



Regular Meeting OF THE BOARD OF DIRECTORS

Thursday, November 21, 2024 - 5:30 PM
 Oakdale Middle School Room 230
 815 S. Oakdale Ave.
 Medford, OR 97501

AGENDA

- 1. **Call to Order / Pledge of Allegiance / Roll Call**
- 2. **Agenda Adjustments and Approval**
- 3. **Citizen Comments**
 - a. *School Board meetings are meetings of the School Board held in public, not meetings with the public. As a general rule, the Board will not engage in discussion with the public during this portion of the meeting. Please rest assured that all comments are carefully considered and will help guide future Board action. When your name is called, come forward to the table and state your name, share if you reside in the district, and identify the organization, if any, that you represent. Keep your remarks brief and respect the three-minute time limit. Complaints about staff members cannot be discussed in open session and must be handled through a complaint procedure.*
- 4. **Items for Information & Discussion / Board Action Items**
 - a. Public Hearing for Construction Manager/General Contractor (CM/GC) Method of Procurement for Griffin Creek Elementary Seismic Upgrade
 - b. CM/GC Method of Procurement Approval for Griffin Creek Elementary Seismic Upgrade 2
 - c. Oregon School Boards Association (OSBA) Elections and Conference Update 14
 - d. Cell Phone Discussion 63
 - e. Integrated Programs 2023-24 Annual Report and Accounting 64
 - f. School Board Policies - *second reading* 71
 - g. Board Member Information Request 111
 - h. Complaints against a Board Member 114
- 5. **Consent Agenda**
 - a. Staff Assignment Report 115
 - b. Minutes from previous meetings 117
- 6. **Announcements**
 - a. December 5 - Work Session at 5:30 PM - Oakdale Middle School
- 7. **Adjournment**

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the Superintendent's office at (541) 842-3621 or superintendent.office@medford.k12.or.us.



EXECUTIVE SUMMARY

Meeting Date:	November 21, 2024
Agenda Item:	Construction Manager/General Contractor (CM/GC) Method of Procurement for Griffin Creek Seismic Retrofit Project
Item Type:	Public Hearing, Review Findings/Action
Administrator:	Ron Havniear, Brad Earl
Objective:	Review findings and allow for public comment

Background:

We received a grant through the State Seismic Rehabilitation Grant Program (SRGP) for \$2,499,660 toward seismically upgrading the Griffin Creek Elementary School Cafeteria and Classroom Buildings D, E and F. This project would begin in June 2025, and continue through August 2025. The project would bring the Cafeteria and Classroom Buildings D, E and F up to Immediate Occupancy seismic standards.

Due to the aggressive timeline, a limited budget, and the complexities involved in seismically upgrading existing buildings, we believe it is in the best interest of the District to use the Construction Manager/General Contractor (CM/GC) method. The Construction Manager/General Contractor (CM/GC) project delivery method allows us to engage a construction manager during the design process to provide constructability input. With a project of this size and scope and its inherent complexities, contractor input throughout the design process will be critical to the success of the project.

The [public hearing notification](#) was published in the public notice section of *The Rogue Valley Times* and the *Daily Journal of Commerce* on November 6, 2024.

Prior to Board action, a public hearing will be held on this specific agenda item.

Additional Materials: [Proposed Facts and Findings](#) Supporting an Exemption from Competitive Bidding Requirements and Use of the CM/GC Method of Procurement for the Griffin Creek Elementary School Seismic Retrofit Project; and a [Resolution of the Board](#) Approving and Granting Exemption from Competitive Bidding Requirements and Use of the CM/GC Method of Procurement for Griffin Creek Elementary School Seismic Retrofit Project.

Recommendation: Hold the public hearing, review findings, and approve the resolution granting exemption from competitive bidding requirements in order to use the CM/GC method of procurement.

Suggested Motion: *“I move to adopt Resolution #2024-2 as presented approving and granting exemption from competitive bid requirements and use of the CM/GC method of procurement for the Griffin Creek Elementary School Seismic Retrofit Project.”*

Notice of Public Hearing

The Medford School District Board of Directors will conduct a public hearing before the Local Contract Review Board at their next regularly scheduled Board meeting.

In the Matter of Exemption)
FINDINGS OF FACT)
Request of)
Medford School District 549C)
CM/GC Griffin Creek Seismic Retrofit)

ORS 279C.335 (1) requires, with certain exceptions, that all Public Improvement contracts be based on competitive bids and, under ORS 279C.375, awarded to the lowest responsive and responsible bidder. ORS 279C.335 (2) permits the Local Contract Review Board, which in this case is the Medford School District 549c School Board, to grant, under certain conditions, specific exemptions from the requirement for competitive bidding upon the approval of specified findings.

OAR 137-049-0620 (1), allows the Local Contract Review Board to exempt a Public Improvement contract from the requirements to be competitively bid, provided written findings supporting the use of non-competitive bid process show compliance with OAR 137-049-0600 to 137-049-0690 and applicable statutes.

The hearing for review of these findings will be held at 5:30 PM on November 21, 2024 at Oakdale Middle School in the Multi-Purpose Room, 815 S. Oakdale Ave., Medford, OR 97501, as published in the public notice in the Rogue Valley Times and the Daily Journal of Commerce on November 6, 2024. Facts and Findings can be found on the Medford School District website at <https://www.medford.k12.or.us/departments1/purchasing-and-distribution-center>

**PROPOSED FINDINGS SUPPORTING AN EXEMPTION FROM COMPETITIVE
BIDDING REQUIREMENTS AND USE OF THE CONSTRUCTION
MANAGER/GENERAL CONTRACTOR METHOD OF PROCUREMENT FOR THE
Griffin Creek Elementary Seismic Retrofit**

Before the Local Contract Review Board,

In the Matter of Exemption)	FINDINGS OF FACT
Request of)	
Medford School District 549C)	
Griffin Creek Elementary Seismic Retrofit)	

ORS 279C.335 (1) requires, with certain exceptions, that all Public Improvement contracts be based on competitive bids and, under ORS 279C.375, awarded to the lowest responsive and responsible bidder. ORS 279C.335 (2) permits the Local Contract Review Board, which in this case is the Medford School District 549C School Board, to grant, under certain conditions, specific exemptions from the requirement for competitive bidding upon the approval of specified findings. Board Policy DJC-AR also exempts certain contracts from the requirement for competitive bidding upon the approval of certain findings.

OAR 137-049-0620 (1), allows the Local Contract Review Board to exempt a Public Improvement contract from the requirements to be competitively bid, provided written findings supporting the use of non-competitive bid process show compliance with OAR 137-049-0600 to 137-049-0690 and applicable statutes.

The hearing for review of these findings will be held at 5:30 PM on November 21, 2024 at Oakdale Middle School in the Multi-Purpose Room (230), 815 S. Oakdale Ave., Medford, OR 97501, as published in the public notice section of the Daily Courier and The Daily Journal of Commerce on November 6, 2024.

**I
BACKGROUND**

The Medford School District 549C will perform a seismic retrofit to the existing Griffin Creek cafeteria and classroom buildings D, E and F. This project would begin in June 2025, and continue through August 2025. The project would bring the cafeteria and classroom buildings D, E and F up to Immediate Occupancy seismic standards.

This project will seismically rehabilitate the cafeteria and a classroom buildings D, E and F to Immediate Occupancy standards. Due to the aggressive timeline, a limited budget and the complexities involved in seismically upgrading existing buildings, we believe it is in the best interest of the District to use the CM/GC method. With a

project of this size and scope and its inherent complexities, contractor input throughout the design process will be critical to the success of the project.

It is the recommendation of the School District to procure the project using the CM/GC contracting methodology. ORS 279C.332 (3) identifies the CM/GC methodology as an alternative contracting method under ORS 279C.335, which allows a contracting agency to procure construction-related services that include, among other things listed in ORS 279C.332 (3), a construction manager/general contractor:

- (a) Functioning as a member of a project team that includes the School District, the project architect or engineer and other consultants.
- (b) Reviewing and analyzing the project design in order to suggest changes to minimize potential errors, delays, unexpected costs and other problems during construction.
- (c) Estimating construction, materials, labor and other costs for the project.
- (d) Establishing a fixed price, a guaranteed price or other maximum price for the project.
- (e) Constructing portions of the project and subcontracting portions to other contractors.
- (e) Coordinating and overseeing the construction process.

The Medford School District 549C proposes utilizing the Construction Manager/General Contractor contract delivery methodology to obtain a proposal for the Griffin Creek Elementary Seismic Project. The use of a CM/GC contract on the project will allow the District to bring the General Contractor on board during the initial design phase providing value engineering services and a Guaranteed Maximum Price during the design phase in lieu of during the bid phase after full design documents have been established.

The exempted procurement process for this project includes the following:

A Request for Proposals (RFP) process pursuant to OAR 137-049-0640 to procure a CM/GC contract with a general contractor.

II

FINDINGS REGARDING PROCUREMENT OF CM/GC SERVICES

ORS 279C.335 (2) requires that an agency make certain findings as part of exempting public improvement contracts or classes of public improvement contracts from competitive bidding, as is the case with the procurement of CM/GC services. Pursuant to ORS 279C.330 (2), the term “findings” as used in ORS 279C.335 (2) means “the justification for a conclusion that a contracting agency, in seeking an exemption from the competitive bidding requirements of ORS 279C.335 (1), reaches based on the considerations set forth in ORS 279C.335 (2).

Those required findings, generally defined as “findings regarding competition” and “findings regarding significant cost savings”, are addressed below.

A. Findings Regarding Competition

ORS 279C.335 (2) (a) requires an agency to find that: *“It is unlikely that the exemption will encourage favoritism in the awarding of public improvement contracts or substantially diminish competition for public improvement contracts.”*

The Medford School District 549C finds that selecting the contractor through an exempted competitive proposal selection process in accordance with OAR 137-249-0600 and 137-249-0690 will not inhibit competition or encourage favoritism. This finding is supported by the following facts:

- 1) The proposed CM/GC alternative contract delivery methodology is a competitive proposal process that allows the Medford School District 549C to select a firm to seismically retrofit Griffin Creek Elementary at the best possible value. Simple price competition is not feasible due to technical complexity associated with retrofitting projects of this nature and which are best addressed by a “full team” approach, with the CM/GC working with the District and the architect to solve specific challenges identified during the pre-construction phase. The technical complexity associated with installation of certain structural systems within the rehabilitation plan lends it to specialized contractors with knowledge of these systems.
- 2) The CM/GC contractor will be selected through an open and competitive proposal process as prescribed by ORS 279C.400 to 410 and related administrative rules, including but not limited to formal public advertising of the solicitation, an award made based upon identified selection criteria described in the RFP, and an opportunity to protest any such award.
- 3) The RFP will comply with the requirements set forth in ORS 279C.337, which specifies the information required to be included in solicitation documents for CM/GC services.
- 4) The District anticipates that competition for this contract will be similar to that experienced in other projects of this type. All qualifying proposers will be eligible to submit proposals for the project.
- 5) The evaluation and solicitation process will be open and impartial. Selection will be made on the basis of final proposal scores derived from price and other components, which expand the ground of competition beyond price alone to include experience, quality, innovation factors, etc.
- 6) The District will enter into contract negotiations with the highest-ranking proposer and, in the event that contract negotiations fail, the District will have the right to negotiate with the next-highest ranked proposer until a contract is entered into.

B. Findings Regarding Significant Cost Savings

ORS 279C.335(2)(b) requires an agency to find that “Awarding a public improvement contract under the exemption will result in substantial cost savings to the public contracting agency.” This finding is supported by the following facts:

- 1) The CM/GC will participate in the design phase of the project and thereby be able to obtain a complete understanding of the District’s needs, the architect’s design intent, the scope of the project, and the operation needs of the students and staff of Griffin Creek Elementary.
- 2) During the design phase, the CM/GC will provide value engineering, update cost estimate information, and offer suggestions for improvement to the design, allowing the District to be provided the best value, at a Guaranteed Maximum Price, and potentially eliminate costly change orders resulting from unknowns in the field.
- 3) CM/GC contracts also produce cost savings in that, unlike with traditional low-bid contracting method, any savings accrue to the District instead of the selected contractor.
- 4) Using a CM/GC will allow the District more flexibility to develop, evaluate and implement design changes with less impact on construction cost and time.
- 5) As a public entity, the District needs budget predictability and the CM/GC process, with its negotiated GMP, will provide the necessary predictability.
- 6) The CM/GC method of contracting provides the greatest controls for limited budgets and therefore benefits the District.

ORS 279C.335(2)(b) sets forth various criteria that the local contract review board is to consider in approving a finding that the award of a public improvement contract under the CM/GC exemption will likely result in substantial costs savings and other substantial benefits to the District. Those criteria, and the findings relevant to such criteria, are as follows:

- a. How many persons are available to bid;
There are limited qualified specialized contractors to perform the scope of work associated with this project. However, all qualified contractors are encouraged to submit a proposal.
- b. The construction budget and the projected operating costs for the completed public improvement;
Limited or no additional funding is available for the Griffin Creek Seismic Project. The completion date also cannot be exceeded due to the need for the school to be opened and ready for students. Early

reliable pricing provided by the CM/GC during the design phases will reduce the potential for time delays due to later discovery of higher-than-anticipated costs and the consequent changes of direction.

- c. Public benefits that may result from granting the exemption;
Utilization of the CM/GC contract delivery process will allow the Medford School District 549C to deliver the most comprehensive project for the allotted funding. The use of a CM/GC contract will allow construction work to commence relatively rapidly on some portions of the project work while design continues on the remaining portions, thus shortening the overall duration of the Project to allow for completion by the due date. The CM/GC's participation and input during the design phase, and the resulting value-engineering and other cost savings, including but not limited to the establishment of a GMP, also benefits the public.

- d. Whether value engineering techniques may decrease the cost of the public improvement;
This work integrates specialized equipment and personnel to properly install certain items of the rehabilitation. A requirement to competitively bid this type of work would create additional expenses and lead to uncertainty regarding the installation of said items. For the reasons set forth above regarding the CM/GC's participation in the design phase, the CM/GC process offers a unique opportunity for value engineering that is not possible through the standard design-bid-build process.

- e. The cost and availability of specialized expertise that is necessary for the public improvement;
An exemption from competitive bidding will allow the Medford School District 549C to take advantage of specialized general contractors knowledgeable in the rehabilitation of existing structures and value engineer the project during the design phase. This will allow the Medford School District 549C to be provided the best value and potentially eliminate costly change orders resulting from unknowns in the field. Early selection of a CM/GC creates more informed, better-quality decision making by the project team, and a more efficient project team saves the District money. The project is highly complex because it involves significant construction over a relatively short period of time. Use of a CM/GC in conjunction with the team approach will result in a better coordinated project, speedy completion, and minimize disruption to the District's operations. The CM/GC clarifies several critical variables valuable to the project design. The CM/GC: (a) guarantees the maximum price (GMP) to complete the project; (b) determines the construction schedule; (c) establishes the sequence of work; (d) is contractually bound to implement the final project design

within the GMP; and (e) participates as an essential member of the project design and construction team.

- f. Whether granting the exemption may reduce risks to the contracting agency, the state agency or the public that are related to the public improvement;
Risks associated with contract overruns, schedule increases and unqualified contractors are greatly reduced with the granting of the exemption to competitive bidding. The CM/GC process will mitigate risks as described above and as follows: (a) site coordination with city and county agencies; (b) site staging and laydown coordination; (c) site safety and work hours; (d) the establishment of the GMP will provide a complete project within the District's budget; and (e) a CM/GC contract allows for the District to engage in early work agreements that give more insight and site verification of unforeseen conditions to the architects, contractors and the District, as well as expediting the construction schedule by starting work early during the design phase.
- g. Whether granting the exemption will affect the sources of funding for the public improvement;
Granting the exemption will not affect funding sources for the Griffin Creek Seismic Retrofit Project.
- h. Whether granting the exemption will better enable the contracting agency to control the impact that market conditions may have on the cost and time necessary to complete the public improvement;
The specialty products, services and supplies needed under this contract are not particularly impacted by market conditions.
- i. Whether granting the exemption will better enable the contracting agency to address the size and technical complexity of the public improvement;
Implementation of this project involves a number of issues of technical complexity. Special skills and expertise are needed for optimizing the related foundation strengthening, seismic strengthening, and element installation. Specialized skills will also be required of the CM/GC to negotiate and price multiple options and schedule complex tasks. A high level of coordination among the District and the all the design and construction entities is required and facilitated by the CM/GC approach.
- j. Whether the public improvement involves new construction or renovates or remodels an existing structure;
The public improvements of the Griffin Creek Seismic Retrofit Project will renovate and rehabilitate the existing cafeteria building and classroom buildings D, E and F.

- k. Whether the public improvement will be occupied or unoccupied during construction;

The major project improvements will occur while students and staff are absent from the buildings. Parts of the project may occur during normal school hours while students are in classes as long as they do not impact learning.

- l. Whether the public improvement will require a single phase of construction work or multiple phases of construction work to address specific project conditions;

It is the intent of Medford School District 549C to construct the project in one phase.

And

- m. Whether the contracting agency or state agency has, or has retained under contract, and will use contracting agency or state agency personnel, consultants and legal counsel that have the necessary expertise and substantial experience in alternative contracting methods to assist in developing the alternative contracting method that the contracting agency or state agency will use to award the public improvement contract and to help negotiate, administer and enforce the terms of the public improvement contract.

Medford School District 549C has enlisted the assistance of an Architect/Engineering team as well as a Project Manager to assist with the enforcement of the terms of the scope of work associated with this public improvement contract. Medford School District 549C will enlist Thaddeus Pauck to assist the District with legal counsel and legal enforcement of the public improvement contract.

**III
SUMMARY**

Use of the CM/GC method of contracting for the Griffin Creek Seismic Retrofit Project is an appropriate use of the alternative contracting method under OAR 137-049-0620. Additionally, an exemption from competitive bidding requirements is justified under the criteria outlined in ORS 279C.330, findings have been developed in compliance with ORS 279C.335 (2), and the Medford School District 549C will perform the post-project evaluation required by ORS 279C.355. Based upon previously listed findings, the Medford School District 549C specifically concludes that:

- 1) It is unlikely the exemption will encourage favoritism in the awarding of public contracts or substantially diminish competition for public contracts;
- 2) The exemption will result in substantial cost savings to the affected Medford School District 549C for the services provided.

The Medford School District 549C submits that this request meets all of the criteria above and requests approval of this exemption. If you have any questions, please call Andy Chasteen at 541-842-3646.

**BEFORE THE BOARD OF DIRECTORS OF
MEDFORD SCHOOL DISTRICT 549C
RESOLUTION #2024-2**

**A RESOLUTION OF THE BOARD APPROVING AND GRANTING EXEMPTION FROM
COMPETITIVE BIDDING REQUIREMENTS AND USE OF THE CM/GC METHOD OF
PROCUREMENT FOR GRIFFIN CREEK ELEMENTARY SEISMIC RETROFIT**

**On motion by:
Duly seconded:**

WHEREAS;

1. The Board of Directors of Medford School District 549C acts as the local contract review board for Medford School District 549C and, in that capacity, has authority to exempt certain contracts from the competitive bidding requirements of ORS Chapter 279C; and
2. ORS 279C.335(2) and Board Policy DJC-AR provides a process for exempting certain contracts from competitive bidding upon the approval of certain findings by the local contract review board; and
3. ORS 279C.335(4) provides that in granting an exemption from competitive bidding, the local contract review board shall, if appropriate, direct the use of alternative contracting methods that take account of market realities and modern practices and are consistent with the public policy of encouraging competition; and
4. ORS 279C.332(3) identifies the Construction Management/General Contractor (“CM/GC”) methodology as an alternative contracting method under ORS 279C.335; and
5. Draft findings addressing competition and cost savings to the District, including but not limited to the criteria set forth in ORS 279C.335(2)(b), through the use of a CM/GC contract for the seismic retrofitting of the existing cafeteria and classroom buildings D, E, and F at Griffin Creek Elementary School (“the Project”) were available at least 14 days in advance of the public hearing on this Resolution and are attached as Exhibit “A” to this Resolution; NOW, THEREFORE,

The District finds as follows:

1. The Board adopts the Findings set forth in Exhibit “A” to this Resolution;
2. Exempting the CM/GC contract for the Project from the competitive bidding requirements will not inhibit competition and is unlikely to encourage favoritism because the CM/GC will be selected through a competitive process, including but not limited to a publicly advertised Request For Proposals (“RFP”);
3. Exempting the CM/GC contract for the Project from the competitive bidding requirements is likely to result in substantial cost savings to the District, for the reasons set forth in adopted Findings attached as Exhibit “A”;

THEREFORE, the Board of Directors of Medford School District 549C hereby resolves the following:

The contract for the Project by a CM/GC contractor for a guaranteed maximum price is exempt from competitive bidding, and the CM/GC shall be selected by the RFP method in accordance with ORS 279C.337, the District’s public contracting rules, and the process described in the Findings.

ADOPTED by the Board of Directors of Medford School District 549C this 21st day of November, 2024.

Ayes:

Noes:

Absent:

Abstain:

By: _____
Cynthia Wright, Board Chair



EXECUTIVE SUMMARY

Meeting Date:	November 21, 2024
Agenda Item:	OSBA Elections and Conference Update
Item Type:	Action
Administrator:	Cynthia Wright, Bret Champion
Objective:	Elect one candidate for the Legislative Policy Committee representing the Southern District and Adopt OSBA Resolutions 1 & 2

Background: Board members recently attended the annual OSBA Convention in Portland. During this meeting, they will share an update and overall summary of the event.

