



BETHEL SCHOOL BOARD MEETING

District Office – 4640 Barger Drive
Thursday, July 13, 2017
Approximately 6:45 p.m.

Immediately following the 5:30 p.m. Board Work Session

Executive Session per ORS 192.660(2)(i) – Superintendent’s Performance Evaluation, and per ORS 192.660(2)(e) – Real Property - Toward the end of the meeting

At the end of the Executive Session, the Board will call the Regular Session to order and open to the public.

AGENDA

1. **Call to Order** Rich Cunningham, Chair
2. **Pledge of Allegiance** Dawnja Johnson, Vice Chair
3. **Election of Officers**
4. **Approval of Minutes**
5. **Superintendent’s Report**
 - A. Annual English Language Learner Report (HB 3499), Amy Tidwell
 - B. District’s Summer Projects, Pat Bradshaw and Pat McGillivray
 - C. Legislative and School Finance Update
 - D.
6. **Delegations and Visitors**
7. **Consent Agenda** Resolution No. 2
 1. Appoint District Officers;
 2. Depository of Funds;
 3. Authorization of Investment;
 4. Designate Attorneys;
 5. Designate Auditors;
 6. Designate Realtors;
 7. Board Meeting Calendar for 2017-18;
 8. Consolidation and Commingling of Funds;
 9. Authorize Submission of 2017-18 Title Applications;
 10. Approve CACFP (*Child and Adult Care Food Program*) participation in 2017-18;
 11. Approve Alternative Education Programs for 2017-18; and
 12. Personnel Action

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

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8. Action Items

- A. Adopt 2017-2018 Supplemental Budget
- B. Lease Purchase Agreement for Bus
- C.

Resolution No. 3
Resolution No. 4

9. Information and Discussion

- A. Welcome Back Ceremony, Tuesday, August 29, 2017, 9:00-10:00 a.m., Powers Auditorium
- B.

10. Board Activity Update

- A.

11. Review of Next Meeting: Monday, August 28, 2017

- A. Adopt 2017-18 Board Priorities/Goals
- B. Legislative & School Finance Update
- C. Board Policies Up for Periodic Review
- D.

12. The Board will meet in Executive Session per ORS 192.660(2)(i) to discuss the Superintendent's 2016-17 performance evaluation, and per ORS 192.660(2)(e) to discuss real property.

13. Return to Regular Session

14. Information and Discussion

- A. Superintendent's 2016-17 Performance Evaluation
- B.

15. Adjournment

MINUTES
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
June 26, 2017

2017-2018 BUDGET HEARING

ATTENDANCE

Board Members: Alan Laisure, Paul Jorgensen, Greg Nelson, Debi Farr, Dawnja Johnson, and Chair, Rich Cunningham

Absent: Ginger Poage

District staff, students, and community member identified: Superintendent Parra, Pat McGillivray, Simon Levear, William Swift, Harry Cardoza, Craig Smith, Sandy Shaffer, and Jill Busby

CALL TO ORDER

Chair Cunningham called the 2017-2018 Budget Hearing to order at 7:01 p.m.

PUBLIC DISCUSSION

Chair Cunningham opened the meeting asking for public and Board discussion on the 2017-2018 Proposed Budget. There was no public comment or Board discussion.

ACTION ON MINUTES

Chair Cunningham presented the Minutes of the May 11, 2017 Budget Committee Meeting and asked for additions or corrections. Hearing none, the Board approved the Minutes as submitted.

ADJOURNMENT

There being no further discussion, Chair Cunningham adjourned the Budget Hearing at 7:02 p.m.; the Regular School Board Meeting followed.

REGULAR SESSION

ATTENDANCE

Board Members: Alan Laisure, Paul Jorgensen, Greg Nelson, Debi Farr, Dawnja Johnson, and Chair, Rich Cunningham

Absent: Ginger Poage

District staff, students, and community member identified: Superintendent Parra, Pat McGillivray, Simon Levear, Remie Calalang, William Swift, Harry Cardoza, Sandy Shaffer, Craig Smith, and Jill Busby

CALL TO ORDER

Chair Cunningham called the June 26, 2017 meeting of the Board of Directors to order at 7:02 p.m.

MINUTES

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

June 26, 2017

PLEDGE OF ALLEGIANCE

Vice Chair Johnson led the Pledge of Allegiance.

ACTION ON MINUTES

Chair Cunningham presented the Minutes from the June 12, 2017 Board Meeting and asked for additions or corrections. Hearing none, the Board approved the Minutes as submitted.

