and Daimler is a dream workplace.

Being a native Western New Yorker, I have a more direct style than most are used to in the Great Northwest. This makes me very effective in asking tough questions very directly and getting the answers I need to make decisions. I have a high level of grit, and I don't easily give up when given a goal.

You can see from my resume that I have a lot of business experience in both Operations and Logistics. I am used to working behind the scenes to effect true change from a corporate management perspective. Despite the fact that this is a government committee, you will be dealing with many other businesses and I feel it would be very helpful to have someone on your side who can speak the language, and is familiar with how businesses make decisions. Over the course of my career, I have acquired many attributes I can bring to your committee:

Consensus Builder – I am capable of working toward decisions that support established goals and objectives, and I am willing to compromise to achieve those goals.

Community Participant – While I am still relatively new to the community, I enjoy meeting a variety of people and would welcome more involvement as I integrate myself into the district.

5/17/2017

Gresham/Barlow School District Mail - Capital Construction Bond Citizen Oversight Committee - Resume for Norm Hancock

4747 N Channel Ave.
Portland, Oregon 97217
Phone (503)745-5032 (e-mail is best)

Norm.Hancock@Daimler.com

Daimler Trucks North America Production Parts Packaging, Labeling and Shipping Guidelines are available at
https://daimler.portal.covisint.com/web/freightliner/downloads/-/journal_content/.

If you are not the addressee, please inform us immediately that you have received this e-mail by mistake, and delete it.
We thank you for your support.



Resume for Norm Hancock.pdf

17K

Norm Hancock

Senior Supply Chain Analyst

normanhancock@comcast.net

Summary

Experienced Senior Supply Chain Analyst with a demonstrated history of working in the automotive industry. Skilled in Operations Management, Management, Warehouse Operations, Continuous Improvement, and Supply Management. Strong operations professional graduated from Portland State University - School of Business.

Experience

Sr Supply Chain Analyst at Daimler Trucks North America

June 2011 - Present

OEM EDI Support/OEM Labels Compliance/Customs Support/cbFC (SAP) error checking/Duties as Required.

Living the Dream!

Vice President of Membership at PSU Supply and Logistics Management Association

April 2010 - June 2011 (1 year 2 months)

Process Development Manager - 15 Week Contract at DePaul Industries

October 2009 - January 2010 (3 months)

- Researched and documented existing process flow, database triggers and task responsibilities.
- Established improved manufacturing workflow diagrams enabling streamlined process improvement, training and cross-training among reduced personnel. Order flow, BOM creation, Billing and inventory flow.
- Implemented increased MRP functionality resulting in increased efficiency from FIFO to FEFO picking standards.
- Developed and trained personnel in MRP skills and knowledge, increasing value among staff employees.
- Improved interdepartmental relationships by standardizing job ticket requirements and reporting metrics.

Operations Manager at Grenade Gloves

October 2008 - October 2009 (1 year)

- Developed and documented operational process flow and procedures to include upstream/downstream order management, inventory control, JIT production planning, BOM structuring, invoicing, receiving and distribution.

Logistics Specialist at USAF

October 1996 - May 2001 (4 years 7 months)

- Prepared, received, distributed, documented and performed inventory control and analysis for approximately 5 thousand tons of freight per month, worth approximately \$500 million, on time and safely.
- Trained, evaluated and performed feedback of performance for 10 team members to include improved technical knowledge, safety, operational effectiveness and efficiency enhancements.
- Resolved customer complaints and inquiries to include tracking and trouble-shooting, while maintaining product integrity and minimizing product damage.

Education

Daimler Trucks North America Internal Training

Portland State University - School of Business

Masters of Int'l Mgmt - Global Supply Chain Operations - Leave of absence/Incomplete, 2011 - 2011

Portland State University - School of Business

BS, Supply and Logistics Management, 2009 - 2011

Activities and Societies: •Portland State University Supply and Logistics Management Association (SLMA)

2009 – Current •Officer Position: VP, Membership 2010 – 2011 •Tau Sigma National Honor Society 2010

– Current •Institute for Supply Chain Management 2010 – Current •APICS Membership 2010 – Current

•Northwest Supply Management Association 2010 – Current •Portland State University Veterans (SVA) 2009 – 2011

Community College of the Air Force

AS, Logistics Management, 1997 - 2001

245th Training Squadron

Graduate, Logistics and Transportation, 1996 - 1997

State University of New York College at Brockport

Psychology/Sociology, 1993 - 1995

Genesee Community College

AS, Psychology/Sociology, 1991 - 1993

Batavia High School

Regents, College Prep / Business, 1987 - 1991



Mike Schofield <schofield10@gresham.k12.or.us>

Bond Oversight Committee

1 message

Jason Dugan <jason.dugan48@gmail.com>

Thu, May 4, 2017 at 11:28 PM

To: Mike Schofield <schofield10@gresham.k12.or.us>

Hello Mike,

I am sending you this email to express my interest in being on the school districts Bond Oversight Committee. I have been an electrician for the last 11 years and am very familiar with the construction industry. I have attached my resume.

Please consider this my official application for consideration to be on the committee.

Thank you

Jason Dugan



Jason Dugan Res3.5b.docx

14K

Jason Dugan

1710 S.E. Wendy Ct. Gresham Oregon 97080

Phone: 503.701.9841

E-mail: Jason.dugan48@gmail.com

Profile

Highly skilled and competent Oregon General Journeyman Electrician with over 11 years of experience in all aspects of the electrical industry. I am a dedicated craftsman and mechanic who is fast and efficient with a great work ethic. I value quality workmanship in repair and installations. I am proficient with the National Electrical Code (NEC), Oregon specialty code, blue print and schematics.

High Tech/Commercial Electrical

Major Projects in providing power and distribution for sensitive, high tech equipment and production tools. Systems from 120 VAC to 480 VAC regular power and emergency distribution systems including clean rooms. Designed and installed conduit and racking systems for various types of installations. Terminated large power distribution cables, low voltage and Fiber optic cables for various production tools and commercial spaces. Paper mills, waste water treatment facilities, high rise buildings, hospitals, package sorting facilities and other commercial projects. Efficient with rigid conduit, MC Cable, distribution and load center panels and general commercial work.

Journeyman/Apprentice Electrician (various dates 2006-2016)

Dynalectric Company (Portland, Oregon)

Cochran Electric (Tigard, Oregon)

Team Electric (Clackamas, Oregon)

I.E.S. Inc. (Tigard, Oregon)

Oregon Electric (Portland, Oregon)

Rosendin Electric (Portland, Oregon)

Private Sector

Worked for BlockBuster Video starting as a Customer Service Rep and working my way up to a Store Manager. While managing several stores in the Portland area I was responsible for everything from day to day operations, inventory management, sales tracking, loss prevention, staffing and personnel needs to basic one on one customer service. This job required me to be organized, forward thinking, energetic and adaptable.

During my time at Olin Micro Electronic Materials/Arch I was involved in developing the written procedures that were site specific for receiving, tracking, product rotation, delivery, testing and proper disposal of bulk chemicals used in microchip manufacturing processes. Daily task included monitoring and troubleshooting of bulk chemical distribution systems, coordinating delivery of chemicals to tools with 3rd party representatives and responding to emergencies as part of the sites ERT.



Mike Schofield <schofield10@gresham.k12.or.us>

Bess Bio

1 message

Bess Wills <bess@greshamford.com>

Tue, May 2, 2017 at 6:05 PM

To: Mike Schofield <schofield10@gresham.k12.or.us>

Per your request.

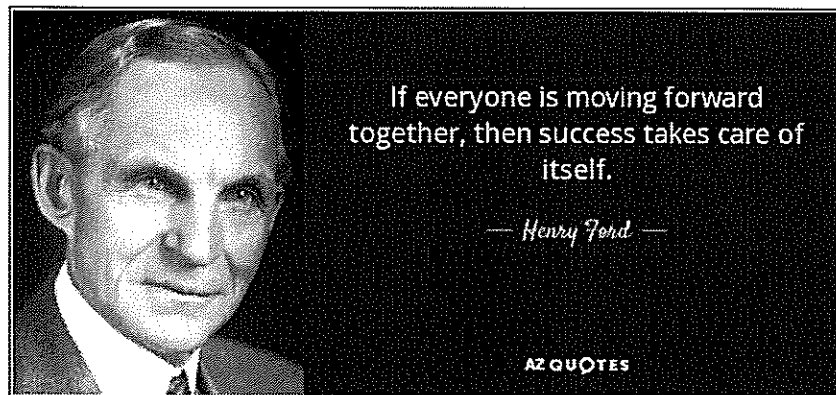
Thanks,

Bess



Bess Wills | General Manager

O: 503.665.0102 | C: 503.969.2708 | F: 503.667.3642



BessBio2016.docx

16K

Bess R. Wills

Bess R. Wills is General Manager/Co-Owner of Gresham Ford in Gresham, Oregon. She is responsible for the daily operations of the dealership. Her career spans 35 years of fiscal and corporate management experience that includes construction, real estate development and auto dealerships.