The Oregon School Boards Association is organized as one general state association with up to 23 [elected representatives](#) established across 14 [geographic regions](#) to support member participation and representation. In even-numbered years member Boards vote to elect regional representatives for odd-numbered positions on the OSBA Board of Directors. Member Boards also vote on the OSBA Legislative Priorities and Principles. Votes are to be submitted to OSBA between November 15 and December 15, 2024.

- **Resolution 1** - Amends the OSBA dues schedule.
- **Resolution 2** - Creates the Oregon School Board Members PRIDE Caucus and designates a seat on the OSBA Board of Directors and Legislative Policy Committee. The bracketed language included in the proposed Bylaws amendments pertaining to the addition of the Oregon School Board Members PRIDE Caucus is dependent upon the passage of Resolution 2. If Resolution 2 does not pass, the bracketed language will be removed from the OSBA bylaws.
- **Resolution 3** - Adopts the proposed amendments to the OSBA Bylaws.
- **Dawn Watson** is the lone Board candidate for the Southern Region, Position 5.

Additional Materials: [Resolution 1](#), [Resolution 2](#), [Resolution 3](#), the [Bylaws Amendment Summary](#), and [Board candidate questionnaire and resume](#).

Suggested Motion: *“I move to approve OSBA Resolutions 1, 2, and 3 as presented.” OR approve individually (see below).*

Recommendation 1: Review OSBA Resolution 1 - Amends the OSBA dues schedule.

Suggested Motion 1: *“I move to approve OSBA Resolution 1 as presented.”*

Recommendation 2: Review OSBA Resolution 2 - Resolution to create the Oregon School Board Members PRIDE Caucus and designates a seat on the OSBA Board of Directors and Legislative Policy Committee.

Suggested Motion 2: *“I move to approve OSBA Resolution 2 as presented.”*

Recommendation 3: Review OSBA Resolution 3 - Adopts the proposed amendments to the OSBA Bylaws.

Suggested Motion 3: *“I move to approve OSBA Resolution 3 as presented.”*

Recommendation 4: Review the Board Candidate questionnaire and resume and approve the candidate for Position 5.

Suggested Motion 4: *“I move to elect Dawn Watson for the OSBA Board of Directors, representing the Southern Region, Position 5.”*



Resolution to Amend the OSBA Dues Schedule

WHEREAS, the Oregon School Boards Association (OSBA) dues revenue as a percentage of OSBA's total revenues is declining. OSBA's dues revenue as a percentage of OSBA's operating costs to support the services OSBA provides to members is also declining;

WHEREAS, the percentage of dues revenue as a proportion of total association revenue has fallen 19.1 percent since the 1996-97 fiscal year to 6.4 percent of total association revenue. If dues do not increase, this percentage of total association revenue will continue to decline;

WHEREAS, the OSBA dues schedule has not increased since the 1998-99 fiscal year;

WHEREAS, OSBA retained The Coraggio Group to do an in-depth analysis of the value of the programs and services OSBA offers to its members and develop a 3-5 year sustainable business plan with member engagement;

WHEREAS, based on the survey data obtained by The Coraggio Group, OSBA members overwhelmingly agree that they receive great service for what they currently pay. Current annual member dues are as low as \$250. Given the costs associated with providing no cost or highly subsidized services available to members, \$250 is very low in comparison.

WHEREAS, The Coraggio Group in collaboration with OSBA staff, has recommended a phased increase in the dues schedule. This approach aims to provide financial stability for the organization and align the dues with other state associations, thereby enabling the association to continue offering its high-quality programs and services.

WHEREAS, the proposed dues increase, which was reviewed by the OSBA Finance Committee, and approved by the OSBA Board of Directors on June 15, 2024, supports the recommendation to amend the OSBA Dues Schedule.

THEREFORE, BE IT RESOLVED in recognition of the current financial situation of Oregon districts and the need for an OSBA dues adjustment, the OSBA Board of Directors recommends that the dues schedule be amended in a manner so that OSBA member school districts and education service districts (ESDs) paying more than \$1,500 annually will experience a dues increase of 15% annually for five consecutive years beginning in the 2025-2026 fiscal year. Beginning in the 2030-31 fiscal year, the dues will increase annually as a percentage in alignment with the Consumer Price Index;

THEREFORE, BE IT FURTHER RESOLVED, the OSBA Board of Directors recommends a membership dues floor be established at \$1,500 and a maximum dues rate of \$25,000 per fiscal year. For OSBA member school districts, ESDs, and community colleges who are below this floor, dues will increase \$250 per year until the floor is reached. For school districts and ESDs that reach the floor before the 2030-31 fiscal year, dues will increase by 15% per year until the 2030-31 fiscal year. Beginning in the 2030-31 fiscal year, dues for all school districts, ESDs, and community colleges will increase annually as a percentage in alignment with the Consumer Price Index.

BE IT FURTHER RESOLVED by the OSBA Board of Directors that the proposed amendments to the OSBA Dues Schedule be submitted to the membership for consideration during the 2024 OSBA election; and

BE IT FURTHER RESOLVED by the OSBA Board of Directors that the proposed amendments to the OSBA Dues Schedule and a copy of this resolution be forwarded to all OSBA member boards in accordance with the OSBA Board of Directors' adopted elections calendar.

DISTRICT	24-25 DUES	25-26 DUES	26-27 DUES	27-28 DUES	28-29 DUES	29-30 DUES	30-31 DUES**
District Member 01 (under 100)*	\$ 250.25	\$ 500.25	\$ 750.25	\$ 1,000.25	\$ 1,250.25	\$ 1,500.00	\$ 1,560.00
District Member 02 (100-249)*	\$ 541.25	\$ 791.25	\$ 1,041.25	\$ 1,291.25	\$ 1,541.25	\$ 1,772.44	\$ 1,843.34
District Member 03 (250-499)*	\$ 778.00	\$ 1,028.00	\$ 1,278.00	\$ 1,528.00	\$ 1,757.20	\$ 2,020.78	\$ 2,101.61
District Member 04 (500-999)	\$ 1,420.50	\$ 1,633.58	\$ 1,878.61	\$ 2,160.40	\$ 2,484.46	\$ 2,857.13	\$ 2,971.42
District Member 05 (1000-1999)	\$ 2,503.00	\$ 2,878.45	\$ 3,310.22	\$ 3,806.75	\$ 4,377.76	\$ 5,034.43	\$ 5,235.80
District Member 06 (2000-2499)	\$ 3,450.00	\$ 3,967.50	\$ 4,562.63	\$ 5,247.02	\$ 6,034.07	\$ 6,939.18	\$ 7,216.75
District Member 07 (2500-3999)	\$ 5,952.75	\$ 6,845.66	\$ 7,872.51	\$ 9,053.39	\$ 10,411.40	\$ 11,973.11	\$ 12,452.03
District Member 08 (4000-4999)	\$ 7,035.00	\$ 8,090.25	\$ 9,303.79	\$ 10,699.36	\$ 12,304.26	\$ 14,149.90	\$ 14,715.89
District Member 09 (5000-9999)	\$ 8,658.25	\$ 9,956.99	\$ 11,450.54	\$ 13,168.12	\$ 15,143.33	\$ 17,414.83	\$ 18,111.43
District Member 10 (10000-25000)	\$ 10,823.00	\$ 12,446.45	\$ 14,313.42	\$ 16,460.43	\$ 18,929.49	\$ 21,768.92	\$ 22,639.68
District Member 11 (over 25000)***	\$ 18,940.00	\$ 21,781.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 26,000.00
						\$	-
ESD Membership Dues 01 (under 1000)*	\$ 473.75	\$ 723.75	\$ 973.75	\$ 1,223.75	\$ 1,473.75	\$ 1,694.81	\$ 1,762.61
ESD Membership Dues 02 (1000-2500)*	\$ 710.50	\$ 960.50	\$ 1,210.50	\$ 1,460.50	\$ 1,679.58	\$ 1,931.51	\$ 2,008.77
ESD Membership Dues 03 (2500-5000)*	\$ 947.00	\$ 1,197.00	\$ 1,447.00	\$ 1,664.05	\$ 1,913.66	\$ 2,200.71	\$ 2,288.73
ESD Membership Dues 04 (5000-7500)*	\$ 1,082.50	\$ 1,332.50	\$ 1,582.50	\$ 1,819.88	\$ 2,092.86	\$ 2,406.78	\$ 2,503.06
ESD Membership Dues 05 (7500-10000)	\$ 1,556.00	\$ 1,789.40	\$ 2,057.81	\$ 2,366.48	\$ 2,721.45	\$ 3,129.67	\$ 3,254.86
ESD Membership Dues 06 (10000-15000)	\$ 2,029.50	\$ 2,333.93	\$ 2,684.01	\$ 3,086.62	\$ 3,549.61	\$ 4,082.05	\$ 4,245.33 ¹⁷
ESD Membership Dues 07 (15000-25000)	\$ 2,367.75	\$ 2,722.91	\$ 3,131.35	\$ 3,601.05	\$ 4,141.21	\$ 4,762.39	\$ 4,952.89
ESD Membership Dues 08 (25000-50000)	\$ 3,111.75	\$ 3,578.51	\$ 4,115.29	\$ 4,732.58	\$ 5,442.47	\$ 6,258.84	\$ 6,509.19
ESD Membership Dues 09 (above 50000)	\$ 4,667.50	\$ 5,367.63	\$ 6,172.77	\$ 7,098.68	\$ 8,163.49	\$ 9,388.01	\$ 9,763.53
State Board of Education	\$ 67.75	\$ 77.91	\$ 89.60	\$ 103.04	\$ 118.50	\$ 136.27	\$ 141.72
Community College Association****	\$ 4,601.00	\$ 8,851.00	\$ 13,101.00	\$ 17,351.00	\$ 21,601.00	\$ 25,500.00	\$ 26,520.00

*Add \$250 annually until floor is reached, then increase 15% through year 5

**Reflects an estimated CPI increase of 4%

*** \$25,000 cap prior to CPI

****Reflects an increase of \$250 per year, per community college (17) annually until the community colleges reach the \$1,500 floor amount per college. (\$25,500)



Resolution to Amend Oregon School Boards Association's Bylaws Relating to Composition of the Board of Directors

WHEREAS, the Oregon School Boards Association (OSBA) was formed in 1946 as a volunteer association of locally elected public school boards and transitioned to a nonprofit public benefit corporation under Oregon Revised Statute Chapter 65 as of July 1, 2018;

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has been operating as an OSBA board appointed advisory committee since September 22, 2023; has a record of regular meetings; has draft bylaws; has identified goals that align with the mission, vision and goals of OSBA; has draft action plans; and a draft budget;

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee is ready to elect officers and their Leadership Assembly;

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has articulated its mission as follows: "To promote quality education for all students with an emphasis on the unique needs of LGBTQIA2S+ students, staff and board members.";

WHEREAS, OSBA's Board of Directors recognizes the importance of the Oregon LGBTQIA2S+ School Board Members Advisory Committee's mission and goals; and

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has respectfully requested that the Board of Directors submit a resolution to the membership creating the Oregon School Board Members PRIDE Caucus (OSBM PRIDE) and designate a seat on the OSBA Board of Directors and Legislative Policy Committee.

THEREFORE, BE IT RESOLVED by the OSBA Board of Directors that the proposed bylaws amendment designating an Oregon School Board Members PRIDE Caucus representative as a voting member of the OSBA Board of Directors and Legislative Policy Committee be submitted to the membership for consideration during the 2024 OSBA election; and

BE IT FURTHER RESOLVED that the draft bylaws and a copy of this resolution be forwarded to all association member boards in accordance with OSBA's adopted elections calendar.

Submitted by: OSBA Board of Directors

BYLAWS

OREGON SCHOOL BOARD MEMBERS PRIDE CAUCUS
OF THE OREGON SCHOOL BOARDS ASSOCIATION

DRAFT

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ARTICLE 1

CHARTER

The Oregon School Boards Association (the “OSBA”) exists solely to perform essential governmental functions and all its income must accrue to the State of Oregon or its political subdivisions as required under IRC Section 115. OSBA’s mission is to improve student success and education equity through advocacy, leadership and service to Oregon public school boards.

OSBA is aware and acknowledges that diversity is a core value of OSBA. OSBA desires to identify areas of concern and causation, convene a caucus of stakeholders, and create a plan to better promote and support the success of students, school staff and school board members who identify as part of the LGBTQIA2S+ communities.

To this end, The OSBA Board of Directors has formally recognized the Oregon School Board Members PRIDE Caucus (the “Caucus”) to serve as a resource and provide guidance and leadership for these initiatives to the OSBA Board of Directors.

The activities of the Caucus shall align with OSBA bylaws as well as complement, not duplicate, OSBA’s efforts on behalf of all local governing boards.

ARTICLE 2

NAME, MISSION AND GOALS

2.1 Name. This organization shall be known as the Oregon School Board Members PRIDE Caucus (OSBM PRIDE) of the Oregon School Boards Association (OSBA).

2.2 Mission. To promote quality education for all students with an emphasis on the unique needs of LGBTQIA2S+ students, staff and board members.

2.3 Goals.

2.3.1 The implementation of ODE’s “Oregon LGBTQ2SIA+ Student Success Plan.”

2.3.2 Promoting positive and effective relationships among LGBTQIA2S+ school board members, their communities, political leaders, partner organizations and OSBA.

2.3.3 Building and increasing capacity of LGBTQIA2S+ school board members and support a pipeline for LGBTQIA2S+ people to run for school board seats.

2.3.4 Serving as a resource.

2.3.5 Developing, promoting, and advancing legislation to improve educational opportunities and outcomes for LGBTQIA2S+ students, staff and families.

2.3.6 Equipping and advancing LGBTQIA2S+ board members to serve in the general OSBA leadership.

2.3.7 Building capacity of the general board membership in understanding the issues of LGBTQIA2S+ people and inclusion.

ARTICLE 3

MEMBERSHIP

3.1 Qualification. All members must support the purposes and goals of the Caucus as set forth in Article 2.

3.2 Members. The Caucus members may include any elected or appointed member of any public board of education in Oregon who are active members in good standing with the Oregon School Boards Association and identify as a member of the LGBTQIA2S+ communities. Caucus members may participate in all discussions, vote, and serve as an officer of the Caucus. Members must attend the meeting in person, via telephone, or via virtual meeting platform (e.g., Zoom) to vote. Voting by proxy shall not be permitted.

3.3 Attendees. The Caucus may, in its discretion, invite to participate in any meeting or event any other individuals who support the purpose and goals of the Caucus as set forth in Article 2.

3.4 Membership List. The Membership list shall be maintained by the Secretary.

ARTICLE 4

BUDGET

4.1 Budget. The Caucus shall submit an annual budget request as outlined under the OSBA budget process, including approval by the OSBA Board of Directors. The request shall set forth the areas of concern, recommended actions, and annual goals.

ARTICLE 5

MEETINGS

5.1 Annual Meetings. An annual meeting of the Caucus shall be in conjunction with the OSBA Annual Convention at which time the Caucus shall elect officers and shall conduct other business as may properly be brought before the meeting of the Caucus.

5.2 Regular and Special Meetings.

5.2.1 Regular Meetings. The Caucus shall meet as often as required to achieve the goals outlined in its annual Work Plan. These meetings shall be scheduled for the year at the Annual Meeting.

5.2.2 Special Meetings. Special meetings of the members for any purpose may be called, either in writing or by e-mail, by the President or by a majority of the Executive Committee. Such a request shall state the purpose or purposes of the proposed meeting.

5.2.3 Place of Meetings. Regular and special meetings of the Caucus shall be held at any location within Oregon, by virtual meeting platform, or a combination of the two, as designated by the President or the Executive Committee.

5.3 Notice.

5.3.1 Notice of every annual meeting of members, stating the time and place thereof, will be provided with an agenda no less than 15 days prior to such meeting.

5.3.2 Notice of every regular or special meeting of members, stating the time and place thereof, shall be provided with an agenda no less than 10 days prior to such meeting.

5.4 Quorum. Except as otherwise provided by law, the presence at any meeting of a majority of the Executive Committee shall constitute a quorum.

5.5 Organization. The President may determine in their sole discretion whether any meeting of the Caucus shall be held in accordance with Robert's Rules of Order.

5.6 Records. The President shall see that all correspondence, minutes, agendas, and Charter be sent to and kept on file with OSBA.

5.7 OSBA Staff Liaison. The Executive Director of OSBA shall designate a staff member to serve as a liaison representative to the Caucus. The designee shall not have voting rights.

5.8 Compliance with Open Meetings Laws. The Caucus shall comply with the open meetings law requirements of ORS chapter 192 at every convening of its membership in which a quorum is required in order to make a decision or to deliberate toward a decision on any matter.

ARTICLE 6

CAUCUS LEADERSHIP COUNCIL

6.1 Composition. The Leadership Council of the Caucus shall include the President(s), Vice President, Secretary, Treasurer, Regional Directors and two Members of the Caucus.

6.2 Term. Leadership Council members shall serve a two-year term. The President may only serve one consecutive term. The Vice President, Secretary, Treasurer, Regional Members, and Members-at Large may serve any number of consecutive terms. Each officer shall hold office until the term has expired or until a successor has been duly elected and qualified for the position, or until the officer can no longer hold the position because they no longer qualify to be a member of the Caucus as defined in Article 3 above, or because of removal or death.

6.3 Nomination and Election

6.3.1 Nomination. Leadership Council members may be nominated by either the nominating committee or a caucus member at the annual meeting.

6.3.2 Election. The members shall elect the Leadership Council by majority vote at the annual meeting in even numbered years.

6.4 Designations

6.4.1 President. The President shall preside at all meetings of the Caucus and the Executive Committee. The President shall appoint all standing and special committees and shall be an ex-officio member of all committees, except the nominating committee, with voting power. The President shall sign all official reports of the Caucus. Two persons may share the position of President, or one person may serve as President and another as Vice President.

6.4.2 Vice President. In the absence of the President, the Vice President shall have and perform all the powers and duties of the President.

6.4.3 Immediate Past President. The Immediate Past President shall advise and counsel with other officers. The Immediate Past President chairs the officer succession planning process. The past president serves for two calendar years.

6.4.4 Secretary. The Secretary shall keep the minutes and records, maintain a roster of the current membership, and shall see that all notices are duly given in accordance with the provisions of law and this Charter, and such other duties as from time to time may be assigned by the Executive Committee.

6.4.5 Treasurer. The Treasurer shall have the responsibility for receiving and disbursing all funds related to the Caucus in coordination with the OSBA liaison. The Treasurer shall report regularly to the Executive Committee, shall prepare a written yearly financial

report to be distributed to the members at each annual meeting, and shall perform other duties assigned by the Executive Committee.

6.4.6 Regional Caucus Directors. There shall be one Regional Director for each congressional district apportioned to Oregon for election at the Oregon general election held in the year of the Caucus' annual meeting. (For reference, there shall be six Regional Directors starting in 2025.) The Regional Directors shall live in the region which they represent. The Regional Directors shall report issues from their region to the Caucus and shall perform other duties assigned by the Executive Committee. The regions shall be based on Oregon's congressional districts.

Future positions:

6.4.7 At-Large Members. There shall be two At-Large Directors.

6.5 Resignation. A Leadership Council member may resign by filing a written resignation with the President or Secretary of the Caucus or the President of OSBA.

6.6 Vacancies. Any vacancy in any office may be appointed for the unexpired portion of the term by a majority of the officers at the next regular or special meeting.

6.7 Removal. Any member of the Caucus who misses more than two meetings out of any four consecutive meetings, unless they are excused by the board for a valid reason, may have their office vacated by action of the board.

ARTICLE 7

EXECUTIVE COMMITTEE

7.1 Composition. There shall be an Executive Committee made up of the President(s), Vice President, Immediate Past President, Secretary, and Treasurer.

7.2 Responsibilities. The Executive Committee shall have the following responsibilities and powers:

- (a) To respond to any inquiry or question from OSBA.
- (b) To act on behalf of the Caucus when deemed necessary by the President.
- (c) To review plans and programs to be presented to the Caucus at its meetings.
- (d) To give direction to the OSBA liaison on legislative action to come before the state legislature on which there is no formal Caucus policy or resolution.

(e) The Executive Committee shall act as the Nominating Committee and nominate a candidate for each office of the Caucus. A nominating committee report will be included in the notice of the annual meeting of the membership.

7.3 Ratification. Any actions by the President shall be reported to the Executive Committee as soon as the action has taken place. All actions of the Executive Committee shall be subject to ratification by the Caucus at the next meeting of the members.

7.4 Administration. The Executive Committee may use the guidance of Robert's Rules of Order for all procedures. The Executive Committee shall keep regular minutes of its proceedings and all actions by the Executive Committee shall be reported promptly to the membership. Such actions shall be subject to review by the membership, provided that no rights of third parties shall be affected by such review.

ARTICLE 8

COMMITTEES

The President or Executive Committee may establish committees of two or more members to serve at the discretion of the President or the Executive Committee. These committees may consist of such persons and perform such duties as the President designates from time to time. The committees may not act on behalf of the Caucus but may make recommendations to the Caucus for approval. The Chair of any such committee shall be a member of the Executive Committee.

ARTICLE 9

SEAT ON THE OSBA'S BOARD OF DIRECTORS

The Caucus shall appoint one officer from the Leadership Council to serve as liaison to the OSBA Board of Directors and to be a member of the OSBA Board of Directors. The appointee must be an elected or appointed member of any public board of education in Oregon and an active member in good standing with the Association.

ARTICLE 10

GENERAL PROVISIONS

10.1 Amendment of Bylaws

10.1.1 Bylaws may be altered, amended, or replaced by the members of Caucus as approved by voting members at the annual meeting by a majority vote.

10.1.2 Notice of proposed bylaws changes shall be in the annual meeting agenda and sent to all members 15 days prior to the annual meeting.