SUPERINTENDENT'S REPORT

City of Eugene – Parks and Recreation, Sandy Shaffer and Craig Smith

City of Eugene Recreation Division employees Sandy Shaffer and Craig Smith provided an overview of the proposed Parks and Recreation System Plan, which includes 250 identified parks and recreation projects and a 30-year vision for implementation. Ms. Shaffer distributed a document summarizing the proposed System Plan. Based on community feedback related to the plan, the City of Eugene hopes to collaborate with the school districts to maximize resources and opportunities in order to best serve residents of Eugene.

The Board discussed property and recreation facilities in the Bethel area.

Community Relations Director Pat McGillivray provided an update on the multi-use path that will be constructed in the Golden Gardens area.

Bus Replacement Plan, Remie Calalang and William Swift

Transportation Supervisor William Swift distributed a booklet titled *Bethel School District School Bus Replacement plan 2016-2017*. Human Resources Director Remie Calalang and Mr. Swift outlined the plan to replace buses to update Bethel's fleet per ORS 468A.796 and provided descriptions of the replacement buses. Business Services Director Simon Levear reported on the plan to fund the replacement buses.

Legislative and School Finance Update

Superintendent Parra reported that the Legislature has not yet voted on funding for Oregon's K-12 public school system and that she recently provided detailed information to a legislator on what an \$8.2 billion K-12 package would mean for Bethel.

Superintendent Parra shared that Willamette High School student Linda Pham was recently named Student Advisor to the State Board of Education.

DELEGATIONS AND VISITORS

None

MINUTES
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
June 26, 2017

CONSENT AGENDA

Resolution No. 77 – Personnel Action

Motion: Greg Nelson moved, Alan Laisure seconded, to approve the Consent Agenda as specified below:

#	Name	Type	Description
1.	Clarkson, Claire	Hire for 2017-18	Offer Extra Duty Contract for Link Leader Head Coordinator @ Willamette.
2.	Davis, Relee	Hire for 2017-18	Offer 1 st Year Probationary Contract for 1.0 FTE ELD Teacher @ Fairfield; Replaces: Isabel Kelly; Start Date: 8/28/2017.
3.	Gill, Christy	Leave of Absence for 2017-18	Approve 1.0 FTE Leave of Absence for the 2017-18 school year; Teacher on Special Assignment @ District Office.
4.	Gill, Christy	Temporary Hire for 2017-18	Offer Temporary Contract for 1.0 FTE Administrator for Student Achievement @ District Office.
5.	Gosa, Evan	Temporary Hire for 2017-18	Offer Temporary Contract for 1.0 FTE 2 nd /3 rd Grade Teacher @ Clear Lake; Replaces: Ann Oxenford; Start Date: 8/28/2017.
6.	Hardwick, Lynda	Resignation/Retirement	Accept Resignation effective at the end of the 2016-17 school year to enter retirement; Position Held: 2 rd Grade Teacher @ Meadow View/Teacher on Special Assignment @ District Office; 19 years at Bethel.
7.	Hobie, Kellen	Hire for 2017-18	Offer 1 st Year Probationary Contract for .5 FTE PE/Health Teacher @ Cascade; Start Date: 8/28/2017.
8.	Hodgert, Michael "Mike"	Hire for 2017-18	Offer Extra Duty Contract for Metals @ Willamette.
9.	Martins, Anthony	Temporary Hire for 2017-18	Offer Temporary Contract for .5 FTE ELA Teacher @ Willamette; Total 1.0 FTE.
10.	Mattingly, Sasha	Hire for 2017-18	Offer 1 st Year Probationary Contract for 1.0 FTE Life Skills Teacher @ Clear Lake; Replaces: Lindsay Alsup; Start Date: 8/28/2017.
11.	McGowan, Christopher "Chris"	Hire for 2017-18	Offer Extra Duty Contract for Robotics @ Willamette.
12.	Miller, Chism	Hire for 2017-18	Offer Extra Duty Contract for JV Cheer Coach @ Willamette.
13.	Mittleider, Alyssa	Hire for 2017-18	Offer 1 st Year Probationary Contract for .5 FTE School Counselor @ Willamette; Replaces: Sam Kimelblot; Start Date: 8/28/2017.

MINUTES
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
June 26, 2017

14.	Rutherford, Kathryn "Katie"	Resignation	Accept Resignation effective at the end of the 2016-17 school year; Position Held: Kindergarten Teacher @ Irving; 2 years at Bethel.
15.	Strohman, Kimberly "Kim"	Leave of Absence	Approve .5 FTE Miscellaneous Leave of Absence for the 2017-18 school year; Position: Music Teacher @ Irving.
16.	Summers, Kayla	Temporary Hire for 2017-18	Offer Temporary Contract for .5 FTE Kindergarten Teacher @ Meadow View to job share with Heather Schimmer.
17.	Symonds, Matthew	Hire for 2017-18	Offer Contract for .5 FTE ELA/Business Teacher @ Willamette; Total 1.0 FTE.
18.	White, Susan "Sue"	Temporary Hire for 2017-18	Offer Temporary Contract for .4 FTE Preschool Transition Specialist @ District Office.
19.	Zublin, Kee	Leave of Absence for 2017-18	Approve 1.0 FTE Leave of Absence for the 2017-18 school year; Position: Teacher/Teacher on Special Assignment @ Kalapuya/District Office.
20.	Zublin, Kee	Temporary Hire for 2017-18	Offer Temporary Contract for 1.0 FTE Assistant Principal @ Kalapuya and Willamette; Replaces: Stefan Aumack, Dawn Delorefice, and Zachary Lauritzen.