She is active in East Multnomah County with a variety of charitable organizations with a passion to help families that need a hand-up. She has worked with My Father's House, Snow Cap, and Human Solutions to name a few. Her "Contribute to the Community" program initiated by Gresham Ford in 2005 has touched and contributed to well over 250 local charities, non-profits and churches.

Other Affiliations:

Past Board of Director of the Gresham Barlow Education Foundation
Past Board Member of East Metro Economic Alliance
Past President and Board Member of the Gresham Area Chamber of Commerce
Co-Chair of the "Try Local First" Coalition
Current Board Member of the Adventist Medical Foundation
Current Board Member of Riverview Community Bank

Recognition and Awards:

* Ford Motor Company's "President's Award"

*Has been nominated for Ford Motor Company's "Salute to Dealer Award" five times. This award is based on community service as well as good business practices. Each year less than 250 Dealers are nominated worldwide.

* 2009 received the "Community Applause Award-State of Oregon" (Large Business) from the Oregon Banker's Association.

* 2011 Portland Business Journal's "Woman Executive of the Year (Medium/Small Business)"

*2012 "Hero of the Heart Award" from Adventist Medical Foundation

Personal:

Husband: Bob Avila
Children: One Son and Two Daughters
Grandchildren: Six

Hobbies: Reading, Planning Events, Travel

Date:

1-5-17

For Office Use

Gresham-Barlow School District
Citizens Comments to the Board

PLEASE PRINT CLEARLY

Name:

Sharon Estes

Phone:

971-235-1766

Address:

20732 S.E. Hawthorn St

City, State:

Gresham, Or 97030

Topic:

2016 School "Bond" - Oversight Committee
or Building Oversight Committee *

- Please hand this form to the board secretary (Lyn Cook) before the meeting begins. The chair will call on you in the order the forms are submitted.
- Speakers may offer criticism of school operations and programs; however, the board will not hear personal complaints concerning school personnel or against any person connected with the school system. If speakers have a legitimate complaint involving individuals, the chair will direct them to the appropriate means for board consideration and disposition.
- Your input is valuable to the Board; however, the chair may limit the time for your comments (3 minutes per guest/15 minutes total). If you wish to provide a written statement, space has been provided on the back of this form.
- You will be asked to clearly state your name and address for the record, and the name of the organization you are representing, if applicable.
- Only one spokesperson should be designated to represent a group with a common purpose.
- Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the chair.
- A visitor may introduce a topic not on the published agenda during *Citizens' Requests of the Board* by completing this form and handing it to the board secretary.
- Questions asked by the public, when possible, will be answered immediately by the chair or a staff member. Questions requiring investigation may be referred to the superintendent for response at a later time.
- Handouts should be given to the board secretary for distribution in advance of the meeting.
- The board's regular business meetings are digitally recorded. They are also televised by MetroEast Community Media (www.metroeast.org) and Willamette Falls Media Center (www.wfmcstudios.org).

The board sincerely appreciates your interest in the Gresham-Barlow School District and thanks you for attending this meeting. ■

Gresham-Barlow School District
Citizens Comments to the Board

Msg to Jim
Schlachter

PLEASE PRINT CLEARLY, OR ATTACH A TYPED STATEMENT

This space has been provided for your use in the event that:

- a. you do not wish to testify in public,
- b. you cannot complete your comments in three minutes and wish to provide additional information, and/or
- c. you wish to have your detailed testimony included as a permanent addendum to the meeting minutes.

My qualifications for the bond oversight committee are: I have a life long interest in construction via: employment, personally I have built from design to completion 3 homes, remodeled 4 homes, worked along-side my father doing foundation, framing, insulation, plumbing, electrical, sheet rock, painting, ^{roofing} etc. I have a education level of BS: Bio, MS: Laboratory Sci. in other words numbers in money & calculations are not difficult or "scary" to me. I have managed remodel/construction projects for Providence Health Clinics.

Please check the box below and include a phone number if you would like to have someone contact you regarding the topic described above.



I would like to have someone contact me regarding my questions/concerns at:

971-235-1766

Phone Number



Cell

☐ Home

☐ Work

The best time to reach me:

12 - 6 pm M-F

Rick Searls

32141 SE Mally Rd.
Gresham, Oregon, 97080
503-267-2269
searlsrick@aol.com

Apr 23, 2017

Gresham-Barlow School District Citizen Oversight Committee Selection
Gresham-Barlow School District
1331 NW Eastman Parkway
Gresham , Oregon, 97030
Schofield10@gresham.k12.or.us

Dear Gresham-Barlow School District,

Thank you for the opportunity to apply for a position on the Citizen Oversight Committee. After reviewing the role of the committee, I am confident that my experience working in the Fire Marshal's office and background in construction, would be an asset to the Citizen Oversight Committee.

I live in Gresham and have two children in the Barlow School District. I have filled many volunteer roles in the Gresham area including: YMCA basketball coach, T-ball coach, Barlow Little League coach, volunteer firefighter, handyman for school projects and Barlow V.I.P.S. projects.

After reviewing my resume, I hope you will agree that I would be a positive contributing member of the Citizen Oversight Committee. I look forward to elaborating on how my specific skills and abilities will be a benefit. Please contact me at 503-267-2269 or via email at searlsrick@aol.com to arrange for a convenient meeting time.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,



Rick Searls

Rick Searls

32141 SE Mally Rd.
Gresham, Oregon, 97080
5032672269
searlsrick@aol.com

WORK EXPERIENCE

CLARK COUNTY FIRE MASHAL OFFICE, Ridgefield , Washington

Fire Inspector , Jan 2017 – Present

- Inspect buildings to locate hazardous conditions and fire code violations such as accumulations of combustible material, electrical wiring problems, and inadequate or non-functional fire exits.

BNSF RAILWAY, Fort Worth, Texas

Signalman , Apr 2015 – Jan 2017

- Install, inspect, maintain, and repair various railroad service equipment on the road or in the shop, including railroad signal systems.
- Inspect and test operation, mechanical parts, and circuitry of gate crossings, signals, and signal equipment such as interlocks and hotbox detectors.

RED HAWK CONSTRUCTION, Gresham, Oregon

Owner, May 2012 – Present

- Plan, organize, or direct activities concerned with the construction or maintenance of structures, facilities, or systems.
- Direct and supervise workers.
- Schedule the project in logical steps and budget time required to meet deadlines.

BORING FIRE AND RESCUE, Boring, Oregon

Volunteer Fire Fighter, Jan 2003 – Jun 2014

- Provide emergency medical services as required, and perform light to heavy rescue functions at emergencies.
- Assess nature and extent of fire, condition of building, danger to adjacent buildings, and water supply status to determine crew or company requirements.
- Perform maintenance and minor repairs on firefighting equipment, including vehicles, and write and submit proposals to modify, replace, and repair equipment.

LOCAL 740 GLAZIERS UNION , Portland , Oregon

Glazier, Oct 2005 – Apr 2015

- Read and interpret blueprints to determine location of framing for glass storefront and multi-story window systems.

EDUCATION

Mt. Hood Community College, Gresham , Oregon

Completed coursework towards General Studies

Harcourt

Diesel mechanics

Estacada High School, Estacada , Oregon

High School Diploma

Capital Construction Bond Citizen Oversight Committee

Dear Mr Schofield,

My name is John Vandermosten, and I am writing to apply for a position on the Capital Construction Bond Citizen Oversight Committee.

My background in the field of construction for more than 35 years, reflect experience in both new and remodel work from a field hand's perspective. Involvement with the Inspectors Association gave me a deep understanding of the need for standards in both installation and safety.

I have been a volunteer with the City of Gresham, Multnomah County, as well as a Key Communicator with the Gresham/Barlow District, meeting with Superintendent Schlachter for several years.