10.1.3 Omissions from this Charter shall be governed by Robert's Rules of Order when they do not conflict with the Charter.

10.2 Seat on OSBA'S Legislative Policy Committee (LPC)

10.2.1 The Caucus shall appoint one caucus member to serve as liaison to the OSBA Legislative Policy committee and to be a member of the LPC. The appointee must be an elected or appointed member of any public board of education in Oregon who is an active member in good standing with the Association.

The foregoing charter was adopted by the active membership of OSBM PRIDE on August 10, 2024.



Resolution to Amend the OSBA 2023 Bylaws

WHEREAS, the Oregon School Boards Association (OSBA) was formed in 1946 as a volunteer association of locally elected public school boards;

WHEREAS, in 2017, through a vote of the OSBA membership, OSBA was incorporated under ORS chapter 65 as a public benefit non-profit corporation and the OSBA bylaws replaced the OSBA constitution;

WHEREAS, in 2018, through a vote of the OSBA membership, the OSBA bylaws were amended to expand the OSBA board of directors and legislative policy committee with representatives from the Oregon school board members of color caucus;

WHEREAS, in 2023, through a vote of the OSBA membership, the OSBA bylaws were amended to expand the OSBA board of directors and legislative policy committee with representatives from the Oregon rural school board members caucus and additional revisions to the bylaws;

WHEREAS, in 2024, the OSBA board of directors reviewed the OSBA bylaws and proposes to amend the OSBA bylaws as reflected in the attached draft OSBA bylaws with changes highlighted in the attached draft OSBA bylaws crosswalk document; and

WHEREAS, the substantive changes to the draft OSBA bylaws are the following:

- Allowing caucuses to have an additional director on the OSBA board of directors in the circumstance where the OSBA president or immediate past president is a director from a caucus. This revision is intended to provide the same opportunity for representation for caucuses as is currently provided to regionally elected directors.
- Clarify that OSBA board of directors must comply with the Oregon government ethics laws with respect to conflicts-of-interest.
- Require OSBA caucuses to submit an annual year end fiscal report to the OSBA board of directors.
- Create officer eligibility criteria that requires candidates for officer positions and directors in officer positions to be voting members of the OSBA board of directors.
- Expand the OSBA board of directors and legislative policy committee with representatives from the Oregon school board members PRIDE caucus.
- Edits to grammar, punctuation, and language for readability.

THEREFORE, BE IT RESOLVED by the OSBA board of directors that the proposed draft OSBA bylaws be submitted to the membership for consideration during the 2024 OSBA election; and

BE IT FURTHER RESOLVED that the proposed draft OSBA bylaws, the draft OSBA bylaws crosswalk document and a copy of this resolution be forwarded to all OSBA member boards in accordance with the OSBA board of directors' adopted elections calendar.

Submitted by: OSBA Board of Directors



BYLAWS

As Amended by the Membership: December 2023

Proposed Edits: September 14, 2024

SECTION 1 PURPOSE

The Oregon School Boards Association (the “Association” or “OSBA”) exists solely to perform essential governmental functions and all of its income accrues to the State of Oregon or its political subdivisions as required under IRC Section 115. In particular, the Association’s mission and purpose are as follows:

- A. To work for the general advancement and improvement of the education of all public school children of the State of Oregon.
- B. To gather and disseminate information pertinent to the successful operation of public schools.
- C. To work for the most efficient and effective organization of public schools of this state. “Public schools” include local school districts, education service districts, the State Board of Education, and community colleges classified as a political subdivision.
- D. To work for adequate and dependable financial support for the public schools of this state.
- E. To study all legislation which affects the public schools of Oregon and to support and work for that which appears to be desirable and to keep members informed thereof. To propose and work for the enactment of proper educational legislation.
- F. To encourage the establishment and maintenance of best practices and high standards in the conduct and operation of the public school educational system.
- G. To study and interpret educational programs and to relate them to the needs of pupils.
- H. To promote public understanding of the role of school boards and school board members in the improvement of education.
- I. To conduct seminars, conferences, and research projects in the various aspects of education for the benefit of members.
- J. To endeavor to implement the policies, beliefs, and resolutions of the Association members and board of directors.
- K. To do such other things as the member boards or board of directors may deem appropriate for the accomplishment of these and other purposes which tend to improve public education.
- L. To enter into such cooperative agreement with members for the pooling of resources and the provision of services as may result in the more efficient utilization of district resources and accrue to their financial advantage.

SECTION 2 MEMBERS

2.1 Admission. All members must qualify as (1) a “political subdivision” as defined under Treas Reg § 1.103-1(b) and Revenue Ruling 78-276, 1978-2 CB 256 and (2) as one of the following:

- 2.1.1 ~~Local~~ School District as defined under ORS Chapter 332;
- 2.1.2 Education Service District as defined under ORS Chapter 334;
- 2.1.3 Community College District as defined under ORS Chapter 341;
- 2.1.4 State Board of Education as defined under ORS Chapter 326; and

2.1.5 Any other governmental educational organization qualifying as a political subdivision, as approved by resolution of the board of directors.

2.2 Dues. Annual dues shall be set by majority vote of the members and shall be based on resident Average Daily Membership (ADMr) as of December 31 of the preceding year as reported to the Oregon Department of Education. Dues shall be payable on July 1 of each year and shall become delinquent on September 1 of each year. Member status shall automatically terminate for members failing to pay dues by September 1 unless an extension is requested and granted by the board of directors.

2.3 Reserved Powers of the Members. The following corporate actions require the consent and approval of the members:

2.3.1 Election and removal of directors except as set forth in Section 3.8;

2.3.2 Election and removal of the Legislative Policy Committee (“LPC”) members except as set forth in Section 4.1.3(g);

2.3.3 Approval of resolutions to effectuate any of the following:

(a) Adoption, amendment, or restatement of the articles of incorporation or bylaws;

(b) Modification to the region descriptions set forth in Section 2.6.1; and ~~the~~

(c) Dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association’s assets.

2.4 Voting Power.

2.4.1 Election of Directors and LPC Members. For the purposes of nominating and electing directors and LPC members, each member shall have one vote.

2.4.2 Resolution. For the purposes of approving a resolution, each member shall have one vote on all resolutions except as follows:

(a) K-12 Local Districts with an ADMr between 15,600 and 23,400 shall have two votes.

(b) K-12 Local Districts with an ADMr between 23,400.1 and 31,200 shall have three votes.

(c) K-12 Local Districts with an ADMr between 31,200.1 and 39,000 shall have four votes.

(d) K-12 Local Districts with an ADMr of 39,000.1 or more shall have five votes.

2.5 Process of Approval of Member Resolutions.

2.5.1 Generally, members shall approve resolutions annually by ballot vote. Members or the board of directors may submit a resolution for member approval. Such resolutions shall be submitted to the board of directors no later than September 30~~th~~. The board of directors shall distribute all timely submitted resolutions, together with an official ballot, to the members no later than October 15. Members shall vote by ballot submitted to the board of directors no later than December 15.

2.5.2 ~~The board of directors may call a special meeting of the members under Section 2.9, as necessary.~~

2.6 Regional Election of Directors and LPC Members.

2.6.1 Regional Voting. For the purposes of nominating and electing the board of directors and LPC members, the Association members shall be organized into and represented by region:

- (a) Eastern Region includes all of the members located in the counties of Baker, Grant, Malheur, Union, Wallowa, and Wheeler.
- (b) Gorge Region includes all of the members located in the counties of Gilliam, Morrow, Sherman, Umatilla, and Wasco.
- (c) Central Region includes all of the members located in the counties of Crook, Deschutes, and Jefferson.
- (d) Southeast Region includes all of the members located in the counties of Harney, Klamath, and Lake.
- (e) Southern Region includes all of the members located in the counties of Jackson and Josephine.
- (f) Lane Region includes all of the members located in the county of Lane.
- (g) Clackamas Region includes all of the members located in the counties of Clackamas and Hood River.
- (h) Douglas/South Coast Region includes all of the members located in the counties of Coos, Curry, and Douglas.
- (i) Linn, Benton, Lincoln Region includes all of the members located in the counties of Benton, Lincoln, and Linn.
- (j) Marion Region includes all of the members located in the county of Marion.
- (k) Yamhill, Polk Region includes all of the members located in the counties of Polk and Yamhill.
- (l) North Coast Region includes all of the members located in the counties of Clatsop, Columbia, and Tillamook.
- (m) Washington Region includes all of the members located in the county of Washington.
- (n) Multnomah Region includes all of the members located in the county of Multnomah.

2.6.2 Members shall be assigned to the region in which their main administrative office is located. If a member's district boundaries span more than one region, the member board must declare which region it intends to vote and shall vote only in that region.

2.6.23 Regional elections shall be determined ~~taken~~ by a majority of votes cast by members within of the members within the region.

- 2.7 Modification of Regions.** A formal review of the regional organizations described in Section 2.6.1 shall be conducted by the board of directors at least every three years commencing with 2017. Any recommended changes to the regional organization shall be submitted to the members in the form of a resolution in accordance with the provisions of Section 2. ~~115.~~
- 2.8 Annual Meetings.** An annual meeting of members shall be held in November of each year unless a different date or time is fixed by the board of directors and stated in the notice of the meeting. Failure to hold an annual meeting on the stated date shall not affect the validity of any corporate action. At the annual meeting, the president and secretary-treasurer of the board of directors, and any other officer or person whom the president may designate, shall report on the state of the Association, ~~the its~~ activities, and its financial condition ~~of the Association.~~
- 2.9 Special Meetings.** A special meeting of members shall be held upon the call of the president or 25 percent of the board of directors. All members shall be officially notified of a special meeting by written notice, mailed via U.S. mail or electronic mail, to all members at least 15 days prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the members, the place and time of the meeting, and instructions describing the method by which members can participate by telephone or video. Notice shall also comply with all procedures and include any information as required by ORS Chapter 192.
- 2.10 Telephonic/Video Meetings.** The board of directors may permit any member to participate in any annual or special meeting of the membership, or conduct the meetings through, the use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A member participating in the meeting by this means is deemed to be present ~~in person~~ at the meeting.
- 2.11 Place of Meetings.** Meetings of the members shall be held at any place, in ~~or out of~~ Oregon, designated by the board of directors. If a meeting place is not designated by the board of directors, the meeting shall be held at the Association's principal office.
- 2.12 Action by Written Ballot.** Any action required of the members will be taken by written ballot, and the Association will deliver a written ballot to every member entitled to vote on the matter. Once delivered, a written ballot may not be revoked.
- 2.13 Quorum.** A quorum of the members shall consist of a majority of members in good standing at the time the ballots are to be returned to the association.
- 2. ~~13.114~~ Approval:** With the exception of approving amendments to the Association's bylaws, which is as outlined in Section 7.1 ~~of these bylaws~~, and with the exception of regional elections outlined in 2.6.3, approval by written ballot is effective ~~when~~ at the end of the voting period when:
- (a) The number of votes cast by ballot equals or exceeds a quorum of the members; and
 - (b) The number of approvals equals or exceeds a majority of the number of returned ballots.

SECTION 3 DIRECTORS

- 3.1 Powers.** Except as provided under Section 2. ~~23~~, all corporate powers shall be exercised by or under the authority of ~~and the affairs of, are managed under the direction of~~ the board of

directors. The board of directors shall adopt policies defining specific obligations of the board of directors.

3.2 Qualifications. Directors must serve on the board of a member of the Association throughout the duration of their term, with the exception of the director serving as past president.

3.3 Number. The board of directors shall consist of not fewer than three nor more than 25 persons. The number of directors may be fixed or changed periodically, within the minimum⁷ and maximum² by the members.

3.4 Term. Directors shall take office on January 1 and shall serve for a term of two calendar years or until their successors are elected and qualified. Terms shall be staggered as per the election calendar.

3.4.1 Directors who took office prior to January 1, 2018, and are re-elected may serve for any number of terms as long as they continuously remain members of the board of directors.

3.4.2 Directors taking office on or after January 1, 2018, may serve five consecutive two-year terms and, if eligible, may rerun after a two-year hiatus.

3.4.3 If a director serving as immediate past president requires additional time beyond the term limits outlined above, the term limits will be held in abeyance to allow the director to complete their term as immediate past president.

3.5 Composition. The board of directors will be comprised of up to ~~23~~²² regionally elected directors, one designated director as defined in the bylaws of the Oregon School Board Members of Color Caucus, ~~and~~ one designated director as defined in the bylaws of the Oregon Rural School Boards Members Caucus, ~~and one designated director as defined in the bylaws of the -Oregon school board members PRIDE caucus and ex-officio nonvoting members advisors as delineated in Section 3.5.4.~~

3.5.1 Regional Elected Directors. Each region, as described under Section 2.6.1, shall elect one director except as follows:

(a) Clackamas Region shall elect two directors;

(b) Marion Region shall elect two directors;

(c) Washington Region shall elect three directors; and

(d) Multnomah Region shall elect three directors.

(e) ~~Provided, however, that i~~ If the president or immediate past president of the board of directors is a representative director from a region that elects only one director, that region shall elect an additional director or directors to serve for the duration of the president and/or the immediate past president's term.

3.5.2 Regional Election.

(a) The nomination and election of directors shall be in accordance with the elections calendar annually adopted by the board. The board of directors shall distribute notice of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions.

(b) Each regional candidate for a director position shall be nominated by a member within the region by means of a nomination form. ~~The board of directors shall distribute notice of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions.~~ To nominate a director candidate, one or more of the members in the region must timely submit to the board of directors a formal resolution or motion of the member and the completed nomination form(s). Nominations in regions where there is more than one open director position shall indicate the numbered position for which the nomination is being submitted.

(c) Each member in a region shall have one vote in the regional elections for the board of directors. The director candidate receiving a majority of the votes ~~cast by the~~ members within the region shall be elected.

~~(a)~~(d) In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes cast, a second regional ballot shall be required between the two candidates receiving the highest number of votes; the one receiving a majority of the votes is elected.

3.5.3 ~~Designated-Caucus~~ Representatives. In accordance with their bylaws, caucuses of OSBA shall appoint a representative of the Caucus to serve as a director of the Association. The representative must be an elected or appointed member of any public board of education in Oregon ~~who that~~ is an active member in good standing with the Association. All Association bylaws and policies shall apply to the designated representative serving as the Caucus' director of the Association.

If the president or immediate past president of the board of directors is a representative director from a caucus, then the caucus shall elect an additional director to serve for the duration of the president and/or the immediate past president's term.

3.5.4 Ex-Officio. The following individuals or their designee may serve as ex-officio, nonvoting, advisors to the board of directors:

(a) Any director of the National School Boards Association elected from Oregon;

~~(b) Any officer of the National School Boards Association, National School Boards Advocacy Committee, or an officer of the NSBA Pacific Region.~~

~~(c) The immediate past president of the Oregon Association of School Executives;~~

(d) The ~~immediate past president~~ Executive Director of the ~~Confederation~~ Coalition of School Administrators;

(e) The ~~board section president~~ Chair-Elect of the Oregon Association of Education Service Districts;

(f) The board ~~section~~ president of the Oregon Community College Association;

(g) The chair of the State Board of Education; and

(h) Any other person ~~as that~~ the board of directors may appoint.

Ex-officio advisors do not attend executive sessions of the board of directors unless they hold a separate position that entitles them to attend executive session, or they are invited to attend by the board of directors.

Ex officio advisors are not eligible for travel reimbursement from OSBA unless they hold a separate position for which travel reimbursement is provided.

3.6 Vacancies. In the event that any director position, other than the president or immediate past president serving as a second director for a region as set out in Section 3.5.1(e), is vacant during the term of office, the remaining directors may appoint an interim director from the same region to serve until December 31 of the same year.

If the board of directors cannot recruit a candidate from the region, they may appoint a person from a contiguous region to serve as director representing the open region. An individual appointed as a director from a contiguous region is not eligible to serve as an officer of the board.

All appointed interim directors must run for regional election during the next election cycle following appointment in order to be eligible to continue service on the board of directors past December 31 of the election year. The members shall elect, using the procedures in Section 3.5.2, an interim director to serve from January 1 of the next year until the end of the remaining term.

If there is a vacancy in an OSBA caucus-designated director position, then the caucus shall, as set forth in Section 3.5.3, appoint a new caucus representative to serve the remaining term.

3.7 Resignation. A director may resign at any time by delivering written notice to the president or the secretary. A resignation is effective when notice is effective under ORS 65.034 unless the notice specifies a later effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors.

3.8 Removal. A director may be removed for cause by vote of two-thirds majority of the directors. A director may be removed with or without cause by a majority vote of the members who elected the director. The board may provide guidance or adopt and amend policies regarding what types of actions the board considers to be sufficient cause for removal.

3.9 Regular Meetings. An annual meeting of the board of directors shall be held immediately after, and at the same place as, the annual meeting of members. The board of directors may schedule additional regular meetings to occur during a calendar year. ~~If the time and place of any other directors' meeting is regularly scheduled by the board of directors, the meeting is a regular meeting.~~ All other meetings are special meetings.

3.10 Special Meetings. A special meeting of the board of directors may be called by the president or the president-elect or 20 percent of the board of directors. All directors shall be officially notified of a special meeting by written notice delivered personally, by telephone, or electronic mail at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the method by which directors can participate by telephone or video. No matter may be considered at a special meeting other than the matter(s) specified in the notice.

3.11 Place of Meetings. The board of directors may hold annual, regular, or special meetings at any location in the State of Oregon.

3.12 Telephonic/Video Meetings. The board of directors may conduct meetings through the use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A director participating in the meeting by this means is deemed to be present at the meeting.

3.1013 Notice of Meetings. All ~~members~~ directors shall be officially notified of a special meeting by written notice delivered personally, by telephone or electronic mail to all directors at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the method by which directors can participate by telephone or video. Notice of meetings shall ~~also~~ comply with all procedures and include any information as required by ORS Chapter 192.

3.1114 Waiver of Notice. A director may at any time waive any notice required by these bylaws. A director's attendance at or participation in a meeting waives any required notice to the director of the meeting unless the director, at the beginning of the meeting or promptly upon the director's arrival, objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to any action taken at the meeting. Except as provided in the preceding sentence, any waiver must be in writing, must be signed by the director entitled to the notice, must specify the meeting for which the notice is waived, and must be filed with the minutes or the corporate records.

3.1215 Quorum. A quorum of the board of directors shall consist of a majority of the number of directors in office at the time the meeting begins.

3.1316 Voting. If a quorum is present when a vote is taken, the affirmative vote of a majority of the directors present when the action is taken is the act of the board of directors except to the extent that the articles of incorporation, these bylaws, or applicable law require the vote of a greater number of directors.

3.1417 Presumption of Assent. A director who is present at a meeting of the board of directors when corporate action is taken is deemed to have assented to the action taken unless:

- (a) The director objects at the beginning of the meeting, or promptly upon the director's arrival, to holding the meeting or transacting the business at the meeting; and
- (b) The director's dissent from the action taken is entered in the minutes of the meeting.

3.1518 Compensation. Directors and members of committees may receive reimbursement of such expenses as may be determined by resolution or policy of the board of directors to be just and reasonable. Directors shall not otherwise be compensated for service in their capacity as directors.

3.1619 Director Conflict of Interest. The Association shall maintain a Conflict of Interest policy, the terms of which comply with ORS 65.361 and ORS Chapter 244. The board of directors shall annually review and notify ~~its members and the~~ directors of the current Conflict of Interest policy. ~~Each director shall annually complete and return a Conflict of Interest statement.~~

SECTION 4 COMMITTEES AND CAUCUSES

4.1 **Standing Committees.** The board of directors shall maintain the standing committees described below:

4.1.1 Executive Committee. The executive committee shall consist of the five officers of the board of directors: the president as chairman ~~and as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws~~, the president-elect, the vice president, the secretary-treasurer, and the immediate past president. The executive committee ~~may act, pursuant to its delegation delegated~~ of authority to ~~such committee by the board of directors, act~~ in place and instead of the board of directors between board meetings on all matters except those specifically reserved to the board under the terms of the bylaws. Actions of the executive committee shall be reported to the board ~~of directors by mail, email, on a timeframe consistent with the seriousness and urgency of the matter and within two weeks if practicable. Additionally, executive committee actions will be reported~~ ~~or~~ at the next regular board meeting.

4.1.2 Finance Committee. The finance committee shall be appointed by the president and shall be composed of members from Oregon public school districts, education service districts, and community colleges with boards that meet all criteria to be Association voting members. The members shall include, but are not limited to, the President as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws, the Association secretary/treasurer and vice president, one ~~Association board director trustee~~ from the PACE board, one district business official, and one at-large board member.

~~Finance committee members serve for a term of two (2) years unless they are appointed to replace a member who left the committee before finishing their two-year term, in which case the member will serve the remainder of the two-year term. The trustee from the PACE board is recommended by the PACE Board of trustees, appointed by the President, subject to approval by the Board, and will serve a two-year term, with no term limits. The district business official and the at-large board member will be recommended by OSBA staff, appointed by the President, subject to approval by the Board, will serve two-year terms, with no term limits, and staggered start dates starting in January.~~

The finance committee shall operate within the corporation's investment guidelines and the Finance Committee ~~e~~Operating ~~g~~Guidelines.

4.1.3 Legislative Policy Committee. The board of directors shall maintain a Legislative Policy Committee ("LPC").

(a) Purpose. The LPC shall develop legislative policies which are recommended to and approved by the members as a resolution proposed by the board of directors and voted on by the membership in accordance with Section 2.4 and 2.5. The LPC also advises the executive director and staff during legislative sessions.