Motion Passed, 6-0

Absent: Ginger Poage

ACTION ITEMS

Resolution No. 78 – Adopt Policies EFA, IGBBA, IMB, and JEC

Motion: Debi Farr moved, Paul Jorgensen seconded, to approve the adoption of the above policies.

Motion Passed, 6-0

Absent: Ginger Poage

Business Services Director Simon Levear provided detailed information on the following budget resolutions and stated corrections to the 2017-2018 Budget Document.

Resolution No. 79 – Budget Re-appropriation for 2016-2017

Motion: Alan Laisure moved, Greg Nelson seconded, to make appropriations as listed on the Resolution. *(See Resolution No. 79 for details.)*

Motion Passed, 6-0

Absent: Ginger Poage

Resolution No. 80 – Adopt the Budget for 2017-2018 in the sum of \$86,524,082

Motion: Alan Laisure moved, Greg Nelson seconded, to adopt the 2017-2018 budget as presented.

GENERAL FUND (100)

\$57,464,582

MINUTES

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

June 26, 2017

SPECIAL REVENUE FUND (200)	12,499,124
DEBT SERVICE FUND (300)	5,420,130
CAPITAL PROJECTS FUND (400)	4,371,200
INTERNAL SERVICE FUND (600)	686,300
FIDUCIARY FUND (700)	<u>6,082,746</u>
 TOTAL	 \$86,524,082

Motion Passed, 6-0

Absent: Ginger Poage

Resolution No. 81 – Appropriates the amount shown for the purposes indicated within the funds listed for the fiscal year beginning July 1, 2017

Motion: Dawnja Johnson moved, Alan Laisure seconded, to make appropriations listed on the Resolution. *(See Resolution No. 81 for details.)*

Motion passed, 6-0

Absent: Ginger Poage

Resolution No. 82 – Imposing and Categorizing Taxes

Motion: Greg Nelson moved, Debi Farr seconded, to impose taxes provided for in the adopted budget at the rate of \$4.5067 per \$1,000 of assessed value for operations and in the amount of \$4,984,619 for bonds; and that these taxes are hereby imposed and categorized for tax year 2017-2018 upon the assessed value of all taxable property within the district.

	<u>EDUCATION</u>	<u>EXCLUDED FROM LIMITATION</u>
General Fund	\$4.5067/\$1,000	
Debt Service Fund		\$4,984,619

Motion Passed, 6-0

Absent: Ginger Poage

INFORMATION AND DISCUSSION

A. Kalapuya High School Graduation Review

BOARD ACTIVITY UPDATE

A. Director Laisure attended a recent LCOG meeting and provided an update on Bethel. Director Laisure also attended Irving’s 5th grade Rocket Launch which is an annual event and completes the students’ science unit.

Review of Next Meeting: *Thursday, July 13, 2017*

Work Session – 5:30 p.m. w/Dinner

A. 2017-2018 Board Priorities/Goals Discussion

MINUTES

BETHEL SCHOOL DISTRICT #52

BOARD OF DIRECTORS

June 26, 2017

B. 2017-2018 Committee Opportunities

Regular Session – Immediately following the Work Session at approximately 6:45 p.m.

- A. Oath of Office
- A. Election of Officers
- B. Annual Resolutions

ADJOURNMENT

There being no further business to bring before the Board, Chair Cunningham adjourned the meeting at 8:47 p.m.

Clerk – Chris Parra
jcb

Chair

MINUTES
BETHEL SCHOOL DISTRICT #52
BOARD OF DIRECTORS
SPECIAL BOARD MEETING
July 3, 2017

ATTENDANCE

Board Members: Ginger Poage, Alan Laisure, Paul Jorgensen, Greg Nelson, Debi Farr, and Chair, Rich Cunningham

Dawnja Johnson participated via conference phone for the first half of the meeting.

Absent: None

District staff, students, and community member identified: Superintendent Parra, Simon Levear, Remie Calalang, and Jill Busby

CALL TO ORDER

Chair Cunningham called the July 3, 2017 Special Meeting of the Board of Directors to order at 12:08 p.m.

