

Andy Bellando
Interim Superintendent

2019-20
Board of Directors

Michael Blanchard

Michael Bollman

Dave Hunt

Matt Posey

Jon Woods

Board Secretary
Juli Lichtenberger

Please join us at our school board meetings. Unless otherwise scheduled the board meets the second and fourth Mondays of the month.

District Office
Board Room
6:30 p.m.

Mission Statement
Our mission is to provide the highest quality education, ensuring every student develops the academic, functional, professional-technical, and social-emotional skills necessary to succeed in life.

Dallas School District
111 SW Ash Street
Dallas OR 97338

503.623.5594 ph
503.623.5597 fax

Agenda
Board Meeting
December 10, 2019
Work Session - 3:00 p.m.
Board Meeting - 4:00 p.m.
Dallas High School Library

Work Session with Dallas High School Staff

- **Introductions**
- **What student data are we reviewing during PLC time to identify individual student needs?**
- **What are we doing when individual student growth is not happening?**
- **What's most important to you as a staff?**
- **What is working for you and what is not?**

1.0 Welcome/Pledge of Allegiance

2.0 Approval of the Agenda

3.0 Good News

- 3.1 AJ Shafer is the DHS November 2019 Rotary Student of the Month. Congratulations AJ!
- 3.2 DHS student, Sarah Baer, is one of our nation's 2020 National Merit Scholarship Commended Student. Congratulations Sarah!
- 3.3 Congratulations to the DHS Cheer Team, they took 3rd place at the McMinnville Invitational completion!
- 3.4 Lyle's new climbing wall as installed in the gym. The wall was purchased by Lyle's PTC with jog-a-thon proceeds.

4.0 Student Report – Miriam Johnson (Board Goal 1)

5.0 Public Comment

6.0 Announcements

- 6.1 December & January Calendars 303
- 6.2 Citizens Oversight Committee Meeting, December 16, 2019 at 6:00 p.m.
- 6.3 No board meeting December 23, 2019 – Winter Break
- 6.4 Next board meeting will be January 13, 2020 at 6:30 p.m.
- 6.5 Finance Committee Meeting December 19, 2019 at 6:30 p.m.

7.0 Consent Agenda

- 7.1 Approval of November 25, 2019, Board Minutes 305
- 7.2 Staffing Report

8.0 Financial Report – Debbie MacLean (Board Goal 3) 310

9.0 Resolution #19-20-04 To Transfer Funds to Debt Service Fund 302: From Facilities, Repairs & Maintenance Fund 102 (Board Goal 3) 314

10.0	Superintendent Search Proposals and Procedural Steps	
10.1	NextUp Leadership & Oregon School Boards Association	315
10.2	Human Capital Enterprises	347
11.0	Advisory Committees (Board Goal 3)	355
12.0	Policies Second Reading (Board Goal 1)	
12.1	ADA – Mission, Promise, and Vision Statement	358
13.0	Student Success Act Update – Andy Bellando & Shannon Ritter	360
14.0	Reports	
14.1	Facilities Project Update – Bob Archer (Board Goal 2)	361
14.2	Enrollment Report (Board Goal 3)	363
14.3	Charter Schools Enrollment Reports	365
14.4	Charter Schools Budget Reports	367
14.5	Charter Schools Minutes and Agendas	376
15.0	Executive Session per ORS 192.660	
	(h) To Confer with Legal Counsel Regarding Pending Litigation or Litigation Likely to Be Filed	
16.0	Adjourn	

Working together for all students to achieve high levels of learning



Public Participation in Board Meetings

During each school board meeting, the agenda has been set to include an item titled “public comment.” It is during this portion of the agenda the public can comment on any item that is or is not on the agenda.

Because of the nature of the Board’s work, it is typical that the Board will hear from a patron. Public participation is a time for the Board to listen, not a time for discussion or responding to questions, as the Board needs adequate time to process the information received to ensure proper steps are taken going forward. The Board may direct questions to district administrative staff to respond to after the meeting. If input is given related to an action item later in the agenda, the Board will use the input during their discussion or deliberation of that specific item.

The Board cannot hear complaints about specific school personnel during an open meeting. If a patron has a specific complaint against district personnel, the board chair or the superintendent can direct the patron to the appropriate complaint process governed by board policy.

If you wish to address the Board, please fill out the request for public comment form available outside the board room. If the meeting has started and you decide you would like to provide public comment, please alert the administrator who was the greeter or the board secretary with your request by simply handing them the public participation form. This will be directed to the board chair.

Thank you for taking an interest in student education.

All public meetings, assemblies and celebrations held by the Dallas School District 2 are required to be accessible to persons with disabilities under Title II of the Americans with Disabilities Act (ADA). Accommodations are available upon request to persons who require alternatively formatted materials or auxiliary aids to ensure effective communication and access to events. Please allow at least 10 business days to arrange for accommodations. All requests should be sent to:

DO Reception
Dallas School District 2
111 SW Ash Street
Dallas, OR 97338
503-623-5594

Or: e-mail compliance.officer@dspd2.org

Andy Bellando, Interim Superintendent

Board of Directors: Michael Blanchard • Michael Bollman • Dave Hunt • Matt Posey • Jonathan Woods

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 Oakdale Site Council 2:30 p.m.	6	7
8	9	10 Lyle Site Council 7:30 a.m. Work Session at Dallas High School 3:00 p.m. & Board Meeting at 4:00 p.m.	11	12	13	14
15	16 Citizens Oversight Committee 6:00 p.m.	17	18	19 Finance Committee 6:30 p.m.	WINTER BREAK	
22	23 No Board Meeting	24	25	26	27	28
WINTER BREAK Back to School January 6, 2020						
29	30	31				
WINTER BREAK Back to School January 6, 2020						

January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Board Appreciation Month!			1	2	3	4
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> WINTER BREAK Back to School January 6, 2019 </div>						
5	6	7	8	9 Oakdale Site Council 2:30 p.m.	10	11
12	13 Board Meeting 6:30 p.m.	14	15	16 Finance Committee 6:30 p.m.	17	18
19	20 Holiday No School Citizens Oversight Committee 6:00 p.m.	21	22	23	24 District Assessment Day No School	25
26	27 District Planning Day No School	28 Lyle Site Council 2:30 p.m. Work Session at LaCreole 2:45 p.m. Board Meeting at LaCreole 3:45 p.m.	29	30	31	

**Minutes
Board Meeting
November 25, 2019
Work Session at Morrison – 3:00 p.m.
Board Meeting – 4:00 p.m.
Dallas School District Board Room**

Present: Michael Blanchard, Jon Woods, Dave Hunt, Matt Posey, Mike Bollman, Andy Bellando, Juli Lichtenberger, Dennis Engle, Autymn Galbraith, Jamie Richardson

Visitors: Morrison Staff and students, Pally Mann, Debbie McCleery

Work Session with Morrison Staff

- **Introductions**
Students and staff introduced themselves.
- **What student data are we reviewing during PLC time to identify individual student needs?**
Judy Stuck, Lead Teacher for Morrison, was introduced. Judy came back to Dallas School District this year. Bill Fischer shared what his role at Morrison is. During PLCs several factors are looked at and discussed from attendance to work product, and transcripts.
- **What are we doing when individual student growth is not happening?**
Melissa Glazner, teacher, shared what she does at Morrison. She shared that all staff members are advisors for the students. Morrison staff have a variety of interventions that include getting the student involved right away to help problem solve.
- **What's most important to you as a staff?**
Morrison staff and students work together to create a positive culture of respect and pride. Through teaching of journalism, the students have created a school newspaper. Students go on monthly field trips to expose them to other opportunities and possibilities. Building relationships is a primary focus for all staff. Students came to Morrison from many difficult family situations. Staff thanked the Board for the continued support of the program.
- **What is working for you and what is not?**
Polk County Mental Health support including the internship program, Kindness Club, mentors, and community project connections are valued and working well.

Annette Anderson shared the various work she does and how much she loves what she does at Morrison. It takes a village to close the gap for these students. Any other than a team approach does not work.

Debbie McCleery, Kindness Club, shared that of the 129 students supported by the club, 35 are Morrison students. The club wants to make the students feel valued.

Ann Tilgner, shared what her role at Morrison is. Ann shared some data regarding the student population at Morrison. What has been gained from the research was an overwhelming sense of the students needing a place to heal from whatever crisis they felt and experienced.

Rebecca Penna, art teacher, is in the building for a few sessions. She loves working with the kids and gets as much from them as they get from her.

Current Morrison students spoke about their experiences and shared some of their writing. A former family member shared their experience with Morrison and thanked the staff.

Regular Board Meeting

Present: Michael Blanchard, Jon Woods, Dave Hunt, Mike Bollman, Matt Posey, Andy Bellando, Juli Lichtenberger, Dennis Engle, Todd Baughman, Tim Ray, Bob Archer, Debbie MacLean, Jamie Richardson, Autymn Galbraith

Visitors: Lee Schlenker, Melissa Glazner, Rich Slack, Pally Mann, Jolene Guzman, Dorie Vickery, Ryan Rowley, Jessica Dehm, Bob Lesh

1.0 Welcome/Pledge of Allegiance

2.0 Approval of the Agenda

Mike Bollman moved to approve the agenda as presented, seconded by Matt Posey. The motion passed unanimously.

3.0 Good News

- 3.1 DHS Theater received a free book for each student in our elementary schools from the publisher of the children's play being performed in December. Thank you to the author of the Tree House Book series, Mary Pope Osborn!
- 3.2 DHS Boys Cross Country Team placed 2nd at the District Meet and qualify for the State Championship
- 3.3 Toby Ruston was Named District Champion in Boys Cross Country
- 3.4 DHS Varsity Football Qualified for State Playoffs
- 3.5 AJ Shafer is the DHS Rotary Student of the Month for November 2019
- 3.6 Morrison recently held an awards assembly. Numerous students were presented with awards for academic excellence, attendance, respect and cooperation, serving the community, and creating a school newspaper. Forty-eight students were given awards for perfect attendance

- 3.7 Katie Bradley, 4th grade teacher at Whitworth, was selected by Fox 12 as a Classroom of the Month!
- 3.8 LaCreole hosted the Innovate Dallas Sparks 2019 event
- 3.9 Two students from each class at Lyle will be participating in the holiday 'Shop with a Cop' program this December.
The DHS New Options class did a nice Thanksgiving feast for staff last week.
A large wrestling tournament for young athletes was held at LaCreole. There were approximately 400 wrestlers.

4.0 Public Comment

Bob Lesh addressed the Board regarding school security.

Melissa Glazner addressed the Board regarding scholarships being offered by the OEA Foundation.

5.0 Student Report – Miriam Johnson (Board Goal 1)

No student report.

6.0 FFA National Convention Report (Board Goal 1)

Cheyenne McBeth, Ivy Dunton, and Molly Burger shared their experience at the recent FFA National Convention.

7.0 Announcements

- 7.1 November & December Calendars
- 7.2 Citizens Oversight Committee Meeting, December 16, 2019 at 6:00 p.m.
- 7.3 Next board meeting will be Tuesday, December 10, 2019 at 4:00 p.m. at Dallas High School following a Work Session at 3:00 p.m.
- 7.4 Finance Committee Meeting, December 19, 2019 at 6:30 p.m.

8.0 Consent Agenda

- 8.1 Approval of October 28, 2019, Board Minutes
Dave Hunt moved to approve the consent agenda as presented, seconded by Matt Posey. The motion passed unanimously.

9.0 Financial Report – Debbie MacLean (Board Goal 3)

Debbie MacLean, Director of Fiscal Services, shared the fiscal report month ending October, 2019. The report reflects a reduction in the ending fund balance due to additional positions necessary for the safety of staff and students as well as a reduction in the High Cost Disability Grant funding. Debbie shared good news with the Board. The first rebate from P Card purchases was received. A donation of \$1,000 was received from a patron for the student negative meal accounts.

10.0 State Report Card (Board Goal 1)

Andy Bellando, Interim Superintendent, shared the At-A-Glance District Profile for Dallas School District for the 2018-19 school year. School buildings have shared their At-A-Glance profile with parents.

11.0 Superintendent Search Proposals and Procedural Steps

Michael Blanchard, Board Chair, shared two proposals recently received from NextUp Leadership & Oregon School Board Association as well as Human Capital Enterprises. The proposals include process timelines. The Board discussed extending Andy Bellando's contract for an additional year due to significant processes underway with the Student Success Act and the Long Range Facility Plan. Andy shared he would be willing to consider another year. The Board would like to engage some public comment. Discussion will continue at the next meeting.

12.0 Reports

12.1 Facilities Project Update – Bob Archer (Board Goal 3)

Bob Archer, Director of Facilities shared the facilities/bond work update. Beynon is pleased with the design of the track. A final floor plan for the CTE building will be provided soon for the Board to review.

12.1.1 Long Range Facility Plan

The plan is nearing completion. It is due to Oregon Department of Education (ODE) by the end of December.

12.2 Special Education Update – Autymn Galbraith (Board Goal 1)

Autymn Galbraith, Special Education Director, shared an update with the Board. Daily Living Skills and the Youth Transition Program (YTP) have partnered with several businesses in the community. Dallas School District partners with Central School District in hosting a yearly Transition Fair. Staff collaborate with advocacy groups to support students and families. Trauma informed training continues with staff. Developmental Delay is a new eligibility. Special Education support of Luckiamute Valley Charger School, Dallas Community School and Polk Adolescent Day Treatment Center continues.

12.3 Enrollment Report (Board Goal 3)

Enrollment is up 19 students from last month which is fairly uncommon at this time of the year.

12.4 Charter Schools Enrollment Reports

12.5 Charter Schools Budget Reports

12.6 Charter Schools Board Meeting Minutes and Agendas

13.0 Policies First Reading (Board Goal 1)

13.1 ADA – Mission, Promise, and Vision Statement

Andy Bellando shared the changes to the policy reflect the current narrative. Move to second reading.

14.0 Oregon School Board Association Convention and Election

14.1 OSBA Board of Directors (Board Action)

Brandy Penner from Newberg School District has been nominated for Polk/Yamhill. Mike Bollman moved to approve Brandy Penner to continue her work as OSBA Board of Directors, seconded by Dave Hunt. The motion passed unanimously.

14.2 OSBA Convention Report

Mike Bollman and Matt Posey shared some highlights from the recent OSBA Convention.

15.0 Mandatory Reporter Training for Board Members

Board members were trained on mandatory reporting, a new requirement for board members.

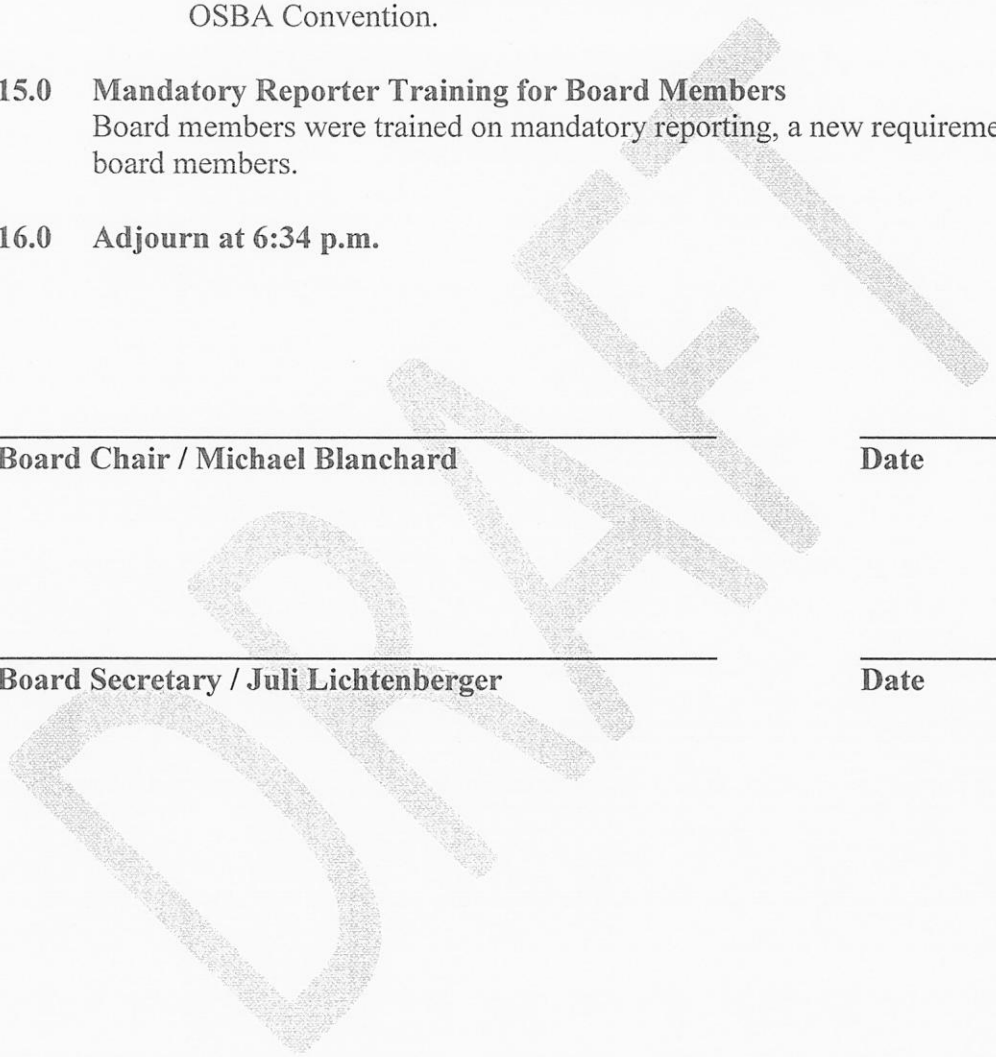
16.0 Adjourn at 6:34 p.m.