As a former Industrial Arts Teacher, I am familiar with the classroom setting and how it relates to construction.

I very much want to be a part of the Oversight Committee, because when I look at construction in progress, I understand what I am seeing.

My contact information is:

John Vandermosten
625 S.E. Juniper Ct. W.
Gresham, Or. 97080
503-666-5982

Sincerely,



John G. Vandermosten

JOHN G. VANDERMOSTEN

625 S.E. Juniper Ct. W.

Gresham, 97080

503-666-5982

- 2012 - 2017 Gresham/Barlow Key Communicator
- 2015 - 2016 Multnomah County Charter Review Committee Member
- 2011 - 2012 Gresham City Charter Review Committee Member
- 2006 - 2011 Gresham City Citizen's Involvement Committee
- 2006 - 2012 Letter Carrier's Food Drive Captain (Gresham Post Office)
- 2005 - 2011 Vice President ASERT Neighborhood Assoc.
- 2003 - 2017 Selective Service Board Member (Draft Board)
- 2002 Retired from the Electrical Trade
- 1991 - 2001 Instructor and Tutor NECA/IBEW Training Trust
- 1989 - 2001 IBEW Local 48 Contractors
Types of Work – Residential, Commercial, Industrial Remodel - Supervisor -
High Rise Office Buildings in Portland Area, Intel Fab Facilities, Consolidated
Metals Foundry at Rivergate, Emanuel Hospital x-ray and MRI install
- 1984 - 2002 Member of International Association of Electrical Inspectors (IAEI)
Non-Inspector Member on Executive Board 6 years
- 1979 - 1989 Secretary and Lead Instructor for IECO Contractors
- 1979 - 1989 Independent Electrical Contractors Association Local Shops in Metro Area
Types of Work – Residential, Commercial, Industrial Remodel – Supervisor-
Portland Fire Bureau Maintenance Building, Mountainview Christian Church
Classrooms on Cleveland Ave., PGE Emergency Center in Tualatin, Officers Row
Remodel, City of Vancouver, Wa., Several Large Apartment Complexes in Portland
Area, DDHS Shop Classrooms, Providence Hospital complete remodel OB ward
- 1970 - 1979 David Douglas Schools, Gilbert Middle School, Industrial Arts teacher,
Subjects taught – Manufacturing, Woodworking, Electricity, Graphic Arts
- 1966 - 1970 SUNY College at Oswego, N. Y., BA, MA Industrial Arts Education
- 1963 - 1966 Burt Mitchell Electric Co., Journeyman Electrician
Types of Work - Residential & Commercial Remodel
- 1960 - 1963 US Navy, Honorable Discharge, Electricians Mate, 2nd Class



P & C CONSTRUCTION COMPANY (503) 665-0165

390 NE 9TH, P.O. BOX 191, GRESHAM, OR 97030

September 1, 1988

TO WHOM IT MAY CONCERN:

Omni Electric is all but complete on the Officers' Row project in Vancouver, Washington. This complex renovation project of 21 historic structures has been under construction for the last year. Before it started, Omni Electric was a key team member in the budgeting process providing budget prices based on schematic drawings and specifications and providing cost saving proposals. With their assistance, more than 20% was trimmed from the initial budget.

This project included 50,000 SF of commercial space, 68,000 SF of townhouse apartments and 20 acres of site lighting.

During the construction process, Omni has been flexible and responsive, varying crew sizes in a timely manner to meet the demands of the production schedule and making sure they were never a cause for delay.

I would highly recommend Omni Electric and feel they would be an asset to any construction team.

Sincerely,

A handwritten signature in dark ink, reading 'Richard P. Tolvstad'. The signature is written in a cursive, flowing style.

Richard P. Tolvstad
Project Manager

RPT:slg

GLUMAC & ASSOCIATES, INC.
Consulting Engineers
920 S.W. Third Avenue
Suite 100
Portland, Ore.
503/227-5280

June 17, 1993

Mr. Steve Johnson
Omni Electric Contractors
5664 S.W. Carman Drive
P. O. Box 1788
Lake Oswego, Oregon 97035

RE: 400 S.W. 6TH Building

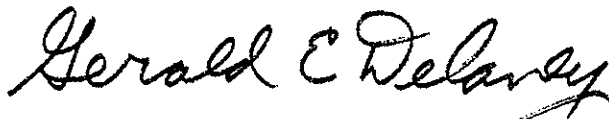
Dear Steve:

The 400 S.W. 6th Building project is nearing completion and I wanted to take a moment to compliment you and your organization on the fine job they have been doing. John Weber as project manager and John Vandermosten as project superintendent have been outstanding. The project started out with a team building session put on by the owner and the general contractor. This put everybody into a "team" method of operation. The cooperation and coordination has been pleasant, effective, and ongoing.

Congratulations on having such top quality men in your organization. Please extend to John and John my appreciation for a job "WELL DONE".

Very truly yours,

GLUMAC & ASSOCIATES, INC.



Gerald E. Delaney, P.E.

GED:bdc
082P02B.L1



ANDERSEN CONSTRUCTION
CO., INC.

POST OFFICE BOX 6712
PORTLAND, OR 97228

June 16, 1993

Omni Electric Company
P.O. Box 1788
5664 SW Carmen Dr.
Lake Oswego, Or. 97035

Attn: John Weber

Re: 400 SW Sixth Remodel

P-315

Dear John;

I would like to take this opportunity to thank you for your commitment and team effort to bring this job to a satisfactory conclusion. As with all projects, especially remodels, it takes a real team effort by each company and individual.

Your company and your foreman, John Vandermosten demonstrated this kind of team work.

Again, thank you. I look forward to working with you again.

Sincerely,
Andersen Construction Company, Inc.

Donald R Wood,
Project Superintendent

cc: Rich Juhala
Job File



August 6, 1992

Mr. John Weber
OMNI Electric
P.O. Box 1788
Lake Oswego, OR 97035

Re: 400 Sixth Avenue Building

Dear John:

I want to take this opportunity to thank you for your extraordinary efforts in the emergency repair of the chiller in the 400 Sixth Avenue Building. The spirit of teamwork and dedication that was displayed through this crisis was truly inspiring.

John Vandermosten is to be commended for his long hours of participation and ingenuity in thinking of using abandoned building cable to connect the chiller. Without John's idea, it would have taken many more days to complete the project. Also, great thanks to Bruce Tracy for sticking with John throughout the weekend.

Again, on behalf of John Hancock Properties and Norris, Beggs & Simpson, I offer our deepest gratitude for your contribution and hard work in bringing the cooling plant back on-line. Dedication such as this guarantees the success of the 400 Sixth Avenue Building.

Sincerely,

NORRIS, BEGGS & SIMPSON

A handwritten signature in dark ink, appearing to read "Peter S. Andrews". The signature is fluid and cursive, with a long horizontal stroke at the end.

Peter S. Andrews
Real Property Administrator

PSA/tf
thank.ltr

cc: Martin Zieff
J. Clayton Hering
Anne Hicks
Renovation File

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Mike Schofield

DATE: June 8, 2017

RE: No. 25 – Bond: Architect Selection/Contract Approval – Opsis Architecture

EXPLANATION: In January 2017, the board approved contracts and initial contract amounts for the architectural services listed below:

High Schools – Renovations and additions
Sam Barlow High School - Opsis Architecture \$200,000

Since the initial approval, district administration and project management has worked with each firm to better define the program for design at each school. The architects have validated the initial program for Sam Barlow and are nearly finished with schematic design. The administration has also worked to negotiate the not-to-exceed contract amount for the service. The not-to-exceed contract amount is as follows:

Opsis Architecture, Sam Barlow High School \$5,040,000

PRESENTERS: Jim Schlachter
Mike Schofield

SUPPLEMENTARY
MATERIALS: None

RECOMMENDATION: The administration recommends approval of the not-to-exceed contract amount with Opsis Architecture totaling \$5,040,000

REQUESTED ACTION: Move to approve the contract with Opsis Architecture for an amount not to exceed \$5,040,000.

MS:lc

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Mike Schofield

DATE: June 8, 2017

RE: No. 26 – Bond: West Orient Middle School HVAC Design/Build Project

EXPLANATION: In April of 2017 the district issued quotes for the West Orient Middle School HVAC project as a part of the 2016 capital construction bond. The following is a summary of quotes received on May 4, 2017:

1. Hunter Davisson.....\$191,822
2. Just Right Heating & Cooling.....\$277,000
3. McKinstry.....\$405,976
4. Portland Mechanical Contractors, Inc.....\$186,469

Work will begin on June 27, 2017, with substantial completion on August 18, 2017, and final completion on August 25, 2017.

