



# Oregon State University

## University Outreach and Engagement Extension Service

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**To:** Oregon School Districts and Education Service Districts (hereafter: “districts”)

**From:** Scott Reed, Vice Provost, University Outreach and Engagement;  
Director, OSU Extension Service

*A. Scott Reed*

**RE:** OSU Extension Outdoor School: Year 1 funding process and  
timeline

**Date:** August 8, 2017

**Respond To:** [odsaccounting@oregonstate.edu](mailto:odsaccounting@oregonstate.edu)

The Oregon State University Extension Service is pleased to begin administering the statewide Outdoor School Program. This letter provides information on the funding process and timeline for year 1 implementation (the 2017-18 school year). There is a condensed timeline for this year. We anticipate the application process will start in winter 2018 for the 2018-19 school year.

We are committed to providing an Outdoor School experience to Oregon 5<sup>th</sup> or 6<sup>th</sup> graders, within the funding allocations and the requirements of the law. We will strive to make this a process that meets your needs and is as simple as possible. We expect to modify the process, timeline, application, and reporting based on feedback as the program develops. In year 1, OSU Extension, in consultation with our Outdoor School advisory committee, has defined Outdoor School as:

- A *minimum* 3-day outdoor learning experience. A *maximum* of 6 days, 5 nights. It does not require overnight, but can include overnight.
- It must be consecutive days.
- It must occur during the school year and during school hours.

## Process at-a-glance

See additional details in “Draft funding process and timeline” section below.

**Step 1: One appropriate representative from the district should answer the following questions and request the Outdoor School Master Agreement from [odsaccounting@oregonstate.edu](mailto:odsaccounting@oregonstate.edu).**

**Please do this by September 7.** OSU Extension will use this information to estimate the potential number of schools and students who will attend Outdoor School in this biennium and to determine how funds will be allocated. This is *not* the application for funds. The Master Agreement must be fully signed (“executed”) before funding applications are approved. For questions regarding the Master Agreement, please contact [odsaccounting@oregonstate.edu](mailto:odsaccounting@oregonstate.edu)

1. Please send Outdoor School Master Agreement to:
  - a. Contact Name:                    e-mail:                    phone:
  - b. School District or ESD:
2. Do schools in your district currently attend an Outdoor School of 3 days or more?
3. Do schools in your district plan to attend Outdoor School in the 2017-18 school year?
4. If yes, please complete the following.
  - a. Anticipated # of schools?                    Anticipated # students?
  - b. Anticipated # of days?                    Anticipated # of nights?

*If schools within your district attend different Outdoor School programs that differ in # of days and/or nights then the above listed information, please provide the above information for those programs separately.*

5. If no, (question 3), do schools in your district plan to participate in Outdoor School in the 2018-2019 school year?
  - a. Anticipated # of schools?                    Anticipated # students?
  - b. Anticipated # of days?                    Anticipated # of nights?

*If schools within your district attend different Outdoor School programs that differ in # of days and/or nights then the above listed information, please provide the above information for those programs separately.*

**Step 2:** Complete the Master Agreement and return to: [ODSaccounting@oregonstate.edu](mailto:ODSaccounting@oregonstate.edu)

**Step 3:** Complete OSU Extension Outdoor School application for funding. You will be notified when the online application is available.

Application for funding (anticipated timeline).

Early August	Informational letter to districts with information about Master Agreement and Year 1 funding process and timeline
Aug. 28, 2017	Districts request Master Agreement and provide answers to preliminary questions (above).
Ongoing	OSU works with districts to sign and execute Master Agreements as they are received
Mid-Sept.	OSU Extension Outdoor School application for funding available online
Early Oct.	Funding applications due from districts
Late Oct.	OSU Extension reviews applications and notifies districts of funding

**Step 4:** Notification of funding (referred to as work orders). Applications will be accepted for programs that occur during the 2017-18 school year. We anticipate being able to provide funding retroactively to districts for programs that occur prior to notification (for details, see "Distribution of funds" below).