Board Chair / Michael Blanchard

Date

Board Secretary / Juli Lichtenberger

Date



Board Staffing Report
December 2019

Date Added	Group	First	Last	Description	Action	Effective Date	Center	Position	Code	Hrs.	FTE	Cal.	History
9/30/2019	Classified	Sara	Gibson	New Hire	new hire	10/3/2019	OH	Special Needs II	E05B	5.5	0.6875	E1	Replaces Rebecca Sybrant
10/23/2019	Classified	Paige	Phelps	New Hire	new hire	10/30/2019	LCMS	Special Needs II	E05B	5.5	0.6875	E1	Replaces Joe Hannan
11/3/2019	Classified	Nicole	Billler	new hire	new hire	11/4/2019	Lyle	EA Classroom	E03A	5	0.625	E2	Replaces Larry Good
11/3/2019	Classified	Mikayla	Manley	new hire	new hire, previously employed	11/8/2019	WW	Special Needs II	E05B	5.5	0.6875	E1	New Hire to meet student needs
11/6/2019	Classified	Anne	Gibson	resignation	resignation	11/15/2019	LCMS	Special Needs II	E05B	5.5	0.6875	E1	Hired 8/26/2019
11/6/2019	Licensed	Autumn	Greenwood	resignation	resignation	6/12/2020	DW	Special Ed Teacher - Autism Consultant		8	1	190	hired 8/25/2014
11/8/2019	Classified	Kristine	Blanchard	New Hire	new hire	11/18/2019	LCMS	Special Needs II	E05B	7.5	0.9375	E1	Replaces Tony Blosser
11/12/2019	Licensed	Yvette	Allen	Retire from DSD	retire	6/12/2020	WW	Special Ed Teacher - ERC		8	1	190	Hired 8/28/1990
11/13/2019	Classified	Dee Anne	Hiebenthal	Retire from DSD	retire from DSD	6/12/2020	WW	Special Needs II	E05B	7	0.875	E1	Hired 9/13/1990
11/13/2019	Classified	Darrel	Hiebenthal	resignation	resignation	6/12/2020	WW	Engineer Specialist I - Elementary	M08A	8	1	A1	Hired 10/10/2005
12/2/2019	Classified	Daisy	Van Hoose	New Hire	new hire	12/9/2019	LCMS	Special Needs II	E05B	5.5	0.6875	E1	replaces Sheila Limas
12/2/2019	Classified	Susan	Metzler	New Hire	new hire	12/9/2019	LCMS	Special Needs II	E05B	5.5	0.6875	E1	replaces Anne Gibson
12/4/2019	Classified	Robyn	Heine	New Hire	new hire, previously employed	12/9/2019	Lyle	Behavior Support	E09E	8	1	E1	New position added for student support
1/12/1900	Licensed	Charlotte	Vidrio	CoS	moving from 1.0 at MC to .5 MC, .5 WW	12/9/2019	MC	ELA Teacher		8	1	190	Change to support Student Needs
							WW	ELA Teacher					

GENERAL FUND										33.3%
Revenue & Resources		Sep-19	Oct-19	Nov-19	YTD Total	Projected	Total Received & Projected	Budget	YTD %	
Beginning Fund Balance		-	-	-	-	1,992,000	1,992,000	1,460,000	0.0%	
Taxes		-	8,796	6,300,794	6,309,591	1,143,609	7,453,200	7,453,750	84.6%	
Interest Income		13,249	11,598	14,217	62,082	62,918	125,000	125,000	49.7%	
State School Funds		2,148,623	2,148,387	2,148,859	12,894,317	12,666,614	25,560,931	25,960,931	49.7%	
Common School Fund		-	-	-	-	309,000	309,000	340,000	0.0%	
Other Sources		14,828	68,030	22,277	121,255	853,486	974,742	1,220,050	9.9%	
Total Revenue		2,176,700	2,236,811	8,486,148	19,387,245	17,027,628	36,414,873	36,559,731	53.0%	
FY 2018-2019		1,981,464	2,042,739	8,669,792	18,564,281					
Expenditures by Object:		Sep-19	Oct-19	Nov-19	YTD Total	Encumbered	Total Expended & Encumbered	Budget	YTD %	
100 Salaries		1,390,541	1,459,184	1,497,168	5,050,161	11,407,494	16,457,655	16,434,446	30.7%	
200 Associated Payroll		849,653	829,154	852,769	3,023,373	6,189,883	9,213,255	9,966,018	30.3%	
300 Services		658,779	623,543	664,043	3,042,864	4,023,381	7,066,245	7,413,726	41.0%	
400 Supplies & Materials		74,132	39,595	37,733	405,134	215,299	620,433	905,700	44.7%	
500 Equipment		-	-	-	-	10,470	10,470	25,000	0.0%	
600 Dues, Fees & Insurance		12,806	2,659	-	201,548	278	201,825	215,030	93.7%	
700 Fund Modifications		-	-	-	-	-	-	10,000	0.0%	
800 Planned Reserve		-	-	-	-	-	-	1,589,811	0.0%	
Not Yet Encumbered/Projected							1,715,095			
Total Expenditures		2,985,911	2,954,135	3,051,712	11,723,079	21,846,805	35,284,978	36,559,731	32.1%	
FY 2018-2019		2,705,762	2,598,876	2,909,269	10,771,109					
Expenditures by Function: (Appropriated)		Sep-19	Oct-19	Nov-19	YTD Total	Encumbered	Total Expended & Encumbered	Budget	YTD %	
1000 Instruction		1,953,436	1,968,518	2,080,561	7,123,101	14,709,980	21,833,081	22,903,494	31.1%	
2000 Support		1,032,475	985,617	971,151	4,599,978	7,136,825	11,736,803	12,056,426	38.2%	
3000 Community Service		-	-	-	-	-	-	-	0.0%	
5000 Transfers		-	-	-	-	-	-	10,000	0.0%	
6000 Contingency		-	-	-	-	-	-	1,589,811	0.0%	
Not Yet Encumbered/Projected							1,715,095			
Total Expenditures		2,985,911	2,954,135	3,051,712	11,723,079	21,846,805	35,284,978	36,559,731	32.1%	
FY 2018-2019		2,705,762	2,598,876	2,909,269	10,771,109					
Current Projection of Ending Fund Balance							1,129,895		3.3%	

INVESTMENTS				
	Sep-19	Oct-19	Nov-19	
LGIP 5703 - SSF/Taxes				
Beginning Balance	5,895,092	5,199,949	4,445,890	
Interest	13,170	11,573	14,176	
Deposits	2,176,689	2,197,608	8,449,004	
Fees	(0)	(0)	(0)	
Withdrawals	(2,885,000)	(2,963,240)	(3,200,000)	
Month-End Balance	5,199,949	4,445,890	9,709,070	
LGIP 5770 - Debt Service				
Beginning Balance	319,373	330,256	334,185	
Interest	678	690	2,147	
Deposit	10,204	3,240	2,409,806	
Fees	-	-	-	
Withdrawals	-	-	(118,587)	
Month-End Balance	330,256	334,185	2,627,551	
LGIP 5018 - Facilities, Repairs & Maintenance				
Beginning Balance	134,192	134,475	134,754	
Interest	283	280	260	
Deposit	-	-	-	
Fees	(0)	(0)	(0)	
Withdrawals	-	-	-	
Month-End Balance	134,475	134,754	135,014	
LGIP 3974 - Track Project				
Beginning Balance	-	1,210,739	1,101,536	
Interest	1,039	2,355	1,863	
Deposit	1,209,700	-	-	
Fees	-	-	-	
Withdrawals	-	(111,557)	(217,813)	
Month-End Balance	1,210,739	1,101,536	885,586	
LGIP 6022 - GO Bonds Series 2017				
Beginning Balance	3,793,982	3,801,939	3,608,289	
Interest	7,958	7,662	6,868	
Deposit	-	-	-	
Fees	-	-	(0)	
Withdrawals	-	(201,312)	(55,995)	
Month-End Balance	3,801,939	3,608,289	3,559,162	
Total Cash Invested in LGIP	10,677,358	9,624,654	16,916,383	
LGIP Interest Rate	2.57%	2.45%	2.34%	
Prior Year Balance	8,123,479	7,369,948	15,600,027	

NOTES ON DEBT SERVICE		
Debt Service GO Bonds - Debt Service Fund		
Principal Outstanding July 1, 2019		10,269,272
Combined Principal Amounts Due	May-20	2,502,228
Combined Interest Amounts Due	Dec-19 / May-20	365,322
Total GO Bond Payments 2019-20		2,867,550
Current Debt Service Fund Balance		2,627,551
Series 2015 final payment due		June 2022
Series 2017 final payment due		June 2024

Notes from the Business Office

Revenue highlights: November property tax collections came in strong for both general fund and GO Bond debt service fund.

Projected ending fund balance: (EFB) is holding steady for the general operating fund with no material changes. As of this report, EFB falls short of 2019-20 EFB restoration target of \$1,589,811 (budgeted in contingency) by \$459,916.

Other Funds:

Please contact the business office 503-623-5594 or visit our website www.dallas.k12.or.us for the most current copy of district financial information.

SUMMARY - ALL FUNDS (except Student Body)		Sep-19	Oct-19	Nov-19	YTD Total	Budget	YTD %
ALL FUNDS	Total Revenue This Month	3,518,998	2,611,128	11,165,591	23,812,103	54,250,223	43.9%
	Total Expense This Month	3,604,915	3,715,831	3,928,648	14,205,094	54,250,223	26.2%
	Excess / (Deficiency) Revenue over Expenditures	(85,917)	(1,104,703)	7,236,943	9,607,009	-	-

FUND 102 FACILITIES, REPAIRS & MAINTENANCE								
Revenue & Resources								
	Sep-19	Oct-19	Nov-19	YTD Total	Expected	Total Projected	Budget	YTD %
Beginning Fund Balance	-	-	-	-	372,000	372,000	410,000	0.0%
Revenue from Local Sources	283	280	260	1,434	2,200	4,500	4,900	29.3%
Revenue from Federal Sources	-	-	-	-	-	-	-	-
Transfers/Sale of Property	-	-	-	-	80,000	80,000	80,000	0.0%
Total Revenue	283	280	260	1,434	454,200	456,500	494,900	0.3%
Expenditures by Function:								
	Sep-19	Oct-19	Nov-19	YTD Total	Encumbered	Total Projected	Budget	YTD %
Instruction - 1000	-	-	-	-	-	-	-	-
Facilities - 2000	12,171	1,950	1,950	28,097	23,941	52,038	84,900	33.1%
Capital Projects - 4000	(4,259)	-	10,866	10,866	-	10,866	200,000	5.4%
Transfers to Other Funds - 5000	-	-	-	-	117,977	117,977	200,000	0.0%
Fac, Rep and Maint - Unap End Fund Bal	-	-	-	-	-	-	10,000	0.0%
Total Expenditures	7,912	1,950	12,816	38,962	141,918	180,880	494,900	7.9%
Projected Ending Balance						275,620		

FOOD SERVICE								
	Sep-19	Oct-19	Nov-19	YTD Total	Expected	Total Projected	Budget	YTD %
Beginning Fund Balance	-	-	-	-	10,000	10,000	10,000	0.0%
Revenue from Local Sources	30,783	24,128	18,069	77,397	155,000	232,397	205,100	37.7%
Revenue from State Sources	-	658	-	658	44,842	45,500	45,500	1.4%
Revenue from Federal Sources	10,519	78,573	810	89,902	636,000	725,902	815,000	11.0%
Transfers/Sale of Property	-	-	-	-	-	-	10,000	0.0%
Total Revenue	41,303	103,359	18,879	167,957	845,842	1,013,799	1,085,600	15.5%
Expenditures by Function:								
	Sep-19	Oct-19	Nov-19	YTD Total	Encumbered	Total Projected	Budget	YTD %
Food Service - 3100	87,703	120,646	101,802	345,091	675,739	1,020,830	1,075,600	32.1%
Food Service - Unap Ending Fund Bal	-	-	-	-	-	-	10,000	0.0%
Total Expenditures	87,703	120,646	101,802	345,091	675,739	1,020,830	1,085,600	31.8%
Projected Ending Balance						(7,031)		

FUND 201-299 SPECIAL GRANTS & PROJECTS								
	Sep-19	Oct-19	Nov-19	YTD Total			Budget	YTD %
Revenue from Local Sources	5,314	5,894	10,091	26,250			271,900	9.7%
Revenue from Intermediate Sources	-	-	-	-			603,521	0.0%
Revenue from State Sources	-	186,264	140,341	326,605			1,904,595	17.1%
Revenue from Federal Sources	36,723	64,573	89,189	190,486			1,737,316	11.0%
Transfers from General Fund	-	-	-	-			-	-
Total Revenue	42,037	256,732	239,620	543,340			4,517,332	12.0%
Expenditures by Function:								
	Sep-19	Oct-19	Nov-19	YTD Total	Encumbered	Total Projected	Budget	YTD %
Special Grants & Projects - 1000	203,832	243,060	251,750	800,532	1,810,207	2,610,739	3,141,665	25.5%
Special Grants & Projects - 2000	86,008	52,243	63,512	224,044	345,582	569,626	1,055,167	21.2%
Special Grants & Projects - 3000	351	-	1,245	1,596	2,813	4,409	40,500	3.9%
Special Grants & Projects - 4000	-	-	-	-	-	-	200,000	0.0%
Transfers to Other Funds - 5000	-	-	-	-	-	-	80,000	0.0%
Total Expenditures	290,191	295,303	316,506	1,026,172	2,158,601	3,184,773	4,517,332	22.7%

FUND 301 DEBT SERVICE - GO BONDS								
Revenue & Resources								
	Sep-19	Oct-19	Nov-19	YTD Total			Budget	YTD %
Beginning Fund Balance	-	-	-	-			185,000	0.0%
Revenue from Property Tax Receipts	-	3,240	2,409,806	2,413,046			2,762,660	87.3%
Revenue from Interest Income	678	690	2,147	4,919			20,000	24.6%
Transfers from Other Fund	-	-	-	-			-	-
Total Revenue	678	3,930	2,411,953	2,417,965			2,967,660	81.5%
Expenditures by Function:								
	Sep-19	Oct-19	Nov-19	YTD Total	Encumbered	Total Projected	Budget	YTD %
Debt Service - 5110 610 Principal	-	-	-	-	2,502,228	2,502,228	2,502,228	0.0%
Debt Service - 5110 621 Interest	-	-	118,587	118,587	246,745	365,332	365,332	32.5%
Debt Service - 5110 640 Bank Fees	-	-	-	-	-	-	100	0.0%
Debt Service - Unap End Fund Bal	-	-	-	-	-	-	100,000	0.0%
Total Expenditures	-	-	118,587	118,587	2,748,973	2,967,560	2,967,660	4.0%

FUND 302 DEBT SERVICE - FULL FAITH & CREDIT								
Revenue & Resources								
	Sep-19	Oct-19	Nov-19	YTD Total			Budget	YTD %
Beginning Fund Balance	-	-	-	-			-	-
Transfers from Other Fund	-	-	-	-			200,000	0.0%
Total Revenue	-	-	-	-			200,000	0.0%
Expenditures by Function:								
	Sep-19	Oct-19	Nov-19	YTD Total	Encumbered	Total Projected	Budget	YTD %
Debt Service - 5110 610 Principal	-	-	-	-	100,000	100,000	150,000	0.0%
Debt Service - 5110 621 Interest	-	-	-	-	17,977	17,977	50,000	0.0%
Debt Service - Unap End Fund Bal	-	-	-	-	-	-	-	-
Total Expenditures	-	-	-	-	117,977	117,977	200,000	0.0%

BOND PROJECTS FUND									
	<u>Sep-19</u>	<u>Oct-19</u>	<u>Nov-19</u>	<u>YTD Total</u>		<u>Budget</u>	<u>YTD %</u>		
FUND 401	Revenue & Resources								
	Beginning Fund Balance	-	-	-	-		3,800,000	0.0%	
	Revenue from Local Sources	7,958	7,662	6,868	39,904		75,000	53.2%	
	Revenue from State Sources	-	-	-	-		1,000,000	0.0%	
	Revenue from Federal Sources (SEP)	-	-	-	-		-		
	Revenue from Bond Proceeds	-	-	-	-		-		
	Total Revenue	7,958	7,662	6,868	39,904		4,875,000	0.8%	
	Expenditures by Function:								
	Bond Expenses- 4000	76,164	132,159	25,179	282,486	274,636	557,122	4,875,000	5.8%
	OTHER CAPITAL PROJECTS - TRACK								
FUND 402	Revenue & Resources								
	Beginning Fund Balance	-	-	-	-		-		
	Revenue from Local Sources	1,040	2,355	1,863	5,257		50,000	10.5%	
	Revenue from Loan Proceeds	1,249,000	-	-	1,249,000		3,500,000	35.7%	
	Total Revenue	1,250,040	2,355	1,863	1,254,257		3,550,000	35.3%	
	Expenditures by Function:								
	Bond Expenses- 4000	157,034	211,637	302,046	670,716	583,541	1,254,257	3,550,000	18.9%
						Available	-		
	Total Resources all Special Funds	1,342,298	374,317	2,679,443	4,424,858		17,690,492	25.0%	
	Total Expenditures all Special Funds	619,005	761,696	876,936	2,482,015		17,690,492	14.0%	

NOTES TO FINANCIAL STATEMENT
 All cash, investment and credit card accounts have been balanced, reconciled and reviewed and all cash and investment accounts are reconciled to the general ledger by the business manager as of **11/30/2019**. The adopted budget reflects expected expenditures. All payroll reports have been filed and payroll liabilities have been paid timely. All federal and state reimbursement requests as well as required financial reporting forms have been filed timely. All credit card expenditures, travel and other reimbursements have been reviewed and approved at the proper level. There have been no significant changes to the internal control system, to the accounting system or accounting policies that are significant. Currently the business office is adequately staffed to allow for proper segregation of duties and I am not aware of any new pronouncements or other financial changes that may require additional staff time to properly implement. All financial statements that have been provided to the board are accurate and complete to the best of my knowledge and I am aware of no other financial matters that the board should be aware of at this time. I know of no cases of fraud or other misconduct and I have not been asked by the superintendent to do anything that makes me feel uncomfortable or to present any information I feel is inaccurate. _____ **Debbie MacLean** _____ **12/06/2019** _____

DALLAS SCHOOL DISTRICT #2
DALLAS, OR
December 10, 2019

RESOLUTION # 19-20-04

RESOLUTION TO TRANSFER FUNDS TO DEBT SERVICE FUND 302:
FROM FACILITIES, REPAIRS & MAINTENANCE FUND 102

WHEREAS The 2019-20 adopted budget includes an amount to transfer up to \$200,000 from Fund 102 Facilities Repairs and Maintenance to Fund 302 Other Debt Service for which to make payment on the Full Faith and Credit borrowing for the track construction and resurfacing project, and

WHEREAS The closing documents for the Full Faith and Credit borrowing requires payment in the amount of \$117,977.27 during the 2019-20 fiscal year, therefore

BE IT RESOLVED: that the School Board of Dallas School District No. 2 authorizes the transfer of \$117,977.27 from the transfer account (102-5220-710) to Fund 302 for Other Debt Service. This transfer does not affect the appropriations of either Fund 102 Facilities, Repairs and Maintenance or Fund 302 Other Debt Service.