PRESENTERS: Jim Schlachter
Mike Schofield

SUPPLEMENTARY
MATERIALS: None

RECOMMENDATION: After reviewing the quotes and verifying the scope of work, the administration recommends the board authorize the administration to enter into contract negotiations at a not-to-exceed contract amount of \$186,469 with Portland Mechanical Contractors, Inc.

REQUESTED ACTION: Move to approve the contract with Portland Mechanical Contractors, Inc., pending successful negotiations in the amount not to exceed \$186,469.

MS:lc

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter

DATE: June 8, 2016

RE: No. 27 - Results of May 2017 Board Member Election

EXPLANATION: The results of the May 16, 2017, board member election were reported by Multnomah County and Clackamas County election offices as follows:

Position 3, Zone 2		(Incumbent Katherine J. Ruthruff)		
	<u>Clackamas</u>	<u>Multnomah</u>	<u>Total</u>	
Matt O'Connell	864	5,264	6,128	
Unopposed				

Position 4, At-Large		(Incumbent Kris Howatt)		
	<u>Clackamas</u>	<u>Multnomah</u>	<u>Total</u>	
Carla Piluso	880	5,579	6,459	
Unopposed				

Position 5, Zone 4		(Incumbent Sharon Garner)		
	<u>Clackamas</u>	<u>Multnomah</u>	<u>Total</u>	<u>%</u>
Blake Petersen	413	3,461	3,874	49
Jason Dugan	533	1,377	1,910	24
Danielle Currey	138	1,971	2,109	27
Total	1,084	6,809	7,893	

Position 6, Zone At-Large		(Incumbent Dan Christenson)		
	<u>Clackamas</u>	<u>Multnomah</u>	<u>Total</u>	
Sharon Garner	826	5,188	6,014	
Unopposed				

Oregon Revised Statutes (ORS 255.295) provides for the district election authority to canvass the official abstract of votes cast for members of the district board and to cause the election officer to issue certificates of election to the winners.

Board of Directors
Re: No. 27 - Results of May 2017 Board Member Election
June 8, 2017
Page 2

PRESENTER: Jim Schlachter

SUPPLEMENTARY
MATERIALS: Certified abstracts received from the Multnomah County
and Clackamas County election offices

RECOMMENDATION: The administration recommends that the board accepts the results
of the May 16, 2017, board member election as reported.

REQUESTED ACTION: Move to accept the results of the May 16, 2017, board member
election as reported by the Multnomah County and Clackamas
County elections offices.

:lc

Department of Community Services



Elections Division • Tim Scott, Director

Date: Thursday, June 1, 2017
To: Special District Election Authority
From: Eric Sample
Subject: Canvass of Votes

ORS 255.295 provides for the district election authority to canvass the official abstract of votes cast for members of the district board and to cause the election officer to issue certificates of election to the winners.

Please complete this form and return promptly so certificates of election may be mailed to the newly elected board members. **Elected board members cannot take office until the certificates of election have been issued.**

The district election authority for **Gresham-Barlow School District**, in accordance with ORS 255.295, has canvassed the abstract of votes cast on May 16, 2017, for members of the district board.

It has been determined those persons having received the highest number of votes are qualified and the election officer of Multnomah County is hereby instructed to issue certificates of election to said persons. (Any exceptions are noted below.)

Date

Signature of district election authority



Official Precinct Results - Gresham-Barlow School District

May 16, 2017 Special Election - Multnomah County

Page: 1 of 4

2017-06-01

All Precincts, GRESHAM-BARLOW SCHOOL DISTRICT #10JT (M), Gresham-Barlow School Dir, Pos 3, Zone 2, Gresham-Barlow School Dir, Pos 5, Zone 4, Gresham-Barlow School Dir, Pos 6, At Large, Gresham-Barlow School Dir, Pos 4, At Large

11:23:47

Total Ballots Cast: 9278, Registered Voters: 41661, Overall Turnout: 22.27%

Gresham-Barlow School Dir, Pos 3, Zone 2 (Vote for 1)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Matthew S O'Connell	Write-in	Over Votes	Under Votes
Precinct 4901	6	23	2	2 100.00%	0 0.00%	0	4
Precinct 4905	82	276	30	30 100.00%	0 0.00%	0	52
Precinct 4908	527	2413	294	291 98.98%	3 1.02%	0	233
Precinct 4909	978	5543	607	597 98.35%	10 1.65%	0	371
Precinct 4911	150	872	100	98 98.00%	2 2.00%	0	50
Precinct 5002	1589	8622	941	916 97.34%	25 2.66%	0	648
Precinct 5003	290	1325	190	188 98.95%	2 1.05%	0	100
Precinct 5004	1992	7154	1181	1163 98.48%	18 1.52%	0	811
Precinct 5006	1012	4262	614	604 98.37%	10 1.63%	0	398
Precinct 5007	880	4346	530	511 96.42%	19 3.58%	0	350
Precinct 5105	44	177	24	24 100.00%	0 0.00%	0	20
Precinct 5107	189	556	98	93 94.90%	5 5.10%	0	91
Precinct 5203	626	2267	276	270 97.83%	6 2.17%	0	350
Precinct 5204	913	3825	488	477 97.75%	11 2.25%	0	425
Total	9278	41661	5375	5264 97.93%	111 2.07%	0	3903

Certificate

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.



Tim Scott, Director of Elections
Multnomah County, Oregon

Canvass Results

May 2017 Special District Election

Run Time 2:47 PM

Run Date 05/31/2017

Clackamas County

Special District Election

5/16/2017

Page 45 of 274

Official results

Registered Voters

55369 of 271779 = 20.37 %

Gresham-Barlow School District, Director. Position 3, Zone 2 - Vote for one - 4 year term

Precinct	Matthew S O'Connell	Cast Votes	Undervotes	Overvotes	Write-in	Election Day Voting Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
400	92	92	114	0	3	209	209	790	26.46 %
401	195	195	182	0	5	382	382	1359	28.11 %
402	210	210	206	0	5	421	421	1477	28.50 %
403	167	167	181	0	2	350	350	1308	26.76 %
404	133	133	148	0	4	285	285	1142	24.96 %
405	22	22	27	0	1	50	50	129	38.76 %
412	24	24	22	0	1	47	47	207	22.71 %
414	21	21	24	0	0	45	45	251	17.93 %
Totals	864	864	904	0	21	1789	1789	6663	26.85 %



CERTIFIED COPY OF THE ORIGINAL
SHERY HALL, COUNTY CLERK

BY: *Shery Hall*

Official Precinct Results - Gresham-Barlow School District

May 16, 2017 Special Election - Multnomah County

Page: 2 of 4

2017-06-01

11:23:47

All Precincts, GRESHAM-BARLOW SCHOOL DISTRICT #10JT (M), Gresham-Barlow School Dir, Pos 3, Zone 2, Gresham-Barlow School Dir, Pos 5, Zone 4, Gresham-Barlow School Dir, Pos 6, At Large, Gresham-Barlow School Dir, Pos 4, At Large

Total Ballots Cast: 9278, Registered Voters: 41661, Overall Turnout: 22.27%

Gresham-Barlow School Dir, Pos 4, At Large (Vote for 1)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Carla C Piluso	Write-in	Over Votes	Under Votes
Precinct 4901	6	23	2	2 100.00%	0 0.00%	0	4
Precinct 4905	82	276	30	30 100.00%	0 0.00%	0	52
Precinct 4908	527	2413	317	314 99.05%	3 0.95%	0	210
Precinct 4909	978	5543	659	647 98.18%	12 1.82%	0	319
Precinct 4911	150	872	99	97 97.98%	2 2.02%	0	51
Precinct 5002	1589	8622	1011	976 96.54%	35 3.46%	0	578
Precinct 5003	290	1325	201	192 95.52%	9 4.48%	0	89
Precinct 5004	1992	7154	1282	1248 97.35%	34 2.65%	0	710
Precinct 5006	1012	4262	644	624 96.89%	20 3.11%	0	368
Precinct 5007	880	4346	553	533 96.38%	20 3.62%	0	327
Precinct 5105	44	177	24	24 100.00%	0 0.00%	0	20
Precinct 5107	189	556	101	95 94.06%	6 5.94%	0	88
Precinct 5203	626	2267	301	295 98.01%	6 1.99%	0	325
Precinct 5204	913	3825	519	502 96.72%	17 3.28%	0	394
Total	9278	41661	5743	5579 97.14%	164 2.86%	0	3535

Certificate

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.