(b) Composition. The LPC shall be composed of the voting members of the board of directors, the President as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws, ~~and the~~ regional representatives elected under the procedures defined in Section 4.1.3(c) and (d), ~~and~~ one designated voting member as defined in the bylaws of the Oregon School Board Members of Color Caucus, ~~and one designated~~

voting member as defined in the bylaws of the Oregon Rural School Boards Members Caucus, and one designated voting member as defined in the bylaws of the Oregon school board members PRIDE caucus. All committee members must be elected or appointed directors of a member as defined in Section 2.1. The vice president of the board of directors shall chair the LPC.

~~(b)~~(c) Qualifications. LPC representatives must serve on the board of a member of the Association throughout the duration of their term.

~~(c)~~(d) Nomination. The board of directors shall cause the nomination form to be distributed to all members in eligible regions. A member may To nominate a candidate to the LPC, and shall do so one or more of the members in the region must timely submit to the board of directors by a formal resolution or motion of the member and timely submission of the nomination form(s) to the office of the Association and the completed nomination form(s). Nominations in regions where there is more than one representative position shall indicate the numbered position for which the nomination is being submitted. The Nominations and election of the LPC representatives will be closed by a date identified in shall be in accordance with the elections calendar adopted by the board.

~~(d)~~(e) Election. Each LPC member shall be elected by majority of member boards of a region. Each member in a region shall have one vote in the regional elections for the LPC representative. The LPC representative candidate receiving a majority of the votes cast by the members within the region shall be elected. Each region shall elect the number of LPC members as described in Section 3.5, without regard to Section 3.5.1 ~~(de)~~. Such elections shall be held using the procedures described in Section 3.5.2.

(f) Term. Each committee member shall take office on January 1 in even numbered years and serve for a term of two (2) years.

~~(e)~~(g) Vacancies. In the event that there is a vacancy on the LPC, the board of directors may appoint an interim LPC member from the same region to fill the unexpired term of office. If the board of directors cannot recruit an LPC member from the region, they may appoint a person from a contiguous region to serve to represent the open region to fill the unexpired term of office.

~~4.1.4 PACE Trustees. The board of directors shall appoint the trustees of the OSBA Property and Casualty Coverage for Education Trust ("PACE"). As per the PACE Restated Trust Agreement, the PACE trustees shall nominate trustee candidate(s) to the OSBA board of directors. If the list of candidates is not acceptable by the board of directors, the PACE trustees will continue to submit nominated candidate(s) for consideration until accepted by the board of directors.~~

~~PACE trustees taking office on or after January 1, 2023, may serve three consecutive three year terms and, if eligible, may return after a one year hiatus.~~

4.2 Other Board Committees. The board of directors may create one or more committees of the board of directors and appoint directors and representatives of members to serve on such committee. The creation of a committee and the appointment of directors and member representatives to the committee must be approved by a majority of all directors in office when the action is taken. The provisions of these bylaws governing meetings, action without meetings,

notice and waiver of notice, and quorum and voting requirements of the board of directors shall apply to committees and their members as well. Committees of the board of directors may, to the extent specified by the board of directors, exercise the authority of the board of directors; provided, ~~however,~~ that no committee of the board of directors may:

- (a) Authorize distributions, provided that this restriction does not apply to payment of value for property received or services performed or payment of benefits in furtherance of the Association's purposes;
- (b) Approve or recommend dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association's assets;
- (c) Elect, appoint, or remove directors or fill vacancies on the board or on any of its committees; or
- (d) Adopt, amend, or repeal the articles of incorporation or bylaws.

4.3 Advisory Committees. The board of directors may create one or more other committees. Members of these committees need not be members or directors, but at least one director shall serve on each such committee. These committees shall have no power to act on behalf of, or to exercise the authority of, the board of directors, but may make recommendations to the board of directors.

4.4 Caucuses. Caucuses shall exist to enhance the work of the Association by addressing the unique needs of member districts. ~~Caucuses shall:~~

4.4.1 ~~Caucuses shall~~ clearly articulate the vision, mission, and goals of the Caucus.

4.4.2 ~~Caucuses shall~~ adopt bylaws for operating, programming, and governing within the context of the Association bylaws described herein.

4.4.3 ~~Caucuses shall~~ comply with Association policies and guidelines.

4.4.4 Caucuses shall be added or eliminated to this provision through the bylaw's amendment process described in Section 8.1~~these bylaws~~.

4.4.5 Caucuses shall submit an end of fiscal year report to the Board of Directors that includes the following:

4.4.5.1 The caucus is meeting regularly;

4.4.5.2 An accounting of the prior year's budget allocation;

4.4.5.3 Identified officers and current bylaws;

4.4.5.4 A summary of the Caucus current goals, the prior year's Caucus activities that support those goals, and how the Caucus goals align with the mission, vision, and goals of OSBA.

The end of fiscal year report will be submitted at the first regularly scheduled board of directors meeting following the end of the fiscal year.

4.4.~~5~~6 The Oregon School Board Members of Color Caucus was established by a vote of the membership in 2018.

~~4.4.57~~ ~~With the adoption of this section, t~~The Oregon Rural School Boards Members Caucus ~~is~~
was established by a vote of the membership in 2023.

4.4.8 The Oregon school board members PRIDE caucus was established by a vote of the membership in 2024.

4.5 Administration. Each committee and caucus shall prepare minutes of each of its meetings, and such minutes shall be kept on file at the Association’s principal office and made available on request to any member of the board of directors. Each committee and caucus shall also report on its activities at the regular meetings of the board of directors. Each committee and caucus shall comply with the public meetings laws requirements under ORS Chapter 192.

SECTION 5 OFFICERS OF THE BOARD OF DIRECTORS

5.1 Eligibility. Effective January 1, 2026, to hold an officer position on the Board of Directors other than the immediate past president, candidates and officers must be a voting member of the OSBA Board of Directors.

~~5.12~~ **Appointment.** The board of directors shall elect officers by majority vote ~~at least 10 days~~ prior to the November member meeting. In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes, a second ballot shall be required between the two candidates receiving the highest number of votes. The one receiving a majority of the votes is elected.

5.23 **Designation.** The officers of the Association shall be a president, president-elect, past president, vice president, a secretary-treasurer, and such other officers as the board of directors may appoint.

~~5.34~~ ~~Compensation and~~ **Term of Office.** Officer terms are one calendar year. No officer, except the secretary-treasurer, shall serve two consecutive terms in the same office, unless the director ~~completed~~completes ~~athe~~ term ~~for~~of another officer who was unable to complete ~~atheir~~ term, and is then voted into the same position the following year. The secretary-treasurer may serve up to two consecutive one-year terms.

5.5 Compensation

~~Directors and members of committees~~Officers may receive reimbursement of such expenses as may be determined by resolution of the board of directors to be just and reasonable. ~~Directors~~Officers shall not otherwise be compensated for service in their capacity as ~~directors~~officers.

5.46 **Removal and Resignation.** Any officer may be removed, either with or without cause, at any time by action of the board of directors. An officer may resign at any time by delivering notice to the board of directors, the president, or the secretary-treasurer. A resignation is effective when the notice is effective under ORS 65.034 unless the notice specifies a later effective date. If a resignation is made effective at a later date and the Association accepts the later effective date, the board of directors may fill the pending vacancy before the effective date if the board of directors provides that the successor does not take office until the effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors. No removal or resignation shall prejudice the rights of any party under a contract of employment.

5.57 Officers. The officers of the Association are as follows:

- 5.57.1 President: The president shall preside at all member meetings of the Association and of the board of directors; shall appoint ~~any committees~~ positions not otherwise designated in these bylaws or OSBA adopted policy, subject to the approval of the board of directors; shall call all regular and special meetings as provided herein; shall be an ex-officio voting member of all committees established under sections 4.1 and 4.2 of these bylaws. The president shall automatically serve as immediate past president for the following term. The president serves for a term of one calendar year.
- 5.57.2 President-elect: In the absence of the president, the president-elect shall assume the powers and duties of the president, and when a vacancy occurs in the office of president, shall serve in that capacity for the remainder of the term. The president-elect shall automatically serve as president for the following term, even if required to fill an uncompleted term as president. In addition, the president-elect shall assume duties related to the oversight of Association member elections and resolutions processes and such other administrative duties as are assigned by the president. The president-elect serves for a term of one calendar year.
- 5.57.3 Vice president: In the absence of the president-elect, the vice president shall assume the powers and duties of the president-elect. The vice president shall also serve as the chair of the LPC. The vice president serves for one calendar year.
- 5.57.4 Secretary-treasurer: The secretary-treasurer shall be responsible for keeping ~~in a suitable minute book~~ accurate minutes of all board of director meetings in electronic format in accordance with OSBA's record retention schedule; shall carry on official correspondence of the Association; shall arrange for proper banking facilities; ~~and~~ shall receive, account for, and disburse funds in a businesslike manner as provided for by the board of directors; shall see that the minutes of the previous meetings are ~~read~~ approved by the board of directors; and shall give an itemized and detailed report of the financial condition of the Association at each annual meeting and at such other times as may be required by the board of directors. Such duties of the secretary-treasurer as may be specified by the board of directors may be delegated to the executive director or a designated member of the staff. The secretary-treasurer serves for a term of one calendar year.
- 5.57.5 Immediate past president: The immediate past president shall advise and counsel ~~with~~ other officers. The immediate past president chairs the officer succession planning process. The past president serves for one calendar year.
- ~~5.57.6 Assistants: The board of directors may appoint or authorize the appointment of an assistant to the secretary treasurer. Such assistant may exercise the powers of the secretary treasurer, as the case may be, and shall perform such duties as are prescribed by the board of directors.~~

SECTION 6 NONDISCRIMINATION

The Association shall not discriminate in providing services, hiring employees, or otherwise, upon the basis of gender identity, race, creed, marital status, sex, sexual orientation, religion, color, age, disability, or national origin.

SECTION 7 OSBA PROPERTY AND CASUALTY FOR EDUCATION TRUST

PACE Trustees. The board of directors shall appoint the trustees of the OSBA Property and Casualty Coverage for Education Trust ("PACE") as provided in As per the PACE Restated Trust Agreement. ,the PACE trustees shall nominate trustee candidate(s) to the OSBA board of directors. If the list of candidates is not acceptable by the board of directors, the PACE trustees will continue to submit nominated candidate(s) for consideration until accepted by the board of directors.

It is the policy of OSBA with respect to PACE trustees taking office on or after January 1, 2023, that such trustees will be appointed to no more than may serve three consecutive three-year terms and, if eligible, may return after a one-year hiatus.

SECTION ~~7~~8 GENERAL PROVISIONS

~~7~~8.1 Amendment of Bylaws.

~~7~~8.1.1 Amendments to the bylaws may be initiated by the board of directors or submitted by a member to the board of directors.

~~7~~8.1.2 The board of directors shall provide written notice to the members containing a statement that the members will be asked to approve the amendment and a copy of the proposed amended bylaws.

~~7~~8.1.3 Action by Written Ballot: The Association will deliver a written ballot to every member entitled to vote on the matter. The ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action and specify a reasonable time by which a ballot must be received by the Association in order to be counted. Once delivered, a ballot may not be revoked.

~~7~~8.1.4 Approval: Approval by written ballot shall be valid only when the number of votes cast by ballot equals or exceeds a quorum of the members, and the number of approvals equals or exceeds two-thirds majority of the number of the returned ballots.

~~7~~8.1.5 Quorum: A quorum of the members shall consist of a majority of members in good standing at the time the ballots are to be returned to the Association.

~~7~~8.1.6 Whenever an amendment or new bylaw is adopted, it shall be ~~copied in the minute book~~saved in electronic format in accordance with OSBA's record retention schedule with the original bylaws in the appropriate place. If any bylaw is repealed, the fact of repeal and the date on which the repeal occurred shall be stated in such book and place.

~~7~~8.2 **Inspection of Books and Records.** All books, records, and accounts of the Association shall be open to inspection by the directors in the manner and to the extent required by law.

- 78.3 Checks, Drafts, Etc.** All checks, drafts, and other orders for payment of money, notes, or other evidences of indebtedness issued in the name of or payable to the Association shall be signed or endorsed by such person or persons and in such manner as shall be determined by resolution of the board of directors.
- 78.4 Deposits.** All funds of the Association not otherwise employed shall be deposited to the credit of the Association in those banks, trust companies, or other depositories as the board of directors or officers of the Association designated by the board of directors select, or be invested as authorized by the board of directors.
- 78.5 Loans or Guarantees.** The Association shall not borrow money and no evidence of indebtedness shall be issued in its name unless authorized by the board of directors. This authority may be general or confined to specific instances. Except as explicitly permitted by ORS 65.364, the Association shall not make a loan, guarantee an obligation, or modify a pre-existing loan or guarantee to or for the benefit of a director or officer of the Association.
- 78.6 Execution of Documents.** The board of directors may, except as otherwise provided in these bylaws, authorize any officer or agent to enter into any contract or execute any instrument in the name of and on behalf of the Association. Such authority may be general or confined to specific instances. Unless so authorized by the board of directors, no officer, agent, or employee shall have any power or authority to bind the Association by any contract or engagement, or to pledge its credit, or to render it liable for any purpose or for any amount.
- 78.7 Insurance.** The Association may purchase and maintain insurance on behalf of an individual against liability asserted against or incurred by the individual who is or was a director, officer, employee, or agent of the Association, or who, while a director, officer, employee, or agent of the Association, is or was serving at the request of the Association as a director, officer, partner, trustee, employee, or agent of another foreign or domestic business or nonprofit corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise; provided, however, that the Association may not purchase or maintain such insurance to indemnify any director, officer, or agent of the Association in connection with any proceeding charging improper personal benefit to the director, officer, or agent in which the director, officer, or agent was adjudged liable on the basis that personal benefit was improperly received by the director, officer, or agent.
- 78.8 Fiscal Year.** The fiscal year of the Association shall begin on the first day of July and end on the last day of June in each year.
- 78.9 Severability.** A determination that any provision of these bylaws is for any reason inapplicable, invalid, illegal, or otherwise ineffective shall not affect or invalidate any other provision of these bylaws.

* * * * *

The foregoing bylaws were approved by the membership of the Oregon School Boards Association on December 15, 2023. The original bylaws were duly adopted by the Board of Directors of OSBA on September 15, 2017, and approved by the membership on December 15, 2017.

2024 OSBA Proposed Bylaw Amendments Summary

New language is in red; deleted language is struck.

Edits solely to punctuation, numbering, or document references have not all been included.

Section	Proposed Language	What changed?
1	The Oregon School Boards Association (the “Association” or “OSBA”) exists solely to perform essential governmental functions and all of its income accrues to the State of Oregon or its political subdivisions as required under IRC Section 115.	Non-substantive change. The “Association” and “OSBA” are used interchangeably throughout the document. Clarifying that the “Association” and “OSBA” are interchangeable and have the same meaning.
2.1.1	Local School District as defined under ORS Chapter 332;	Non-substantive change. Delete the word “local” to conform with ORS 332 as the statute refers to “School District” not “Local School District.”
2.3.1	Election and removal of directors except as set forth in Section 3.8;	Non-substantive change. Added cross reference to related Section 3.8.
2.3.2	Election and removal of the Legislative Policy Committee (“LPC”) members except as set forth in Section 4.1.3(g);	Non-substantive change. Added cross reference to related Section 4.1.3(g).
2.3.3(b)	(b) Modification to the region descriptions set forth in Section 2.6.1; and the	Non-substantive change. Remove unnecessary word.
2.5.1	Such resolutions shall be submitted to the board of directors no later than September 30 th .	Non-substantive change. Remove unnecessary letters.
2.5.2	The board of directors may call a special meeting of members under Section 2.9, as necessary.	Non-substantive change. Deleted since it is duplicative with Section 2.9 5
2.6.1(g)	(g) Clackamas Region includes all of the members located in the county ies of Clackamas and Hood River.	Non-substantive change. Correct spelling error.
2.6. 2 3	Regional elections shall be taken determined by a majority of votes cast by members within the members within the region.	Non-substantive change. Word clean up for readability.
2.7	Any recommended changes to the regional organization shall be submitted to the members in the form of a resolution in accordance with the provisions of Section 2.1 4 5 .	Non-substantive change. Insert correct section citation.
2.8	Annual Meetings. An annual meeting of members shall be held in November of each year unless a different date or time is fixed by the board of directors and stated in the notice of the meeting. Failure to hold an annual meeting on the stated date shall not affect the validity of any corporate action. At the annual meeting, the president and secretary-treasurer of the board of directors; and any other officer or person whom the president may designate, shall report on the state of the Association, the its activities, and its financial condition of the Association .	Non-substantive change. Word clean up for readability.

2024 OSBA Proposed Bylaw Amendments Summary

New language is in red; deleted language is struck.

Edits solely to punctuation, numbering, or document references have not all been included.

Section	Proposed Language	What changed?
2.10	Telephonic/Video Meetings. The board of directors may permit any member to participate in any annual or special meeting of the membership , or conduct the meetings through; the use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A member participating in the meeting by this means is deemed to be present in person at the meeting.	Non-substantive change. Specify meetings “of the membership” since this section falls under the “Section 2 Membership” section and add a similar provision under “Section 3 Directors” titled “3.12 Telephonic/Video Meetings” that allows the board of directors to conduct meetings by telephone and video means in accordance with ORS 192.670.
2.11	Place of Meetings. Meetings of the members shall be held at any place, in or out of Oregon, designated by the board of directors. If a meeting place is not designated by the board of directors, the meeting shall be held at the Association’s principal office.	Non-substantive change. OSBA board meetings must take place in Oregon in accordance with ORS 192.630 (4)(a).
2.13.1 2.14	Approval: With the exception of approving amendments to the Association’s bylaws, which is as outlined in Section 7.1 of these bylaws , and with the exception of regional elections outlined in 2.6.3, approval by written ballot is effective when at the end of the voting period when :	Non-substantive change. Word clean up for readability. Also added reference to related provision 2.6.3.
3.1	Powers. Except as provided under Section 2.23, all corporate powers shall be exercised by or under the authority of and the affairs of , are managed under the direction of the board of directors.	Non-substantive change. Word clean up for readability.
3.5	Composition. The board of directors will be comprised of up to 23 22 regionally elected directors, one designated director as defined in the bylaws of the Oregon School Board Members of Color Caucus, one designated director as defined in the bylaws of the Oregon Rural School Boards Members Caucus, and one designated director as defined in the bylaws of the Oregon school board members PRIDE caucus and ex-officio nonvoting members advisors as delineated in Section 3.5.4.	<p>Non-substantive change. Change 23 to 22 as there are 22 regionally elected directors set forth in section 2.6.1 not 23, plus one director from the Color Caucus and one director from the Rural Caucus, for a total of 23 directors. There are 20 board positions. If the criteria listed in 3.5.1(e) is met, 22 regionally elected directors may be allowed.</p> <p>Non-substantive change. Amend “ex-officio member” to “ex-officio advisor” to make the language consistent with 3.5.4 that refers to ex-officio “advisors.”</p> <p>Substantive change. Add a designated director from the PRIDE caucus to the OSBA board of directors.</p> <p>Non-substantive change. Delete Ex-officio advisors since they do not fall under the definition of board of directors and are described in 3.9.</p>

2024 OSBA Proposed Bylaw Amendments Summary

New language is in red; deleted language is struck.