OATH OF OFFICE

Superintendent Parra gave the Oath of Office to re-elected Board Members Debi Farr, Dawnja Johnson, Paul Jorgensen, and Alan Laisure.

PLEDGE OF ALLEGIANCE

Director Laisure led the Pledge of Allegiance.

EXECUTIVE SESSION per ORS 192.660(2)(e)

Chair Cunningham moved the Board into Executive Session at 12:10 p.m. to discuss real property.

Dawnja Johnson left the meeting at approximately 12:33 p.m.

RETURN TO REGULAR SESSION

Chair Cunningham returned the Board to Regular Session at 12:52 p.m.

ACTION ITEM

Resolution No. 1 – Authorize Superintendent Parra to Finalize the Purchase of Real Property

Motion: Alan Laisure moved, Paul Jorgensen seconded, to authorize Superintendent Parra to finalize the purchase of real property.

Motion Passed, 6-0

Absent: Dawnja Johnson

ADJOURNMENT

There being no further business to bring before the Board, Chair Cunningham adjourned the meeting at 12:53 p.m.

Clerk – Chris Parra
jcb

Chair

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July 13, 2017

RESOLUTION NO. 17-18: 2

BE IT RESOLVED, That the Board of Directors, School District No. 52, Lane County, hereby:

1. Appoints the following personnel to the positions indicated for the 2017-18 school year: Chris Parra: Executive Officer and District Clerk; Simon Levear: Budget Officer, Deputy Clerk, Custodian of Funds; Nancy Porter: Deputy Clerk; Jill Busby: Board Secretary;
2. Designates that U.S. Bank, Piper Jaffray, Wells Fargo Bank, Wells Fargo Securities, Oregon Community Credit Union, Selco Community Credit Union, Umpqua Bank, JP Morgan Chase Bank, and the Local Government Investment Pool as the depositories for all funds of School District No. 52, Lane County, for the 2017-18 fiscal year;
3. Re-adopts, in accordance with ORS 294.135, the attached Investment Policy for the fiscal year beginning July 1, 2017;
4. Designates the Oregon School Boards Association; Luvaas Cobb, Attorneys at Law; The Hungerford Law Firm; Graham M. Hicks, Attorney; and Harrang Long Gary Rudnick P.C. as attorneys for the District during the 2017-18 school year;
5. Designates the firm of Grove, Mueller, Swank, P.C. as auditors for the 2017-18 school year;
6. Designates Sherry Duerst-Higgins, ABR, CRS, CRB, GRI, SRES, Broker for RE/MAX Advantage Plus and Paula Rini, Broker for Windermere Real Estate as realtors for the 2017-18 school year;
7. Adopts the Board Meeting Calendar for the 2017-18 school year:

July 13, 2017	October 9 and 23, 2017	January 8 and 22, 2018	April 9 and 23, 2018
August 28, 2017	November 13, 2017	February 12 and 26, 2018	May 14 and 29, 2018
September 11 and 25, 2017	December 11, 2017	March 12, 2018	June 11 and 25, 2018
8. Pursuant to ORS 294.460, and in the interest of effective cash management, the Business Services Director is hereby authorized to consolidate and commingle the cash balances of the several funds of the District whenever practicable; That the temporary inter-fund loans (amounts due to and due from the various funds) incidental to this practice are hereby authorized for the fiscal year 2017-18;
9. Authorizes the Superintendent to submit the Title I-A, Title II-A, Title III, and Title II-D, Applications for the 2017-18 school year;

10. Approves the participation of the Willamette High School Infant Toddler Center in the Child and Adult Care Food Program (CACFP) for the 2017-18 calendar year (October 1 through October 1); and,

11. Approves the following Alternative Education Programs for 2017-18:

Center Point School (Looking Glass)

- Therapeutic day treatment program.

Jasper Mountain / Safe Center

- Therapeutic day treatment program.

Lane Metro Youth Corps (Looking Glass)

- Grades 9-12 and connected to Riverfront.
- ½ day in the classroom, combined with ½ day in the field, working on conservation-related projects throughout Lane County.
- Examples of projects include trail construction, tree/shrub planting, invasive plant removal, native plant seed collection, light construction projects, and a range of other outdoor work.

New Roads (Looking Glass)

- Grades 9-12.
- Program for unhoused youth.
- GED prep.
- Drop in model.

Riverfront (Looking Glass)

- Grades 6-12.
- ½ day Academic Credit Recovery classes, combined with ½ day transition/work experience.
- Transition/work experience provides work-based learning opportunities and includes Vocational Skill Building, a Culinary Arts Program, and Health Occupations Training.
- Option to earn a regular Oregon high school diploma.
- Option to earn a General Education Degree (GED).