Superintendent

Board Chair

Date

Date

**Dallas School District
Superintendent Search 2020
November 21, 2019**

**Joint Proposal
(NextUp Leadership &
Oregon School Boards
Association)**



Greg McKenzie

Ph: 503.752.2438
gregmckenzie@att.net

1470 Rosemont Road
West Linn, OR 97068



Recruiting • Training • Assessment • Facilitation

Table of Contents

<u>Item</u>	<u>Page(s)</u>
1. Introduction Letter	3
2. Proposed Search Plan	7
Search Process Overview	8-10
Typical Search Package	11-12
Frequently Asked Questions	13-16
3. Firm Profile & Information	17
Consultant Biographies	18-23
Statement of Qualifications	24
References	25-26
Recent Search History	27
4. Fee Structure	28
Pricing	29
Sample Contract for Services	

November 21, 2019

Mike Blanchard, Board Chair
Dallas School District
111 SW Ash Street
Dallas, Oregon 97338

Re: Superintendent Search – 2020

Dear Mike and Board of Directors,

INTRODUCTION

We are submitting this Proposal to the Dallas School District Board for a Superintendent search with the position beginning work on July 1, 2020. This proposal is jointly submitted by **NextUp Leadership** and **Oregon School Boards Association** (OSBA), working collaboratively to provide the search services. For this search NextUp Leadership would take the lead and OSBA will provide support services. While we have included information about our search services, prior searches and what the Dallas School District search might include, we want to emphasize that each of our executive searches can be customized to meet the District's needs and maximize use of the District's resources.

We are a team of educational search consultants organized together for superintendent and administrator searches in Oregon. During the 2017-18 search season, NextUp Leadership joined forces with OSBA to provide more comprehensive services to school districts for some searches. Last year we took the joint effort further and included virtually all Oregon superintendent searches. We will merge our strengths to ensure that you find the right educational leader for your school district.

OSBA has a long history of providing an array of comprehensive services to its members – Oregon school boards. In addition to the search process, OSBA can provide customized services to support the new leadership team – Board and Superintendent. NextUp Leadership brings outstanding marketing and recruiting skills to the search process as well as a proven process for successful hires. We have a database of over 30,000 educators with whom we communicate on a regular basis about job vacancies. This direct, active marketing strategy has created a type of social community and produced some of the highest quantity and quality candidate fields in the state of Oregon over the last several years.

For this search we will assign a member of our Search Team as the lead consultant with **Greg McKenzie**, **Mike Taylor** and **Milt Dennison** of NextUp Leadership and **Steve Kelley** and **Sarah Herb** of OSBA providing support when needed. During the search you will have one primary consultant contact. Biographies for each consultant on our Search Team are enclosed. Even though you will enjoy the benefits of two experienced executive search agencies, the cost of the search will not increase. Annually, we assist with searches for about 20-25 superintendent and other administrator positions in Oregon.

Our fundamental beliefs about successful executive leadership searches revolve around three core principles – Relationships, Recruiting, and Results.

RELATIONSHIPS and EMBEDDING AN EQUITY LENS for SSA

Successful searches are not the result of having a remote headquarters in a big city in another state which handles all the core search services. On the contrary, superintendent searching is about local connections, networks and easy access to all elements of the search process. Building a strong relationship with the board and other relevant stakeholder groups is a key characteristic of our success in superintendent searches. We focus on:

- Community, staff and student engagement to develop the search criteria
- Frequent and thorough coaching, training, facilitation and reporting with the Board
- Strict attention to candidate confidentiality to safeguard their current positions
- Involving staff and community in appropriate search activities asking for their advice
- OSBA provides board development/training to follow up after the search
- Simply, working harder than other search organizations

In this joint search arrangement between OSBA and NextUp Leadership, the promotion, marketing and advertising for a position is handled by Greg McKenzie of NextUp Leadership. Increasingly, school boards and superintendents have requested that our recruiting efforts focus on providing a diverse field of candidates to consider for superintendent and administrative positions. Also, the newly enacted Student Success Act (SSA) focuses on embedding an equity lens in virtually all components of education programs.

Even though we believe our recruiting efforts for diverse candidates have yielded pretty good results, several diverse candidates have commented during the search process that the board or superintendent (whichever is the hiring authority) may have requested a diverse candidate field, but they don't know what to do about it or how to interact with them. So, during this past summer Greg (NextUp) undertook a personal project to identify areas of the search process which might work to the disadvantage of diverse candidates. While someone's definition of "diversity" can take on many dimensions of race, ethnicity, gender, sexual orientation, nationality, language and many other categories, the project focused on candidates of color.

Generally, the ultimate purpose of the project was improvement of the executive search system to help diversify a school/district's workforce to better reflect their student body demographic. More specifically, the purposes of the project were:

- Identify specific activities during an executive search that might place candidates of color at a competitive disadvantage
- Develop a blueprint or road map for improved executive recruiting and search activities (tips) to assist boards/superintendents diversify their leadership workforce
- Help us as executive recruiters better understand the needs for boards/superintendents as the hiring authority and the needs of candidates of color in school administrator searches
- Give a voice to candidates of color about what works and doesn't work well in their recruitment for school administrator positions.
- Better understand how to market and advertise a vacant position to attract candidates of color to apply.

Numerous education administrators who Greg knows personally to be persons of color were contacted. Included among the interviewees were people who would fall into these groups or categories:

- Hispanic, African American, Native American and Asian-Pacific Islander
- District sizes ranging from about 5,000 to 20,000 students
- Both male and female education administrators
- Superintendents, District Office administrators, HR Directors and building Principals
- Some with very diverse student bodies and some not so much

- High poverty districts and wealthy districts
- Administrators in Oregon, Washington and California

The interviews were eye-opening, very informative and valuable to think about how we market, screen, interview and hire during an executive search. As a result, we have adjusted many of the details about how we conduct a search to make sure **all** candidates have a level playing field, especially candidates of color. For more details about the project and its results be sure to ask Greg (NextUp) because he is very happy to share.

Our philosophy about superintendent searches is slightly different from other search firms and associations. Basically, we want to become the District's search partner, not just serve as consultant and supervise a process - a subtle, but important difference in our working relationship. Together we look for the right candidate.

RECRUITING

Here's where we differ significantly from other search organizations and national search firms. We do not just bring forward to the Board a group of our favorite candidates/applicants who have signed up with the firm to find a job. Instead, we reach out by e-mail messages directly to the computer screens, tablets and smart phones for over 30,000 superintendents, school administrators, and education college faculty across the country, with heavy emphasis on the western United States. This method of communication and marketing for positions has proven to be enormously successful. We also take full advantage of today's electronic social media to recruit candidates. Oh, yes, and we also advertise and recruit regionally and nationally in a more traditional sense by posting on online educator job boards. Not only do we passively recruit by posting/advertising the position, but we also actively recruit viable candidates with direct e-mail communication and telephone calls.

RESULTS

Our method of recruiting has resulted in candidate fields significantly larger than our competition and we deliver to the Board all qualified applications for review, not just a selected few. We report actual applications and not merely candidates who expressed interest or submitted an inquiry. Over the past 5 years the average-size search fields for districts looking for a full-time superintendent has ranged from 25-30 applicants for each position. If working together we don't find a suitable fit for your district in the initial candidate field, we simply keep working the project until someone acceptable is found.

Combined our search experience for Oregon school superintendent searches is unmatched. OSBA has conducted over 500 executive searches for school districts, education service districts, community colleges and other state agencies since 1984. NextUp Leadership has conducted over 150 superintendent and school administrator searches over the last ten years. **We know and serve the state of Oregon better than anyone in the business and we have lots of experience with small schools and districts.** We are committed to your success!

TRANSITION PLAN

Because the first year is so critical for setting the tone of professional relationships, OSBA, in conjunction with Confederation of Oregon School Administrators (COSA), provides a unique collaboration designed to support the Superintendent and Board. OSBA will meet with you and your new chief executive to:

- Review your district's vision, mission and goals (strategic plan) with the new Board and Superintendent team;
- Design effective communication and PR strategies designed to introduce your new executive to the community;

- Discuss the roles and responsibilities of the Board and Superintendent;
- Create an effective operating agreement;
- Establish/review the Superintendent’s performance evaluation system and timeline.

PRICE

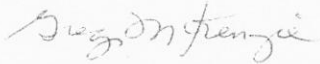
Based on the scope of work anticipated for this search, the **Basic Fee** price for a full-service Consultant supervised search as described in the Search Overview later in this Proposal is **\$12,500** which **includes a standard package of advertising and up to 12 hours of professional development** for the Board and new Superintendent. **Reimbursable expenses** incurred by the Consultants **are additional** which typically include travel, lodging (when necessary), meals, and photocopies. If Dallas School District has internal capacity to assume some portion of the search activities, we can discuss an appropriate division of responsibilities so long as we do not compromise the elements of a successful search.

Please circulate this Proposal to the Board for their consideration. We want to help find a difference-maker for your District. We’re available to answer questions related to a superintendent search in general and this Proposal specifically. For addition information, please do not hesitate to ask. My contact phone number (Greg’s) is 503-752-2438 (cell).

Best Regards,



Steve Kelley, Director of Board Development and Executive Searches
Oregon School Boards Association



Greg McKenzie, Search Consultant NextUp Leadership

Section A

Proposed Search Plan



SEARCH PROCESS OVERVIEW



All searches conducted by NextUp Leadership and Oregon School Boards Association are customizable to meet the needs of the District and a specific calendar is developed in the Planning Phase to fit the District's schedule. **For illustration purposes**, a “sample” search might include the following components along with a projected general timetable that positions the District in the candidate market at the time needed for optimal exposure to prospective candidates.

Date

Activity

Planning Phase

Nov-Dec, 2019	<p>Search organization and planning meeting with Consultant(s), Board Chair, Board Secretary (exact Date TBD – probably during group meeting dates)</p> <ul style="list-style-type: none"> Division of responsibility Scope of work Develop draft search calendar Develop draft search budget Discuss search literature and marketing strategy Identify advertising/posting targets Prepare search forms Identify application requirements
---------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Qualifications Phase

Dec, 2019	<p>Conduct online survey and group meetings for candidate qualifications, criteria and candidate profile with some or all of the following groups:</p> <ul style="list-style-type: none"> Community & business leaders Union leaders Administrators Teachers Classified staff Confidential staff Student leaders <p>Board meeting (public meeting - open session)</p> <ul style="list-style-type: none"> Report results of candidate qualifications process Take public input on qualifications Board adopt qualifications Board adopt search calendar Board declare position vacant Adopt salary range (Consultant provides salary comparison)
-----------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Advertising Phase

Jan-Feb, 2020

- Consultants prepare search literature and post the position
- Open the application period
- Post notice of vacancy on District website
- Distribute notice of vacancy to direct e-mail distribution list
 - Over 30,000 educators nationwide
 - Focus distribution on Western US
- Advertise vacancy on association and search websites
 - OSBA included in contract price
 - COSA included in contract price
 - OALA included in contract price
 - WASA included in contract price
 - LinkedIn notice to connections
 - Others as agreed with Board

Recruitment Phase

Jan-Feb, 2020

- Consultants recruit candidates
 - Distribute application packets to prospective candidates
 - Correspond with prospective candidates
 - Receive, process and organize applications
 - Board appoints screening committee
- Close application period
 - Consultant assembles applications and screening packets

Screening Phase

Feb-Mar, 2020

- Board meeting (public meeting - open session)
 - Screening group and Board training for application review
 - Begin reviewing applications (executive session)
- Continue reviewing applications individually Special
- Board meeting
 - Debrief screening results (executive session)
 - Identify interview candidates (executive session)
 - Interview training for Board (public session)
 - Organize initial candidate interviews (public session)

Interview Phase

Mar, 2020

- Board meeting (executive session) (exact dates/times TBD)
- Conduct initial interviews with selected candidates
- Board meeting (executive session) (after last interview)
 - Debrief candidate interviews
 - Select finalist(s)
- Consultant notifies finalists

- Board and Consultants conduct reference checks
 - Telephone contact with references
 - Internet searches
 - Licensure investigation
 - Site Visits

- Organize site visits in finalists' home district
- Organize "day in the district" for finalists
 - 2nd interviews with Board (executive session)

Selection Phase

Mar, 2020

- Board meeting (executive session)
 - Debrief "day in the district,"
 - 2nd interviews, ref. checks debrief
 - Select first choice for new Superintendent
- Board negotiate contract with new Superintendent
- Announce selection
- Board meeting (public meeting - open session)
- Formal contract offer to new Superintendent
- Introduce new Superintendent

July 1, 2020

- Superintendent begins work

TBD, 2020

- Development Workshop and Transition Plan



TYPICAL SEARCH PACKAGE



At the beginning of each superintendent search, a planning meeting determines the elements of the search to be included. However, a **typical search package** where the consultant takes the lead in all search activities might include the following services as a part of the Basic Fee.

- Facilitate multiple meetings by consultant with Board about
 - Planning and search calendar
 - Determining search criteria and candidate qualifications
 - Search activity training
 - Screening candidates
 - Interviewing candidates
 - Selection of next superintendent

- Community engagement to collect information for identifying search criteria and candidate qualifications with the following
 - Focus groups and telephone interviews
 - Community/Business leaders
 - Administrators
 - Teachers
 - Classified staff
 - Union leadership
 - Student leaders
 - Online questionnaire outreach
 - Design and create online questionnaire
 - Collect responses
 - Organize and analyze responses for report to Board

- Consultant's reports about
 - Results from online questionnaire
 - Criteria and qualifications recommendations for Board
 - Salary comparison information for Board's consideration
 - Progress of advertising & recruiting

- Design and prepare search literature
 - Electronic search brochure
 - Electronic e-messages
 - Notice of vacancy
 - Application forms & materials

- Advertise position vacancy by posting on job placement websites (as approved by Board)
 - COSA, OALA, WASA, CASE (OR, WA, CO administrators) included in contract price
 - Other regional and national job boards as agreed with District

- Actively recruit prospective candidates by
 - Telephone calls
 - E-messages to over 25,000 education administrators
 - Correspondance
 - Personal contact

- Collect and organize candidate application materials
 - Online applications
 - Electronic applications
 - Mail applications
 - Personal delivery applications

- Supervise & facilitate application screening process

- Training for Board and screening committee:
 - Screening applications
 - Interviewing candidates
 - Reference checking

- Assist District organize for
 - Application reviews
 - Candidate interviews
 - A "day in the district" for finalists
 - Reference checks, site visits, and background checks

- Prepare "draft" press releases as needed to announce various search activities and ultimately selection of new superintendent

- Facilitate a follow up Transition Plan

NEXTUP LEADERSHIP FREQUENTLY ASKED QUESTIONS



1. What are the key elements in your process?

Answer: Key elements of our search process are:

- flexibility in the process
- stakeholder involvement to build support for the selection
- spending more time in the district than other search firms
- keeping the Board involved and informed at every step
- partnering with district to maximize use of available resources
- recruiting – not just advertising the position
- sticking with the search until we find the “right fit”
- working harder for your search than other consultants

2. How is your process different than other executive search firms?

Answer: The steps in a search process for most consultants are relatively similar. However, one important difference is our commitment to your search. We are not like a Costco of search consultants where volume counts. We are more of a boutique search firm specializing in customer service. We do not simply want to find a new superintendent. We want to help you find a difference-maker who is the right fit for your district.

3. Do you prepare and mail a print brochure advertising the vacancy?

Answer: Preparing a print brochure advertising the position and promoting the school district and community is just not current reality. We have the graphics design capacity to create a first quality electronic brochure instead. In the last few years no candidates have asked for a mailed print brochure. We prepare a colorful brochure about the position and the district suitable for electronic distribution and, if necessary, print a copy on request.

4. How do you recruit quality candidates for the position?

Answer: The range of advertising for a vacancy posting is a part of the planning process for each search. The vacancy will be posted in a traditional manner state-wide, regionally and nationally, as the Board chooses. We have multiple options for regional and national advertising. These traditional posting opportunities include multiple diversity group job placement websites to be sure minority candidates are aware of the vacancy. But we do more.

In addition to posting widely, we directly notify superintendents and other administrators in Oregon, Washington, Idaho, Montana, Utah, Alaska, Nevada, Wyoming, Colorado, Arizona, New Mexico, Texas, California and other states about the vacancy by electronic message. We also send the electronic messages

to the faculties for colleges of education in the western U.S and other highly regarded colleges of education. The list of direct marketing groups grows each year. Currently, we have approximately 30,000 prospective candidates and other educators in our e-messaging data base. This approach puts the availability of the position directly in front of prospective candidates on their computer screens, tablets or smart phones. Because we use an e-marketing service for the vacancy announcements, the notification can be sent multiple times and will be sent at least twice during the application period.

Unlike some other search firms, we will also directly recruit candidates who might fit the profile the board seeks for its next superintendent. We network with superintendents about other qualified candidates who we will also contact. In other words, we work the phones and e-mails.

5. What involvement will District staff have in the search process? How much time will this take away from their other duties?

Answer:

The short answer is that the search process generally takes very little of the staff's time. The work of the search process is largely an activity for the Board, consultant and Board Secretary. Since the search for a superintendent often involves candidates who need confidentiality in the early stages, keeping the application process off-site with a consultant provides the candidates some comfort that their names will not be exposed prematurely to the existing staff. However, administrators and other staff or their representatives may be involved at various stages that might include:

- communications coordination
- implementing a marketing strategy
- interviews and focus groups for desired qualities and qualifications
- participation on a committee to screen applications
- observe candidate interviews
- accompany a finalist for a "day in the district"

6. What items are usually included in "costs and expenses" related to the search?

Answer:

The amount for costs and expenses the District can expect to spend (both District and consultant combined) varies depending on the scope of advertising, the geographic location of interview candidates, and the resources the District has available to assist with the search. However, as a "general rule" for most searches, the District can expect to spend an amount equal to no more than one-half the search fee for additional costs and expenses. However, in our experience the "costs and expenses" are frequently substantially less than the general rule usually not exceeding \$2,000-\$2,500 total even for larger districts.