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Section	Proposed Language	What changed?
3.5.1(e)	<p>Provided, however, that if the president or immediate past president of the board of directors is a representative director from a region that elects only one director, that region shall elect an additional director or directors to serve for the duration of the president and/or the immediate past president’s term.</p>	<p>Non-substantive change. Word clean up for readability.</p>
3.5.2	<p>Regional Election.</p> <p>(a)The nomination and election of directors shall be in accordance with the elections calendar annually adopted by the board. The board of directors shall distribute notice of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions.</p> <p>(b)Each regional candidate for a director position shall be nominated by a member within the region by means of a nomination form. The board of directors shall distribute notice of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions. To nominate a director candidate, one or more of the members in the region must timely submit to the board of directors a formal resolution or motion of the member and the completed nomination form(s). Nominations in regions where there is more than one open director position shall indicate the numbered position for which the nomination is being submitted.</p> <p>(c) Each member in a region shall have one vote in the regional elections for the board of directors. The director candidate receiving a majority of the votes of cast by the members within the region shall be elected.</p> <p>(a)(d)In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes cast, a second regional ballot shall be required between the two candidates receiving the highest number of votes; the one receiving a majority of the votes is elected.</p>	<p>Non-substantive change. Language moved to (a) from (b) because it makes more sense in (a).</p> <p>Non-substantive change. Word clean up in sections (c) and (d)for readability.</p>

2024 OSBA Proposed Bylaw Amendments Summary

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Section	Proposed Language	What changed?
3.5.3	<p>Designated Caucus Representatives. In accordance with their bylaws, caucuses of OSBA shall appoint a representative of the Caucus to serve as a director of the Association. The representative must be an elected or appointed member of any public board of education in Oregon who that is an active member in good standing with the Association. All Association bylaws and policies shall apply to the designated representative serving as the Caucus' director of the Association.</p> <p>If the president or immediate past president of the board of directors is a representative director from a caucus, then the caucus shall elect an additional director to serve for the duration of the president and/or the immediate past president's term.</p>	<p>Substantive change. If the president or immediate past president of the board is a representative director from a caucus that elects only one director, that caucus shall elect an additional director to serve for the duration of the president and/or immediate past president's term. This would provide a caucus with the same opportunity as provided to regionally elected directors in section 3.5.1(e).</p>

2024 OSBA Proposed Bylaw Amendments Summary

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Section	Proposed Language	What changed?
3.5.4	<p>Ex-Officio. The following individuals or their designee may serve as ex-officio, nonvoting, advisors to the board of directors:</p> <p>(a) Any director of the National School Boards Association elected from Oregon;</p> <p>(b) Any officer of the National School Boards Association, National School Boards Advocacy Committee, or an officer of the NSBA Pacific Region.</p> <p>(c) The immediate past president of the Oregon Association of School Executives;</p> <p>(d) The immediate past president Executive Director of the Confederation Coalition of School Administrators;</p> <p>(e) The board section president Chair-Elect of the Oregon Association of Education Service Districts;</p> <p>(f) The board section president of the Oregon Community College Association;</p> <p>(g) The chair of the State Board of Education; and</p> <p>(h) Any other person as that the board of directors may appoint.</p> <p>Ex-officio advisors do not attend executive sessions of the board of directors unless they hold a separate position that entitles them to attend executive session or they are invited to attend by the board of directors.</p> <p>Ex officio advisors are not eligible for travel reimbursement from OSBA unless they hold a separate position for which travel reimbursement is provided.</p>	<p>Non-substantive change in (b), (c), (d), (e) and (h) for readability and to reflect the titles of the positions actually serving as ex-officio advisors.</p> <p>Non-substantive change under (h). Clarifying that ex-officio advisors only attend executive sessions of the board unless they hold a separate position that entitles them to attend executive session or they are invited to attend by the board of directors.</p> <p>Substantive change under (h). Providing that ex-officio advisors are not eligible for travel reimbursement from OSBA unless they hold a separate position for which travel reimbursement is provided.</p>

2024 OSBA Proposed Bylaw Amendments Summary

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Section	Proposed Language	What changed?
3.6	<p>Vacancies. In the event that any director position, other than the president or immediate past president servicing as a second director for a region as set out in Section 3.5.1(e), is vacant during the term of office, the remaining directors may appoint an interim director from the same region to serve until December 31 of the same year.</p> <p>If the board of directors cannot recruit a candidate from the region, they may appoint a person from a contiguous region to serve as director representing the open region. An individual appointed as a director from a contiguous region is not eligible to serve as an officer of the board.</p> <p>All appointed interim directors must run for regional election during the next election cycle following appointment in order to be eligible to continue service on the board of directors past December 31 of the election year. The members shall elect, using the procedures in Section 3.5.2, an interim director to serve from January 1 of the next year until the end of the remaining term.</p>	<p>Non-substantive change. Add that all appointed interim directors must run for election during the next “election cycle following appointment” because earlier in section 3.6 it says the director is appointed to serve until December 31.</p> <p>Non-substantive change. Add language for clarification - Added “president” to first paragraph in addition to the immediate past president and clarify that the board will fill any vacancies by appointment except in the situation where the president or past president have a second person from their region on the board pursuant to Section 3.5.1(e). Non-substantive change. Add clarifying language to the third paragraph to indicate that appointed directors who wish to continue past December 31 must run for election.</p>
3.9	<p>Regular Meetings. An annual meeting of the board of directors shall be held immediately after, and at the same place as, the annual meeting of members. The board of directors may schedule additional regular meetings to occur during a calendar year. If the time and place of any other director’ meeting is regularly scheduled by the board of directors, the meeting is a regular meeting. All other meetings are special meetings.</p>	<p>Non-substantive change. Create separate provisions (3.9 and 3.10) for regular meetings and special meetings since there are different requirements for the two different meeting types.</p> <p>Non-substantive change. Add language making it clear that the board can set a schedule regular board meetings in addition to the annual meeting.</p>
3.10	<p>Special Meetings. A special meeting of the board of directors may be called by the president or the president-elect or 20 percent of the board of directors. All directors shall be officially notified of a special meeting by written notice delivered personally, by telephone, or electronic mail at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the method by which directors can participate by telephone or video. No matter may be considered at a special meeting other than the matter(s) specified in the notice.</p>	<p>Non-substantive change. Create a new paragraph discussing special meetings separate from regular meetings. Add language regarding special meetings for clarity. Added language comes from the old section 3.10, newly 3.13.</p> <p>Non-substantive change. Add language to clarify that topics cannot be added to special meetings other than the topics noticed.</p>

2024 OSBA Proposed Bylaw Amendments Summary

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Section	Proposed Language	What changed?
3.11	Place of Meetings. The board of directors may hold annual, regular, or special meetings at any location in the State of Oregon.	Non-substantive change. Create a new paragraph titled “Place of Meetings” to specify that OSBA board meetings must take place in Oregon in accordance with ORS 192.630 (4)(a).
3.12	Telephonic/Video Meetings. The board of directors may conduct meetings through the use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A director participating in the meeting by this means is deemed to be present at the meeting.	Non-substantive change. Create a new paragraph titled “Telephonic/Video Meetings” that matches section 2.10 meetings of the membership and complies with ORS 192.670.
3.10 3.13	Notice of Meetings. All members directors shall be officially notified of a special meeting by written notice delivered personally, by telephone or electronic mail to all directors at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the method by which directors can participate by telephone or video. Notice of meetings shall also comply with all procedures and include any information as required by ORS Chapter 192.	Non-substantive change. Replace “members” with “directors” because it appears to be a typo if you keep reading the sentence.
3.16 3.19	Director Conflict of Interest. The Association shall maintain a Conflict of Interest policy, the terms of which comply with ORS 65.361 and ORS Chapter 244. The board of directors shall annually review and notify its members and the directors of the current Conflict of Interest policy. Each director shall annually complete and return a Conflict of Interest Statement.	Substantive change. Remove requirement that the members be notified annually of the conflict-of-interest policy since it is not legally required and OSBA members should be independently aware of Oregon conflict of interest law. Also remove requirement that OSBA board of directors to complete and return a conflict of interest statement since that is not legally required and OSBA board directors have independent responsibility for declaring potential and actual conflicts.

2024 OSBA Proposed Bylaw Amendments Summary

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Section	Proposed Language	What changed?
4.1.1	<p>Executive Committee. The executive committee shall consist of the five officers of the board of directors: the president as chairman and as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws, the president-elect, the vice president, the secretary-treasurer, and the immediate past president. The executive committee may act, pursuant to delegation of is delegated authority to such committee by the board of directors; act in place and instead of the board of directors between board meetings on all matters except those specifically reserved to the board under the terms of the bylaws. Actions of the executive committee shall be reported to the board of directors by mail, email, or on a timeframe consistent with the seriousness and urgency of the matter and within two weeks if practicable. Additionally, executive committee actions will be reported at the next regular board meeting.</p>	<p>Non-substantive change. Add that President is an ex-officio voting member pursuant to 5.5.1 of the Bylaws.</p> <p>Non-substantive change. Clarify language so that it is clear the executive committee can act on behalf of the board, when necessary, between board meetings. This amendment aligns with previous interpretation of this provision.</p> <p>Non-substantive change. Requires executive committee to report to the board on a timeframe consistent with the materiality and urgency of the matter and within two weeks if practicable. Additionally requires the executive committee to report their actions at the next regular board meeting.</p>

2024 OSBA Proposed Bylaw Amendments Summary

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Section	Proposed Language	What changed?
4.1.2	<p>Finance Committee. The finance committee shall be appointed by the president and shall be composed of members from Oregon public school districts, education service districts, and community colleges with boards that meet all criteria to be Association voting members. The members shall include, but are not limited to, the President as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws, the Association secretary/treasurer and vice president, one Association board director trustee from the PACE board, one district business official, and one at-large board member.</p> <p>Finance committee members serve for a term of two (2) years unless they are appointed to replace a member who left the committee before finishing their two-year term, in which case the member will serve the remainder of the two-year term. The trustee from the PACE board is recommended by the PACE Board of trustees, appointed by the President, subject to approval by the Board, and will serve a two-year term, with no term limits. The district business official and the at-large board member will be recommended by OSBA staff, appointed by the President, subject to approval by the Board, will serve two-year terms, with no term limits, and staggered start dates starting in January.</p> <p>The finance committee shall operate within the corporation’s investment guidelines and the Finance Committee oOperating gGuidelines.</p>	<p>Non-substantive change. Add that President is an ex-officio voting member pursuant to 5.5.1 of the Bylaws.</p> <p>Non-substantive change. Clarify language regarding who has a two-year term because President and Secretary/Treasurer will only have one year term in alignment with their positions on the board.</p> <p>Non-substantive change. Clarify that a trustee from the PACE board serves on the finance committee. Existing language is confusing.</p>
4.1.3(b)	<p>Composition. The LPC shall be composed of the voting members of the board of directors and the, the President as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws, regional representatives elected under the procedures defined in Section 4.1.3(c) and (e), and one designated voting member as defined in the bylaws of the Oregon School Board Members of Color Caucus, and one designated voting member as defined in the bylaws of the Oregon Rural School Board Members Caucus, and one designated voting member as defined in the bylaws of the Oregon school board members PRIDE caucus. All committee members must be elected or appointed directors of a member as defined in Section 2.1. The vice president of the board of directors shall chair the LPC.</p>	<p>Non-substantive change. Create separate section for “Composition” for ease of reading. Add that President is an ex-officio voting member pursuant to 5.5.1 of the Bylaws.</p> <p>Substantive change. Add a designated voting member from the Oregon school board members PRIDE caucus.</p>

2024 OSBA Proposed Bylaw Amendments Summary

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Section	Proposed Language	What changed?
4.1.3(c)	Qualifications. LPC representatives must serve on the board of a member of the Association throughout the duration of their term.	Non-substantive change. Create section for “Qualifications” for ease of reading. Make it clear that an LPC representative must be on a member school board in order to serve as an elected representative of the LPC.
4.1.3(d)	Nomination. The board of directors shall cause the nomination form to be distributed to all members in eligible regions. A member may To nominate a candidate to the LPC and shall do so by, one or more of the members in the region must timely submit to the board of directors a formal resolution or motion of the member and timely submission of the nomination form(s) to the office of the Association and the completed nomination form(s). Nominations in regions where there is more than one representative position shall indicate the numbered position for which the nomination is being submitted. The N nominations will be closed by a date identified in and election of the LPC representatives shall be in accordance with the elections calendar adopted by the board.	Non-substantive change. Create section for “Nomination” for ease of reading. Other changes for ease of reading.
4.1.3(e)	Election. Each LPC member shall be elected by majority of member board of a region. Each member in a region shall have one vote in the regional elections for the LPC representative. The LPC candidate receiving a majority of the votes cast by the members within the region shall be elected. Each region shall elect the number of LPC members as described in Section 3.5, without regard to Section 3.5.1(e). Such elections shall be held using the procedures described in Section 3.5.2.	Non-substantive change. Create section for “Election” for ease of reading. Other changes for ease of reading.
4.1.4	PAGE Trustees: The board of directors shall appoint the trustees of the OSBA Property and Casualty Coverage for Education Trust (“PAGE”). As per the PAGE Restated Trust Agreement, the PAGE trustees shall nominate trustee candidate(s) to the OSBA board of directors. If the list of candidates is not acceptable by the board of directors, the PAGE trustees will continue to submit nominated candidate(s) for consideration until accepted by the board of directors. (a) PAGE trustees taking office on or after January 1, 2023, may serve three consecutive three-year terms and, if eligible, may return after a one-year hiatus.	Housekeeping. Move PACE to its own section (new section 7) since PACE is a trust with its own trust governing document and is not appropriately placed under the “Committee” heading.
4.4.4	Caucuses shall be added or eliminated to this provision through the bylaw’s amendment process described in these bylaws Section 8.1.	Non-substantive change. Identifies the bylaws section that addresses adding and eliminating caucuses for clarity.

2024 OSBA Proposed Bylaw Amendments Summary

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Section	Proposed Language	What changed?
4.4.5	<p>Caucuses shall submit an end of fiscal year report to the Board of Directors that includes the following:</p> <p>4.4.5.1 The caucus is meeting regularly;</p> <p>4.4.5.2 An accounting of the prior year’s budget allocation;</p> <p>4.4.5.3 Identified officers and current bylaws;</p> <p>4.4.5.4 A summary of the Caucus current goals, the prior year’s Caucus activities that support those goals, and how the Caucus goals align with the mission, vision, and goals of OSBA.</p> <p>The end of fiscal year report will be submitted at the first regularly scheduled board of directors meeting following the end of the fiscal year.</p>	<p>Substantive change. Added new section outlining an annual report that must be submitted by each caucus to the full board for accountability purposes. The report contents for this new annual report came from the OSBA board adopted guideline titled "Adding or Eliminating a Caucus."</p>
4.4.57	<p>With the adoption of this section, the The Oregon Rural School Board Members Caucus is was established by a vote of the membership in 2023.</p>	<p>Non-substantive change. Added historical details to match language about the color caucus in section 4.4.56.</p>
4.4.8	<p>The Oregon school board members PRIDE caucus was established by a vote of the membership in 2024.</p>	<p>Substantive change. Changes bylaws to establish the PRIDE caucus.</p> <p style="text-align: right;">55</p>
5.1	<p>Eligibility. Effective January 1, 2026, to hold an officer position on the Board of Directors other than the immediate past president, candidates and officers must be a voting member of the OSBA Board of Directors.</p>	<p>Substantive change. Under the current version of the OSBA bylaws, anyone is eligible to serve as an OSBA officer, there are currently no qualification criteria. This section would require a candidate for an officer position and OSBA directors in officer positions to be a voting member of the OSBA board in order to serve in an officer position.</p>
5.12	<p>Appointment. The board of directors shall elect officers by majority vote at least 10 days prior to the November member meeting.</p>	<p>Substantive change. Remove 10 day requirement because it is unnecessary.</p>
5.34	<p>Compensation and Term of Office. Officer terms are one calendar year. No officer, except the secretary-treasurer, shall serve two consecutive terms in the same office, unless the director completed a completes the term for of another officer who was unable to complete at their term, and is then voted into the same position the following year. The secretary-treasurer may serve up to two consecutive one-year terms.</p>	<p>Non-substantive change. Move “Compensation” to its own section separate from “Term of Office” for ease of reading.</p>
5.5	<p>Compensation. Directors and members of committees Officers may receive reimbursement of such expenses as may be determined by resolution of the board of directors to be just and reasonable. Directors Officers shall not otherwise be compensated for service in their capacity as directors officers.</p>	<p>Non-substantive change. Create stand-alone section for “Compensation,” for ease of reading. Also specify that this provision applies to officers not other board directors as this is in the “Officer” section. Board of Directors reimbursement is found in 3.15 (new 3.18) so nothing is being eliminated, this is just section cleanup.</p>

2024 OSBA Proposed Bylaw Amendments Summary

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Section	Proposed Language	What changed?
5.57.1	President: The president shall preside at all member meetings of the Association and of the board of directors; shall appoint; any committees-positions in accordance with these bylaws and OSBA board adopted policy, subject to the approval of the board of directors; shall call all regular and special meetings as provided herein; shall be an ex-officio voting member of all committees established under sections 4.1 and 4.2 of these bylaws.	Non-substantive change. Language clean up for readability. Added references to related bylaws provisions
5.57.4	Secretary-treasurer: The secretary-treasurer shall be responsible for keeping in a suitable minute book accurate minutes of all board of director meetings in electronic format in accordance with OSBA's record retention schedule; shall carry on official correspondence of the Association; shall arrange for proper banking facilities; and shall receive, account for, and disburse funds in a businesslike manner as provided for by the board of directors; shall see that the minutes of the previous meetings are read approved by the board of directors; and shall give an itemized and detailed report of the financial condition of the Association at each annual meeting and at such other times as may be required by the board of directors.	Non-substantive change. Delete reference to a “minute book” as OSBA does not keep a “minute book” and it is not legally required, update language to reflect what OSBA is doing to comply with the record retention law.
5.5.6	Assistants: The board of directors may appoint or authorize the appointment of an assistant to the secretary-treasurer. Such assistant may exercise the powers of the secretary-treasurer, as the case may be, and shall perform such duties as are prescribed by the board of directors.	Non-substantive change. The assistant to the secretary-treasurer is not an OSBA officer so should not be listed as such. Bylaws section 5.5.4 already authorizes the secretary-treasurer to delegate to the executive director or other designated staff member.
6	The Association shall not discriminate in providing services, hiring employees, or otherwise, upon the basis of gender identity, race, creed, marital status, sex, sexual orientation, religion, color, age, disability, or national origin.	Non-substantive change. Add “gender identity” and “sex” in accordance with ORS 659A.403.

2024 OSBA Proposed Bylaw Amendments Summary

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Section	Proposed Language	What changed?
7	<p>PACE Trustees: The board of directors shall appoint the trustees of the OSBA Property and Casualty Coverage for Education Trust (“PACE”). As per as provided in the PACE Restated Trust Agreement, the PACE trustees shall nominate trustee candidate(s) to the OSBA board of directors. If the list of candidates is not acceptable by the board of directors, the PACE trustees will continue to submit nominated candidate(s) for consideration until accepted by the board of directors.</p> <p>(a) It is the policy of OSBA with respect to PACE trustees taking office on or after January 1, 2023, may serve that such trustees will be appointed to no more than three consecutive three-year terms and, if eligible, may return after a one-year hiatus.</p>	<p>Housekeeping. Moved PACE from 4.1.4 under the committee heading to this new section 7 since PACE is a trust not an OSBA committee.</p>
78.1.6	<p>Whenever an amendment or new bylaw is adopted, it shall be copied in the minute book saved in electronic format in accordance with OSBA’s record retention schedule with the original bylaws in the appropriate place. If any bylaw is repealed, the fact of repeal and the date on which the repeal occurred shall be stated in such book and place.</p>	<p>Non-substantive change. Delete reference to a “minute book” as OSBA does not keep a “minute book” and it is not legally required, update language to reflect what OSBA is doing to comply with the record retention law. 57</p>

OSBA Board of Directors CANDIDATE QUESTIONNAIRE

Name: _____

Date: _____

Address: _____

City/Zip: _____

Business phone: _____

Residence phone: _____

Cell phone: _____

E-mail: _____

District/ESD/CC: _____

Term expires: _____ Years on board: _____

Region: _____

Position #: _____



I certify that if elected I will faithfully serve as a member of the OSBA Board of Directors. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.

Dawn Watson

Name

Date

Be brief; please limit your responses to 50 words per question.

1. Describe in your own words the mission and goals of OSBA.

2. What do you want to accomplish by serving on the OSBA board of directors?

3. What leadership skills do you believe you bring to the board of directors? Give an example of a situation in which you demonstrated these skills.

OSBA Board of Directors

CANDIDATE PERSONAL/PROFESSIONAL RESUME

Work or service performed for OSBA or local district (include committee name and if you were chair):

Other education board positions held/dates:

Occupation (Include at least the past five years):

Employers:

Dates:

Schools attended (Include official name of school, where and when):

High school:

College:

Degrees earned:

Education honors and/or awards:

Other applicable training or education:

Activities, other state and local community services:

Hobbies/special interests:

Business/professional/civic group memberships; offices held and dates:

Additional comments:

NOMINATION FORM OSBA BOARD OF DIRECTORS REGIONAL MEMBER

Date: September 19, 2024

TO: Chris Cronin, OSBA President-Elect
Oregon School Boards Association
1201 Court St NE, #400
Salem, OR 97301
Fax: 503-588-2813
E-mail: OSBAelections@osba.org

**Nominations are due by 5 pm,
September 27, 2024**

Return this form and all candidate information forms to the OSBA office by email at OSBAelections@osba.org, or mail to Oregon School Boards Association, 1201 Court St. NE, #400, Salem, OR 97301

Dear Chris Cronin:

With this letter, our board nominates the candidate named below to a position on the OSBA Board of Directors for the Southern Region, Position # 5.

BOARD CANDIDATE INFORMATION

Name: Dawn Watson
District/ESD/Community College: Phoenix-Talent School District #5
Address: [REDACTED]
City: [REDACTED] Oregon ZIP: [REDACTED]
E-mail: dawn.watson@phoenix.k12.or.us Phone: [REDACTED]

This nomination was approved by official action of our board of directors at a duly called meeting on September 19, 2024 .
(date)



(Board Chair signature)

Board Chair name: _____
District: Phoenix-Talent School District #5
Address: 401 West 4th Street
City, State, Zip: Phoenix, OR 97535

**BEFORE THE BOARD OF DIRECTORS OF THE
PHOENIX TALENT SCHOOLS**

RESOLUTION NO. 24-9

**RESOLUTION TO CAST A VOTE FOR OSBA GOVERNANCE
POSITION, BOARD OF DIRECTOR POSITION #5**

WHEREAS, the Phoenix-Talent School District #4 is a member of the Oregon School Boards Association;

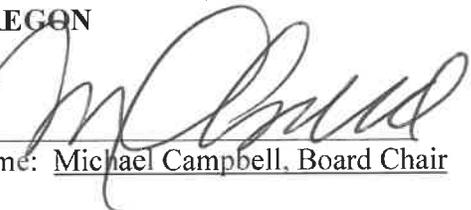
WHEREAS, the Oregon School Boards Association requests the Phoenix-Talent School District #4 cast its vote for OSBA governance positions.

NOW, THEREFORE, BE IT RESOLVED that Phoenix-Talent School District #4 supports Dawn Watson for the OSBA Board of Director position 5;

PASSED AND ADOPTED by the Board of Directors of the Phoenix-Talent Schools of the County of Jackson, State of Oregon, this 19th day of September 2024, by the following vote:

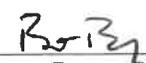
Ayes:
Noes:
Absent:
Abstain:

**JACKSON COUNTY SCHOOL
DISTRICT NO. 4 (PHOENIX-TALENT),
OREGON**

By: 

Name: Michael Campbell, Board Chair

ATTEST:

By: 
Brent Barry, Superintendent/District Clerk



EXECUTIVE SUMMARY

Meeting Date:	November 21, 2024
Agenda Item:	Cell Phone Discussion
Item Type:	Discussion
Administrator:	Board Chair Cynthia Wright, Bret Champion, Natalie Hurd
Objective:	The Board will discuss cell phones in school

Background: During MEA negotiations, the topic of cell phones was a frequent point of discussion, and Board members expressed an interest in discussing the topic in the fall.