Tim Scott, Director of Elections
Multnomah County, Oregon

Canvass Results

May 2017 Special District Election

Run Time 2:47 PM

Run Date 05/31/2017

Clackamas County

Special District Election

5/16/2017

Page 46 of 274

Official results

Registered Voters

55369 of 271779 = 20.37 %

Gresham-Barlow School District, Director, Position 4 (At-Large) - Vote for one - 4 year term

Precinct	Carla C Piluso	Cast Votes	Undervotes	Overvotes	Write-in	Election Day Voting Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
400	102	102	104	0	3	209	209	790	26.46 %
401	202	202	179	0	1	382	382	1359	28.11 %
402	202	202	212	0	7	421	421	1477	28.50 %
403	176	176	171	0	3	350	350	1308	26.76 %
404	132	132	147	0	6	285	285	1142	24.96 %
405	23	23	27	0	0	50	50	129	38.76 %
412	23	23	24	0	0	47	47	207	22.71 %
414	20	20	25	0	0	45	45	251	17.93 %
Totals	880	880	889	0	20	1789	1789	6663	26.85 %



EXEMPTED COPY OF THE ORIGINAL
CHERRY HALL, COUNTY CLERK

BY: *Sperry Hall*

Official Precinct Results - Gresham-Barlow School District

May 16, 2017 Special Election - Multnomah County

Page: 3 of 4

2017-06-01

All Precincts, GRESHAM-BARLOW SCHOOL DISTRICT #10JT (M), Gresham-Barlow School Dir, Pos 3, Zone 2, Gresham-Barlow School Dir, Pos 5, Zone 4, Gresham-Barlow School Dir, Pos 6, At Large, Gresham-Barlow School Dir, Pos 4, At Large

11:23:47

Total Ballots Cast: 9278, Registered Voters: 41661, Overall Turnout: 22.27%

Gresham-Barlow School Dir, Pos 5, Zone 4 (Vote for 1)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Blake Petersen		Jason L Dugan		Danielle Q Currey		Write-in		Over Votes	Under Votes
Precinct 4901	6	23	2	0	0.00%	0	0.00%	2	100.00%	0	0.00%	0	4
Precinct 4905	82	276	48	31	64.58%	6	12.50%	11	22.92%	0	0.00%	0	34
Precinct 4908	527	2413	367	182	49.59%	69	18.80%	116	31.61%	0	0.00%	0	160
Precinct 4909	978	5543	735	330	44.90%	176	23.95%	226	30.75%	3	0.41%	0	243
Precinct 4911	150	872	115	52	45.22%	24	20.87%	37	32.17%	2	1.74%	0	35
Precinct 5002	1589	8622	1207	580	48.05%	248	20.55%	365	30.24%	14	1.16%	0	382
Precinct 5003	290	1325	229	119	51.97%	45	19.65%	64	27.95%	1	0.44%	0	61
Precinct 5004	1992	7154	1491	703	47.15%	298	19.99%	483	32.39%	7	0.47%	0	501
Precinct 5006	1012	4262	765	422	55.16%	148	19.35%	190	24.84%	5	0.65%	4	243
Precinct 5007	880	4346	639	305	47.73%	148	23.16%	180	28.17%	6	0.94%	0	241
Precinct 5105	44	177	31	21	67.74%	7	22.58%	3	9.68%	0	0.00%	0	13
Precinct 5107	189	556	135	78	57.78%	24	17.78%	32	23.70%	1	0.74%	0	54
Precinct 5203	626	2267	399	234	58.65%	79	19.80%	84	21.05%	2	0.50%	0	227
Precinct 5204	913	3825	690	404	58.55%	105	15.22%	178	25.80%	3	0.43%	0	223
Total	9278	41661	6853	3461	50.50%	1377	20.09%	1971	28.76%	44	0.64%	4	2421

Certificate

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.



Tim Scott, Director of Elections
Multnomah County, Oregon

Canvass Results

May 2017 Special District Election

Run Time 2:47 PM

Run Date 05/31/2017

Clackamas County

Special District Election

5/16/2017

Page 47 of 274

Official results

Registered Voters

55369 of 271779 = 20.37 %

Gresham-Barlow School District, Director, Position 5, Zone 4 - Vote for one - 4 year term

Precinct	Blake Petersen	Jason L Dugan	Danielle Q Currey	Cast Votes	Undervotes	Oxervotes	Write-in	Election Day Voting Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
400	53	57	21	131	77	0	1	209	209	790	26.46 %
401	86	125	30	241	138	0	3	382	382	1359	28.11 %
402	102	136	30	268	150	1	2	421	421	1477	28.50 %
403	70	110	24	204	144	0	2	350	350	1308	26.76 %
404	67	66	27	160	121	0	4	285	285	1142	24.96 %
405	9	18	1	28	21	0	1	50	50	129	38.76 %
412	14	13	2	29	18	0	0	47	47	207	22.71 %
414	12	8	3	23	22	0	0	45	45	251	17.93 %
Totals	413	533	138	1084	691	1	13	1789	1789	6663	26.85 %



CERTIFIED COPY OF THE ORIGINAL
SHERIFF HALL, COUNTY CLERK

Sheriff Hall

Official Precinct Results - Gresham-Barlow School District

May 16, 2017 Special Election - Multnomah County

Page: 4 of 4

2017-06-01

All Precincts, GRESHAM-BARLOW SCHOOL DISTRICT #10JT (M), Gresham-Barlow School Dir, Pos 3, Zone 2, Gresham-Barlow School Dir, Pos 5, Zone 4, Gresham-Barlow School Dir, Pos 6, At Large, Gresham-Barlow School Dir, Pos 4, At Large

11:23:47

Total Ballots Cast: 9278, Registered Voters: 41661, Overall Turnout: 22.27%

Gresham-Barlow School Dir, Pos 6, At Large (Vote for 1)

Precinct	Ballots Cast	Reg. Voters	Total Votes	Sharon Garner	Write-in	Over Votes	Under Votes
Precinct 4901	6	23	2	2 100.00%	0 0.00%	0	4
Precinct 4905	82	276	29	28 96.55%	1 3.45%	0	53
Precinct 4908	527	2413	283	280 98.94%	3 1.06%	0	244
Precinct 4909	978	5543	615	611 99.35%	4 0.65%	0	363
Precinct 4911	150	872	92	90 97.83%	2 2.17%	0	58
Precinct 5002	1589	8622	931	910 97.74%	21 2.26%	0	658
Precinct 5003	290	1325	186	182 97.85%	4 2.15%	0	104
Precinct 5004	1992	7154	1161	1146 98.71%	15 1.29%	0	831
Precinct 5006	1012	4262	625	614 98.24%	11 1.76%	0	387
Precinct 5007	880	4346	498	484 97.19%	14 2.81%	0	382
Precinct 5105	44	177	24	24 100.00%	0 0.00%	0	20
Precinct 5107	189	556	99	92 92.93%	7 7.07%	0	90
Precinct 5203	626	2267	271	263 97.05%	8 2.95%	0	355
Precinct 5204	913	3825	471	462 98.09%	9 1.91%	0	442
Total	9278	41661	5287	5188 98.13%	99 1.87%	0	3991

Certificate

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

Tim Scott

Tim Scott, Director of Elections
Multnomah County, Oregon

Canvass Results

May 2017 Special District Election

Run Time 2:47 PM

Run Date 05/31/2017

Clackamas County

Special District Election

5/16/2017

Page 48 of 274

Official results

Registered Voters

55369 of 271779 = 20.37 %

Gresham-Barlow School District, Director, Position 6 (At-Large) - Vote for one - 4 year term

Precinct	Sharon Garner	Cast Votes	Undervotes	Overvotes	Write-in	Election Day Voting Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
400	87	87	121	0	1	209	209	790	26.46 %
401	187	187	192	0	3	382	382	1359	28.11 %
402	204	204	212	0	5	421	421	1477	28.50 %
403	155	155	190	0	5	350	350	1308	26.76 %
404	127	127	154	0	4	285	285	1142	24.96 %
405	21	21	29	0	0	50	50	129	38.76 %
412	24	24	23	0	0	47	47	207	22.71 %
414	21	21	24	0	0	45	45	251	17.93 %
Totals	826	826	945	0	18	1789	1789	6663	26.85 %



FILED COPY OF THE ORIGINAL
 CLERK BY HALL, COUNTY CLERK

210 *Sharon Hall*

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, Oregon 97030-3825

TO: Board of Directors

FROM: Jim Schlachter

DATE: June 8, 2017

RE: No. 28 - Date, Time and Place of 2017-18 Board Meetings

EXPLANATION: Policy BC/BCA requires the board to provide for the date, time and place of its regular meetings for the fiscal year not later than July of each year. For this reason, the proposed 2017-18 Board Meeting Schedule is being presented for first reading in June, and the recommendation for second reading and adoption will be presented in July.