Wellsprings Friends School

- Grades 9-12.
- Focus on caring partnership between teachers and students, along with peaceful problem solving.
- Teaching setting is minimally structured, with flexibility to adjust to students' readiness to learn.
- Encourages students to be creative, venturesome, and flexible, to live in community with others, and contribute to their own and others' well-being.
- Students can earn a standard Oregon diploma.

MLK Education Center

- Grades 9-12.
- Students have an active (adjudicated) case with Lane County Youth Services.
- Vocational training programs include Culinary Arts and Horticulture.
- Placement is recommended by Lane County Youth Services.
- Option to earn standard Oregon diploma or GED.

12. Personnel Action:

#	Name	Type	Description
1.	Bratland, Jacquelyn "Jackie"	Hire for 2017-18	Offer 1 st Year Probationary Contract for 1.0 FTE Kindergarten Teacher @ Irving; Replaces: Katie Rutherford; Start Date: 8/28/2017.
2.	Doty, Margaret	Additional Hours for 2017-18	Offer Temporary Contract for .5 FTE (.4 FTE ELA/Elective Teacher) @ Prairie Mountain; Total: 1.0 FTE.
3.	Evans, Shannon	Temporary Hire for 2017-18	Offer Temporary Contract for 1.0 FTE 6 th Grade ELA Teacher @ Shasta; Replaces: Kenneth Walker; Start Date: 8/28/2017.
4.	Eyles, Katelyn	Additional Hours for 2017-18	Offer 2 nd Year Probationary Contract for Additional .5 FTE 7 th /8 th Grade Math/Science Teacher @ Meadow View; Total: 1.0 FTE.
5.	Lasley, Justin	Hire for 2017-18	Offer 1 st Year Probationary Contract for .5 FTE Elementary Music Teacher @ Prairie Mountain; Replaces: Casey Crane; Start Date: 8/28/2017.
6.	Lees, Sallie	Hire for 2017-18	Offer 1 st Year Probationary Contract for .5 FTE Counselor @ Clear Lake; Replaces: Kathleen Best; Start Date: 8/23/2017.
7.	Schimmer, Heather	Leave of Absence	Approve .5 FTE Leave of Absence for the 2017-18 school year to job share with Kayla Summers; Position: Kindergarten Teacher @ Meadow View.
8.	Webb, Kayla	Hire for 2017-18	Offer 2 nd Year Probationary Contract for 1.0 FTE 2 nd Grade Teacher @ Meadow View; Replaces: Lynda Hardwick.
9.	Wilcox, Timothy	Hire for 2017-18	Offer Extra Duty Contract for Marching Band Director @ Willamette; Replaces: Casey Crane; Start Date: 8/1/2017.

Bethel School District (Lane County No. 52)

INVESTMENT POLICY

PURPOSE

The purpose of this investment policy is to assist the Board of Directors and the Administration of Bethel School District in carrying out their joint responsibility as stewards of the District's cash resources.

SCOPE and SIZE

This policy applies to activities of Bethel School District with regard to investing the financial assets of all District funds, including the following:

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Projects Funds
- Internal Service Funds
- Fiduciary Funds

Funds of the District will be invested in compliance with the provisions of ORS 294.035 through 294.048; ORS 294.125 through 294.155; ORS 294.810; and other applicable statutes. Funds held by trustees or fiscal agents are excluded from these rules; however, all funds are subject to applicable statutes and regulations established by the State of Oregon and the federal government. Other than bond proceeds or other unusual situations, the total of all funds ranges from \$1 million to \$25 million.

Investments will be made in accordance with this policy and written administrative procedures. Investment of any tax-exempt borrowing proceeds and of any related debt service funds will comply with the arbitrage restrictions of Section 148 of the Internal Revenue Code of 1986.

OBJECTIVES

Investment objectives are

1. Safety (preservation of capital and protection of principal);
2. Liquidity (availability of funds to meet operating requirements);
3. Minimize risk (avoidance of imprudent credit, market or speculative risk)
4. Yield (rate of return).

DELEGATION OF AUTHORITY

The Director of Business Services is the designated investment officer of Bethel School District, under the direction of the Superintendent, and review of the School Board of Directors. Business staff may be assigned to assist by making transfers to and from the District's various State Pool accounts. The investment office is responsible for setting investment policy and guidelines subject to review and adoption by the Bethel School Board of Directors, and if required, review and comment by the Oregon Short-Term Fund Board. Further, the Director of Business Services will be responsible for the day-to-day operations of the investment process which includes but is not limited to choosing what to buy or sell, from whom investments will be purchased, executing the buy/sell orders, producing necessary reports, and supervising staff. In addition to the active management of the investment portfolio, the Director of Business Services is responsible for the maintenance of other written administrative procedures consistent with this policy and the requisite compliance. To further optimize the total return of the investment portfolio, the Director of Business Services will administer an active cash management program the goal of which will maintain historical cash flow information i.e. payroll; revenue receipts; and any extraordinary expenditures.