- At the September 5 Work Session the Board discussed the interest in the topic and asked staff to come back with a Community Engagement Plan.
- At the September 19 Board meeting the Board requested staff move forward with the Community Engagement Plan that included surveying staff, students, and parents/guardians and hosting a Town Hall to hear feedback following the survey.
- At the October 3 Work Session the Board heard how secondary schools in the district currently manage cell phones in schools.

On November 18 the district will host a Town Hall meeting. At the November 21 Board meeting, the Board will review the outcome of the survey, discuss feedback heard from those who attended the Town Hall, and discuss next steps.

Additional Materials: None

Recommendation: None

Suggested Motion: No motion required at this time.



EXECUTIVE SUMMARY

Meeting Date:	November 21, 2024
Agenda Item:	Integrated Programs 2023-24 Annual Report & Accounting
Item Type:	Information
Administrator:	Jeanne Grazioli, Brad Earl
Objective:	Share Integrated Programs 23-24 Annual Report & Accounting

Background: Oregon Department of Education (ODE) requires the Board of Directors to review and invite public comment on the district Integrated Programs annual report for the 2023-2024 school year.

The annual report and accounting for the 2023-2024 Integrated Programs has been posted to the [District website](#), as required, and is attached.

Additional Materials:

[Integrated Programs Annual Report](#)

[LPGTs w/Strategies & Outcomes](#)

[Integrated Programs Budget vs. Actual Report](#)

Recommendation: N/A - For information only.

Suggested Motion: N/A

**Medford School District
2023-24 Integrated Programs Annual Report**

Annual Report Questions

Question	Context/Guidance
<p>1. As you review your progress markers/overall reflection responses and reflect on plan implementation, how do you see your progress contributing to the Outcomes and Strategies in your plan and your Longitudinal Performance Growth Targets (LPGT)/Local Optional Metrics (LOM)?</p> <p>Discuss at least one Outcome where you have seen progress in implementation.</p>	<p>We are pleased that we met our LPGT for attendance (mostly due to increases at the elementary level). We attribute these successes to the work of our family engagement strategies (outcome D) and personnel dedicated to these efforts.</p> <p>Based on our 3 year trend in 9th grade on track, we set our LPGT at 70% and we exceed that by 4%. We also see graduation rates increasing for our CTE completers. This is due to improving our early tracking, as well as our warning systems being utilized more frequently at the secondary level. In addition, we have restructured the master schedule at the middle school level to increase the number of students participating in our college and career readiness curriculum, and have continued offering a variety of pathways towards graduation and increased options for college-level education opportunities. All of this work aligns with outcome C strategies.</p>
<p>2. Where have you experienced barriers, challenges, or impediments to progress toward your Outcomes and Strategies in your plan that you could use support with?</p> <p>Discuss at least one Outcome where you have seen challenges or barriers to implementation.</p>	<p>While we did not meet our established LPGT target in 3rd grade reading, our OSAS scores for ELA 3rd grade went up from last year by 2.2%. We attribute this gain to our newly designed ELA curriculum and strong emphasis on professional learning for both leaders and teachers. Our 5 year completion rate based on preliminary data may drop slightly. Attendance mainly in secondary schools continues to be a factor that influences this rate. We did reduce our attendance specialists who were serving secondary schools due to budget reductions last year.</p> <p>We did meet targets (up by 1.47% in attendance) but this increase is attributed to gains at the elementary level. Our prioritized time on the implementation of an aligned K-12 ELA curriculum (year one last year) may have been a factor in not</p>

	<p>making progress in this area. It continues to be a challenge to make significant gains in our local metric for math; however, we have invested heavily in professional development this year and are in the middle of writing a new math curriculum and hope to see gains in the near future.</p>
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Longitudinal Performance Growth Targets (LPGTs)

Metric	2017-18 Actual	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Actual	2023-24 Target	2023-24 +/- Target
Four Year Cohort Graduation	80.50%	80.34%	83.38%	82.41%	87.21%	85.02%	TBA	88.77%	
Five Year Cohort Completion	85.27%	87.48%	89.84%	87.43%	89.05%	90.28%	TBA	90.44%	
9th Grade On-Track	96%	86.29%		63.28%	75.37%	77.70%	74.40%	70.00%	4.40%
3rd Grade ELA Proficiency	50.32%	44.50%			39.20%	36.40%	38.30%	41.20%	-2.90%
Regular Attenders	79.90%	80.11%		69.92%	63.03%	63.90%	66.00%	64.53%	1.47%

OUTCOMES & STRATEGIES		GRANT FUND SOURCE						
		CTE	EIIS	HSS	SIA			
Outcome-A	All students will meet or exceed state standards in English Language Arts as measured by Oregon State Assessments (OSAS)							
A1	Design and align K-12 literacy curriculum							x
A2	Provide quality pre-Kindergarten programs for equitable outcomes							x
A3	Monitor and implement aligned K-12 curriculum							x
A4	Provide professional learning and coaching for all teachers on rigorous reading strategies to apply those strategies in all content areas							x
A5	Increase/restructure staffing in increase access to educational opportunities for all students, including traditionally underserved student groups							x
Outcome-B	All students will meet or exceed state standards in Math as measured by Oregon State Assessments (OSAS)							
B1	Design and align K-12 math curriculum							x
B2	Provide quality pre-Kindergarten programs for equitable outcomes ⁶⁷							x
B3	Provide pedagogically sound professional development for all K-8 and/or math/science/STEAM/CTE 6-12	x					x	x
B4	Monitor and implement aligned K-12 math curriculum							x

OUTCOMES & STRATEGIES		GRANT FUND SOURCE			
		CTE	EIIS	HSS	SIA
Outcome-C	All students will graduate from high school prepared for college or career (90% by 2025)				
C1	Refine and implement a comprehensive multi-tiered system of support (MTSS) K-12		x	x	x
C2	Implement culturally-responsive pedagogy and systemic supports for equitable learning outcomes for all focus groups	x		x	
C3	Utilize continuous data examination to determine CTE alignment and quality pathway programs	x		x	
C4	Implement Early Warning System for on-track data collection in real time to monitor and intervene to address individual students' strengths and needs.		x		
C5	Continue expanding multiple pathways to graduation, including launching Innovation Academy and expanded college-level education opportunities.	x		x	
C6	Continue Comprehensive Guidance and Counseling planning and implementation, including personnel, materials and technology supports for college and career planning.		x	x	
C7	Continue social-emotional supports pre-K through 12 to engage students			x	x
C8	Reduce caseloads for special education staff to ensure equitable access				x
C9	Consult with regional industry advisory committees to ensure CTE program alignment, quality and smooth transitions into industry/employment in their field	x		x	
C10	Increase/restructure staffing in increase access to educational opportunities for all students, including focal groups				x
C11	Provide relevant, researched-based professional learning for all staff pK-12, administration and/or support staff	x	x	x	x
C12	Development, implementation, refinement or support of approved CTE Programs of Study	x		x	
Outcome-D	Improve student and family engagement by 10% per year at all levels, as measured by the Youth Truth Family & Student Survey				
D1	Implement district-wide family engagement plan with frequent data reviews				x
D2	Support all schools in creating family engagement connected to graduation, literacy and/or math			x	x
D3	Review Youth Truth student and family data with community and staff		x		
D4	Provide professional learning and ongoing coaching to administrators on equitable family and community engagement				x
D5	Increase school supports to allow for more family engagement with all groups of students, including homeless and racial/linguistic subgroups				x

Medford SD 549C
23-24 Integrated Programs
Annual Financial Summary

Outcome/ Strategy	Activity	Budgeted		Actual	(Over)/Under
		FTE	Budget	Expenditures	Budget
C6	EIIS - College and career planning software for Comprehensive Guidance and career planning		\$26,422	\$2,690	\$23,732
D3	EIIS - Family and student survey and data collection		\$11,000	\$34,732	(\$23,732)
	Totals for Early Indicator and Intervention System (EIIS):		\$37,422	\$37,422	\$0
C1	HSS - Continue mental health services. Includes Suicide Prevention Coordination/Materials/Software, MKV Case Management, Mental Health Counselors, and Dropout Prevention Software		\$340,500	\$306,439	\$34,061
C6	HSS - Continue to support additional HS guidance counselors to support college and career readiness	3	\$283,052	\$311,632	(\$28,580)
C6	HSS - Continue to support additional MS guidance counselors to support college and career readiness	3	\$313,863	\$388,312	(\$74,449)
C2/C11	HSS - Continue to support AVID strategies and work to refine the comprehensive guidance and counseling framework for our district through professional learning		\$35,000	\$25,000	\$10,000
C5/C6	HSS - Continue to support career services for our alternative high school students	2	\$349,039	\$380,132	(\$31,093)
C9	HSS - Continue to support our Pathways program		\$177,830	\$278,827	(\$100,997)
C9	HSS - Continue to support our Pathways program. Includes High School Construction, Health, and Nursing instruction	4.54	\$308,000	\$311,001	(\$3,001)
C9	HSS - Continue to support our Pathways program. Includes program administration	1	\$121,136	\$112,517	\$8,619
C9	HSS - Continue to support our Pathways program. Includes program support staff	1	\$59,363	\$62,706	(\$3,343)
D2/C12	HSS - Ongoing support for pathways programs through outreach, support, and travel		\$70,000	\$48,952	\$21,048
B3	HSS - Provide professional learning for CTE staff		\$20,000	\$12,720	\$7,280
C2	HSS - Provide students alternative learning options and credit retrieval through an online program	7.44	\$799,644	\$747,695	\$51,949
C5	HSS - Provide students with additional transportation support in order to attend college courses		\$1,500	\$1,880	(\$380)
C2	HSS - Support college visits and trips for students		\$5,000	\$1,198	\$3,802
C3	HSS - Support the completion of a career technical education center and additional equipment to support CTE programs - HS		\$202,937	\$148,114	\$54,823
C3	HSS - Support the completion of a career technical education center and additional equipment to support CTE programs - MS		\$27,000	\$16,071	\$10,929
C5	HSS - Support tuition of students who wish to take college courses		\$125,000	\$80,631	\$44,369
C5	HSS - Support tuition of students who wish to take CTE certification courses		\$78,000	\$79,427	(\$1,427)
Indirect	HSS - Indirect/Administration		\$28,178	\$31,788	(\$3,610)
	Totals for High School Success Act (HSS):	21.98	\$3,345,042	\$3,345,042	\$0
B3	Perkins - Professional Development		\$75,530	\$59,865	\$15,665
C12	Perkins - Equipment		\$102,216	\$82,198	\$20,019
Indirect	Perkins - Indirect/Administration		\$468	\$6,677	(\$6,209)
	Totals for Perkins:		\$178,214	\$148,740	\$29,474
C10	SIA - Assistant Principals in elementary schools	14	\$2,225,000	\$2,179,763	\$45,237
C10	SIA - Classified Supports	7	\$700,000	\$0	\$700,000
A1/B1/B3	SIA - Curriculum Audit/Development		\$25,825	\$64	\$25,761
C15	SIA - Curriculum Coordinator/Instructional Coach	1	\$156,390	\$228,595	(\$72,205)
A1/C11	SIA - Director of K-12 Literacy	1	\$379,900	\$348,412	\$31,488
A2	SIA - Expand on-site kindergarten readiness programs		\$678,595	\$705,150	(\$26,555)
A2	SIA - Expand on-site kindergarten readiness programs. Includes supplies, materials, and equipment.		\$50,000	\$22,426	\$27,574
D2	SIA - Family and Equity Liaisons	3	\$215,337	\$163,879	\$51,458
D1	SIA - Family Engagement & Community Outreach Coordinator	1	\$180,177	\$311,256	(\$131,080)
D5	SIA - Increase elective teachers at elementary schools	8	\$910,000	\$1,207,318	(\$297,317)

C10	SIA - Maintain/decrease caseloads of general education staff primarily by increasing/maintaining elementary teaching staff at primary (K-3) levels and reducing split grade classes	15	\$1,650,000	\$2,453,099	(\$803,099)
C8	SIA - Maintain/decrease caseloads of special education staff	24	\$2,570,730	\$2,446,109	\$124,621
B1	SIA - Math Curriculum Development		\$20,000	\$6,142	\$13,858
C7	SIA - Mental Health Therapists - Professional Services		\$120,000	\$0	\$120,000
C2	SIA - Professional development in project based learning		\$100,000	\$0	\$100,000
B3	SIA - Science Curriculum Development		\$20,000	\$0	\$20,000
C7	SIA - Social Emotional Advocates at each elementary school	8	\$950,000	\$1,054,757	(\$104,757)
C7	SIA - Social Emotional Curriculum Development-Professional Services		\$80,000	\$8,221	\$71,779
B1	SIA - Teacher on Special Assignment- Math Curriculum	1	\$115,443	\$0	\$115,443
B3	SIA - Teacher on special Assignment- Science Curriculum	1	\$115,443	\$131,049	(\$15,606)
D1/D2	SIA -Family Engagement & Community Outreach/Family Liaisons Activities		\$29,486	\$26,085	\$3,402
Indirect	SIA - Indirect/Administration	0	\$500,000	\$500,000	\$0
Totals for Student Investment Account (SIA):		84	\$11,792,325	\$11,792,325	\$0



EXECUTIVE SUMMARY

Meeting Date:	November 21, 2024
Agenda Item:	School Board Policies - second reading
Item Type:	Information and Discussion/Action
Administrator:	Bret Champion, Jodi Fahy
Objective:	Review the policies and adopt/readopt and delete as presented

Background: OSBA provides quarterly policy updates that include current revisions to state and federal laws and guidelines. Staff has reviewed the updated language and applied applicable revisions which are reflected in the policy packet.

The Board reviewed the policies as a first reading on October 17, 2024. Revisions presented at that meeting are indicated in **green** font. Revisions in **red** font indicate OSBA updated language. Revisions in **blue** font indicate staff updated language.

Policy	Title	Summary
EBC/EBCA <i>Delete</i>	Emergency Procedures and Disaster Plans	<i>Recommend deleting this double-coded policy and replacing it with separate policies EBC and EBCA (see below).</i>
EBC <i>New policy</i>	Emergency Plan and First Aid**	<i>House Bill 3584 was passed in the 2023 legislative session. The bill requires districts to adopt policy language about using electronic communication to notify parents, guardians and employees within 24 hours of a safety threat action that was not a drill. The bill states the communication should be “provided in a manner that communicates relevant facts and details as necessary and useful.” (HB 3584, Section 1., (3)(b)) More detail can be found by reading the entire bill.</i>
EBCA <i>New policy</i>	Safety Threats**	<i>This update includes a revision of other policies identified herein, resulting from recommendations on reorganization and may include recoding and/or reassigning content to a different policy or policy</i>
EBCB	Emergency Procedure Drills and Instruction	

		<p><i>section.</i></p> <p><i>Revisions to policy EBCB, following the first reading, are indicated in green font. The words “school” and “school year” have been added to three areas of the policy.</i></p>
JEA	Compulsory Attendance**	<p><i>School districts are still required to monitor for non-enrollment and irregular attendance issues and to send related notices in accordance with ORS 339.080, however, as the Oregon Department of Education has recently noticed, citations for compulsory attendance are no longer issued.</i></p>
JEA-AR <i>Does not require Board approval - for information only</i>	Compulsory Attendance Notices and Citations**	<p><i>However, after collaboration with their ESD about which entity will be responsible for tracking whether any students who are homeschooled have registered with the ESD or are complying with ORS 339.035, a district may choose to issue a citation. After discussion with the ESD, if the district will be responsible for tracking such students, the district may choose to add language in JEA-AR – Compulsory Attendance Notices and Citations**, regarding their actions concerning citations related to violation of homeschool statute (ORS 339.035) for registration and testing. A school district or ESD superintendent may issue a citation for violations of ORS 339.035. Before doing so, there must be specific notice given, as provided by law, and proposed language is included in JEA-AR.</i></p> <p><i>Additionally, a violation of compulsory attendance law is no longer a Class C</i></p>

		<p>violation, however violation of ORS 163.577 (1)(c) (failing to supervise a child) is still a Class A violation.</p> <p>The policy and administrative regulation have been revised and updated to reflect changes.</p> <p><i>At the first reading on Oct. 17, a Board member questioned using the word “control” in the first paragraph of policy JEA and suggested replacing it with another word. After reviewing language in the statute, it was determined the language is directly from the ORS and therefore needs to remain in the policy (see below).</i></p> <p><i>ORS 339.020 Duty to send children to school</i></p> <p><i>Except as provided in <u>ORS 339.030 (Exemptions from compulsory school attendance)</u>, every person having control of a child between the ages of 6 and 18 years who has not completed the 12th grade is required to send the child to, and maintain the child in, regular attendance at a public full-time school during the entire school term.</i></p>
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***As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.*

Additional Materials: [Policy Packet](#)

The policy packet is organized with the revised version first (colored font), followed by a draft final version with the revisions incorporated.

Recommendation: Adopt, readopt and/or delete policies included in the packet.

Suggested Motion: *“I move to approve the November 21st policy packet as presented.”*

Enrolled House Bill 3584

Sponsored by Representative RUIZ, Senators WEBER, DEMBROW, Representative HELFRICH, Senator SMITH DB; Representatives BOSHART DAVIS, BOWMAN, BREESE-IVERSON, CATE, CONRAD, CRAMER, DEXTER, DIEHL, ELMER, EVANS, GRAYBER, HARTMAN, HIEB, JAVADI, KROPF, LEVY B, LEVY E, LEWIS, MANNIX, MCINTIRE, MORGAN, NERON, OSBORNE, OWENS, RESCHKE, REYNOLDS, SCHARF, WALLAN, WRIGHT, Senators CAMPOS, FREDERICK, JAMA

CHAPTER

AN ACT

Relating to responses to safety threats in schools; creating new provisions; and amending ORS 336.071.

Be It Enacted by the People of the State of Oregon:

SECTION 1. (1) As used in this section, “safety threat action” means a lockdown, lock-out, shelter in place or evacuation that:

- (a) Is initiated by a school in response to a safety threat; and**
- (b) Is not a planned drill.**

(2) Each school district board shall adopt a policy for notifying the school community when a school takes a safety threat action.

(3) The policy adopted under this section must require that:

(a) As expediently as possible, but no later than 24 hours after the initiation of a safety threat action, a school or school district shall provide an electronic communication to parents and guardians of students attending the school at which the safety threat action occurred. The communication must include:

- (A) A general description of the issue that caused the safety threat action to be taken;**
- (B) The duration of time that the safety threat action was taken, from when the action was initiated until when it concluded;**

(C) Actions taken by the school or school district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and

(D) An explanation of how the situation was resolved.

(b) The communication required under paragraph (a) of this subsection shall be provided in a manner that communicates relevant facts and details as may be necessary or useful:

- (A) For parents and guardians to understand any potential threats to student safety; and**
- (B) To assist parents and guardians in helping students understand and mentally process the incident and any resulting trauma.**

(c) The communication required under paragraph (a) of this subsection shall be provided and made available in culturally appropriate languages to communicate effectively with parents and guardians of students of the school or school district.

(d) As expediently as possible, but no later than 24 hours after the initiation of a safety threat action, a school or school district shall provide an electronic communication to school

district employees who are employees of the school at which the safety threat action occurred. The communication required under this paragraph must include the same information described in paragraph (a) of this subsection and any additional information as may be permitted by relevant confidentiality and privacy requirements.

SECTION 2. ORS 336.071 is amended to read:

336.071. (1) All schools are required to instruct and drill students on emergency procedures so that the students can respond to an emergency without confusion or panic. The emergency procedures shall include drills and instruction on:

(a) Fires;

(b) Earthquakes, which shall include tsunami drills and instruction in schools in a tsunami hazard zone; and

(c) Safety threats.

(2)(a) Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

(b) Drills and instruction on earthquake emergencies shall include the earthquake emergency response procedure known as “drop, cover and hold on.” A school may drill earthquake emergency response procedures in addition to “drop, cover and hold on” when the school determines, based on evaluation of specific engineering and structural issues related to a building, that “drop, cover and hold on” may not be the most effective earthquake emergency response procedure to prevent or limit injury or loss of life.

(c) Drills and instruction on tsunami emergencies shall include immediate evacuation after an earthquake when appropriate or after a tsunami warning to protect students against inundation by tsunamis.

(d) Drills and instruction on safety threats shall include:

(A) Procedures related to lockdown, lockout, shelter in place and evacuation, **including the procedures described in section 1 of this 2023 Act**; and

(B) Other appropriate actions to take when there is a threat to safety.

(3)(a) At least 30 minutes in each school month shall be used to instruct students on the emergency procedures described in subsection (1) of this section.

(b) At least two drills on earthquakes shall be conducted each year.

(c) At least two drills on safety threats shall be conducted each year.

(d) In schools in a tsunami hazard zone, at least three drills on earthquakes and tsunamis shall be conducted each year.

(4) All schools shall maintain all exit doors so that the doors can be opened from the inside without a key during school hours.

(5) Units of local government and state agencies associated with emergency procedures training and planning shall:

(a) Review emergency procedures proposed by schools; and

(b) Assist schools in the instruction and drilling of students in emergency procedures.

(6) As used in this section, “school” means any:

(a) Kindergarten through grade 12 public or private school; or

(b) Educational institution having an average daily attendance of 50 or more students.