Typical items of expense are:

- Fees for advertising/posting of vacancy
- Photocopy costs and supplies
- Travel expenses (mileage, meals, lodging) for consultant
- Interview candidate transportation and lodging costs

7. Describe the role of the School Board in the screening/selection process?

Answer: Ultimately, the Board makes the decision about who to interview after screening the applications. However, we strongly encourage the Board to seek the advice of a screening committee whose composition might include: administrators, other staff, and parent/community representatives. An effective screening committee size might be 10-15 others in addition to the Board members.

Usually, the Board members conduct the initial interviews. Sometimes, a few members of the screening committee are observers during the interview process. Observers do not ask questions - just observe. More eyes and ears during the interviews often results in a richer discussion by the Board when narrowing the field of interviewees to finalists.

8. How will our community and staff be involved in the search?

Answer: Community and staff engagement is a vital part of a successful superintendent search. Typically, we arrange a series of meetings with community groups, staff, students and others to explain the search process. At that meeting we also solicit suggestions and comments about the characteristics sought in the next superintendent. For those unable to attend one of the meetings, we provide an online survey with the same questions. We telephone interview local business and community leaders for the same purpose. This information is presented to the Board in a consultant's report to be used when deciding the qualities and profile characteristics sought for the new superintendent. Community members and staff will often also serve on the screening committee for applicants and participate as observers for interviews. When the finalist candidates are invited to the district for a "day in the district," the community and staff will have an opportunity to interact with the finalists and report their observations.

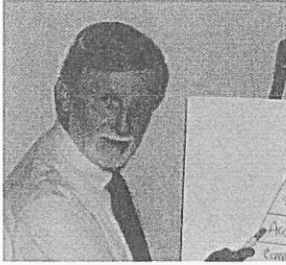
9. How do you take advantage of technology and social media to aid in the search?

Answer: We use electronic technology when it provides effective assistance in marketing the vacant position, contributes to finding the right fit, and is user-friendly. For example, we market the vacant position taking full advantage of a multi-media approach that includes online job postings, website information, online surveys, e-marketing and social networking. However, while we sometimes accept online applications from those candidates who choose that method, we also accept applications electronically in PDF format, traditional mail/UPS/FedEx, and personal delivery of a hard copy. In this respect we are candidate-friendly. For

some searches we set up an all-electronic application screening process allowing the application reviewers to do their work at their convenience. Note: this method requires extraordinary precautions to maintain confidentiality of application materials. While this method offers more convenience, we believe much of the value of screener interaction, discussion, and questions are lost in this method. Basically, we follow a technology rule of thumb that says, “use it if it works – otherwise don’t change just because it’s new technology.”

Section B

Firm Profile & Information



Greg McKenzie

Greg McKenzie, is an education consultant operating under the business name of *NextUp Leadership*, providing training, facilitation, executive search and assessment services for the education community and other local governments. He can say “been there - done that” adding a touch of real-world experience to his services. Greg lives in West Linn, Oregon.

Education Board Service

2013- Present	OR Association of ESDs (OAESD) (Chair 2016, 2017)
2009- Present	Clackamas ESD board member (Chair, 2010-2012, 2017)
1987- 1995	West Linn-Wilsonville SD board members
1989- 1993	Oregon School Boards Association board member
1981- 1986	West Linn SD Budget Committee member

Employment

2008- Present	Education Consultant, <i>NextUp Leadership</i> Executive searches Board development training Facilitation
2002- 2008	Board Development – Oregon School Boards Assn. Leadership training Executive searches
1977- 2002	Business, property and litigation attorney

College Instructor

2006- 2013	Adjunct Professor, Lewis & Clark College Graduate School of Education and Counseling Models of Organizational Change
2001- 2005	Adjunct Professor, Embry-Riddle Aeronautical University Business Law & Ethics Aviation Insurance Aviation Law
1999-2002	Instructor, Clackamas Community College Real Estate Law
1992-1995	Instructor, Portland Community College Real Estate Law

Education

1977 Juris Doctor (JD), Northwestern School of Law – Lewis & Clark College
 1968 Bachelor of Aerospace Engineering (BAE), Auburn University

Sample National Presentations

Iowa Association of School Boards Annual Conf. – “Managing Difficult Situations Successfully”
 National School Boards Assn. Annual Conf. – “A Deeper Look at ... Leadership Skills for Dealing with Difficult People” (3 hr. workshop)
 National School Boards Assn. Annual Conf. – "Essential Leadership Skills for Dealing with Difficulty People" (2 – 3 hr. workshops)
 Illinois Assn. of School Boards Annual Conf. – (1) "Superintendent Evaluation: The Next Generation;" (2) "Transform Difficult People into 21st Century Leaders"
 AESA Annual Conference – "Superintendent Evaluation: The Next Generation"
 National School Boards Assn. Annual Conf. – “A Systematic Approach to Superintendent Evaluation, Goal Setting and Board Self-Assessment”
 National Rural Education Assoc. – "Superintendent Evaluation: The Next Generation"
 AESA Annual Conference – “Standards Based Superintendent Evaluation”
 Illinois Assn. of School Boards Annual Conference – “From Difficult People to 21st Century Leaders”
 Kentucky School Boards Assn. Leadership Institute – “From Difficult People to 21st Century Leaders”

Focusing on “whatever it takes” to move an organization to its next level of success, Greg helps diagnose problems and design a plan for improvement. Experienced as a facilitator, executive search consultant, leadership trainer, and lawyer, Greg brings a unique set of skills to his work. He has been involved with education for over 30 years. He has conducted over 150 chief executive officer and other school administrator searches with a belief that “finding the right fit” is the most important criteria. As a business attorney he has organized and advised hundreds of corporations, non-profits, trusts and partnerships. As a board development trainer, he has given hundreds of presentations and workshops for local, state and national organizations. As a facilitator he has assisted community groups, boards and staffs tackle the necessary planning to improve the performance of their organization and solve seemingly unsolvable problems.



Milt Dennison

Milt Dennison has 13 years of superintendent and administrator search experience in both Oregon and Washington. He also knows what it takes to be a successful superintendent having served as a K-12 superintendent in Washington, a K-6 superintendent in Oregon and an ESD superintendent. He brings valuable on-the-ground experience to the search team. Milt lives in Oregon City, Oregon.

Education

1980 Ed.D. Educational Administration and Curriculum, Univ. of Southern California
 1975 M.A. Educational Administration, California State University, Sacramento
 1970 B.A. Mathematics and Physical Education, Western State

College Education Employment

2016-2017 Interim Superintendent, Columbia Gorge ESD
 2004-2016 Superintendent, Clackamas Education Service District
 1993-2004 Superintendent, Camas School District (WA)
 1986-1993 Superintendent, Canby Elementary School District
 1984-1986 Director of Curriculum & Instruction, West Linn School District
 1975-1984 Middle and Elementary School Principal

College Instructor

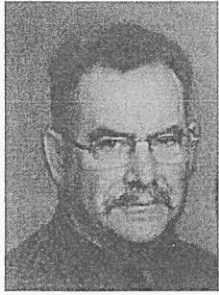
2011-2013 Adjunct Professor, University of Portland
 Education Leadership Program
 2006-2009 Adjunct Professor, Lewis & Clark College
 Educational Leadership Doctoral Program
 1986-1994 Adjunct Professor, Lewis & Clark College
 Administrative Leadership, Community Relations

Education & Community Activities

Oregon Teacher Standards and Practices Commission (2007-13)
 Oregon Association of Education Service Districts board member (Zone A Chair)
 Cascade Council of the Boys Scouts of America board member (Senior Vice-President)
 Washington State Association of School Administrators board member

Awards & Honors

American Association of School Administrators "Civic Star Award"
 Camas-Washougal Chamber of Commerce "Citizen-of-the-Year"
 Camas-Washougal Rotary Club "Rotarian-of-the-Year"
 Washington Association of School Administrators "Award of Merit"



Mike Taylor

Mike Taylor has been superintendent for 3 different Oregon school districts: Riverdale SD; Parkrose SD; and Ontario SD spanning a period of 19 years. He also served as CEO for OBC-ACE Academy Charter School in East Multnomah County for 3 years. Mike has been an instructor at Concordia University, Graduate School of Educational Administration for several years. He was recognized as Educator of the Year by the Oregon Building Congress in 2007. Mike's superintendent experience has covered both urban and rural environments west of the mountains and east of the mountains. Mike lives in East Multnomah County, Oregon.

Education Experience

2013	Interim Superintendent Riverdale School District
2008 – 2011	Director ACE Academy (Charter School)
2007 – 2008	Education Consultant (Oregon Building Congress)
1999 – 2007	Superintendent Parkrose School District
1994 – 1999	Superintendent Ontario School District
1990 – 1994	Principal Ontario High School

College Instructor

2004 – Present	Adjunct Instructor Concordia University Graduate School of Educational Administration
----------------	---------------------------------------------------------------------------------------

Education

1982	Oregon State University & Western Oregon State College Master's Degree in Counseling
1977	Western Oregon State College Master's Degree in Interdisciplinary Studies (Education, History, Economics)
1975	Oregon College of Education Bachelor of Science Degree in Secondary Education



Steve Kelley (OSBA)

Steve Kelley joined the **Oregon School Boards Association (OSBA)** staff in July, 2015 as Director of Board Development. He is responsible for Board training and also leads the Executive Search team. Steve has 36 years of experience in public education, including six years as superintendent of the South Umpqua School District. His career includes stops in Florida, Wyoming and New Mexico, and the last 18 years in Oregon. Steve lives in Turner, Oregon (south of Salem).

Education

Education Leadership Certification/Coursework
 University of North Florida
 University of Oregon
 Master of Arts – Adult Education
 University of South Florida
 Bachelor of Science - Secondary Education
 Flagler College (graduated Cum Laude)

Education Employment

2015-present Director of Board Development – OSBA
 2009-2015 Superintendent – South Umpqua SD
 2001-2009 Assistant Superintendent – Lebanon Community SD
 2000-2001 Founding Principal – East Mountain Charter HS, Albuquerque PS (NM)
 1998-2000 Middle School Principal – Uinta County SD (WY)
 1995-1998 Middle School Principal/Asst. Principal – Nassau County SD (FL)
 1982-1995 Teacher of math/science – Baker & Marion County SDs (FL)

Education & Community Service

Confederation of Oregon School Administrators
 Oregon Association of School Executives
 OASE Funding Coalition Subcommittee
 Canyonville Lions Club “Educator of the Year” for 2012
 Local service clubs including Chamber of Commerce and Elks



Sarah Herb (OSBA)

Sarah Herb joined the **Oregon School Boards Association (OSBA)** staff in 2016 bringing with her a background in vocational education and public service.

Sarah graduated with degrees in Natural Resources and Watershed Management from Oregon State University. She worked as a registrar and acting assistant to the campus president at two vocational colleges, working directly with students to ensure degree completion, as well as planning graduations and other events.

At OSBA, Sarah has assisted with over 30 superintendent searches and is the event planner for OSBA's multiple major annual statewide conferences. She believes that selecting the right educational leader for a district is one of the most important functions of a school board and is passionate about supporting and facilitating that process.

Education

Bachelor of Science – Natural Resources, Watershed Management
Oregon State University

Education Employment

2018-present Executive Search and Events Specialist– OSBA
2016-2018 Board Development Assistant– OSBA
2013-2014 Registrar–ITT Technical Institute
2010-2013 Registrar–Institute of Technology Salem



STATEMENT OF QUALIFICATIONS



The following information is provided about the search consulting business submitting this proposal:

1. Legal name & business address:
 - A. Gregory McKenzie
 Window to Leadership, LLC (an OR limited liability company)
 Dba NextUp Leadership
 1470 Rosemont Road
 West Linn, OR 97068-2931
 Phone: 503-752-2438
 E-mail: gregmckenzie@att.net
gregmckenzie@window2leadership.com
2. Tax Identification Number – 26-4330637
3. Window to Leadership, LLC is an active Oregon limited liability company organized in 2008 and providing executive search and board development services since 2008. The LLC has adopted the business name “NextUp Leadership.”
4. No claims are pending, and none have been filed against the limited liability company during the last 5 years.
5. The Vendor for school executive searches is A. Gregory McKenzie (Window to Leadership, LLC dba NextUp Leadership) who is the sole owner which subcontracts with other independent contractors on the Search Team to provide services. Window to Leadership, LLC dba NextUp Leadership has no employees.

Oregon School Boards Association

Camas Valley SD – 2019 (Joint search with NextUp Leadership)

Rochelle Herberger, Board Chair – ylowmom@gmail.com; 541-430-0226

Don Wonsley, Superintendent – don.wonsley@camasvalley.k12.or.us; 541-445-2131

Days Creek SD – 2019 (Joint search with NextUp Leadership)

Troy Michaels, Board Chair – michaelsranch@frontier.com; 541-825-3760

Diane Swingley, Charter Board Chair - dswingley@citlink.net; 541-825-3352

Steve Woods, Superintendent – steve.woods@dayscreek.k12.or.us; 541-825-3296

Jefferson 14J SD – 2019 (Joint search with NextUp Leadership)

Kaye Jones, Board Chair – kaye.jones@jefferson.k12.or.us; 541-327-3514

Brad Capener, Superintendent – brad.capener@jefferson.k12.or.us; 541-327-3337

North Douglas SD – 2019 (Joint search with NextUp Leadership)

Tom Kelley, Board Chair – tdkelley@mydfn.net; 541-670-9427

Terry Bennett, Superintendent – terry.bennett@northdouglas.k12.or.us; 541-836-2223

Creswell SD – 2019 (Joint search with NextUp Leadership)

Mike Anderson, Board Chair – mikpen7@hotmail.com; 541-915-6286

Michael Johnson, Superintendent – mjohnson@creswell.k12.or.us; 541-895-6000

Cove SD – 2018 (Joint search with NextUp Leadership)

Steve McLean, Board Chair – stevemclean.dmd@gmail.com; 541-568-4256

Earl Pettit, Superintendent – earl.pettit@covesd.org; 541-568-4424

Klamath County SD – 2018 (Joint search with NextUp Leadership)

Denise Kandra, Board Chair – kandrad@kcsd.k12.or.us; 541-798-5123

Glen Szymoniak, Superintendent – szymoniakg@kcsd.k12.or.us; 541-883-5000

Mitchell SD – 2018 (Joint search with NextUp Leadership)

Miesha Bennett, Board Chair – alaskamlb@hotmail.com; 541-462-3022

Vince Swagerty, Superintendent – vswagerty@mitchell.k12.or.us; 541-462-3311

Oakridge SD – 2018 (Joint search with NextUp Leadership)

Tami Edmunds, Board Chair – tedmunds@oakridge.k12.or.us; 541-913-1600

Reta Doland, Superintendent – rdoland@ohswarriors.net; 541-782-2813

Reedsport SD – 2018 (Joint search with NextUp Leadership)

Jen Clark, Former Board Chair – jclark@reedsport.k12.or.us

Jon Zwemke, Superintendent – jzwemke@reedsport.k12.or.us; 541-271-3656

Forest Grove SD – 2018 (Joint search with NextUp Leadership)

Kate Grandusky, former Board Chair – kgradusky@fgsd.k12.or.us; 503-359-5746

Valyrie Ingram, Board Chair – valyriewenzl@hotmail.com

Dave Parker, Superintendent, - 503-359-2427

North Marion 15 SD – 2017

Patrick McArthur, former Board Chair – Patrick.mcarthur@nmarion.k12.or.us;

Heidi Torian, Board Chair - heiditorian@yahoo.com

Ginger Redlinger, Superintendent – ginger.redlinger@nmarion.k12.or.us; 503- 678-7100

Jefferson County 509J SD – 2017Laurie Danzuka, Board Chair – ldanzuka@509j.netKen Parshall, Superintendent – kparshall@509j.net; 541-475-6192Pleasant Hill 1 SD - 2017Wylde Cafferata, Board Chair – wyldac@gmail.com; 541-937-3114Scott Linenberger, Superintendent. – slinenberger@pleasanthill.k12.or.us; 541-746-9646**NextUp Leadership**Central SD – 2017Steve Love, Board Chair – 541-760-5028; slove@central.k12.or.us

Julie Sassor, Board Secretary – 503-606-2251

West Linn-Wilsonville SD - 2016

Keith Steele, Former Board Chair – 503-318-6867

Kathy Ludwig, Superintendent – 503-673-7034

Canby SD - 2015Diane Downs, Former Board Chair – dkdowns@gmail.com

“Trip” Goodall, Superintendent – 503-266-7861

Centennial SD – 2017

Shar Giard, Board Chair - 503-666-7264

Connie Stewart, Executive Assistant - 503-760-7990

Coos Bay SD - 2016

James Martin – Board Member – 541-297-8115

Adrian DeLeon – Board Member - adriand@coos-bay.k12.or.us

Peggy Ahlgrim, Board Executive Secretary – 541-267-1310

Crook County SD - 2018

Doug Smith – Board Chair – 541-447-7004

Sara Johnson - Superintendent - 541-416-9962

Jan Martin – Board Secretary – 541-416-9963

OSBA

2019 (All jointly with NextUp Leadership)

Arco Iris Spanish Immersion School
Camas Valley SD
Creswell SD
Days Creek SD
Jefferson 14J SD
Newberg Public Schools
North Douglas SD
Roseburg Public Schools
Spray SD
Brookings Harbor SD (interim)
Dayton SD (interim)
Philomath SD (interim)
Silver Falls SD (interim)
Woodburn (interim)

2018

Cove SD
Oakridge SD
Forest Grove SD (joint project)
Klamath County SD
Mitchell SD
Reedsport SD
South Lane SD
Days Creek SD (interim)
Jefferson SD (interim)
Wallowa SD (interim)

2017

Jefferson County SD 509J
North Marion SD
Pleasant Hill SD

NEXTUP LEADERSHIP

(separate from OSBA projects)

2019

Castle Rock SD (WA)
Eureka Co. SD (NV)
Goldendale SD (WA)
OR Recovery HS
Ridgeline Montessori Charter
Springwater Environmental Charter
Multiple administrative positions

NEXTUP LEADERSHIP (Cont'd)

2018

Crook County SD
Tigard-Tualatin SD
Forest Grove SD (joint project)
Kelso SD (WA)
Churchill County SD (NV)
John Day SD
Burnt River SD
Nevada State High School (NV)
Tacoma PS (WA)
Scappoose SD
Riverdale SD
Nevada Assn of School Boards (NV)

2017

Ashland SD
Paisley SD
Central SD
Centennial SD
Pendleton SD
Prospect SD
Mosier Community School
Tacoma PS (WA)

2016

Clackamas ESD
Coos Bay SD
Pendleton SD
Port Orford-Langlois SD
Prospect SD
Reedsport SD
South Umpqua SD
Sutherlin SD
Knappa SD
West Linn-Wilsonville SD
Camas SD (WA)
Gladstone SD

Section C Fee Structure



PRICING
Executive/Superintendent Search Services

Basic Contract Fee: \$12,500 includes:

- Scope of Work services described in Contract for Services
- Basic job vacancy advertising package

Reimbursable Costs & Expenses: (actual costs incurred)

- National advertising on online job boards (when agreed by District)
- Mileage to & from District for meetings
- Lodging for overnight in-district visits
- Meals while enroute or in-district for search activities

Guarantee: If for any reason within the first 2 years following appointment, the selected candidate departs the position, OSBA and NextUp Leadership will assist in selecting a replacement without additional cost to the Basic Contract Fee, so long as the Scope of Work remains the same and the District has followed the recommendations of Consultants to complete the search process as outlined herein including the follow up Transition Plan.