**Step 5:** Initial distribution of funds

**Step 6:** District submits Outdoor School reports and final invoice to OSU Extension

**Step 7:** OSU Extension sends report approval and makes final distribution of funds

## **Background**

In November 2016, Oregon voters approved Ballot Measure 99, which designated funding for Outdoor School programming for every 5<sup>th</sup> or 6<sup>th</sup> grade student in Oregon. This measure followed the adoption of Senate Bill 439, codified into law as [ORS327.390](#), by the 2015 Oregon Legislature, which directed Oregon State University Extension Service to assist *School Districts and Education Service Districts (ESD's)* to provide a statewide Outdoor School program.

In July 2017, the Oregon Legislature formally approved the Higher Education Coordinating Commission (HECC) 2017-19 biennial budget, which includes \$24 million for the statewide Outdoor School program over the next two years.

With input from our advisory committee, we have drafted an application process, timeline, and documents and are prepared to begin working with districts in preparation for funding Outdoor School programs for the 2017-18 school year, as outlined in this letter.

## **Draft funding process and timeline: Year 1 (2017-18 school year)**

Please note: This process is still under review by the OSU Extension Outdoor School advisory committee and work groups and by OSU legal counsel. There may be some modifications based on those reviews.

### **Master Agreement**

This is a formal agreement between Oregon State University and districts. This agreement can be made *only* with a district, and payments can be made *only* to districts. A signed Master Agreement must be completed before the application for funding can be approved.

### **Application for funding**

Applications for funding will be submitted through an online application process. If a school district and ESD are both submitting applications, they should coordinate so that each school only appears in one application. The online application will include a form/spreadsheet tool for districts to collect and submit information about each school included in the application. To be eligible for funding in year 1 (2017-18 school year), Outdoor School programs must be:

- A *minimum* 3-day outdoor learning experience. A *maximum* of 6 days, 5 nights. It does not require overnight, but can include overnight.
- It must be consecutive days.
- It must occur during the school year and during school hours.

### **Funding allocation**

The goal of year 1 funding is to support—to the maximum extent possible—all schools who would like to provide Outdoor School programs in the 2017-18 school year. We recognize that not all schools are ready to participate this year, but our target in year 1 is to send 45% of 5<sup>th</sup> or 6<sup>th</sup> grade

students. We anticipate allocating funding on a per-student basis. While the exact methodology is yet to be determined, we plan to use the following factors in determining funding allocations:

- Base amount per student, a weighted Average Daily Membership factor, and a factor for the percentage of students receiving free or reduced lunch. OSU Extension will work with the Oregon Department of Education for data used to determine the factor values. Districts will also be asked to explain needs for additional funding, such as program development and extenuating circumstances.
  - We will not ask for a detailed budget in the application process but will require that information on expenditures be included in the final report. The application will provide information on allowable expenditures.
  - We anticipate being able to provide funding retroactively to the beginning of the 2017-18 school year. However, if a district makes expenditures associated with such programs, it assumes the risk associated with potentially not receiving funding.
  - Funding allocation for overnight Outdoor Schools will differ from day programs. The differential has not yet been determined.
  - All Outdoor School programs funded with state money must adhere to Oregon Department of Education, state, and federal policy and regulations governing public schools.

### **Distribution of funds**

Once the application has been approved for funding, OSU Extension will issue a work order (agreements to distribute funds). This will be issued to districts under the Master Agreement. Based on the funding decision, a specified percentage of funding is payable upon execution of the work order and receipt of an invoice from the district. The remaining funds, including a true-up for the actual number of participants and a comparison to expenditures (funding may not exceed expenditures), can be invoiced upon satisfactory submission of all final reports.

### **Reporting**

**Accountability for funding and programming is required.** Eligibility for funding in future years is dependent on providing a complete report by the stated deadline. Reporting requirements will be detailed in the application, and will include questions related to the following elements:

- Program details, such as
  - Number of students attending
  - Number of days/nights – detailed daily agenda
    - Facility Information -Site location
  - Site and program accessibility accommodations
  - Staffing structure
- Description of field study areas and instructional strategies (can include copy of curriculum)
- Academic connections (standards, STEM, and pre-post integration)
- Commitments to and consideration of diversity, equity, and inclusion
- Accounting of expenditures
- Evaluation methods and results (student, teacher and instructors)

- Feedback survey of OSU Extension Outdoor School funding process