Attached is a proposed calendar for 2017-18 board meetings, which includes DAC meetings and budget committee meetings. The dates are consistent with the 2016-17 schedule.

The administration also proposes that, according to tradition, there will be a board planning session/retreat in August in lieu of a regular meeting.

(Note: The 2017-18 proposed calendar includes July and August of the 2018-19 school year for planning purposes.)

The board's regular business meetings are typically held at the Public Safety and Schools building, 1331 NW Eastman Parkway, Gresham, Oregon. Work sessions are traditionally held at the Center for Advanced Learning (CAL), 1484 NW Civic Drive, Gresham, Oregon. When exceptions to this practice occur, advance notifications are published.

PRESENTER: Jim Schlachter

SUPPLEMENTARY MATERIALS: A list of proposed dates for regular board meetings, board work sessions, DAC meetings, and budget committee meetings

RECOMMENDATION: The administration recommends the board review the proposed 2017-18 Board Meeting Schedule for first reading.

REQUESTED ACTION: No action is required at this time. Adoption will be requested at the July meeting.

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2017-18 Regular Board Meeting Schedule – *First Reading June 8, 2017*

Note: These Meetings are Typically on Thursday Evenings (Exceptions are Noted)

Date	Work Session	Business Meeting	Planning Retreat	DAC Meeting	Budget Meetings
July 6, 2017	6 p.m.	7 p.m.			
Aug. 24-25, 2017 (Thurs./Fri.)			Time TBD		
September 7, 2017	6 p.m.	7 p.m.			
September 14, 2017	6 p.m.				
September 21, 2017				7 p.m.	
September 28, 2017	6 p.m.				
October 5, 2017	6 p.m.	7 p.m.			
October 19, 2017	6 p.m.				
October 26, 2017				7 p.m.	
November 2, 2017	6 p.m.	7 p.m.			
November 16, 2017				7 p.m.	
November 30, 2017	6 p.m.				
December 7, 2017	6 p.m.	7 p.m.			
December 14, 2017	6 p.m.				
January 4, 2018	6 p.m.	7 p.m.			
January 11, 2018				7 p.m.	
January 18, 2018	6 p.m.				
February 1, 2018	6 p.m.	7 p.m.			
February 9, 2018 (Fri.)			Time TBD		
February 15, 2018				7 p.m.	
February 22, 2018	6 p.m.				
March 1, 2018	6 p.m.	7 p.m.			
March 8, 2018	6 p.m.				
March 15, 2018				7 p.m.	
March 22, 2018 (Budget 101)					7 p.m.
April 5, 2018	6 p.m.	7 p.m.			
April 12, 2018	6 p.m.				
April 19, 2018				7 p.m.	
April 26, 2018	6 p.m.				
May 3, 2018	6 p.m.	7 p.m.			
May 10, 2018					7 p.m.
May 17, 2018 (If Needed)					7 p.m.
May 24, 2018	6 p.m.				
May 31, 2018				6 p.m. BBQ 7 p.m. DAC Meeting	
June 7, 2018	6 p.m.	7 p.m.			6:45 p.m. Budget Hearing
June 14, 2018	6 p.m.				
July 12, 2018	6 p.m.	7 p.m.			
Aug. 23-24, 2018 (Thurs./Fri.)			Time TBD		

Note: Thursday evenings not scheduled above will be reserved for the addition of special work sessions and/or business meetings as needed.
If additional meetings are scheduled, advanced notices and agendas will be posted accordingly.

Center for Advanced Learning (CAL)
1484 NW Civic Drive
Gresham, OR 97030-5564

Gresham-Barlow School District Administration Office
Public Safety and Schools Building
1331 NW Eastman Parkway
Gresham, OR 97030-3825

Each District Advisory Council meeting is held at a different school. Please see the DAC schedule, or call the admin. office at 503-261-4558, for

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Mike Schofield

DATE: June 8, 2017

RE: No. 29 – Paid Lunch Equity for 2017-2018

EXPLANATION: A recommendation regarding Paid Lunch Equity for 2017-2018 was presented for first reading at the May 4, 2017, board meeting with the following explanation:

As required by the United States Department of Agriculture, all local education agencies (LEAs), regardless of current lunch prices, must annually review paid lunch prices to ensure compliance. The USDA provides a tool to determine compliance called the Paid Lunch Equity Tool. This requirement is in effect to ensure USDA funds are not subsidizing paid lunch amounts.

The LEA is considered noncompliant when the average paid lunch price is less than the difference between the free and paid federal reimbursement rates, currently \$2.86. If the weighted average paid lunch price is less than that amount, LEAs must take action. The district has three options:

1. Increase paid lunch prices, or
2. Contribute non-Federal funds to the food service account, or
3. Increase the paid lunch by a smaller amount and contribute the remaining amount using non-Federal funds.

This recommendation is now being presented for second reading and adoption.

PRESENTER: Mike Schofield

SUPPLEMENTARY MATERIALS: Cafeteria Pricing Comparison (2013-2014 – 2016-2017, and proposed 2017-2018)

Board of Directors
Re: No. 29 – Paid Lunch Equity for 2017-2018
June 8, 2017
Page 2

RECOMMENDATION: The administration recommends board action to increase lunch prices by \$0.10 effective July 1, 2017, as presented for second reading.

REQUESTED ACTION: Move to approve a \$0.10 increase for elementary, middle, and high school paid lunch prices for the 2017-2018 school year effective July 1, 2017.

MS:lc

Cafeteria Pricing Comparison

Proposed 2017-2018	Breakfast			Lunch		
School District	Elementary	Middle	High	Elementary	Middle	High
Gresham Barlow	\$1.00	\$1.25	\$1.25	\$2.40	\$2.65	\$2.80

2016-2017	Breakfast			Lunch		
School District	Elementary	Middle	High	Elementary	Middle	High
Centennial	\$1.00	\$1.00	\$1.00	\$2.20	\$2.40	\$2.40
Park Rose	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gresham Barlow	\$1.00	\$1.25	\$1.25	\$2.30	\$2.55	\$2.70
David Douglas	\$0.00	\$0.00	\$0.00	\$2.60	\$2.90	\$2.90
Reynolds	\$1.15	\$1.40	\$1.40	\$2.60	\$2.80	\$2.95
Portland	\$1.35	\$1.35	\$1.35	\$2.70	\$2.95	\$3.20
North Clackamas	\$1.95	\$2.00	\$2.15	\$2.90	\$3.20	\$3.50
Oregon Trail	\$1.50	\$1.50	\$1.50	\$2.65	\$2.75	\$2.95

2015-2016	Breakfast			Lunch		
School District	Elementary	Middle	High	Elementary	Middle	High
Centennial	\$1.00	\$1.00	\$1.00	\$2.15	\$2.30	\$2.30
Park Rose	\$0.00	\$0.00	\$1.60	\$0.00	\$0.00	\$2.60
Gresham Barlow	\$1.00	\$1.25	\$1.25	\$2.20	\$2.45	\$2.60
David Douglas	\$0.00	\$0.00	\$0.00	\$2.45	\$2.75	\$2.75
Reynolds	\$1.05	\$1.30	\$1.30	\$2.45	\$2.65	\$2.90
Portland	\$1.35	\$1.35	\$1.35	\$2.70	\$2.95	\$3.20
North Clackamas	\$1.95	\$2.00	\$2.15	\$2.90	\$3.20	\$3.50
Oregon Trail	\$1.50	\$1.50	\$1.50	\$2.55	\$2.75	\$2.95