Proposer Signature:

A. Sugayon-Franje

Signature	Title
NextUp Leadership	Nov 21, 2019
Company	Date
1470 Rosemont Road	West Linn, OR 97068
Street Address	City/State/Zip
503-752-2438	Fax
Phone	
gregmckenzie@att.net	
Email address	

SAMPLE SEARCH CONTRACT FOR SERVICES

Parties: **A. Gregory McKenzie (“Contractor”)**
Window to Leadership, an Oregon Limited Liability Company
dba **NextUp Leadership (NextUp)**
1470 Rosemont Road
West Linn, Oregon 97068

Oregon School Boards Association (OSBA) (“Contractor”)
An Oregon Non-Profit Corporation
1201 Court St., NE, Suite 400
Salem, Oregon 97301

Dallas School District (“District”)
111 SW Ash Street
Dallas, Oregon 97338

1. **Services. Contractors** mutually agree between themselves and together agree to provide Executive Search professional services to the **District**.

2. **Scope of Work.** The scope of the services provided by Contractors will include search consulting, facilitating, recruiting and transition services associated with a superintendent search with the position beginning work on July 1, 2020, including:
 - Attending meetings with the Board, staff, students, and community groups as necessary to carry out the search plan.
 - Working with the District leadership to establish a search calendar, facilitate meetings with Board, staff, students and community members to establish candidate qualities and qualifications, and establish a process to be used by any in-district candidates.
 - Preparing and distributing search forms and promotional material needed for collecting applications and advertising the vacancy both within the State of Oregon as well as regionally and nationally as agreed with the District.
 - Managing candidate applications and information; assist with screening applications; assist with organizing interviews; provide Board members with guidelines for interviews and reference checks; conduct reference checks at the Board’s request; organizing site visits when requested; and keeping applicants informed of their status during the search process.
 - Conducting a series of board/superintendent workshops (up to 12 hours of professional development conducted by OSBA) to create and execute a Transition Plan for establishing a solid foundation for the new leadership team over the first six (6) months of the new superintendent’s contract.

3. **Term.** The term of this Agreement shall begin on **December 1, 2019**, and continue until:
 - completion of Scope of Work outlined above
 - ending date of _____

4. **Basic Fee for Services.** District will pay a basic fee for Contractor services as follows:
 - flat fee up to, but not exceeding **\$12,500.00**
 - hourly rate of \$165/hr. for professional time
 - hourly rate of \$70/hr. clerical support services

SAMPLE SEARCH CONTRACT FOR SERVICES

5. **Expenses.** District will reimburse Contractors for Contractors' expenses incurred while providing services on the basis of actual expenses incurred including:
- mileage (at the federal rate)
 - lodging (if needed)
 - meals
 - photocopying, supplies, printing, postage & shipping costs
 - air transportation
 - ground transportation (rental car)
 - advertising/posting fees beyond basic package as agreed by District
6. **Terms for Payment.** OSBA will provide fiscal services for the performance of this Agreement. District agrees to pay billings within 30 days after invoice on the following schedule:
- One-half of the Basic Fee (\$6,250.00) upon execution of this agreement.
 - The remaining one-half of the Basic Fee (\$6,250.00) plus all applicable expenses incurred in Section 5 above will be invoiced when the search is concluded.
7. **Independent Contractor Status.**
- A. Each Contractor is an independent contractor. This Agreement shall not be construed to establish an employer-employee relationship between the District and the Contractors, including subcontractors or employees thereof. Contractors are free to contract with other parties on other matters. Contractors will not receive any benefits normally accruing to District employees unless required by applicable law.
 - B. The manner of providing these services are under sole control of Contractors, including providing all tools and equipment necessary for the performance of these services. The services provided must, however, meet the general approval of the District and shall be subject to the District's general right of inspection and supervision in order to secure satisfactory performance.
 - C. Contractors, in carrying out the services provided under this Agreement, are not employees of District, and as such accept full responsibility for any taxes or other obligations associated with payment for services under this Agreement.
 - D. None of the services covered by this Agreement shall be subcontracted without prior written consent of the District. Contractors shall be fully responsible to the District for all acts and omissions of any subcontractor, employee, agent or servant, whether employed directly or indirectly by Contractors. **Greg McKenzie, Mike Taylor and Milt Dennison (NextUp) and Steve Kelley and Sarah Herb (OSBA)** may provide consulting services to District for this search.
8. **Worker's Compensation.** Contractors shall comply with state worker's compensation law for all employees who work under the terms of this Agreement. If Contractors hire employees, they shall provide District with certification of Workers' Compensation Insurance, with employee's liability in the minimum of \$100,000 upon request by District.
9. **Termination of Agreement.** This Agreement may be terminated under the following conditions:
- A. By written mutual agreement of all parties and may be immediate.
 - B. Upon ten (10) calendar days written notice by any party to the other.
 - C. Immediately on breach of contract.
 - D. Upon expiration of the term specified above.
- If this Agreement is terminated prior to the expiration date, District shall pay Contractor for services provided prior to the termination.

SAMPLE SEARCH CONTRACT FOR SERVICES

10. **Standard of Services.** Contractors agree to perform services with a standard of care, skill and diligence normally provided by a professional individual in the performance of similar services. It is understood that Contractors must perform the services based in part on information furnished by District and that Contractors shall be entitled to rely on such information. Contractors agree that the recommendations, guidance and performance of any person assigned under this Agreement shall be in accordance with professional standards and the requirements of this Agreement. District agrees not to take any action which will adversely interfere with Contractors' ability to perform to this standard.

11. **Guarantee.** Provided the District follows the steps outlined in the search process proposed by Contractors, but a new chief executive officer is not hired, or if the new chief executive officer leaves for any reason prior to completing two (2) years of service and the District has followed the Transition Plan proposed by OSBA, Contractors will conduct a new search for the cost of expenses only.

12. **Written Notice.** Any notice of termination or other communication having a material effect on the performance of this Agreement shall be served by U.S. Mail or by confirmed e-mail delivery on the signatories listed below at the addresses listed above.

It is agreed. Date: Nov 21, 2019


OREGON SCHOOL BOARDS ASSOCIATION (Contractor)



Steve Kelley, Director of Board Development and Executive

Searches It is agreed. Date: Nov 21, 2019

WINDOW TO LEADERSHIP, LLC (Contractor)
(dba NextUp Leadership)



A. Gregory McKenzie, President

It is agreed. Date: _____

DALLAS SCHOOL DISTRICT (District)

Mike Blanchard, Board Chair

A Proposal to the Dallas School Board for a Superintendent Search



Human Capital Enterprises believes it uniquely has the expertise to support the Dallas School District through its upcoming leadership transition. As a leading Oregon Superintendent Search Firm, we pride ourselves on searches conducted with exceptional service to our Boards and widely respected attention to detail – with the highest level of integrity in the process. Our deep local ties combined with our connection to the national community allows us to bring the best candidates to the Dallas Board from across Oregon, the rest of the Pacific Northwest, and throughout the country. We encourage you to contact our recent clients and would be delighted to visit with you in person to discuss how we might serve you exceptionally well.

Respectfully Submitted for Consideration,
November 24, 2019



HUMAN CAPITAL ENTERPRISES

Hank Harris, President of Human Capital Enterprises (HCE), proposes to conduct a search for an outstanding and highly qualified Superintendent of Schools for the Dallas School District. Human Capital Enterprises is a small sole proprietorship owned and operated by Hank Harris, who is well-versed in this work, well-known in the Pacific Northwest and who has built a strong nationwide reputation for professionalism and expertise in public school district leadership searches. For Superintendent Searches, Hank Harris co-brands his searches with the national superintendent search firm Hazard Young Attea & Associates, (hyasearch.com.) Throughout this proposal, the HCE acronym is also used to refer to the HCE/Hazard Young & Attea partnership.

Hank has worked as a search consultant as well as a Board and Superintendent consultant to several districts around the region, some of which include:

Oregon

- Ashland
- **Beaverton**
- Brookings
- Central Point
- Eugene
- Forest Grove
- **Greater Albany**
- Hermiston
- **Lebanon**
- Lincoln County
- **Linn-Benton-Lincoln ESD**
- **Medford**
- **North Clackamas**
- Northwest Regional ESD
- **Portland Public**
- Sherwood
- South Coast ESD
- Willamette ESD

Washington

- Bellingham
- **Central Kitsap**
- Marysville
- North Central ESD
- Olympia
- **Richland**
- Spokane
- **Wenatchee**

Outside of the Pacific Northwest

- Fairfax County, Virginia
- Fulton County, Georgia
- Henrico County, Virginia
- Portsmouth, Virginia
- **Prince George's County, Maryland**
- **Richmond, Virginia**
- Stevens Point, Wisconsin

All Districts in bold above represent Districts where a Superintendent or Assistant/Deputy Superintendent Search took place. We wholeheartedly encourage you to contact as many of our clients as possible to learn first-hand about the Human Capital Enterprises difference. A number of them are listed below.

District Name	Board Liaison	Phone
Beaverton School District (OR)	Anne Bryan	503.679.5040
Central Kitsap School District (WA)	Jeanne Schulze	360.908.5001
Greater Albany Public Schools (OR)	Jennifer Ward	541.730.2270
Medford School District (OR)	Cynthia Wright Suzanne Messer	541.778.6599 541.941.2924
Portland Public Schools (OR)	Amy Kohnstamm	503.913.3945

Hank's resume is attached. Hank has been in private practice since 2011, specializing in leadership selection in public school districts in the Pacific Northwest. He has been instrumental in finding outstanding educational leaders at the Superintendent and Cabinet level since 2012. His success rate is very strong, in that 90% of all Oregon and Washington Superintendents and Deputy/Assistant Superintendents who have been placed as a result of a search that Hank has led are still leading their respective districts.

Prior to opening Human Capital Enterprises, Hank was a teacher, principal, and central office leader in Oregon, Washington, and California. He served as Executive Director of Human Resources for Canby School District and for Portland Public Schools in Oregon and held the same role in Bellingham School District in Washington before entering private practice. He also served on the governing board of the American Association of School Personnel Administrators, and was their Interim Executive Director for a period of time in early 2014.

Since that time Hank has served districts with a strong focus on Oregon. Hank's recent searches include Portland Public, Beaverton, and Medford and has served as a consultant to smaller districts from Ashland to Lebanon to Forest Grove.

Both HCE and HYA envision certain milestones for this work with the Dallas School Board, on a clear timeline that has been pre-approved by the members of the Board. The work of the search can be delineated as follows.

1. PLANNING

Hank works closely with the Board to establish parameters and a framework for the search. Hank will develop a strong communication plan with the Board that meets the needs of the Board collectively and individually. There are various paths a Board can take in a search, and Hank will walk the Board through them in order to arrive at a process that is best for Dallas. A Planning meeting is suggested for mid-December or early January with the Board.

2. POSTING AND ENGAGING.

Care is taken to post the position in the appropriate venues for the kind of search that the Board desires. Hank will also spend time in the Dallas area, getting to know the community by engaging with key stakeholders and conducting focus groups. Following this high-level engagement, Hank will present to the Board a draft “Ideal Profile” for the Board to consider.

3. RECRUITING

The ability to attract candidates who may not be actively searching for a leadership role is a key hallmark of the HCE approach. Hank’s direct email announcements are widely known by Washington and Oregon school leaders as well as nationwide – and they reach an audience of over 16,000 educational stakeholders across the country. Hank reaches out to talented individuals throughout the region and beyond who reflect the profile of the ideal Dallas superintendent candidate, in order to entice talented individuals who might not otherwise know about the vacancy in Dallas. Similarly, there are candidates who might know of the Dallas vacancy but may not recognize that it is an ideal opportunity for them to consider. Those are the very individuals Hank will identify and approach.

4. SELECTION

Hank will engage in multiple conversations with top prospects including a preliminary interview and preliminary reference check. Top candidates will be recommended to the Board in an Executive Session, at which time the Board will determine whom to invite for first-round interviews. Although Hank will articulate a rationale regarding each recommended and non-recommended candidate, the Board may decide to interview any candidates that it selects.

There are several options for the Board to consider in determining a selection process and timeline, and these will be provided – as well as advantages and disadvantages of each. Consistent throughout will be an extremely high level of communication and professionalism. Board Members as well as Candidates will feel a respectfulness and care that is the hallmark of HCE.

5. TRANSITION

Hank will guide the Board through the finalization process, which includes the public announcement and an optional but recommended, comprehensive background check.

6. FEE FOR SERVICE

Consultant Fee is \$20,800. This includes all management and coordination of the search and includes up to 8.5 days on site, which is typically an adequate amount of days onsite for a search in a school district the size of Dallas.

- Planning Session with Board
- Two Consultant Days of Focus Groups and Community Engagement
- Ideal Profile Meeting with Board
- Slate Meeting
- First-Round Interviews
- Two Days of Second-Round Interviews followed by a morning Selection Meeting.
- Upon request, additional days on site available for expanded search work or Board coaching.

HCE recognizes the challenges of Oregon school budgets, and therefore recommends only the following additional items for the Board to carefully consider.

- a. Candidate travel reimbursement.
 - HCE recommends the District reimburse out of town candidates for travel to Dallas for in-person interviews.
- b. Consultant travel reimbursement.
- c. Advertising.
 - i. Advertising is determined in conversation with the Board.
 - ii. Hank's listserv reaches over 16,000 individuals who are identified as education leaders or education stakeholders. A listserv blast is included at no extra charge.

- iii. COSA is free to Oregon school districts who have an active membership.
WASA/WSSDA/WSPA in Washington state is recommended at reduced or no fee when posted directly by the District.
- iv. National advertising packages are available through HYA
- d. Comprehensive Background Check
 - HCE Engages with a third-party to conduct an optional comprehensive background check on selected finalist(s).

7. GUARANTEE

- a. The Superintendent appointed will not be presented to another Board as a candidate if it would result in the Superintendent leaving Dallas within three years of employment.
- b. If the Superintendent departs from the position during the first year under any circumstances or within two years if a majority of the Board by vote is still in place and departure is due to dissatisfaction and not personal or familial reasons, HYA will recruit new candidates for the Board at no additional cost barring travel, advertising and due diligence expenses.

Why Human Capital Enterprises?

Human Capital Enterprises is unique in that it brings an HR lens to the Superintendent Search process, focused on the highest commitment to thoroughness, integrity of process, fairness, and outstanding levels of communication between Board and consultant, and from consultant to candidates. We also bring a deep understanding of Oregon coupled with a vast national network.

On behalf of Human Capital Enterprises and Hazard Young Attea and Associates, I thank you for your consideration.



*Hank Harris
President, Human Capital Enterprises
Senior Associate, Hazard Young Attea and Associates*

HANK HARRIS

Mobile: 202.735.6665

hank@humancapitalenterprises.com

HUMAN CAPITAL ENTERPRISES

Founder and President.

11/2011 - present

Serve as a human capital consultant to school districts across the United States with a focus on Oregon and the Pacific Northwest. Coach Superintendents, Human Resources leaders, and educational stakeholders on human capital concerns.

- Serve as a strategic planning consultant within the Human Capital arena.
- Assist K-12 school districts to improve productivity by auditing and informing HR practice.
- Serve as a nationwide public speaker/spokesperson on the topics connected to PK-12 Human Capital.
- Serve as Superintendent and executive search consultant for districts with specialization in the Pacific Northwest and beyond.
- Serve as compensation consultant to the CEO and senior leadership for multiple school districts.
- Serve as a mentor to new human resources leaders.
- Serve as interim Human Resources Director on an ad-hoc basis.
- Serve as a labor relations consultant to a Superintendent and senior leadership team.
- Serve as a thought leader on K-12 Human Capital issues nationally.

VIRGINIA ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS (VASPA)

Executive Director.

07/2015 – 10/2017

- Manage a dues-paying professional association as the Executive Director, and only staff member.
- Plan coordinate, and oversee professional development including two annual conferences.
- Interface on human resources/human capital needs on behalf of Virginia's 133 school divisions.
- Innovate new programming.
- Engage with members, would-be members, sponsors, and would-be sponsors.
- Support the governance and policies enacted by a six-person Board.
- Ensure financial compliance.
- Organize quarterly board meetings and keep board members engaged throughout the year.
- Interpret policy for Board and members.
- Explore new opportunities to build membership and support the development and advocacy of members.
- Serve as a thought leader on K-12 Human Capital issues in the state of Virginia.

AMERICAN ASSOCIATION OF SCHOOL PERSONNEL ADMINISTRATORS (AASPA)

Interim Executive Director.

01/2014 – 03/2014

Served as Interim Executive Director/CEO of AASPA for three months, representing 1400 school district human resources leaders and staff nationwide.

- Increased membership and oversaw the most-attended "Boot Camp" in AASPA History (as of 2014)
- Oversaw the general operations of the association until a permanent Executive Director was named.

BELLINGHAM SCHOOL DISTRICT

Executive Director of Human Resources/Consultant.