STANDARD OF PRUDENCE

The investment officer shall make investments under the prudent investor rule, which states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

The investment officer and staff, acting in accordance with this investment policy and exercising due diligence, shall not be held personally responsible for a specific security's credit risk, or market price changes, or loss of principal if securities are liquidated prior to maturity, provided that any unfavorable developments are reported as soon as practical and that appropriate action is taken to control further adverse developments.

SAFEKEEPING AND COLLATERALIZATION

Investment securities purchased by the investment officer will be delivered by either Fed book entry; DTC; or physical delivery and held in third party safekeeping. The trust department of a bank may be designated as custodian for safekeeping securities purchased from that bank. The purchase and sale of securities will be on a delivery versus payment basis. The custodian shall issue a safekeeping receipt to Bethel School District #52 listing the specific instrument, selling broker/dealer, issuer, coupon, maturity, cusip number, purchase or sale price, transaction date, and other pertinent information. Delivery versus payment will also be required for all repurchase transactions and with the collateral priced and limited in maturity in compliance with ORS 294.035 (11). Demand and time deposits shall be collateralized through the state collateral pool as required by statute for any excess over the amount insured by an agency of the United States government and are not considered investments under this policy.

ACCOUNTING METHOD

Bethel School District #52 shall comply with all required legal provisions and Generally Accepted Accounting Principles (GAAP). The accounting principles are those contained in the pronouncements of authoritative bodies including but not necessarily limited to, the American Institute of Certified Public Accountants (AICPA); the Financial Accounting Standards Board (FASB); and the Government Accounting Standards Board (GASB).

INTERNAL CONTROLS

The investment officer shall maintain a system of written internal controls, which will be reviewed annually by the independent auditor or upon any extraordinary event, such as the turnover of key personnel, or the discovery of any inappropriate activity.

REPORTING REQUIREMENTS

The investment officer shall prepare a monthly report for the Board of Directors so that the Board may review the results of the cash management and investment activities.

INVESTMENT POLICY ADOPTION

This investment policy will be submitted to the Oregon Short Term Fund Board for review prior to submission to the School Board of Directors for adoption. Adoption of these guidelines by the School Board supersedes any previous District policy or practice with respect to investments. If investments exceeding a maturity of eighteen months are contemplated, further review and comment by the Oregon Short-Term Fund Board will be sought.

This investment policy shall be reviewed and readopted annually by the School Board in accordance with ORS 294.135a.

QUALIFIED INSTITUTIONS

The investment officer shall maintain a list of all authorized broker/dealers and financial institutions that are approved for investment purposes or investment dealings. Any firm is eligible to make an application to the District and upon due consideration and approval will be added to the list. Additions or deletions to the list will be made at the Director of Business Services discretion. At the request of the District, the firms performing investment services shall provide their most recent financial statements or Consolidated Report of condition (call report) for review. Further, there should be in place proof as to all the necessary credentials and licenses held by employees of the broker/dealers who will have contact with the District as specified by, but not necessarily limited to, the National Association of Securities Dealers (NASD), Securities and Exchange Commission (SEC), etc. The District shall conduct an annual evaluation of each firm’s credit worthiness to determine if it should remain on the list. Securities broker/dealers not affiliated with a bank shall be required to have an office located in Oregon and be classified as reporting dealers affiliated with the Federal Reserve as primary dealers.

INVESTMENT MATURITY

Unless matched to a specific cash flow, the District will not directly invest in securities maturing in more than 18 months. Except for funds requiring special handling (bond proceeds subject to arbitrage, etc) investments beyond 18 months will be governed by the investment officer with the approval of the School Board of Directors and the Superintendent.

Funds considered short-term will be invested to coincide with projected cash needs or with the following serial maturity:

- 50% minimum to mature under three months
- 25% maximum to mature three months to one year
- 25% maximum to mature over one year out to eighteen months.

The investment officer shall maintain historical cash flow records and a cash flow projection, which extends, for operating funds, at least six months beyond the end of the current fiscal year. For bond funds, a cash flow projection will be maintained for the expected life of the bond issue. The cash flow projection shall be the basis for selecting investment maturity dates. The investment officer will review and update the cash flow projections as significant changes occur- at least quarterly.

It is intended that securities will be purchased with the reasonable expectation that they will be held until maturity. Thus, no investment will be made which is beyond the time horizon of the cash flow projection.