2014-2015	Breakfast			Lunch		
School District	Elementary	Middle	High	Elementary	Middle	High
Centennial	\$1.00	\$1.00	\$1.00	\$2.10	\$2.25	\$2.25
Park Rose	\$0.00	\$0.00	\$1.50	\$0.00	\$2.25	\$2.40
Gresham Barlow	\$1.00	\$1.25	\$1.25	\$2.10	\$2.35	\$2.50
David Douglas	\$0.00	\$0.00	\$1.00	\$2.35	\$2.65	\$2.65
Reynolds	\$1.05	\$1.30	\$1.30	\$2.38	\$2.60	\$2.85
Portland	\$1.35	\$1.35	\$1.35	\$2.70	\$2.95	\$3.20
North Clackamas	\$1.80	\$1.85	\$2.00	\$2.75	\$3.05	\$3.35
Oregon Trail	\$1.50	\$1.50	\$1.50	\$2.45	\$2.65	\$2.90

2013-2014	Breakfast			Lunch		
School District	Elementary	Middle	High	Elementary	Middle	High
Centennial	\$1.00	\$1.00	\$1.00	\$2.00	\$2.20	\$2.20
Park Rose	\$0.00	\$0.00	\$1.50	\$2.00	\$2.25	\$2.40
Gresham Barlow	\$1.00	\$1.25	\$1.25	\$2.00	\$2.25	\$2.40
David Douglas	\$0.00	\$0.00	\$1.00	\$2.25	\$2.55	\$2.55
Reynolds	\$1.05	\$1.30	\$1.30	\$2.28	\$2.50	\$2.75
Portland	\$1.25	\$1.25	\$1.25	\$2.60	\$2.85	\$3.10
North Clackamas	\$1.65	\$1.70	\$1.85	\$2.60	\$2.90	\$3.20
Oregon Trail	\$1.50	\$1.50	\$1.50	\$2.35	\$2.55	\$2.80

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Mike Schofield

DATE: June 8, 2017

RE: No. 30 – Bond: Gresham High School Renovation/Replacement Project

EXPLANATION: A recommendation regarding the Gresham High School Renovation/Replacement Project was presented for first reading at the June 1, 2017, board meeting with the following explanation:

Based on input from the City of Gresham Design Commission and other community feedback, the administration created a Gresham High Review Team to evaluate options for the design of Gresham High School. The options reviewed included:

1. “New Era,” a design similar to the design shared with the Board on April 6, 2017;
2. “Honor the Past,” a design that incorporates and replicates several elements from the existing building; and
3. “Save the Façade,” a design that keeps nearly all the existing Main Street façade and builds new behind the façade.

The analysis of the options included the following:

1. Bond Goals (authorized by the voters);
2. Gresham High School Goals/Outcomes (developed by GHS students and staff);
3. Impacts during construction (safety and security, teaching and learning, schedule and phasing); and
4. Current Construction Cost Estimates (costs contingent on options selected).

Site plans and elevations for each option evaluated were presented at the meeting on June 1, 2017, and the board heard public comment regarding the façade at Gresham High School.

PRESENTER: Mike Schofield

SUPPLEMENTARY
MATERIALS:

None

RECOMMENDATION:

The administration does not believe it is a wise use of taxpayer money to spend \$16 million to save the existing facade given the cost and resulting program limitations. However, the administration feels it is important to honor the past by incorporating key elements through deconstruction and/or reconstruction of important features, where appropriate, while using contemporary design and an interior layout that meets the program needs of our students and the budget demands of the school bond program as approved by the taxpayers in our district.

As indicated at the June 1 board meeting, the administration will meet with the Gresham Historical Society to discuss options for preserving or displaying important parts of the history of Gresham High School and other historic buildings owned by the district.

REQUESTED ACTION:

Move to direct the administration to proceed with a building design that honors the past and incorporates key elements through deconstruction and/or reconstruction of important features, where appropriate, and use contemporary exterior design and an interior layout that meets the program needs of our current and future generations of students, and meets the budget demands of the November 2016 school bond program as approved by the taxpayers in our district.

MS:lc

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter
Teresa Ketelsen

DATE: June 8, 2017

RE: No. 31 – Policy Revision: EFA, Local Wellness Program

EXPLANATION: The revisions to policy EFA, Local Wellness Program, reflect the new rules for the Healthy Hunger-Free Kids Act of 2010 released by the U.S. Department of Agriculture. The policy is required for districts that participate in the Child Nutrition Programs with Oregon Department of Education (ODE) and are effective June 30, 2017. This policy will be required as part of the ODE child nutrition audit beginning with the 2017-18 school year.

The board reviewed proposed revisions to policy EFA at the June 1, 2017, board work session. New required components in the proposed policy include:

- An implementation plan that delineates roles, responsibilities, timelines, goals and objectives of a wellness program;
- Identifies needed records to document compliance with the policy's requirements;
- An annual notification to the public of the policy and level of compliance at each school;
- A triennial progress assessment to evaluate compliance with the local wellness policy. The district will actively notify households of the availability of the triennial progress report.
- Any food and beverages marketed or promoted to students on the school campus during the school day need to meet the nutrition standards set by USDA and the Oregon Smart Snack Standards.

PRESENTER: Teresa Ketelsen

SUPPLEMENTARY MATERIALS: 1. Current Policy EFA (to be deleted), Local Wellness Program
2. Proposed Policy EFA (its replacement), Local Wellness Program

Board of Directors

Re: No. 31 – Policy Revision: EFA, Local Wellness Program

June 8, 2017

Page 2

RECOMMENDATION: The administration recommends board approval of the deletion of its current policy EFA and replace it with proposed policy EFA, as presented for second reading.

REQUESTED ACTION: Move to approve the deletion of current policy EFA, Local Wellness Program, and replace it with proposed policy EFA, as presented for second reading.

TK:lc

Gresham-Barlow SD 10

Code: **EFA**
Adopted: 6/01/06
Readopted: 5/01/14; 4/07/16

Local Wellness Program

Childhood obesity has become an epidemic in Oregon as well as throughout the nation. Research indicates that obesity and many diseases associated with obesity are largely preventable through diet and regular physical activity. Healthy eating patterns and increased physical activity are essential for students to achieve their academic potential, full physical and mental growth and lifelong health and well-being.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent or designee shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the commitment to providing adequate time for instruction that promotes healthy eating through nutrition education, serving healthy and appealing foods at district schools, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.

The input of staff (including but not limited to, physical education and school health professionals), students, parents, the public, representatives of the school food authority and public health professionals will be encouraged. The superintendent or designee will develop administrative regulations as necessary to implement the goals of this policy throughout the district.

Nutrition Promotion and Nutrition Education

Nutrition promotion supports the integration of nutrition education throughout the school environment. Nutrition education topics shall be integrated into the sequential, comprehensive health education curriculum as taught in the Pre-K-8 and high school program and other subject areas as appropriate.

Nutrition Guidelines

District schools will be proactive in encouraging students to make nutritious food choices. All food and beverage items sold to students in a K-12 public school as part of the regular or extended school day shall meet the minimum state and federal standards. Exceptions to this requirement include items that are part of the USDA National School Lunch Program or School Breakfast Program. Other exceptions are foods and beverages provided in the following instances:

1. When the school is the site of school-related events or events for which parents and other adults are a significant part of an audience; or
2. The sale of food or beverage items before, during or after a sporting event, interscholastic activity, a play, band or choir concert.

The district's nutrition and food services operation should be financially self-supporting, it recognizes, however, that the nutrition program is an essential educational and support activity. Therefore, budget

neutrality or profit generation must not take precedence over the nutrition needs of its students. In compliance with federal law, the district's NSLP and SBP shall be nonprofit.

The superintendent or designee is directed to develop administrative regulations, to implement this policy, that address all food and beverage items sold and/or served in district schools, including provisions for staff development, family and community involvement and program evaluation. These food and beverage items include competitive foods, snacks and beverages sold from vending machines and school stores, and similar food and beverage items from fund-raising activities and refreshments that are made available at school parties, celebrations and meetings. Only commercially prepared foods will be served or sold at school parties, events or activities. Homemade goods may not be offered in any school setting where students are the predominant recipient (e.g., classroom treats, school fund raisers). Closed group settings (e.g., specific team gatherings, cast parties, committee/parent groups) may include clearly identified non-commercially prepared items and must be labeled with the provider name.

Physical Activity

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program for grades pre-K through 12. Physical activity should include regular instructional physical education as well as co-curricular activities and recess. The district will develop and assess student performance standards in order to meet the Oregon Department of Education's physical education content standards. The district will make school facilities available to the community and student groups outside of school hours to promote and encourage physical activity and good nutrition.