11/2011 – 5/2015

Served as a Consultant from 11/2011 through 06/2012. Employed as Executive Director of Human Resources from 07/2012 through 06/2013. Served again as a Consultant from 07/2013 through early 2015.

- Served as a senior leader of the organization and member of the Executive Team.
- Managed budget of approximately \$1M.
- Oversaw reorganization of department protocols and improved customer relationships.

PORTLAND PUBLIC SCHOOLS

Executive Director of Human Resources.

07/2009 – 11/2011

Served as a Chief Human Resources Officer, assuming all aspects of human resources leadership for a workforce of 6800 employees.

- Served as chief advisor to the Superintendent and member of the Executive Team.
- Managed budget of approximately \$7M.
- Oversaw all aspects of Human Resources/Talent Management including managing seven directors and a department of 40 FTE.

CANBY SCHOOL DISTRICT

Executive Director of Human Resources.

07/2005 – 06/2009

Served as Chief Human Resources Officer, assuming all aspects of human resources leadership for a workforce of 550 employees.

EDUCATION

- University of Washington. Certificate of School Leadership, 1997.
- University of Michigan. Masters of Arts in Secondary Education, 1993.
- Harvard University. Bachelor of Arts in English and American Language and Literature, cum laude, 1990.

PROFESSIONAL ACCOMPLISHMENTS

- Board Member, REALSchool Gardens, 2016 –
- Governing Board Member, American Association of School Personnel Administrators, 2012-2015.
- “Leveraging HR in the Board Room & Building Internal Capacity,” American Association of School Personnel Administrators Human Capital Leadership Academy, December 2016, New Orleans, LA.
- “Analyzing and Aligning Compensation for your Classified and non-Represented Staff,” American Association of School Personnel Administrators annual conference, October 2016, Orlando, FL.
- Keynote Speaker, Oregon School Personnel Association Annual Conference, Eagle Point, Oregon, April 2014; Welches, Oregon, July 2015.
- “Teacher Absence: Research Review and Ideas for Action,” American Association of School Personnel Administrators annual conference, October, 2014, Portland, OR and Texas Association of School Personnel Administrators, December 2014, Austin TX.
- Keynote Speaker, Frontline Live – Substitute Systems, San Francisco, California, December 2014.
- “An Outstanding Educator in Front of Them Every Day,” *District Administration Magazine*, February, 2014.
- President/Executive Board member, Oregon School Personnel Association 2009-2011.
- Alumni Interviewer, Harvard College

Board Advisory Committees

Citizen's Oversight Committee (COC) Members

Glen Miller – Committee Chair

Matt Forsberg

Vonnie Good

Gary Suderman

Micky Garus

Lee Schlenker

Andy Bellando

Bob Archer

CTE Building Design Committee Members

Henry Fitzgibbon

Bob Archer

Andy Bellando

Kate Hall

Tim Ray

Jamie Richardson

Ken Guffey

Vonnie Good

Bill Blair

Kim Kellison

AJ Ficoli

David Sutherland

Bob Mahoney

Ryan Rowley

Rick Young

Gary Suderman

Glen Miller

Finance Committee Members

Dave Morris

Linda Fox

LaVonne Wilson

Mike Holland

Charlotte Riester

Rich Slack

Mike Bollman

Mike Blanchard

Andy Bellando

Trista Girt

Debbie MacLean

Updated December 2019

Dallas School District 2

Code: BCF
 Adopted: 11/8/04
 Readopted: 11/03/14; 11/03/14

Advisory Committees to the Board

In an ongoing effort to increase communication with the public and to provide for citizen involvement, the Board may appoint advisory committees which include community members to consider matters of districtwide importance. The Board shall have no permanent or standing advisory committees other than those required by statute.

Recommendations of such committees will be given careful consideration by the Board, but such recommendations will not relieve the Board of its legal responsibility to make final decisions about such matters.

All meetings of advisory committees shall follow public meeting laws. The press may attend and report proceedings. Visitors shall sit apart from the committee members and shall speak only when invited to do so by the committee chairman.

The composition of advisory committees to the Board will be broadly representative and will take into consideration the specific tasks assigned to the committee. The process for the appointment of community members to an advisory committee will be determined by the Board. Appointment of staff members, when appropriate, will be made by the superintendent.

The Board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The committee's written charge which shall include, but not be limited to, a statement of purpose and responsibility;
2. The resources the Board will provide;
3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive committee report(s).

Except as specifically provided by the Board, citizen advisory committees will cease to function when their reports have been received by the Board or when the purposes for which they were established have been accomplished.

The Board may be represented on lay and professional committees that serve the Board in an advisory capacity, with specific Board members appointed by the chairman, but normally such Board members will function as ex-officio members of the committees.

The Board's responsibility cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the Board for action and must be recognized as advisory in nature.

END OF POLICY

Legal Reference(s):

ORS 192.610

ORS 192.630

ORS 294.414

ORS 329.704

ORS 332.107

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL (2003).

Dallas School District 2

Code: **ADA**
 Adopted: 11/14/11
 Readopted:

Mission, ~~P~~romise, and Vision Statement

Mission

~~Working together for all students to achieve high levels of learning.~~

Our mission is to Provide the highest quality education, ensuring every student develops the academic, functional, professional-technical, and social-emotional skills necessary to succeed in life.

Our ~~P~~romise Vision

Every student in Dallas Public School District is known by name, strength and need, and graduates ready for career, college, and community.

Vision

- ~~1. District defined common core standards.~~
- ~~2. Ongoing collaboration among all staff.~~
- ~~3. All teachers teaching to common core standards.~~
- ~~4. Common regular assessments.~~
- ~~5. Interventions and enrichments based on regular assessment.~~
- ~~6. Improve teaching based on data, reflection and evaluation.~~
- ~~7. Improve learning based on data, reflection and evaluation.~~
- ~~8. Accurate and timely feedback and reporting to parents.~~
- ~~9. All students will attain a high school diploma.~~

Core Values

- Continue the focus on learning for all
- All students value education and want to come to school
- Ongoing collaboration among all staff
- Teaching to district adopted Common Core Standards and using research based best practices
- Common regular assessments
- Interventions and enrichment based on regular assessments

- Improve teaching and learning based on data, reflection, and collaboration
- Accurate and timely feedback and reposting to parents
- All students will attain a meaningful high school diploma

END OF POLICY

Legal Reference(s):

ORS 329.025

ORS 329.035

ORS 329.485

ORS 332.107

OAR 581-022-1020

OAR 581-022-1030



Continuous Improvement Plan

Our mission is to provide the highest quality education, ensuring every student develops the academic, functional, professional-technical, and social-emotional skills necessary to succeed in life.

We Hear You

The combined voices of parents, students, employees, and community members identified these five priorities in descending order:

1. Expanded learning options
2. social-emotional learning / behavior supports
3. Curriculum and instruction
4. Staff-to-student ratio
5. School safety and security

Goal 1: All students graduate with the academic skills necessary to succeed in life.

Strategy 1: Form Academic Instructional Improvement team

Strategy 2: Update classroom materials and curriculum

Strategy 3: Train teachers and classroom assistants in best practices

Goal 2: All students graduate with the social-emotional skills necessary to succeed in life.

Strategy 1: Form Social-Emotional Instructional Improvement team

Strategy 2: Implement social-emotional learning across all grade levels

Strategy 3: Hire additional support staff, such as counselors, special education teachers, and classroom assistants.

Goal 3: All students graduate with functional, professional, and technical skills necessary to succeed in life.

Strategy 1: Form Professional-Technical Instructional Improvement team

Strategy 2: Offer expanded learning options, such as music, electives, and career and technical education.

Strategy 3: Revise instructional systems to include more skills needed in today's economy, such as communication, collaboration, management, leadership, and flexibility.

See the full plan here.



Facilities/Bond Work Update Board Report December 10, 2019

HS Track Renovation

- Earth work portion has been completed 100%.
- Jump pits and discus ring are complete.
- Path on the north end along with retaining wall will be complete third week in December.
- Notification to Beynon is complete, we need to have approx. 3 weeks of 55-degree weather to apply surface.
- Asphalt will be ready any time after December 4, 2019.
- Metal is complete on the front of the stadium.

Seismic Assessment/LRFP

- Seismic assessment surveys are underway, ZCS was onsite last week and we walked LaCreole, Oakdale, and Lyle.
- Oregon Seismic Rehabilitation Grant Applications are due mid-January. The applications for the high school gym and LaCreole are complete.
- LRFP edits are complete, Soderstrom is finalizing then I will submit in the next two weeks.

Upcoming Bond Projects

- **Intellipack Replacement at DHS:** The site visit for structural verification is complete, the new units including the curb adapters are approved to set without any structural modifications. Confirming control specs to be sure the new equipment accepts the districts control system. Bid packet should be complete by the end of Dec. We will order equipment and bid in Feb.
- **Lighting upgrades:** Replace exterior lighting at LaCreole in the parking lot and on the building.
- **Painting:** Pending funds if any money remains we will discuss exterior painting priorities. Working on a district wide painting schedule.
- **CTE Building:** Floor plan is almost complete, currently we are working to finalize the changes that were made in the last meeting.

Bob Archer, Facilities Director

Maintenance Staff: Gordon Gentry ♦ Gordon Southwick ♦ Seth Arnesen ♦ Kate Hall

- **Building Placement:** District staff met and it was decided we will demo the existing storage building and put the new building to the east and then future growth will move to the west.
- **Plan Completion:** I hope to have the plan complete and ready for plan review by winter break.

Bob Archer, Facilities Director

Maintenance Staff: Gordon Gentry ♦ Gordon Southwick ♦ Seth Arnesen ♦ Kate Hall

Dallas School District Enrollment Report
December 2019

School	Capacity	Kgtn	1	2	3	4	5	Total	Last Month	Dec 18/19	Dec 17/18	Dec 16/17	Dec 15/16	
Lyle	[460]	21	21	24	28									
		24	21	25	27									
		23	20	24	27									
		22	22	26	27									
			22											
Total		90	106	99	109			404	404	410	414	409	425	
Oasis 1														
Oakdale	[412]	20	20	24	30									
		22	23	25	29									
		21	23	24	30									
		19	22	26										
			24											
Total		82	112	100	89			383	383	393	350	361	371	
Whitworth	[437]													
Total						219	214	433	431	426	439	460	427	
Total K-5								1220	1218	1229	1203	1230	1223	

DECEMBER STUDENT NUMBER 2019-20

STUDENT TOTALS

	Current #'s	Last yr.
In District	100	98
Out of District	93	95
TOTAL STUDENT #'s	193	193

BREAKDOWN BY GRADE LEVELS

	Current #'s	Last yr.
Kindergarten	24	22
1st Grade	23	25
2nd Grade	25	24
3rd Grade	20	25
4th Grade	25	22
5th Grade	18	21
6th Grade	23	25
7th Grade	22	14
8th Grade	13	15

NUMBERS CURRENT AS OF 11/04/2019

**DALLAS COMMUNITY SCHOOL
ENROLLMENT FOR November 2019**

STUDENT TOTALS

	Current #'s	End of Last Year
In District	81	79
Out of District	120	116
TOTAL STUDENT #'s	201	195

BREAKDOWN BY GRADE LEVELS

	Current #'s	End of last year	projected for Dec 2019	201
Kindergarten	20	25		
1st Grade	31	31		
2nd Grade	32	23		
3rd Grade	21	27		
4th Grade	27	20		
5th Grade	19	19		
6th Grade	20	22		
7th Grade	20	14		
8th Grade	11	14		
	<u>201</u>		Total as of 12/01/2019	201

2:49 PM

Luckiamute Valley Charter Schools
Profit & Loss Budget vs. Actual
 July through November 2019

12/04/19

Accrual Basis

	Jul - Nov 19	Budget	\$ Over Bud...	% of Bu...
Ordinary Income/Expense				
Income				
1200 · DISTRICT REIMBURSEMENT	26,508.45	80,000.00	-53,491.55	33.1%
1510 · Earnings on investments	159.49	400.00	-240.51	39.9%
1600 · FOOD SERVICES	11,934.37	55,000.00	-43,065.63	21.7%
1920 · Donations from Private Sources	337.16	6,000.00	-5,662.84	5.6%
1929 · PTC	0.00	400.00	-400.00	0.0%
1990 · Miscellaneous	2,807.70	500.00	2,307.70	561.5%
3101 · State School Support Funds	1,040,749.15	2,133,229.00	-1,092,479.85	48.8%
Total Income	<u>1,082,496.32</u>	<u>2,275,529.00</u>	<u>-1,193,032.68</u>	<u>47.6%</u>
Gross Profit	1,082,496.32	2,275,529.00	-1,193,032.68	47.6%
Expense				
1000 · INSTRUCTION				
1100 · Regular Programs				
1111 · Elementary Grades K-6				
111-111 · Certified Salaries	120,983.52	432,850.00	-311,866.48	28.0%
111-112 · Classified Salaries	55,094.86	179,401.00	-124,306.14	30.7%
111-121 · Substitute Teacher Salaries	3,512.81	12,250.00	-8,737.19	28.7%
111-122 · CLASSIFIED SUB	0.00	2,400.00	-2,400.00	0.0%
111-131 · Extra Duty Salaries	2,812.51	10,000.00	-7,187.49	28.1%
111-211 · PERS-Employer Contribution	42,271.24	171,963.00	-129,691.76	24.6%
111-212 · PERS-EPPT PICK UP	9,549.04	38,214.00	-28,664.96	25.0%
111-220 · Social Security	13,573.33	48,723.00	-35,149.67	27.9%
111-231 · Worker's Compensation	136.04	3,923.00	-3,786.96	3.5%
111-240 · Health/Dental Insurance	28,258.36	118,800.00	-90,541.64	23.8%
111-310 · Instruction Services	807.50			
111-355 · Printing	1,265.77	5,000.00	-3,734.23	25.3%
111-399 · Other Purchased Services	-234.89			
111-410 · Supplies	1,757.34	10,000.00	-8,242.66	17.6%
111-420 · Textbooks	159.90	10,000.00	-9,840.10	1.6%
111-460 · Non-Consumable Supplies	1,459.88	10,000.00	-8,540.12	14.6%
111-470 · Computer Software	2,100.00	500.00	1,600.00	420.0%
111-480 · Computer Hardware	1,268.56	3,000.00	-1,731.44	42.3%
Total 1111 · Elementary Grades K-6	<u>284,775.77</u>	<u>1,057,024.00</u>	<u>-772,248.23</u>	<u>26.9%</u>
1121 · Middle Programs 7-8				
121-111 · Licensed Salaries	56,328.24	200,600.00	-144,271.76	28.1%
121-112 · Classified Salaries	9,855.20	26,243.00	-16,387.80	37.6%
121-121 · Substitute Salary	1,083.06	5,250.00	-4,166.94	20.6%
121-131 · Extra Duty Salaries	6,575.00	7,000.00	-425.00	93.9%
121-211 · PERS-Employer Contribution	20,110.87	69,337.00	-49,226.13	29.0%
121-212 · PERS-EPPT PICK UP	4,341.48	14,031.00	-9,689.52	30.9%
121-220 · Social Security	5,795.59	18,291.00	-12,495.41	31.7%
121-231 · Workers Compensation	25.56	1,473.00	-1,447.44	1.7%
121-240 · Health/Dental Insurance	9,357.15	43,200.00	-33,842.85	21.7%
121-310 · Instruction Services	987.57	500.00	487.57	197.5%
121-355 · Printing	572.00	2,000.00	-1,428.00	28.6%
121-399 · Other Purchased Services	855.00			
121-410 · Consumable Supplies	3,230.91	7,000.00	-3,769.09	46.2%
121-420 · Textbooks	8,774.36	8,000.00	774.36	109.7%
121-460 · Non-consumable Supplies	5,147.65	5,000.00	147.65	103.0%
121-470 · Computer Software	2,100.00	500.00	1,600.00	420.0%
121-480 · Computer Hardware	2,948.29	5,000.00	-2,051.71	59.0%
Total 1121 · Middle Programs 7-8	<u>138,087.93</u>	<u>413,425.00</u>	<u>-275,337.07</u>	<u>33.4%</u>
Total 1100 · Regular Programs	<u>422,863.70</u>	<u>1,470,449.00</u>	<u>-1,047,585.30</u>	<u>28.8%</u>
Total 1000 · INSTRUCTION	422,863.70	1,470,449.00	-1,047,585.30	28.8%

2:49 PM

Luckiamute Valley Charter Schools
Profit & Loss Budget vs. Actual
 July through November 2019

12/04/19

Accrual Basis

	Jul - Nov 19	Budget	\$ Over Bud...	% of Bu...
2000 · SUPPORT SERVICES				
2200 · Instructional Staff				
220-312 · Curriculum Development	0.00	500.00	-500.00	0.0%
220-313 · Special Services	0.00	6,000.00	-6,000.00	0.0%
220-341 · Travel	11.60	1,000.00	-988.40	1.2%
220-410 · Supplies	170.22	500.00	-329.78	34.0%
220-480 · Computer Hardware	22,365.00			
Total 2200 · Instructional Staff	22,546.82	8,000.00	14,546.82	281.8%
2220 · Library/Media Center				
222-430 · Library Books	239.26	2,500.00	-2,260.74	9.6%
222-450 · Periodicals	1,298.69	2,000.00	-701.31	64.9%
222-550 · Technology	2,006.22	25,000.00	-22,993.78	8.0%
Total 2220 · Library/Media Center	3,544.17	29,500.00	-25,955.83	12.0%
2230 · Assessment and Testing				
223-312 · Testing Services	5,532.04	8,000.00	-2,467.96	69.2%
Total 2230 · Assessment and Testing	5,532.04	8,000.00	-2,467.96	69.2%
2240 · Instructional Staff Development				
224-312 · Instruction Improvement Service	795.83	15,000.00	-14,204.17	5.3%
224-410 · Instruction Improvement Suppli	1,376.67	1,500.00	-123.33	91.8%
224-341 · TRAVEL	174.58	1,000.00	-825.42	17.5%
Total 2240 · Instructional Staff Development	2,347.08	17,500.00	-15,152.92	13.4%
2310 · School Board				
231-300 · Purchased Services	1,519.07	7,000.00	-5,480.93	21.7%
231-354 · Advertisement	35.00	2,000.00	-1,965.00	1.8%
231-382 · Legal Services	0.00	6,000.00	-6,000.00	0.0%
231-410 · Consumable Supplies	661.48	2,000.00	-1,338.52	33.1%
231-640 · Dues and Fees	1,371.00	2,200.00	-829.00	62.3%
231-651 · Liability Insurance	15,191.00	18,000.00	-2,809.00	84.4%
Total 2310 · School Board	18,777.55	37,200.00	-18,422.45	50.5%
2410 · School Administration				
241-112 · Classified Salaries	23,099.00	63,296.00	-40,197.00	36.5%
241-113 · Administrator salaries	27,500.00	79,500.00	-52,000.00	34.6%
241-211 · PERS-Employer Contribution	6,618.16	17,090.00	-10,471.84	38.7%
241-212 · PERS-EPPT PICK-UP	1,493.95	3,798.00	-2,304.05	39.3%
241-220 · Social Security	4,196.55	10,924.00	-6,727.45	38.4%
241-231 · Workers Compensation	18.85	880.00	-861.15	2.1%
241-240 · Health/Dental Insurance	5,792.25	21,600.00	-15,807.75	26.8%
241-340 · Travel	978.34	4,000.00	-3,021.66	24.5%
241-353 · Postage	101.24	800.00	-698.76	12.7%
241-355 · Printing	219.00	1,000.00	-781.00	21.9%
241-390 · Professional Development	1,597.49	4,000.00	-2,402.51	39.9%
241-410 · Consumable Supplies	418.00	3,500.00	-3,082.00	11.9%
241-460 · non-consumables	618.84	3,000.00	-2,381.16	20.6%
241-470 · Software	500.00	500.00	0.00	100.0%
241-480 · Computer Hardware	859.94	1,000.00	-140.06	86.0%
241-541 · Equipment	0.00	4,000.00	-4,000.00	0.0%
241-640 · Dues and Fees	1,499.19	1,500.00	-0.81	99.9%
Total 2410 · School Administration	75,510.80	220,388.00	-144,877.20	34.3%