Passed by House March 29, 2023

.....
Timothy G. Sekerak, Chief Clerk of House

.....
Dan Rayfield, Speaker of House

Passed by Senate June 22, 2023

.....
Rob Wagner, President of Senate

Received by Governor:

.....M,....., 2023

Approved:

.....M,....., 2023

.....
Tina Kotek, Governor

Filed in Office of Secretary of State:

.....M,....., 2023

.....
Secretary of State

Medford School District 549C

Code: EBC/EBCA
Adopted: 4/24/17
Revised/Readopted: 5/06/19
Orig. Code: EBC/EBCA

Emergency Procedures and Disaster Plans

The superintendent will develop and maintain a plan specifying procedures to be used in such emergencies as, but not limited to, disorderly conduct, unlawful assembly, disturbances at school activities, natural disasters, fire, illness or injury of a student or staff member, and safety threats on district property. The superintendent will consult with Medford Police Department Student Resource Officers, as well as other community and county agencies while developing this plan.

The district's Emergency Procedures Plan will meet the standards of the State Board of Education.

Copies of the Emergency Procedures Plan will be available in every school office and other strategic locations throughout the district. Parents will be informed that the district has a plan for the care of students during an emergency situation. The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)
[ORS 332.107](#)
[ORS 433.260](#)

[ORS 433.441](#)
[OAR 437-002-0161](#)

[OAR 581-022-2030\(3\)\(c\)](#)
[OAR 581-022-2220](#)
[OAR 581-022-2225](#)

Cross Reference(s):

EEAC - School Bus Safety Program
GBE - Hazardous Materials
JHCC - Communicable Diseases – Students

Medford School District 549C

Code: EBC
Adopted: xx/xx/xx

Emergency Plan and First Aid**

The district will maintain a comprehensive safety program for all employees and students. This program will include a plan for responding to emergency situations. The superintendent or designee will consult with community and county agencies while developing this plan. The district’s emergency plan will meet any requirements of the State Board of Education.

Copies of the emergency plan will be available in every school office and other strategic locations throughout the district. Parents or guardians will be informed of the district’s plan.

In each district facility, procedures for handling health emergencies will be established and made known to staff. Each district facility and district vehicle will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Each school in the district shall have, at a minimum, at least one staff member with a current first-aid/CPR/AED card for every 60 students enrolled and who are trained annually on the district and building emergency plans. Emergency planning will include the presence of at least one staff member with a current first-aid/CPR/AED card for every 60 students for school-sponsored activities where students are present.

The district shall provide instruction to staff and students in the emergency plan and safety program.

END OF POLICY

Legal Reference(s):

[ORS 30.800](#)
[ORS 192.660\(2\)\(k\)](#)
[ORS 332.107](#)
[ORS 433.260](#)
[ORS 433.441](#)

[OAR 437-002-0042](#)
[OAR 437-002-0120 - 0139](#)
[OAR 437-002-0161](#)
[OAR 437-002-0360](#)
[OAR 437-002-0377](#)
[OAR 581-022-2030\(3\)\(c\)](#)

[OAR 581-022-2220](#)
[OAR 581-022-2225](#)
[OAR 581-053-0003\(40\)](#)
[OAR 581-053-0220\(3\)\(e\)\(B\)\(iii\)](#)
[OAR 581-053-0320\(5\)\(b\)](#)
[OAR 581-053-0420\(2\)\(f\)\(B\)](#)

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

Medford School District 549C

Code: EBC
Adopted: xx/xx/xx

Emergency Plan and First Aid**

The district will maintain a comprehensive safety program for all employees and students. This program will include a plan for responding to emergency situations. The superintendent or designee will consult with community and county agencies while developing this plan. The district's emergency plan will meet any requirements of the State Board of Education.

Copies of the emergency plan will be available in every school office and other strategic locations throughout the district. Parents or guardians will be informed of the district's plan.

In each district facility, procedures for handling health emergencies will be established and made known to staff. Each district facility and district vehicle will be equipped with appropriate first-aid supplies and equipment. All employees are expected to know where first-aid supplies and equipment are kept in their work areas.

Each school in the district shall have, at a minimum, at least one staff member with a current first-aid/CPR/AED card for every 60 students enrolled and who are trained annually on the district and building emergency plans. Emergency planning will include the presence of at least one staff member with a current first-aid/CPR/AED card for every 60 students for school-sponsored activities where students are present.

The district shall provide instruction to staff and students in the emergency plan and safety program.

END OF POLICY

Legal Reference(s):

[ORS 30.800](#)
[ORS 192.660\(2\)\(k\)](#)
[ORS 332.107](#)
[ORS 433.260](#)
[ORS 433.441](#)

[OAR 437-002-0042](#)
[OAR 437-002-0120 - 0139](#)
[OAR 437-002-0161](#)
[OAR 437-002-0360](#)
[OAR 437-002-0377](#)
[OAR 581-022-2030\(3\)\(c\)](#)

[OAR 581-022-2220](#)
[OAR 581-022-2225](#)
[OAR 581-053-0003\(40\)](#)
[OAR 581-053-0220\(3\)\(e\)\(B\)\(iii\)](#)
[OAR 581-053-0320\(5\)\(b\)](#)
[OAR 581-053-0420\(2\)\(f\)\(B\)](#)

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

Medford School District 549C

Code: EBCA
Adopted: xx/xx/xx

Safety Threats**

“Safety threat action” means a lockdown, ~~lockout~~ secure, shelter in place or evacuation that: (a) is initiated by a school in response to a safety threat; and (b) is not a planned drill.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the safety threat action occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

The communication shall be provided in a manner which communicates relevant facts and details as may be necessary or useful for parents and guardians to understand any potential threats to student safety, and to assist parents and guardians in helping students understand and mentally process the incident and any resulting trauma.

A communication will also be issued to employees of the school at which the safety threat action occurred, and must include the same information as above and any additional information as may be permitted by relevant confidentiality and privacy requirements.

The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)

[ORS 332.107](#)

[ORS 339.324](#)

Medford School District 549C

Code: EBCA
Adopted: xx/xx/xx

Safety Threats**

“Safety threat action” means a lockdown, secure, shelter in place or evacuation that: (a) is initiated by a school in response to a safety threat; and (b) is not a planned drill.

When a school or the district initiates a safety threat action, the school or district shall issue an electronic communication as expediently as possible and not later than 24 hours after initiation of the safety threat action. The communication will be issued in culturally appropriate languages to effectively communicate with parents and guardians of students attending the school at which the safety threat action occurred.

The communication must include:

1. A general description of the issue that caused the safety threat action to be taken;
2. The duration of time the safety threat action was taken, from when the action was initiated until when it concluded;
3. Actions taken by the school or district to resolve the situation that caused the safety threat action and actions taken to protect student safety; and
4. An explanation of how the situation was resolved.

The communication shall be provided in a manner which communicates relevant facts and details as may be necessary or useful for parents and guardians to understand any potential threats to student safety, and to assist parents and guardians in helping students understand and mentally process the incident and any resulting trauma.

A communication will also be issued to employees of the school at which the safety threat action occurred, and must include the same information as above and any additional information as may be permitted by relevant confidentiality and privacy requirements.

The Board may use Oregon Revised Statute (ORS) 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)

[ORS 332.107](#)

[ORS 339.324](#)

Medford School District 549C

Code: EBCB
Adopted: 4/24/17
Revised/Readopted: 5/06/19; xx/xx/xx
Orig. Code: EBCB

Emergency **Procedure** Drills and Instruction

Each building administrator will conduct emergency **procedure** drills in accordance with the provisions of Oregon Revised Statutes (ORS) **and the applicable Oregon Fire Code**.

All schools are required to instruct and drill students on **district** emergency procedures so ~~that students they~~ can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, and safety threats. Instruction on ~~fires, earthquakes, and safety threats and drills for students~~; **emergency procedures** shall be conducted for at least 30 minutes each school month.

~~The first emergency evacuation drill shall be conducted within 10 days of the beginning of~~ **classes** ~~the school year.~~

Fire Emergencies

~~The district will conduct monthly fire drills. At least one fire drill will be held within the first 10 days of the school year.~~ Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

Earthquake Emergencies

At least two drills on earthquakes shall be conducted each **school** year.

Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover, and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the district may include additional response procedures for earthquake emergencies.

Safety Threats

~~It is recommended that staff conduct three drills each year, however a~~ At least two drills on safety threats shall be conducted each **school** year. Drills and instruction on safety threats shall include procedures related to lockdown, ~~lockout~~ **secure**, shelter in place and evacuation and other appropriate actions to take when there is a threat to safety, **and will include explanation of the district’s communication strategy following a safety threat action (See Board policy EBCA - Safety Threats**).**

~~The Board may use ORS 192.660(2)(k) to conduct an executive session to consider matters related to school safety or a plan that responds to safety threats made toward a school in the district.~~

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the district with the instruction and the conducting of drills for students in these emergency procedures.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(k\)](#)

[ORS 336.071](#)

[ORS 339.324](#)

[ORS 476.030\(1\)](#)

[OAR 581-022-2225](#)

[OREGON STATE FIRE MARSHAL](#), OREGON FIRE CODE ~~(2014)~~

~~**Cross-Reference(s):**~~

~~GBE -- Hazardous Materials~~

Medford School District 549C

Code: EBCB
Adopted: 4/24/17
Revised/Readopted: 5/06/19; xx/xx/xx
Orig. Code: EBCB

Emergency Procedure Drills and Instruction

Each building administrator will conduct emergency procedure drills in accordance with the provisions of Oregon Revised Statutes (ORS) and the applicable Oregon Fire Code.

All schools are required to instruct and drill students on district emergency procedures so they can respond to an emergency without confusion and panic. The emergency procedures shall include drills and instruction on fires, earthquakes, and safety threats. Instruction on emergency procedures shall be conducted for at least 30 minutes each school month.

The first emergency evacuation drill shall be conducted within 10 days of the beginning of the school year.

Fire Emergencies

Drills and instruction on fire emergencies shall include routes and methods of exiting the school building.

Earthquake Emergencies

At least two drills on earthquakes shall be conducted each school year.

Drills and instruction for earthquake emergencies shall include the earthquake emergency response procedure of “drop, cover, and hold on” during the earthquake. When based on the evaluation of specific engineering and structural issues related to a building, the district may include additional response procedures for earthquake emergencies.

Safety Threats

At least two drills on safety threats shall be conducted each school year. Drills and instruction on safety threats shall include procedures related to lockdown, secure, shelter in place and evacuation and other appropriate actions to take when there is a threat to safety, and will include explanation of the district’s communication strategy following a safety threat action (See Board policy EBCA - Safety Threats**).

Local units of government and state agencies associated with emergency procedures training and planning shall review the emergency procedures and assist the district with the instruction and the conducting of drills for students in these emergency procedures.

END OF POLICY

Legal Reference(s):

ORS 192.660(2)(k)

ORS 336.071

ORS 339.324

ORS 476.030(1)

OAR 581-022-2225

OREGON STATE FIRE MARSHAL, OREGON FIRE CODE

DRAFT

Medford School District 549C

Code: JEA
Adopted: 12/04/17
Revised/Readopted: 9/19/19; 1/22/20; 10/20/22; xx/xx/xx
Orig. Code: JEA

Compulsory Attendance**

Except when exempt by Oregon law, all children between ages 6 and 18 who have not completed the 12th grade are required to regularly attend a public, full-time school during the entire school term. Persons having ~~legal~~ control of a child between the ages 6 and 18, who has not completed the 12th grade, are required to ~~have send~~ the child ~~attend to school~~ and maintain the child in regular attendance during the entire school term.

All children five years of age who have been enrolled in a public school are required to attend regularly while enrolled in the public school. Persons having ~~legal~~ control of a child, who is five years of age and ~~has who have~~ enrolled the child in a public school, are required to ~~have send~~ the child ~~attend to school~~ and maintain the child in regular attendance during the school term.

Attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. ~~A citation for violation of ORS 339.035 may be issued.~~

~~The district will develop procedures for issuing a citation.~~

A parent ~~or guardian~~ who is not supervising their student by requiring school attendance may also be in violation of Oregon Revised Statute (ORS) 163.577(1)(c). Failing to supervise a child is a Class A violation.

Exemptions from Compulsory School Attendance

In the following cases, children shall not be required to attend public, full-time schools.

1. Children being taught in a private or parochial school in courses of study usually taught in kindergarten through grade 12 in the public schools, and in attendance for a period equivalent to that required of students attending public schools.
2. Children proving to the Board's satisfaction that they have acquired equivalent knowledge to that acquired in the courses of study taught in kindergarten through grade 12 in the public schools.
3. Children who have received a high school diploma or a modified diploma.
4. Children being taught by a private teacher ~~who instructs that include the~~ courses of study usually taught in kindergarten through grade 12 in the public school ~~and~~ for a period equivalent to that required of students attending public schools.
5. Children being educated in the home by a parent or ~~legal~~ guardian or private teacher:

- a. When a student is taught or is withdrawn from a public school to be taught by a parent, **legal guardian** or private teacher, the parent, **legal guardian** or **private** teacher must notify the Southern Oregon Education Service District (ESD) in writing, within 10 days, of the intent to homeschool. In addition, when **such a home-schooled** student moves to a new ESD, the parent, **legal guardian or private teacher** shall notify the new ESD in writing, within 10 days, of the intent to continue home schooling. The ESD shall acknowledge receipt of any notification in writing within 90 days of the receipt of the notification. ~~Notification must be received and acknowledged before a student is withdrawn from school and thereafter before the start of each school year.~~ The ESD is to notify, at least annually, the school districts of **home-schooled** students who **are registered with the ESD and** reside in their district.
 - b. Each student being taught by a parent, **legal guardian** or private teacher shall be examined no later than August 15, following grades 3, 5, 8 and 10.
 - (1) If the student was withdrawn from public school, the first examination shall be administered at least 18 months after the date the student withdrew **from public school**;
 - (2) If the child never attended public or private school, the first examination shall be administered prior to the end of grade 3.
 - c. Procedures for home-schooled students with disabilities are set out in Oregon Administrative Rule (OAR) 581-021-0029;
 - d. Examination ~~testing each child~~ shall be from the list of approved examinations from the State Board of Education;
 - e. The examination must be administered by a neutral individual qualified to administer tests on the approved list provided by the Oregon Department of Education;
 - f. The person administering the examination shall score the examination and report the results to the parent **or guardian. Upon request of the ESD superintendent, the parent or guardian shall submit the results of the examination to the ESD**;
 - g. **All costs for the test instrument, administration and scoring are the responsibility of the parent or guardian**;
 - h. In the event the ESD superintendent finds that the child is not showing satisfactory educational progress, the ESD superintendent shall follow the guidelines in Oregon Revised Statutes and Oregon Administrative Rules.
6. Children whose sixth birthday occurred on or before September 1 immediately preceding the beginning of the current school year, if the parent or guardian notified the child's resident district in writing that the parent or guardian is delaying the enrollment of their child for one school year to better meet the child's needs for cognitive, social or physical development, as determined by the parent or guardian.
 7. Children who are present in the United States on a nonimmigrant visa and who are attending a private, accredited English language learner program in preparation for attending a private high school or college.
 8. Children excluded from attendance as provided by law.

9. Children who are eligible military children¹ are exempt up to 10 days after the date of military transfer or pending transfer indicated in the official military order.
10. An exemption may be granted to the parent or guardian of any child 16 or 17 years of age who is lawfully employed full-time, or who is lawfully employed part-time and enrolled in school, a community college or an alternative education program as defined in ORS 336.615.
11. An exemption may be granted to any child who is an emancipated minor or who has initiated the procedure for emancipation under ORS 419B.550 to 419B.558.

END OF POLICY

Legal Reference(s):

[ORS 153.018](#)
[ORS 163.577](#)
[ORS 339.010 - 339.095](#)
[ORS 339.139](#)
[ORS 339.990](#)
~~[ORS 807.065](#)~~
~~[ORS 807.066](#)~~

[OAR 581-021-0026](#)
[OAR 581-021-0029](#)
[OAR 581-021-0076](#)
[OAR 581-021-0077](#)

Cross Reference(s):

IGBHA - Alternative Education Programs
IGBHB - Establishment of Alternative Education Programs
IGBHC - Alternative Education Notification

¹ “Military child” means a child who is in a military family covered by the Interstate Compact on Educational Opportunity for Military Children, as determined under rules adopted by the State Board of Education.

Medford School District 549C

Code: JEA
Adopted: 12/04/17
Revised/Readopted: 9/19/19; 1/22/20; 10/20/22; xx/xx/xx
Orig. Code: JEA

Compulsory Attendance**

Except when exempt by Oregon law, all children between ages 6 and 18 who have not completed the 12th grade are required to regularly attend a public, full-time school during the entire school term. Persons having control of a child between the ages 6 and 18, who has not completed the 12th grade, are required to send the child to school and maintain the child in regular attendance during the entire school term.

All children five years of age who have been enrolled in a public school are required to attend regularly while enrolled in the public school. Persons having control of a child, who is five years of age and who have enrolled the child in a public school, are required to send the child to school and maintain the child in regular attendance during the school term.

Attendance supervisors shall monitor and report any violation of the compulsory attendance law to the superintendent or designee. A citation for violation of ORS 339.035 may be issued.

A parent or guardian who is not supervising their student by requiring school attendance may also be in violation of Oregon Revised Statute (ORS) 163.577(1)(c). Failing to supervise a child is a Class A violation.

Exemptions from Compulsory School Attendance

In the following cases, children shall not be required to attend public, full-time schools.

1. Children being taught in a private or parochial school in courses of study usually taught in kindergarten through grade 12 in the public schools, and in attendance for a period equivalent to that required of students attending public schools.
2. Children proving to the Board's satisfaction that they have acquired equivalent knowledge to that acquired in the courses of study taught in kindergarten through grade 12 in the public schools.
3. Children who have received a high school diploma or a modified diploma.
4. Children being taught by a private teacher who instructs the courses of study usually taught in kindergarten through grade 12 in the public school and for a period equivalent to that required of students attending public schools.
5. Children being educated in the home by a parent or legal guardian or private teacher:
 - a. When a student is taught or is withdrawn from a public school to be taught by a parent, legal guardian or private teacher, the parent, legal guardian or private teacher must notify the Southern Oregon Education Service District (ESD) in writing, within 10 days, of the intent to

- homeschool. In addition, when such a student moves to a new ESD, the parent, legal guardian or private teacher shall notify the new ESD in writing, within 10 days, of the intent to continue home schooling. The ESD shall acknowledge receipt of any notification in writing within 90 days of the receipt of the notification. The ESD is to notify, at least annually, the school districts of students who are registered with the ESD and reside in their district.
- b. Each student being taught by a parent, legal guardian or private teacher shall be examined no later than August 15, following grades 3, 5, 8 and 10.
 - (1) If the student was withdrawn from public school, the first examination shall be administered at least 18 months after the date the student withdrew from public school;
 - (2) If the child never attended public or private school, the first examination shall be administered prior to the end of grade 3.
 - c. Procedures for home-schooled students with disabilities are set out in Oregon Administrative Rule (OAR) 581-021-0029;
 - d. Examination shall be from the list of approved examinations from the State Board of Education;
 - e. The examination must be administered by a neutral individual qualified to administer tests on the approved list provided by the Oregon Department of Education;
 - f. The person administering the examination shall score the examination and report the results to the parent or guardian. Upon request of the ESD superintendent, the parent or guardian shall submit the results of the examination to the ESD;
 - g. All costs for the test instrument, administration and scoring are the responsibility of the parent or guardian;
 - h. In the event the ESD superintendent finds that the child is not showing satisfactory educational progress, the ESD superintendent shall follow the guidelines in Oregon Revised Statutes and Oregon Administrative Rules.
6. Children whose sixth birthday occurred on or before September 1 immediately preceding the beginning of the current school year, if the parent or guardian notified the child's resident district in writing that the parent or guardian is delaying the enrollment of their child for one school year to better meet the child's needs for cognitive, social or physical development, as determined by the parent or guardian.
 7. Children who are present in the United States on a nonimmigrant visa and who are attending a private, accredited English language learner program in preparation for attending a private high school or college.
 8. Children excluded from attendance as provided by law.
 9. Children who are eligible military children¹ are exempt up to 10 days after the date of military transfer or pending transfer indicated in the official military order.

¹ "Military child" means a child who is in a military family covered by the Interstate Compact on Educational Opportunity for Military Children, as determined under rules adopted by the State Board of Education.

10. An exemption may be granted to the parent or guardian of any child 16 or 17 years of age who is lawfully employed full-time, or who is lawfully employed part-time and enrolled in school, a community college or an alternative education program as defined in ORS 336.615.
11. An exemption may be granted to any child who is an emancipated minor or who has initiated the procedure for emancipation under ORS 419B.550 to 419B.558.

END OF POLICY

Legal Reference(s):

[ORS 153.018](#)
[ORS 163.577](#)
[ORS 339.010 - 339.095](#)
[ORS 339.139](#)
[ORS 339.990](#)

[OAR 581-021-0026](#)
[OAR 581-021-0029](#)
[OAR 581-021-0076](#)
[OAR 581-021-0077](#)

Cross Reference(s):

IGBHA - Alternative Education Programs
IGBHB - Establishment of Alternative Education Programs
IGBHC - Alternative Education Notification

Medford School District 549C

Code: JEA-AR
Revised/Reviewed: 10/31/16; 9/19/19; 10/06/22; xx/xx/xx
Orig. Code: JEA-AR

Compulsory Attendance Notices and Citations**

~~Compulsory attendance citations may be issued by the superintendent or designee as a means to enforce the compulsory attendance law. All such citations shall be issued according to the following procedures:~~

Appropriate notices on student absences or irregular attendance may be issued by the district in accordance with law. A citation may be issued by the superintendent or designee for noncompliance of ORS 339.035¹ in accordance with ORS 339.095.