Reimbursable School Meals

The district may enter into an agreement with the Oregon Department of Education (ODE) to operate reimbursable school meal programs. The superintendent or designee will develop administrative regulations as necessary to implement this policy and meet the requirements of state and federal law. These guidelines shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and section 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)(0).

Other School-Based Activities

The district will promote district and community based activities that foster healthy eating and create environments that promote physical activity. Families and the community will be encouraged to provide healthy food choices in all situations where food is served. Educational workshops, screenings and literature related to healthy food choices and physical activity may be offered to families.

Evaluation of the Local Wellness Policy

The Board will review the development, implementation and effectiveness of practices set forth in this policy annually with input from staff (including but not limited to, physical education and school health professionals), parents, students, representatives of the school food authority, school administrators, and the public. In an effort to measure the implementation of this policy the Board designates the districts' principals as the individuals who will be responsible for ensuring each school meets the goals outlined in this policy. The district will make available to the public, annually, an assessment of the implementation, including the extent to which the schools are in compliance with policy, how the policy compares to model policy and a description of the progress being made in attaining the goals of this policy.

END OF POLICY

Legal Reference(s):

[ORS 329.496](#)
[ORS 332.107](#)
[ORS 336.423](#)

[OAR 581-051-0100](#)
[OAR 581-051-0305](#)
[OAR 581-051-0306](#)

[OAR 581-051-0310](#)
[OAR 581-051-0400](#)

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b.
National School Lunch Program, 7 C.F.R. Part 210.
School Breakfast Program, 7 C.F.R. Part 220.

Cross Reference(s):

EFAA - District Nutrition and Food Services

Gresham-Barlow SD 10

Code: EFA
Adopted:

Local Wellness Program

The district is committed to the optimal development of every student and believes that a positive, safe and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental and social success.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that fosters healthy eating through nutrition education and promotion, serving healthy and appealing foods at district schools, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.

The input of staff (including, but not limited to, physical education and school health professionals), students, parents, the public, the Board, school administrators, representatives of the school food authority and public health professionals will be encouraged in the development of wellness policy. The superintendent or designee will develop administrative regulations as necessary to implement the goals of the local wellness plan and ensure compliance of such policy.

WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT

Implementation Plan

The district shall develop and maintain a plan to manage and coordinate the implementation of this wellness policy.

The plan will:

1. Delineate roles, responsibilities, actions and timelines specific to each school;
2. Include information about who will be responsible to make what change, by how much, where and when;
3. Include specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, and in food and beverage marketing; and
4. Include specific goals and objectives for nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness.

In an effort to measure the implementation of this policy, the Board designates the superintendent as the person who will be responsible for ensuring each school meets the goals outlined in this policy.

Record Keeping

The district will retain the following records to document compliance with the requirements of the wellness policy at the district's administrative offices.

1. The written wellness policy;
2. Documentation demonstrating that the policy has been made available to the public;
3. Documentation of efforts to review and update the local wellness policy, including an indication of who is involved in the update and the methods the district uses to make stakeholders aware of their ability to participate;
4. Documentation to demonstrate compliance with the annual public notification requirements;
5. The most recent assessment on the implementation of the local wellness policy;
6. Documentation demonstrating the most recent assessment on the implementation of the local wellness policy has been made available to the public.

Annual Notification of Policy

The district will make available to the public annually, an assessment of the implementation, including the extent to which the schools are in compliance with policy, how the policy compares to model policy and a description of the progress being made in attaining the goals of the policy. The district will make this information available through the district website and/or districtwide communications. The district will also publicize the name and contact information of the district or school official(s) leading and coordinating the policy, as well as information on how the public can get involved with the local wellness policy.

Triennial Progress Assessments

At least once every three years, the district will evaluate compliance with the local wellness policy, to assess the implementation of the policy and produce a triennial progress report that will include:

1. The extent to which schools under the jurisdiction of the district are in compliance with the policy;
2. The extent to which the district's policy compares to model wellness policy; and
3. A description of the progress made in attaining the goals of the district's policy.

The district will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The district will update or modify the local wellness policy based on the results of the triennial assessments and/or as district priorities change; community needs change; wellness goals are met; new health science, information and technology emerge; and new federal or state guidance or standards are issued. The local wellness policy will be assessed and updated as indicated at least every three years following the triennial assessment.

Community Involvement, Outreach and Communications

The district will actively communicate ways in which the community can participate in the development, implementation and periodic review and update of the local wellness policy through a variety of means appropriate for the district. The district will also ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

NUTRITION PROMOTION AND NUTRITION EDUCATION

Nutrition promotion and nutrition education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, by creating food environments that encourage healthy nutrition choices and by encouraging participation in school meal programs. Students and staff will receive consistent nutrition messages throughout the school environment. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by staff, teachers, parents, students and the community.

School Meals

All schools within the district participate in U.S. Department of Agriculture (USDA) child nutrition programs, administered through the Oregon Department of Education (ODE), including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), Summer Food Service Program (SFSP), Supper programs or others. The district also operates additional nutrition-related programs and activities including Farm-to-School programs, Breakfast in the Classroom, Mobile Breakfast carts or Grab 'n' Go Breakfast.

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition Professionals.

Water

Free, safe, unflavored, drinking water will be available to all students throughout the school day and throughout every school campus. The district will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards². These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

Celebrations and Rewards

All foods offered on the school campus are encouraged to meet the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, classroom snacks brought by parents, rewards and incentives.

Fund Raising

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fund raisers on the school campus during the school day.

Food and Beverage Marketing in Schools

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards.

“Food and beverage marketing” is defined as advertising and other promotion in schools. Food and beverage marketing often includes an oral, written or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

PHYSICAL ACTIVITY

Physical activity should be included in the school’s daily education program for grades pre-K through 12 and include regular, instructional physical education, as well as co-curricular activities and recess.

The Board realizes that a quality physical education program is an essential component for all students to learn about and participate in physical activity. The district will develop and assess student performance standards in order to meet the ODE’s physical education content standards.

Other Activities that Promote Student Wellness

²[Oregon Department of Education, Oregon Smart Snacks Standards](#)

The district will integrate wellness activities throughout the entire school environment (districtwide), not just in the cafeterias, other food and beverage venues and physical activity facilities. The district will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complimentary, not duplicated and work toward the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

END OF POLICY

Legal Reference(s):

[ORS 329.496](#)

[ORS 332.107](#)

[ORS 336.423](#)

[OAR 581-051-0100](#)

[OAR 581-051-0305](#)

[OAR 581-051-0306](#)

[OAR 581-051-0310](#)

[OAR 581-051-0400](#)

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b.

National School Lunch Program, 7 C.F.R. Part 210.

School Breakfast Program, 7 C.F.R. Part 220.

GRESHAM-BARLOW SCHOOL DISTRICT
1331 NW Eastman Parkway
Gresham, OR 97030-3825

TO: Board of Directors

FROM: Jim Schlachter

DATE: June 8, 2017

RE: No. 32 - Board Representation at Commencements

EXPLANATION: Traditionally, the board has had two representatives at each high school graduation ceremony to assist in the recognition of graduating students. In order to have board members' names listed in the graduation programs, action is taken in February each year to identify which board members will participate at each ceremony.

This year, commencement dates and board representation have been identified as follows:

Sorted by <u>Date</u>					
School	Date		Time	Location	Board Representative(s)
CAL-ebraction	Thurs.	05-18-17	6:00 pm	Mountain View Christian Church	None Required
Rosemary Anderson HS-East	Thurs.	06-08-17	6:00 pm	Emmanuel Temple Church, No. Portland	None Required
Sam Barlow HS	Tues.	06-13-17	5:00 pm	Coliseum	Carla Piluso Kathy Ruthruff
Gresham HS	Tues.	06-13-17	8:30 pm	Coliseum	Kris Howatt John Hartsock
Adult Program	Wed.	06-14-17	7:00 pm	District Office Council Chambers	Matt O'Connell Carla Piluso
Metro East Web Academy	Wed.	06-14-17	7:00 pm	East Hill Church	None Required
Springwater Trail HS	Thurs.	06-15-17	7:00 pm	Sam Barlow HS	Kent Zook Sharon Garner

PRESENTER: Jim Schlachter

SUPPLEMENTARY
MATERIALS: None

RECOMMENDATION: This report is being provided as information only.

REQUESTED ACTION: No formal action is required

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