PORTFOLIO DIVERSIFICATION

<u>1. Diversification by Instrument</u>	Maximum Percent of <u>Portfolio *</u>
US Treasury Obligation	100%
US Government Agency Securities (GSE’s)	100%
Bankers’ Acceptances from qualified institutions	25%
Negotiable Certificates of Deposit from Qualified institutions	25%
Repurchase Transactions	25%
Commercial Paper	25%
Corporate Notes	10%

2. Diversification by Institution
 Local Government Investment Pool 100%
 Non-US Treasury/GSE issuer 10%

*Limitations under ORS 294.035

*Percentages apply as of the date of settlement.

**Repurchase transactions will be restricted to counter-parties that have entered into a "master repurchase agreement" with the District.

The combination of certificates of deposit, banker's acceptances, and repurchase agreements with any one financial institution shall not exceed 33% of the total portfolio at settlement date.

COMPETITIVE SELECTION OF BIDS OR OFFERS

Before investing funds with institutions other than the State Pool, the investment officer shall solicit quotes for a specific maturity date from at least two qualified financial institutions. The officer shall select the instrument which best satisfies the investment objectives (**safety, liquidity, and yield**, in that order) and the diversification requirements stated above.

MONITORING AND ADJUSTING THE PORTFOLIO

The Director of Business Services will routinely monitor the contents of the portfolio comparing the holdings to the markets, relative values of competing instruments, changes in credit quality, and benchmarks. If there are advantageous transactions, the portfolio may be adjusted accordingly.

PERFORMANCE EVALUATION

The performance of the District will be measured against the performance of the Local Government Investment Pool (LGIP), using monthly net yield of both portfolios as the yardstick.

Original Adoption

June 21, 2000

ATTEST _____
 Clerk – Chris Parra

 Chair

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Debi Farr				
Dawnja Johnson				
Paul Jorgensen				
Alan Laisure				
Greg Nelson				
Ginger Poage				
Rich Cunningham				



July 13, 2017

RESOLUTION NO. 17-18: 3

WHEREAS, the Bethel School District (“District”) General Fund received unanticipated increases in the following revenue categories:

<u>GENERAL FUND</u>	
100-3101 - State School Fund	\$ 1,521,530.00
Total Revenue	\$ 1,521,530.00

WHEREAS, District administration acknowledges that had this revenue been available at the time the 2017/2018 General Fund budget was adopted, the adopted budget would have included additional appropriation:

WHEREAS, a Memorandum of Agreement with the Eugene Education Association, and with the Bethel Association of Classified Employees changes the number of Budget reduction days to five at this funding level:

WHEREAS, the originally adopted 2017/2018 budget provided for appropriations as follows:

<u>GENERAL FUND</u>	
1000 Instruction	\$31,323,450.00
2000 Supporting Services	\$21,515,175.00
3000 Enterprise and Community	\$ 113,429.00
5200 Transfer of Funds	\$ 439,526.00
6000 Contingency	\$ 3,211,289.00
Total Appropriations	<u>\$56,602,869.00</u>
7000 Unappropriated Ending Fund Balance	\$ 861,713.00
 <u>SPECIAL REVENUE FUND</u>	
1000 Instruction	\$ 6,472,193.00
2000 Supporting Services	\$ 2,472,683.00
3000 Enterprise and Community	\$ 3,047,271.00
4000 Facilities Acquisition and Construction	\$ 1.00
6000 Contingency	\$ 0.00
Total Appropriations	<u>\$11,992,148.00</u>

7001	Unappropriated Ending Fund Balance	\$ 506,976.00
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FIDUCIARY FUND

1000	Instruction	\$ 2,788,374.00
2000	Supporting Services	\$ 2,238,146.00
3000	Enterprise and Community	\$ 104,850.00
4000	Facilities Acquisition and Construction	\$ 554,500.00
5200	Transfers	\$ 186,000.00
	Total Appropriations	<u>\$ 5,871,870.00</u>
7002	Unappropriated Ending Fund Balance	\$ 210,877.00

WHEREAS, the District has published the required notice (copy attached) indicating that a General Fund supplemental budget would be reviewed at the public Board of Director’s meeting at approximately 6:45 p.m. on July 13, 2017,

THEREFORE, BE IT RESOLVED, that the Board hereby adopts the 2017/2018 supplemental budget for the General Fund in the sum of \$57,986,112 providing for an additional \$1,521,530 of revenue as noted above, and the associated appropriations set out below increasing the appropriation amounts for Instruction (\$623,780), Support Services (\$306,575), Community Services (\$2,125), Transfers (\$3,204), and General Operating Contingency (\$447,559) for a total appropriation increase of \$1,383,243:

GENERAL FUND

1000	Instruction	\$31,947,230.00
2000	Supporting Services	\$21,821,750.00
3000	Enterprise and Community	\$ 115,554.00
5200	Transfer of Funds	\$ 442,730.00
6000	Contingency	<u>\$ 3,658,848.00</u>
	Total Appropriations	<u>\$57,986,112.00</u>
7003	Unappropriated Ending Fund Balance	\$ 1,000,000.00

BE IT FUTHER RESOLVED, that the Board hereby adopts the 2017/2018 supplemental budget for the Special Revenue Fund in the sum of \$12,039,876, and the associated appropriations set out below increasing the appropriation amounts for Instruction (\$51,147), Support Services (\$5,252), and Community Services (-\$8,671) for a total appropriation increase of \$47,728:

SPECIAL REVENUE FUND

1000	Instruction	\$ 6,523,340.00
2000	Supporting Services	\$ 2,477,935.00
3000	Enterprise and Community	\$ 3,038,600.00
4000	Facilities Acquisition and Construction	\$ 1.00
6000	Contingency	<u>\$ 0.00</u>
	Total Appropriations	<u>\$12,039,876.00</u>
7004	Unappropriated Ending Fund Balance	\$ 460,142.00

BE IT FURTHER RESOLVED, that the Board hereby adopts the 2017/2018 supplemental budget for the Fiduciary Fund in the sum of \$5,878,086, and the associated appropriations set out below increasing the appropriation amounts for Instruction (\$3,832), and Support Services (\$2,384) for a total appropriation increase of \$6,216:

<u>FIDUCIARY FUND</u>		
1000	Instruction	\$ 2,792,206.00
2000	Supporting Services	\$ 2,240,530.00
3000	Enterprise and Community	\$ 104,850.00
4000	Facilities Acquisition and Construction	\$ 554,500.00
5200	Transfers	\$ <u>186,000.00</u>
	Total Appropriations	\$ <u>5,878,086.00</u>
7005	Unappropriated Ending Fund Balance	\$ 207,863.00

ATTEST _____
Clerk – Chris Parra

Chair

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Debi Farr				
Dawnja Johnson				
Paul Jorgensen				
Alan Laisure				
Greg Nelson				
Ginger Poage				
Rich Cunningham				

Jill Busby

From: Jill Busby
Sent: Thursday, July 06, 2017 9:13 AM
To: Jill Busby
Subject: Bethel School Board Meeting to Adopt the Supplemental Budget

The Bethel School District Board of Directors will hold a School Board Meeting on *Thursday, July 13, 2017*, at approximately 6:45 p.m. in the District Office Boardroom located at 4640 Barger Drive, Eugene. This meeting will follow a School Board Work Session that will begin at 5:30 p.m. and will include an action item to adopt the District's supplemental budget for fiscal year July 1, 2017 through June 30, 2018. There will be an opportunity for public comment on the budget.

The School Board Agenda Packet will be available online July 11, 2017.

If you have any questions about this announcement, please contact:

Jill Busby
Board Secretary
541.607.1403



July 13, 2017

RESOLUTION NO. 17-18: 4

BE IT RESOLVED, that the Board of Directors, Bethel School District No. 52, Lane County, hereby enters a lease purchase agreement for the purpose of procuring a 2018 Blue Bird Vision BBCV2311 32+1 school bus.

WHEREAS, Bethel School District #52 (the “Lessee”) desires to enter into that certain Lease-Purchase Agreement dated as of 7/13/2017 by and between the Lessee and Santander Bank, N.A. for the purpose of procuring any personal property. The Lessee desires to designate this Agreement as a “qualified tax exempt obligation” of the Lessee for the purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended. The Lessee desires to designate Simon Levear, Director of Business Services and Chris Parra, Superintendent as authorized signers of this Agreement.

Now therefore, be it resolved by the School Board of the Lessee:

Section 1. That the Lessee enters into a Lease Purchase Agreement with Santander Bank, N.A. for the purpose of procuring: a 2018 Blue Bird Vision BBCV2311 32+1 school bus.

Section 2. That the Lease Purchase Agreement dated as of 7/13/2017, by and between the Lessee and Santander Bank, N.A. is designated by the Lessee as a “qualified tax exempt obligation” for the purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

Section 3. That the Lessee designate Simon Levear, Director of Business Services, Chris Parra, Superintendent as authorized signers of the Lease Purchase Agreement dated as of 7/13/2017, by and between the Lessee and Santander Bank, N.A.

ATTEST _____
Clerk – Chris Parra

Chair

MOVED BY _____

SECONDED BY _____

DATE _____

RESOLUTION: *Passed / Failed*

BOARD MEMBERS	AYE	NAY	ABSTAIN	ABSENT
Debi Farr				
Dawnja Johnson				
Paul Jorgensen				
Alan Laisure				
Greg Nelson				
Ginger Poage				
Rich Cunningham				