2:49 PM

Luckiamute Valley Charter Schools
Profit & Loss Budget vs. Actual
 July through November 2019

12/04/19

Accrual Basis

	Jul - Nov 19	Budget	\$ Over Bud...	% of Bu...
2500 · Support services-business				
2520 · Fiscal services				
252-114 · Managerial-Classified	18,556.00	52,668.00	-34,112.00	35.2%
252-211 · PERS -COMPANY	5,410.62	14,220.00	-8,809.38	38.0%
252-212 · PERS EPPT	1,221.36	3,160.00	-1,938.64	38.7%
252-220 · SOCIAL SECURITY	1,557.23	4,029.00	-2,471.77	38.7%
252-231 · WORKERS COMPENSATION	6.54	885.00	-878.46	0.7%
252-232 · Unemployment	140.98	10,000.00	-9,859.02	1.4%
252-240 · HEALTH - EMPLOYER	1,800.00	7,560.00	-5,760.00	23.8%
252-380 · Payroll and Accounting Services	0.00	1,000.00	-1,000.00	0.0%
252-381 · Audit Services	3,000.00	8,000.00	-5,000.00	37.5%
252-410 · Supplies	376.58			
252-470 · Software	263.45	700.00	-436.55	37.6%
252-640 · Dues and Fees	682.03	1,600.00	-917.97	42.6%
252-690 · Grant Indirect Charges	0.00	125,861.00	-125,861.00	0.0%
Total 2520 · Fiscal services	33,014.79	229,683.00	-196,668.21	14.4%
2540 · Plant services				
254-112 · Classified Salaries	20,429.31	41,289.00	-20,859.69	49.5%
254-211 · PERS-Employer Contribution	8,638.50	11,148.00	-2,509.50	77.5%
254-212 · PERS-EPPT PICK	1,004.68	2,477.00	-1,472.32	40.6%
254-220 · Social Security	1,482.52	3,159.00	-1,676.48	46.9%
254-231 · Worker's Compensation	10.81	254.00	-243.19	4.3%
254-322 · Repairs and Maintenance	10,469.47	25,000.00	-14,530.53	41.9%
254-324 · Rental	6,704.30	5,500.00	1,204.30	121.9%
254-325 · Electricity	3,273.25	14,000.00	-10,726.75	23.4%
254-326 · Fuel	0.00	200.00	-200.00	0.0%
254-327 · Water	2,140.91	3,500.00	-1,359.09	61.2%
254-328 · Garbage	1,190.33	4,000.00	-2,809.67	29.8%
254-329 · Other property services	5,568.35	7,000.00	-1,431.65	79.5%
254-351 · Telephone	2,355.19	4,400.00	-2,044.81	53.5%
254-355 · Printing	495.77	1,000.00	-504.23	49.6%
254-410 · Supplies	3,395.91	8,000.00	-4,604.09	42.4%
254-460 · Non-consumable supplies	6,802.46	10,000.00	-3,197.54	68.0%
254-520 · Major Building Improvements	5,083.34	40,000.00	-34,916.66	12.7%
254-530 · Improvements Other Than Buildin	28,307.10	30,000.00	-1,692.90	94.4%
254-541 · Equipment	8,988.50			
Total 2540 · Plant services	116,340.70	210,927.00	-94,586.30	55.2%
2550 · Transportation				
255-331 · Transportation-Educational	5,810.45	40,000.00	-34,189.55	14.5%
Total 2550 · Transportation	5,810.45	40,000.00	-34,189.55	14.5%
Total 2500 · Support services-business	155,165.94	480,610.00	-325,444.06	32.3%
Total 2000 · SUPPORT SERVICES	283,424.40	801,198.00	-517,773.60	35.4%
3000 · ENTERPRISE & COMMUNITY				
3100 · Food Services				
310-112 · CLASSIFIED SALARY	7,159.85	22,417.00	-15,257.15	31.9%
310-211 · PERS-EMPLOYER	1,199.95	6,053.00	-4,853.05	19.8%
310-212 · PERS-EPPT CONTRIBUTION	270.86	1,345.00	-1,074.14	20.1%
310-220 · SOCIAL SECURITY/MEDICARE	547.74	1,715.00	-1,167.26	31.9%
310-231 · WORKERS COMPENSATION	4.22	138.00	-133.78	3.1%
310-410 · CONSUMABLE SUPPLIES	1,187.47			
310-450 · FOOD PURCHASE	20,622.56	70,000.00	-49,377.44	29.5%
310-460 · NON CONSUMABLE SUPPLIES	1,755.31	5,000.00	-3,244.69	35.1%
310-640 · dues and fees	2,067.35	2,000.00	67.35	103.4%
Total 3100 · Food Services	34,815.31	108,668.00	-73,852.69	32.0%
Total 3000 · ENTERPRISE & COMMUNITY	34,815.31	108,668.00	-73,852.69	32.0%

2:49 PM
 12/04/19
 Accrual Basis

Luckiamute Valley Charter Schools
Profit & Loss Budget vs. Actual
 July through November 2019

	<u>Jul - Nov 19</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Bu...</u>
4000 · FACILITIES ACQUISITION & CONSTR				
4150 · Building Acq, const, impr. Ser				
415-520 · Building Improvements	4,575.00	20,000.00	-15,425.00	22.9%
415-530 · Improvements-Other	13,029.00	20,000.00	-6,971.00	65.1%
Total 4150 · Building Acq, const, impr. Ser	<u>17,604.00</u>	<u>40,000.00</u>	<u>-22,396.00</u>	<u>44.0%</u>
Total 4000 · FACILITIES ACQUISITION & CONSTR	<u>17,604.00</u>	<u>40,000.00</u>	<u>-22,396.00</u>	<u>44.0%</u>
Total Expense	<u>758,707.41</u>	<u>2,420,315.00</u>	<u>-1,661,607.59</u>	<u>31.3%</u>
Net Ordinary Income	<u>323,788.91</u>	<u>-144,786.00</u>	<u>468,574.91</u>	<u>-223.6%</u>
Net Income	<u><u>323,788.91</u></u>	<u><u>-144,786.00</u></u>	<u><u>468,574.91</u></u>	<u><u>-223.6%</u></u>

BOARD REPORT FOR DALLAS SD2
2018-2019

	JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.	JANUARY	FEB.	MARCH	APRIL	MAY	JUNE	YTD Total
Beginning Fund Balance **	444,184.05												444,184.05
INCOME													
1200 DISTRICT REIMBURSEMENTS			8,327.15	8,272.71	9,908.59								
1510 Earnings on investments	24.83	33.08	33.03	33.62	34.93								25,508.45
1600 Food Services	13.00	1,201.91	1,651.50	1,986.70	7,081.26								159,49
1920 Donations from Private Sources		42.72	80.00	151.00	63.44								11,934.37
1929 PTO													337.16
1951 Textbook Sales													
1999 Grants													
1990 Miscellaneous Income	91.94	1,016.47	1,699.29										2,807.70
3101 State School Support Funds	346,916.39	173,458.19	173,458.19	173,458.19	173,458.19								1,040,749.15
TOTAL REVENUE	791,230.21	175,752.37	185,249.16	183,902.22	190,546.41								1,525,680.37

EXPENDITURES BY OBJECT													
100 Salaries	3,688.55	17,302.29	104,561.49	91,174.22	134,638.92								351,365.47
200 Benefits	1,513.22	5,857.63	53,307.27	47,962.38	67,817.82								176,458.32
300 Services	1,657.75	6,753.51	12,765.04	14,493.62	20,620.59								56,290.51
400 Supplies	35,718.00	5,040.23	24,310.52	12,891.55	13,833.08								91,793.38
500 Equipment/Improvements	20,651.85	36,036.69	1,717.00	2,974.65	609.97								61,989.16
600 Dues & Fees	17,683.00	276.35	698.25	1,532.40	610.57								20,800.57
700 Contingency													
TOTAL EXPENDITURES	80,912.37	71,265.70	197,359.57	171,028.82	238,130.95								758,697.41

EXPENDITURES BY FUNCTION													
1000 Instruction	11,148.23	2,689.11	138,317.66	111,289.49	159,419.21								422,863.70
2000 Support	66,842.14	53,996.24	45,223.13	48,484.63	68,868.26								283,414.40
3000 Food Services	1,397.00	26.35	12,293.78	11,254.70	9,843.48								34,815.31
4000 Construction	1,525.00	14,554.00	1,525.00										17,604.00
6000 Contingency													
TOTAL EXPENDITURES	80,912.37	71,265.70	197,359.57	171,028.82	238,130.95								758,697.41

FUND BALANCE	710,317.84	814,804.51	802,694.10	815,567.50	767,982.96	767,982.96	767,982.96	767,982.96	767,982.96	767,982.96	767,982.96	767,982.96	767,982.96
--------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------	------------

* *not adjusted to audit

Budget Vs Actual

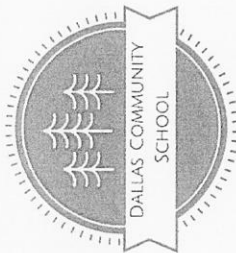
October 2019

	Oct 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43200 · Direct payment from DSD	110,873.16	121,389.38	-10,516.22	91.34%
49999 · Rental Income from Donald Stree	1,457.65			
Total Income	112,330.81	121,389.38	-9,058.57	92.54%
Gross Profit	112,330.81	121,389.38	-9,058.57	92.54%
Expense				
60900 · Business Expenses				
60910 · Bank Fees	122.94	66.66	56.28	184.43%
60920 · Business Registration Fees	0.00	0.00	0.00	0.0%
Total 60900 · Business Expenses	122.94	66.66	56.28	184.43%
61000 · Services and Activities				
61050 · Staff Development	236.14	1,000.00	-763.86	23.61%
61100 · Custodial	0.00	650.00	-650.00	0.0%
61200 · Mileage Reimbursement	27.84	700.00	-672.16	3.98%
61250 · Field trips	1,227.36	1,545.45	-318.09	79.42%
61300 · Printing	8.50	0.00	8.50	100.0%
Total 61000 · Services and Activities	1,499.84	3,895.45	-2,395.61	38.5%
62120 · Community Educators				
62130 · Enrichment Teacher supplies	91.39	0.00	91.39	100.0%
62120 · Community Educators - Other	5,917.50	6,300.00	-382.50	93.93%
Total 62120 · Community Educators	6,008.89	6,300.00	-291.11	95.38%
62800 · Facilities and Equipment				
62820 · Rent	0.00	2,500.00	-2,500.00	0.0%
62825 · Property Tax	0.00	0.00	0.00	0.0%
62830 · Maintenance/Repairs	300.00	600.00	-300.00	50.0%
62840 · Fees	0.00	200.00	-200.00	0.0%
62870 · Property Insurance	0.00	0.00	0.00	0.0%
62880 · Supplies for Facility				
62885 · Supplies for student use	153.92	100.00	53.92	153.92%
62886 · Supplies for General Facility	69.39	50.00	19.39	138.78%
62880 · Supplies for Facility - Other	0.00	0.00	0.00	0.0%
Total 62880 · Supplies for Facility	223.31	150.00	73.31	148.87%
62890 · Utilities				
62891 · Water/Sewer	162.50	250.00	-87.50	65.0%
62892 · Garbage Services	0.00	100.00	-100.00	0.0%
62893 · Power/Gas	16.10	120.00	-103.90	13.42%
62894 · Telephone/Internet	339.06	450.00	-110.94	75.35%
62895 · Cell phone	446.20	430.00	16.20	103.77%
62890 · Utilities - Other	147.17	0.00	147.17	100.0%
Total 62890 · Utilities	1,111.03	1,350.00	-238.97	82.3%
62999 · Supplies for Renovations	-6.82	0.00	-6.82	100.0%
62800 · Facilities and Equipment - Other	0.00	0.00	0.00	0.0%
Total 62800 · Facilities and Equipment	1,627.52	4,800.00	-3,172.48	33.91%
63000 · Supplies and Expense				
63100 · Instructional Supplies	628.04	1,200.00	-571.96	52.34%
63150 · Software Licenses	0.00	0.00	0.00	0.0%
63200 · Audio-visual Equipment	0.00	0.00	0.00	0.0%
63225 · Substitute	0.00	300.00	-300.00	0.0%
63250 · Curriculum				
63300 · Allotment funds	15,182.24	0.00	15,182.24	100.0%
63250 · Curriculum - Other	13.10	200.00	-186.90	6.55%
Total 63250 · Curriculum	15,195.34	200.00	14,995.34	7,597.67%
63410 · Assessment/training	0.00	0.00	0.00	0.0%
63430 · Computers for student use	125.00	0.00	125.00	100.0%
63450 · Furniture	49.99	0.00	49.99	100.0%
63460 · Library	0.00	200.00	-200.00	0.0%
63500 · Equipment	130.72	200.00	-69.28	65.36%
Total 63000 · Supplies and Expense	16,129.09	2,100.00	14,029.09	768.05%
65000 · Administration costs				
65010 · Dues/Memberships	119.00	450.00	-331.00	26.44%
65020 · Postage, Mailing Service	71.29	150.00	-78.71	47.53%
65030 · Copier/Lease/Supplies	718.08	450.00	268.08	159.57%
65040 · Office Supplies	766.30	300.00	466.30	255.43%
65060 · computers	-16.98	100.00	-116.98	-16.98%
65070 · Student Recruitment	37.00	37.00	0.00	100.0%
65080 · Fees	177.00	41.70	135.30	424.46%
65090 · Contract Services	9,465.00	10,900.00	-1,435.00	86.84%
Total 65000 · Administration costs	11,336.69	12,428.70	-1,092.01	91.21%
65100 · Other Types of Expenses				
65120 · Insurance - Liability, D and O	0.00	0.00	0.00	0.0%
Total 65100 · Other Types of Expenses	0.00	0.00	0.00	0.0%
66000 · Payroll Expenses				
Total 66000 · Payroll Expenses	69,613.95	58,101.55	11,512.40	119.81%
68300 · Travel and Meetings				
68310 · Conference, Convention, Meeting	0.00	0.00	0.00	0.0%
68320 · Travel	0.00	0.00	0.00	0.0%
68330 · Lodging40	0.00	0.00	0.00	0.0%
Total 68300 · Travel and Meetings	0.00	0.00	0.00	0.0%
69800 · Uncategorized Expenses	0.00	0.00	0.00	0.0%
Total Expense	106,338.92	87,692.36	18,646.56	121.26%
Net Ordinary Income	5,991.89	33,697.02	-27,705.13	17.78%
Net Other Income	0.00	0.00	0.00	0.0%
	5991.89	33,697.02	-27,705.13	17.78%

Budget Vs Actual

YTD 2019

	Jul - Oct 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43200 · Direct payment from DSD	554,365.81	485,557.52	68,808.29	114.17%
49910 · Amazon Smile Acct	22.09			
Total 49900 · Misc Income	22.09			
49999 · Rental Income from Donald Stree	1,457.65			
Total Income	555,845.55	485,557.52	70,288.03	114.48%
Gross Profit	555,845.55	485,557.52	70,288.03	114.48%
Expense				
60900 · Business Expenses				
60910 · Bank Fees	340.82	266.64	74.18	127.82%
60920 · Business Registration Fees	0.00	162.76	-162.76	0.0%
Total 60900 · Business Expenses	340.82	429.40	-88.58	79.37%
61000 · Services and Activities				
61050 · Staff Development	767.14	3,000.00	-2,232.86	25.57%
61100 · Custodial	141.00	1,300.00	-1,159.00	10.85%
61200 · Mileage Reimbursement	27.84	1,400.00	-1,372.16	1.99%
61250 · Field trips	3,270.36	4,636.35	-1,365.99	70.54%
61300 · Printing	8.50	3,500.00	-3,491.50	0.24%
Total 61000 · Services and Activities	4,214.84	13,836.35	-9,621.51	30.46%
62120 · Community Educators				
62130 · Enrichment Teacher supplies	1,710.03	0.00	1,710.03	100.0%
62120 · Community Educators - Other	8,754.50	12,600.00	-3,845.50	69.48%
Total 62120 · Community Educators	10,464.53	12,600.00	-2,135.47	83.05%
62800 · Facilities and Equipment				
62820 · Rent	2,500.00	10,000.00	-7,500.00	25.0%
62825 · Property Tax	0.00	0.00	0.00	0.0%
62830 · Maintenance/Repairs	1,227.22	3,200.00	-1,972.78	38.35%
62840 · Fees	1,605.00	2,400.00	-795.00	66.88%
62870 · Property Insurance	0.00	5,000.00	-5,000.00	0.0%
62880 · Supplies for Facility				
62885 · Supplies for student use	338.22	400.00	-61.78	84.56%
62886 · Supplies for General Facility	381.56	150.00	231.56	254.37%
62880 · Supplies for Facility - Other	0.00	0.00	0.00	0.0%
Total 62880 · Supplies for Facility	719.78	550.00	169.78	130.87%
62890 · Utilities				
62891 · Water/Sewer	429.48	1,000.00	-570.52	42.95%
62892 · Garbage Services	0.00	400.00	-400.00	0.0%
62893 · Power/Gas	16.10	480.00	-463.90	3.35%
62894 · Telephone/Internet	1,347.04	1,800.00	-452.96	74.84%
62895 · Cell phone	1,712.05	1,720.00	-7.95	99.54%
62890 · Utilities - Other	1,029.60	0.00	1,029.60	100.0%
Total 62890 · Utilities	4,534.27	5,400.00	-865.73	83.97%
62999 · Supplies for Renovations	1,734.00	40,000.00	-38,266.00	4.34%
62800 · Facilities and Equipment - Other	0.00	0.00	0.00	0.0%
Total 62800 · Facilities and Equipment	12,320.27	66,550.00	-54,229.73	18.51%
63000 · Supplies and Expense				
63100 · Instructional Supplies	1,252.64	3,600.00	-2,347.36	34.8%
63150 · Software Licenses	0.00	6,000.00	-6,000.00	0.0%
63200 · Audio-visual Equipment	1,109.97	2,000.00	-890.03	55.5%
63225 · Substitute	0.00	600.00	-600.00	0.0%
63230 · School Store Supplies	499.87			
63250 · Curriculum				
63300 · Allotment funds	30,513.94	72,360.00	-41,846.06	42.17%
63250 · Curriculum - Other	172.09	400.00	-227.91	43.02%
Total 63250 · Curriculum	30,686.03	72,760.00	-42,073.97	42.17%
63410 · Assesment/training	0.00	4,000.00	-4,000.00	0.0%
63430 · Computers for student use	2,975.00	4,000.00	-1,025.00	74.38%
63450 · Furniture	2,223.99	15,000.00	-12,776.01	14.83%
63460 · Library	392.02	400.00	-7.98	98.01%
63500 · Equipment	320.94	600.00	-279.06	53.49%
Total 63000 · Supplies and Expense	39,460.46	108,960.00	-69,499.54	36.22%
65000 · Administration costs				
65010 · Dues/Memberships	875.69	1,800.00	-924.31	48.65%
65020 · Postage, Mailing Service	155.01	600.00	-444.99	25.84%
65030 · Copier/Lease/Supplies	1,535.55	1,800.00	-264.45	85.31%
65040 · Office Supplies	952.45	1,200.00	-247.55	79.37%
65060 · computers	1,424.97	3,200.00	-1,775.03	44.53%
65070 · Student Recruitment	148.00	204.00	-56.00	72.55%
65080 · Fees	177.00	166.80	10.20	106.12%
65090 · Contract Services	41,482.02	43,600.00	-2,117.98	95.14%
Total 65000 · Administration costs	46,750.69	52,570.80	-5,820.11	88.93%
65100 · Other Types of Expenses				
65120 · Insurance - Liability, D and O	7,287.00	7,500.00	-213.00	97.16%
Total 65100 · Other Types of Expenses	7,287.00	7,500.00	-213.00	97.16%
66000 · Payroll Expenses				
Total 66000 · Payroll Expenses	206,218.10	209,603.68	-3,385.58	98.39%
66900 · Reconciliation Discrepancies	-8,782.38			
68300 · Travel and Meetings				
68310 · Conference, Convention, Meeting	0.00	0.00	0.00	0.0%
68320 · Travel	72.00	1,000.00	-928.00	7.2%
68330 · Lodging	517.02	2,000.00	-1,482.98	25.85%
Total 68300 · Travel and Meetings	589.02	3,000.00	-2,410.98	19.63%
69800 · Uncategorized Expenses	0.00	0.00	0.00	0.0%
Total Expense	318,863.35	475,050.23	-156,186.88	67.12%
Net Ordinary Income	236,982.20	10,507.29	226,474.91	2,255.41%
	236,982.20	10,507.29	226,474.91	2,255.41%



Dallas Community School Monthly Dashboard Report

MONTH OF: October 2019

Enrollment: Total students: 200

Grade	Enrollment
K	20
1	31
2	32
3	21
4	27

Grade	Enrollment
5	19
6	20
7	19
8	11

Financial Snapshot

Prior month budget vs. actual:

Budget: \$87692.36 Actual: \$107,080.06

YTD Budget vs. Actual:

Budget: \$475,050.23 Actual: \$319,604.49

DCS Money Market: \$ 188,389.00

Current bank balance: \$ 300,478.68

Line items over 10% of budget

Item	Amnt. Over Budget last month	% Over Budget last month	Amnt. Over Budget YTD	% Over Budget YTD
Bank Fees	56.28	84.43%	74.18	27.82%
Supplies for General Facility	19.39	38.78%	231.56	154.37%
Supplies for Student Use	53.92	53.92%		
Curriculum Allotment	15,182.24			
Office Supplies	466.30	155.43%		
Fees	135.30	324.46%		
Payroll Expenses	11,512.40	19.81%		

Items over:

Bank Fees: We got bank fees for wire transfers and bank fees monthly

Supplies for General Facility: Buying toilet paper, soap, paper towels and water.

Supplies for Student Use: We had to buy more cups, plates, napkins ect.

Curriculum Allotment: It says we are over but that is because we have the 60% in Sept and 40% load in Jan on the budget

Office Supplies: We purchased school record folders and dividers so that our school records are the same as DSD

Fees: We had fingerprinting fees for teachers off site and new staff

Payroll Expenses: We had the bonus payments for employees that resigned this month.

** We have made adjustments to the annual budget, once approved they will help adjust the overage in some of these categories.

LUCKIAMUTE VALLEY CHARTER SCHOOLS

BOARD MINUTES

November 20, 2019

BRIDGEPORT CAMPUS

CALL TO ORDER At 6:38 by Kendall Cates.

BOARD MEMBERS PRESENT: Matt Beasley, Jim Gardner, Kendall Cates, Fred Wiesensee

BOARD MEMBERS ABSENT: Vicki Avery

STAFF MEMBERS PRESENT: Christy Wilkins, Daniel Shimek, Jerry McGuffee, Tammy Pryce

BOARD SECRETARY: Cali Beasley

1. CONSENT AGENDA

- 1.1. Approval of minutes from the October 15, 2019 board meeting. Fred made a motion to accept the minutes as presented. Jim seconded the motion. Motion passed unanimously.

2. ANNOUNCEMENTS

- 2.1. Next board meeting – December 17, 2019
- 2.2. Conferences – November 25-26 at Bridgeport and November 21 and 25 at Pedee.
- 2.3. Thanksgiving break – November 27th through December 1, 2019.
- 2.4. Polar Express night – December 5, 2019
- 2.5. Field trip to OMSI – 1st and 2nd grade – December 12th
- 2.6. Staff holiday party – December 18th

3. VISITORS

- 3.1. No visitors

4. PUBLIC COMMENT

- 4.1. There was no public comment.

5. FACILITIES:

- 5.1. **Radon Testing:** Testing has been completed. Test results should be ready after November 22nd. The tester said that the only area that might be a concern is the mud room in the basement at Pedee.

5.2. Pedee Remodel 2019-2020

- 5.2.1. Bids for main building furnace removal: Quotes have come in for removing the main building furnace. Only one of the companies is able to bid for the whole job. One company is not able to remove the oil tank and the asbestos. If we go with that company, we would have to hire another company to do that work.

5.2.2. Ground contaminant: Someone will have to be hired to check for ground contamination after the oil tank has been removed. This was done when the oil tank for the gym furnace was removed.

5.2.3. Quotes for construction: Two quotes have been received for the construction portion of the remodel. We are waiting on a third quote as one of the contractors dropped out of the process. Contact has been made with another contractor and we are waiting for a time to schedule a visit to the school. We did have two good, solid bids for the gym storage room. The director can make a final decision regarding which bid to take.

5.2.4. Water testing: All water testing is complete for the 2019 calendar year.

6. NEW BUSINESS

6.1. Director's report

6.1.1. ORCS Conference: Vicki and Christy attended a conference of the Oregon Coalition of Community Charter Schools on Thursday, November 14th. This conference gave Charter School staff a chance to network, brainstorm and strategize about working together for a bright future. It also gave an opportunity to discuss and celebrate the success of efforts to include charter schools in the SSA funding. Vicki Avery was elected to a full term on the OCCS board.

6.1.2. OSBA Conference: Vicki, Fred, Daniel, Scott and Christy all attended the annual OSBA conference. The efforts put forth by the staff to support student needs in their absence was appreciated. This conference provides the best professional development available. Fred shared some of what he learned at the sessions he attended.

6.1.3. School Garden Grant: The grant application was completed and submitted to ODE on Friday November 15th. This is a very competitive grant and Christy is hoping for the best outcome possible for LVCS.

6.1.4. Students with behavior challenges: There are some students with behavior challenges. There are staff members that have made the commitment to the appropriate training to deal with those students and give the support they need.

6.1.5. Bridgeport update:

- On October 17th the students in grades k-5 went on the annual trip to the pumpkin patch. There was a large group of parent volunteers. Everyone had a great time.
- On October 24th, the PTO sponsored game night. There was a big turnout for this event. Thank you to the PTO for the delicious taco bar dinner.

- On October 31st Bridgeport celebrated Halloween with classroom parties, a costume parade and a “Trick or Treat” activity provided by staff and Board Chair Vicki Avery. Students enjoyed the activities and seeing staff also dressed up. Parents that attended had many positive comments.
- Under Scott Chapin’s leadership Bridgeport has implemented weekly meetings for teachers and assistants. Meetings are alternated for each employee group. Communication has improved and there are smoother day-to-day operations.
- Teachers are preparing for conferences.
- Michelle Burton is preparing her students for the second annual Holiday play.

6.2. Pedee Campus Update: Provided by Daniel Shimek

6.2.1. The chromebooks are in use in the classrooms. They are being used almost daily in classes. Daniel is monitoring data usage now that the Chromebooks are in regular use. Data use has gone up so that may need to be watched more closely as usage of the Chromebooks increases.

6.2.2. Ms. Quetschke (formerly Miss Wittich) and Mr. McGuffee will be attending a Mental Health Issues in the Classroom conference in Eugene on December 17th.

6.2.3. OSBA Conference: Daniel reports that he attended a session on Emergency Preparedness at the OSBA conference this year. After talking with other school personnel, LVCS is further along in planning than others.

6.2.4. Upcoming events:

- Parent-Teacher conferences on Nov. 21st and 25th.
- 5th grade transition visit to Pedee, Dec. 5th.
- 8th grade field trip to Young at Art, Dec. 5th.

6.3. Student Enrollment Numbers:

6.3.1. Current enrollment is 193 students which was the same at this time last year.

6.4. SSA Grant – Summary of Community Feedback

6.4.1. Student Success Act Process Update: One of the requirements for accessing SSA funds is a needs assessment that documents the process of gathering input from all stakeholders. LVCS designed an online survey to address the four target areas, which was sent out to all staff, parents and community members who had a connection to the schools. There were also three community input meetings offered at different times to gather input from parents. Christy provided a draft report on the results of the survey and meetings. She provided context for why the prioritization process for LVCS has gone the direction it has. She also provided her recommendations for the best uses of the SSA funds. A full and detailed proposal will be presented to the board in the spring. The board is supportive of moving

forward with creating a job description for a fulltime position for the purpose of supporting students impacted by mental health and behavioral issues.

- 6.5. **October Financial Reports – Tammy Pryce:** Expenses are on par with what is expected at this point except we have not received a bill for bussing from the district yet. Tammy is waiting on some more information on a few items before the budget is updated and voted on.
- 6.6. **Funding 6th grade Modular – Action Item:**
 - 6.6.1. Tammy has spoken to a loan representative at Columbia Bank about getting a term loan to pay off the modular at Pedee. There is currently \$80,000 owing on the building and ramp. The rent payment is over \$1,500. A 7 year term loan would have a payment of about \$1,200 a month with about \$400 in application fees. The loan can be paid off faster with no penalty. Matt Beasley made a motion to take out a 7 year fixed term loan for \$80,000 for the purpose of paying off the modular at Pedee. Fred seconded the motion. The motion passed unanimously.
7. **Executive Session as per ORS 192.660(2)(f): To consider information or records that are exempt from disclosure by law, including written advice from your attorney.**
 - 7.1. **Executive session opened at:** 8:39 p.m.
 - 7.2. No action taken during executive session.
 - 7.3. **Executive session closed at:** 9:23 p.m.
8. **ADJOURN:**
 - 8.1. **Meeting was adjourned at 9:30 by Kendall Cates**

**Community innovation Partners/Dallas Community School
Board Meeting minutes for October 17th, 2019**

Date: October 17th, 2019
Location: 124 SW Walnut Avenue
President: Wendy Sparks
Vice President: Becki Gann
Secretary: Holly Williamson
Treasurer: Scott Burwash
Present: Gene Henshaw

1. Call to Order at 7:00 pm

2. Public Comment: None

3. Discussion and Action to Adopt Consent Agenda and Minutes: Eugene moved to approve the October minutes and accept the agenda. Scott seconded it. No opposed.

4. Parent-Teacher Organization Update: The PTO has discussed fundraising and volunteer work and would like to sponsor some events at DCS this year.

5. Treasury Report: Revised budget to be approved at next month's meeting. Names on accounts will be resolved with the CPA to make sure DCS is in compliance. Re-allocation of funds-surplus from planned furniture expense.

6. Director's Report: DCS Instructional Assistant, Lori Jones, reported on success of Food Pod Classes, where students learn about inventory tracking, customer service, money management, among other concepts. The class will participate in a visit from Fusion Food Truck at DCS Oct. 23rd for hot lunch. Mrs. Jones also reported that traffic at pick up is slowly improving and that communication between parents and guides regarding Independent Study classes has been very positive. Bill reviewed the Student Success Act, and the progress of removing DCS's label as a "virtual" school to help qualify for funding from ODE, which could be put towards possible summer programs.

7. Budget Amendments (action item):

a. General amendments: To be postponed until November meeting to review the revised budget. Bill Conlon to draft budget revision.

b. Budget Amendment to Reflect Health Insurance Fee Increase: Bill asked to increase the health insurance budget by \$428.00 for the next 12-month period in order to provide 4 full time staff with comprehensive benefits (dental insurance out of pocket). Wendy motions to increase the health insurance budget by \$428.00. Holly seconds the motion. No opposed.

8. Policies-First Reading:

a. Attendance and Instructional Time: To be read a second time and voted on at November meeting.

b. Allotment Funds: Will be amended to reflect the amount of funds for each family will be determined by the budget process, not the director. To be read a second time and voted on at November meeting.

9. Policy Action Items:

a. Budget Policy change to Increase Check Signing Maximum with Single Signatory: Bill asked for the authority to sign checks up to \$2500 with a single signature, and make purchases up to \$4000 at his discretion. Any check \$2500 or above would require 2 signatures, as would any purchase of \$4000 or over by any means other than a check. Wendy asked if this would comply with the district's policies. Bill to find out and report back at November meeting.

10. Policy Ongoing Discussion Items:

a. Course Fees Discussion: Bill to draft 2 policies and bring for review in November re: charging class fees and attendance. Possibly create a policy to define, "good standing" means, or add as an amendment to policies checklist.

b. Student Lesson Recordkeeping Discussion: Common Curriculum program is being used to track the 900 necessary hours of instruction by a licensed teacher necessary for each student.

11. DCS's Intent to Renew the Charter (Action Item): Discussion of process as recommended by OSBA. Scott motions to renew charter with Dallas School District and submit a letter of intent. Eugene seconds the motion. All in favor.

12. Facility Update: The DCS leadership class is working on a proposal to submit to the city for funds to improve the façade on the DCS building. PTO has agreed to donate funds to this as well. Leak in H-VAC system in main room repaired for \$300 after building purchased by DCS.

13. Strategic Planning Update: Some funding has been found to potentially hire a facilitator. Still looking for candidates to fill this role. To be proposed with the new budget in November.

14. Committees Update:

a. Policies Committee: No new information

b. Board Recruitment Committee:

i. Removal of Ernie Fisher from DCS Board Due to Relocation (Action Item): Wendy motions, Scott seconds, no opposed.

ii. Recruitment Update and Vote on New Members (Action Item): Scott to abdicate role as treasurer. Wendy motions to appoint Jeremy to the board for a 2-year term. Scott seconds. No opposed. Eugene motions to accept Erin Miller as a member of the board. Holly seconds. No opposed. Scott abstained from voting to avoid conflict of interest. Wendy motions to appoint Jeremy as treasurer and move Scott to regular board member position for transition process not to exceed 2 months. Eugene seconds. No opposed.

15. New Business: None. Review July housekeeping in November.



Community Innovation Partners/Dallas Community School Agenda for Thursday, November 21, 2019, 7:00 p.m.

Mission Statement:

Dallas Community School is an inclusive public charter school supporting collaborative, standards-based education in a flexible, non-traditional environment.

Vision:

Dallas Community School will empower non-traditional learners with the knowledge, skills, and abilities to succeed in and contribute value to their community.

- 1) Call to order
- 2) Public Comment
- 3) Discussion and Action to Adopt Consent Agenda and Minutes
- 4) Parent-Teacher Organization Update
- 5) Treasurer Report
- 6) Director's Report
- 7) Budget Discussion and Possible Amendments
 - a) Updated budget
 - b) General amendments
- 8) Polices - second reading
 - a) Attendance and Instructional Time
 - b) Allotment Funds
- 9) Policies- first reading
 - a) Class fees
- 10) Policies- discussion
 - a) Expenditure authorizations - DSD's policy and the recommendation of auditor
- 11) Facility discussion
 - a) Plan for the annex building
 - b) Discussion on other available sites
- 12) Future planning discussion
 - a) Strategic Plan and Program Review/Evaluation
 - b) Charter renewal update
- 13) July housekeeping list
- 14) Committees Update
 - a) Policies Committee
 - b) Board Recruitment Committee
- 15) New Business
- 16) Adjourn until next board meeting on December 19, 2019 at 7:00 pm