1. Attendance Supervisor

The attendance supervisor shall:

- a. ~~Determine that the whether~~ a parent or guardian has either failed to enroll their student or failed to maintain the student in regular attendance at a public school. Regular attendance shall mean attendance, which does not include more than eight unexcused one-half day absences, or the equivalent thereof, in any four-week period in which school is in session;
- b. Provide written compulsory attendance noncompliance notification to the parent or guardian within 24 hours of verification notification of the violation from the proper authority. If the student is a youth offender an adjudicated youth on parole or probation, at the same time notice is given to the parent or other person, the attendance supervisor principal or designee shall notify the student's parole or probation officer of the student's absence;
- c. Serve the notification personally or by certified mail via email or through ParentVue. The notification will be written in the native home language of the parent or guardian of the student;
- d. Ensure that notification includes a statement requiring the student to appear at the public school on the next school day following receipt of the notice and to maintain regular attendance for the remainder of the school year;
- e. Ensure that the notification states that the parent or guardian has the right to request an evaluation to determine if the child should have an individualized education program (IEP) or Section 504 plan ("504 plan"), or right to request a review of their child's current IEP or 504 plan;
- f. Provide a copy of the notice and pertinent attendance records to the superintendent or designee at the time notice is given to the parent or guardian. The attendance supervisor, within three days of knowledge of noncompliance by the parent or guardian, shall notify the superintendent or designee.
- g. ~~Notify the building administrator within three days of knowledge that the parent or guardian receiving the notification has not complied with the notice.~~

¹ ORS 339.035 provides requirements for teaching by private teacher, parent or guardian.

2. Superintendent or Designee

~~The superintendent or designee will:~~

- a. ~~If after review of **attendance records** a student's record, a citation in violation of ORS 339.035 appears warranted, prior to issuing the citation, **the superintendent or designee shall** provide written notification to the parent or guardian **of the student and the student**. The notice will be written in the **native home** language of the parent or guardian. The notice will be delivered personally or by certified mail and will state that:~~
 - a. The student is required to attend school regularly, **a full-time school during the school year**;
 - b. A citation for violation of **compulsory attendance laws ORS 339.035** may be issued by the superintendent or designee;
 - c. The parent **or guardian** has the right to request: an evaluation to determine if the student should have an **individualized education program (IEP) or 504 plan**, if the student does not have one; or a review of the student's current IEP **or 504 plan**.
 - d. The parent or guardian and student are required to attend a **scheduled** conference with the superintendent or designee. The date, time and place of conference will be specified **in the notice**.

If an evaluation or review as described in item c. above has been requested, ~~this conference **may not be scheduled until after an evaluation or review as described in item 3. Above, if requested by the parent, has been completed**~~ will be scheduled after its completion.

3. Conference

The superintendent or designee ~~will~~ **may** conduct a conference with the parent or guardian and student. Auxiliary aids and services will be provided upon advance request. The superintendent or designee ~~will~~ **may**:

- a. Review Oregon's **compulsory** attendance law and the student's attendance record;
- b. Determine the reasons for the noncompliance;
- c. Develop a **student success** plan for student attendance improvement (~~i.e., **contract, etc.**~~);
- d. ~~Refer~~ **Inform** the parent or guardian and student ~~to~~ of other **available resources in the district and community, if available agencies as necessary (i.e. building support team; youth services team; Oregon Department of Human Services, Community Human Services; Juvenile Department, etc.);**
- e. Discuss the potential consequences for continued **compulsory** attendance noncompliance, including the potential for the issuance of a citation ~~and the consequences for violation of the board's student conduct and truancy policies~~ if applicable.

~~4. Citation~~

~~Compulsory attendance noncompliance citations may be issued by the superintendent or designee. The superintendent or designee shall:~~

- a. ~~Determine that the parent or guardian has continued to fail to enroll their student in school or maintain the student in regular attendance following a conference or has refused to attend the conference as required.~~

- ~~b. Contact the clerk of the court for the county and determine which court will hear the case and when.~~
 - ~~e. Ensure official representing the district will be available to present evidence of the violation at the time and date specified.~~
 - ~~d. Determine whether the local court's interpretation of Oregon Revised Statute (ORS) 339.925 requires the parent be named as defendant. Complete form accordingly.~~
 - ~~e. Complete Uniform Compulsory Attendance Citation and Complaint form as follows:
 - ~~(1) Specify appropriate court, district, circuit, municipal or justice as appropriate.~~
 - ~~(2) Specify when the court will hear the case, including date, time and location of the court appearance at the bottom of the form.~~
 - ~~(3) Provide all pertinent defendant information, including the name and address of the parent or guardian. Only one adult should be named as the defendant.~~
 - ~~(4) Provide all pertinent offense information, including the period of time during which the absences occurred.~~
 - ~~(5) Ensure the minimum number of absences constituting irregular attendance as defined in law has in fact occurred. Excused absences should not be counted for purposes of this citation.~~
 - ~~(6) Provide all pertinent student information including the grade, date of birth, length of time in the school district, and parent(s) name(s). The Oregon Department of Education will compile this information at the end of the calendar year to determine trends in excessive absenteeism.~~
 - ~~(7) Provide date superintendent's or designee's prior notification of attendance requirements, consequences including possibility of citation and conference meeting date was sent.~~
 - ~~(8) Ensure that the prior notice was served to the same parent or guardian who is named as the defendant in the citation.~~
 - ~~(9) Provide district name, date, superintendent's name and signature. If the superintendent has designated another district official to issue citations, such delegation will be documented and the delegated official's name and signature will appear on the form.~~
 - ~~(10) Personally serve (or send via certified mail) the citation.~~
 - ~~(11) Complete time and date citation was issued, name, title and signature of district official serving the citation.~~
 - ~~(12) Ensure that the parent or guardian is provided with the citation. Ensure the designated court is appropriately notified immediately after the citation is served.~~
 - ~~(13) Ensure the district retains a copy of the citation.~~
 - ~~(14) Consult with district's attorney to assist in these procedures as necessary.~~~~
- ~~f. Maintain student attendance records in accordance with applicable education records laws.~~

Medford School District
680 Biddle Rd.
Medford, OR 97504

***** ATTENDANCE LETTER 1. NOTICE *****

[Date]

To the parent or guardian of [Student Name],

The school staff at [School Name] is committed to improving student achievement and is concerned when a student has missed school for any reason.

This letter is to inform you that as of [Date], [Student Name] has [#] unexcused absences within a four-week period.

We realize certain occasions arise in which students will have a necessary and excused absence. Please remember to contact the school office at [School Phone Number] if [Student Name] will be absent. Open communication between parents and school staff is encouraged for promoting student success.

If you would like to arrange a meeting with a member of our team to discuss your child's needs in greater detail, please call the office. We hope to continue to support [Student Name] to achieve success and seek goals for their future.

This notification is to let you know that we have resources to promote positive attendance. If you believe that you received this notice in error or if you have any questions, please contact us at your earliest opportunity.

Respectfully,

[Principal Name]
Principal



cc: Cumulative Folder

Oregon State Laws:

Oregon Administrative Rule OAR 581-021-0077 (1E) states "Regular attendance" means attendance which does not include more than eight unexcused one-half day absences, or the equivalent thereof, in any four-week period in which the school is in session. (2A) states that students must maintain regular school attendance after receipt of this letter.

* You have the right to request an evaluation to determine if your child qualifies for special education and an individualized education program (IEP). If your child has an IEP, you have the right to request a meeting to review the IEP. Please contact your child's school for more information.

Please see below for a list of your student's absences to date

Medford School District
680 Biddle Rd.
Medford, OR 97504

***** ATTENDANCE LETTER 2. IRREGULAR ATTENDANCE *****

[Date]

To the parent or guardian of [Student Name],

This letter is to notify you of ongoing irregular attendance for [Student Name]. According to our records, [Student Name] has [#] unexcused absences from school. Children with regular school attendance are most successful in school. Regular attendance can promote a sense of belonging, reduce confusion, and increasing learning while establishing positive relationships with their classmates.

Families and schools working together is vital to student success. We want to do everything possible to help your child succeed and look forward to partnering with you. Our hope is that by notifying you we can help your student achieve regular school attendance.

If you have not already done so, we encourage you to schedule an appointment with your child's school team and/or school administrator to create a plan to improve [Student Name]'s attendance. We have school services, programs, and partners who may be able to support your child in attending school regularly and achieving academic success.

We can be reached by calling [School Phone Number] or emailing their teacher(s). Thank you for your support and making yourself available to connect.

Respectfully,

[Principal Name]
Principal



cc: Cumulative Folder

Oregon State Laws:

Oregon Administrative Rule OAR 581-021-0077 (1E) states "Regular attendance" means attendance which does not include more than eight unexcused one-half day absences, or the equivalent thereof, in any four-week period in which the school is in session. (2A) states that students must maintain regular school attendance after receipt of this letter.

* You have the right to request an evaluation to determine if your child qualifies for special education and an individualized education program (IEP). If your child has an IEP, you have the right to request a meeting to review the IEP. Please contact your child's school for more information.

Please see below for a list of your student's absences to date

Medford School District
680 Biddle Rd.
Medford, OR 97504

***** ATTENDANCE LETTER 3. EXCESSIVE ABSENCE *****

[Date]

To the parent or guardian of [Student Name],

We are very concerned that [Student Name]'s school performance will be affected by absenteeism. Research tells us that when a student misses school for any reason, excused or unexcused, this creates a gap in their learning. This learning gap becomes significant when a student misses 10% or more days of school in a year. At 10% of missed school days, your child would be considered chronically absent. Like you, we are concerned about [Student Name]'s academic success.

Oregon Law ORS 339.010 requires children between the ages of six and eighteen to attend school. In addition, the Oregon Department of Education has established 90% attendance as the minimum attendance required for all schools and thus for all students.

This letter is to notify you that your student currently has an excessive amount of absences, which is also a violation of Medford School District Attendance Policy. Since the beginning of the year, [Student Name] has had [#] unexcused absences.

We look forward to working with you to improve your child's attendance. Please contact the school's office at [School Phone Number] to schedule a meeting and build a success plan.

Respectfully,

[Principal Name]
Principal



cc: Cumulative Folder

Oregon State Laws:

Oregon Administrative Rule OAR 581-021-0077 (1E) states "Regular attendance" means attendance which does not include more than eight unexcused one-half day absences, or the equivalent thereof, in any four-week period in which the school is in session. (2A) states that students must maintain regular school attendance after receipt of this letter.

* You have the right to request an evaluation to determine if your child qualifies for special education and an individualized education program (IEP). If your child has an IEP, you have the right to request a meeting to review the IEP. Please contact your child's school for more information.

Please see below for a list of your student's absences to date

Medford School District
680 Biddle Rd.
Medford, OR 97504

***** ATTENDANCE LETTER 4. TRUANCY *****

[Date]

To the parent or guardian of [Student Name],

This letter serves as notification that we have significant concerns about the lack of attendance for [Student Name]. This is our fourth notification regarding your student's attendance concerns. [Student Name] is currently not attending regularly, which is a violation of Medford School District's Attendance Policy and Oregon State law.

According to our records, [Student Name] has [#] unexcused absences from school. Unfortunately, [Student Name]'s absences have continued to increase which can put students at risk for graduating on time.

Please come in to meet with us to collaborate on ways to help your child achieve regular attendance. We are deeply concerned about your child's academic and social development. Please contact the school office to schedule a meeting with our team .

Respectfully,

[Principal Name]
Principal



cc: Cumulative Folder

Oregon State Laws:

Oregon Administrative Rule OAR 581-021-0077 (1E) states "Regular attendance" means attendance which does not include more than eight unexcused one-half day absences, or the equivalent thereof, in any four-week period in which the school is in session. (2A) states that students must maintain regular school attendance after receipt of this letter.

* You have the right to request an evaluation to determine if your child qualifies for special education and an individualized education program (IEP). If your child has an IEP, you have the right to request a meeting to review the IEP. Please contact your child's school for more information.

Please see below for a list of your student's absences to date

Medford School District
680 Biddle Rd.
Medford, OR 97504

***** ATTENDANCE LETTER - 10 DAY DROP NOTIFICATION *****

[Date]

[NAME]

[ADDRESS]

[CITY, STATE ZIP]

To the parent or guardian:

This letter is to notify you that [Student Name] has been withdrawn from [School Name] for non-attendance as of [Date]. Oregon Administrative Rule 581.023.0006 requires that if a student has 10 consecutive absences for any reason, they must be withdrawn from active school enrollment.

Oregon law ORS 339.020 requires that [Student Name] must regularly attend school during the entire school term and that you, as parent or guardian, are responsible for assuring your student does so.

As directed by OAR 581-021-0077, we are notifying you that your student must be in school the next scheduled school day following receipt of this letter and must maintain regular attendance for the remainder of the school year.

Our goal at [School Name] is to contribute to your student's educational progress. We would like to work with you to help your student be successful. For assistance with re-enrollment of your student, please call [Contact Number]. A reentry meeting with your student's counselor and a school administrator may be required.

Please contact [School Name] for more information.

Sincerely,

[Principal Name]

Principal

cc: Cumulative Folder

* You have the right to request an evaluation to determine if your child qualifies for special education and an individualized education program (IEP). If your child has an IEP, you have the right to request a meeting to review the IEP. Please contact your child's school for more information.

[District Name
Address, City, State, Zip Code
Phone:]

~~***** [ATTENDANCE SUPERVISOR'S] NON-ENROLLMENT NOTICE *****~~

Date _____
Parent(s)/Guardian _____
Address _____

Dear _____,
(Parent/Guardian)

After review of attendance records, your child _____ (name) is not exempted from compulsory attendance for school, under provisions of ORS 339.030, and is not currently enrolled in school.

In accordance with Oregon law, children between ages 6 through 18 must be enrolled in school. Please enroll your child at [name of school] no later than the next school day following receipt of this notice and maintain your child in regular attendance for the remainder of the school year.

You may request an evaluation to determine if your child should have an individualized education program (IEP) or Section 504 plan ("504 plan"), or request a review of your child's current IEP or 504 plan.

If your child is taught by a parent, guardian or private teacher, you must notify your local education service district and comply with ORS 339.035. Your local ESD is: [name of ESD and contact information].

If you have questions and/or need assistance, please contact [name] at [number].

Sincerely,

[Attendance Supervisor] [Principal]

[cc: [Principal] [/Superintendent]]

[District Name
Address, City, State, Zip Code | Phone:]

~~***** [ATTENDANCE SUPERVISOR'S] IRREGULAR ATTENDANCE NOTICE *****~~

Date _____
Parent(s)/Guardian _____
Address _____

Dear _____,
(Parent/Guardian)

After review of attendance records, your child _____ (name) is not maintaining regular attendance at a public school as required by ORS 339.065. [“Regular attendance” is defined by Oregon law as attendance which does not include more than eight unexcused one-half day absences or the equivalent thereof in any four-week period school is in session.] According to attendance records, your child has had [] unexcused absences from school on the following dates: []:

Please send your child to school no later than the next school day following receipt of this notice and maintain your child in regular attendance for the remainder of the school year.

You may request an evaluation to determine if your child should have an individualized education program (IEP) or Section 504 plan (“504 plan”), or request a review of your child’s current IEP or 504 plan. If you request an evaluation for an IEP or a review of a current IEP or 504 plan, a conference will be held after such evaluation or review has been completed.

If your child is taught by a parent, guardian or private teacher, you must notify your local education service district and comply with ORS 339.035. Your local ESD is: [name of ESD and contact information].

If you have questions and/or need assistance, please contact [name] at [number].

Sincerely,

[Attendance Supervisor] [Principal]

[cc: _____ [Principal] [/Superintendent]]

[District Name
Address, City, State, Zip Code
Phone:—]

~~**SUPERINTENDENT'S NOTICE OF COMPULSORY ATTENDANCE NONCOMPLIANCE**~~

Date _____
Parent(s)/Guardian _____
Address _____

Dear _____,
(Parent/Guardian)

~~According to district records, you were notified by the district's attendance supervisor on [date] that your child, [name], [is not yet enrolled in school] [is not maintaining regular school attendance] [is not enrolled with the local education service district] as required by Oregon compulsory attendance laws.~~

~~Your child was required to appear in school no later than the next school day following your receipt of the notice and to maintain regular attendance for the remainder of the school year. District records indicate your child continues to be absent from a public school. A child is required to regularly attend a full-time school.~~

~~The superintendent or designee may issue a citation for your continued violation of Oregon's compulsory attendance law.~~

~~You [may request an evaluation of your child's individualized education program (IEP) or Section 504 plan or a review of your child's current IEP/same.] [requested an evaluation to determine if your child should have an individualized education program (IEP) or Section 504 plan.] [requested a review of an existing IEP or Section 504 plan for your child] and the requested evaluation or review was completed on [date].]~~

~~In accordance with law, you and your child are required requested to attend a conference with [designated school official] on [date] at [time] to discuss:~~

- ~~1. Oregon's compulsory attendance law and your child's attendance record;~~
- ~~2. The reasons for your noncompliance;~~
- ~~1. The development of a plan for improvement;~~
- ~~2. Resources available to help your child be successful in school, referrals to other agencies as may be needed and such alternative education information as may be required by law;~~
- ~~3. Any questions you may have concerning the potential consequences for continued noncompliance with Oregon's compulsory attendance law, as set forth above and as provided in Board student conduct and truancy policies district programs and resources to help your child attend regularly.~~

~~Failure to attend this conference or to maintain your child in regular school attendance will result in the issuance of a citation, as provided by law.~~

~~If your child is taught by a parent, guardian or private teacher, you must notify your local education service district and comply with ORS 339.035. Your local ESD is: [name of ESD and contact information].~~

~~If you have questions and/or need assistance, please contact [name] at [number].~~

Sincerely,

[Superintendent][Designee]

Medford School District 549C

Code: JEA-AR
Revised/Reviewed: 10/31/16; 9/19/19; 10/06/22; xx/xx/xx
Orig. Code: JEA-AR

Compulsory Attendance Notices and Citations**

Appropriate notices on student absences or irregular attendance may be issued by the district in accordance with law. A citation may be issued by the superintendent or designee for noncompliance of ORS 339.035¹ in accordance with ORS 339.095.

1. Attendance Supervisor

The attendance supervisor shall:

- a. Determine whether a parent or guardian has either failed to enroll their student or failed to maintain the student in regular attendance at a public school. Regular attendance shall mean attendance, which does not include more than eight unexcused one-half day absences, or the equivalent thereof, in any four-week period in which school is in session;
- b. Provide written compulsory attendance noncompliance notification to the parent or guardian within 24 hours of notification of the violation from the proper authority. If the student is an adjudicated youth on parole or probation, at the same time notice is given to the parent or other person, the principal or designee shall notify the student's parole or probation officer of the student's absence;
- c. Serve the notification personally or by certified mail. The notification will be written in the home language of the parent or guardian of the student;
- d. Ensure that notification includes a statement requiring the student to appear at the public school on the next school day following receipt of the notice and to maintain regular attendance for the remainder of the school year;
- e. Ensure that the notification states that the parent or guardian has the right to request an evaluation to determine if the child should have an individualized education program (IEP) or Section 504 plan ("504 plan"), or right to request a review of their child's current IEP or 504 plan;
- f. Provide a copy of the notice to the superintendent or designee at the time notice is given to the parent or guardian. The attendance supervisor, within three days of knowledge of noncompliance by the parent or guardian, shall notify the superintendent or designee.

2. Superintendent or Designee

If after review of a student's record, a citation in violation of ORS 339.035 appears warranted, prior to issuing the citation, the superintendent or designee shall provide written notification to the parent or guardian of the student and the student. The notice will be written in the home language of the parent or guardian. The notice will be delivered personally or by certified mail and will state that:

- a. The student is required to attend school regularly, a full-time school during the school year;

¹ ORS 339.035 provides requirements for teaching by private teacher, parent or guardian.

- b. A citation for violation of ORS 339.035 may be issued by the superintendent or designee;
- c. The parent or guardian has the right to request: an evaluation to determine if the student should have an IEP or 504 plan, if the student does not have one; or a review of the student's current IEP or 504 plan.
- d. The parent or guardian and student are required to attend a scheduled conference with the superintendent or designee. The date, time and place of conference will be specified in the notice.

If an evaluation or review as described in item c. above has been requested, this conference will be scheduled after its completion.

3. Conference

The superintendent or designee may conduct a conference with the parent or guardian and student. Auxiliary aids and services will be provided upon advance request. The superintendent or designee may:

- a. Review Oregon's attendance law and the student's attendance record;
- b. Determine the reasons for the noncompliance;
- c. Develop a student success plan for student attendance improvement;
- d. Inform the parent or guardian and student of other available resources in the district and community;
- e. Discuss the potential consequences for continued attendance noncompliance, including the potential for the issuance of a citation if applicable.

Medford School District
680 Biddle Rd.
Medford, OR 97504

***** ATTENDANCE LETTER 1. NOTICE *****

[Date]

To the parent or guardian of [Student Name],

The school staff at [School Name] is committed to improving student achievement and is concerned when a student has missed school for any reason.

This letter is to inform you that as of [Date], [Student Name] has [#] unexcused absences within a four-week period.

We realize certain occasions arise in which students will have a necessary and excused absence. Please remember to contact the school office at [School Phone Number] if [Student Name] will be absent.

Open communication between parents and school staff is encouraged for promoting student success.

If you would like to arrange a meeting with a member of our team to discuss your child’s needs in greater detail, please call the office. We hope to continue to support [Student Name] to achieve success and seek goals for their future.

This notification is to let you know that we have resources to promote positive attendance. If you believe that you received this notice in error or if you have any questions, please contact us at your earliest opportunity.

Respectfully,

[Principal Name]
Principal



cc: Cumulative Folder
Oregon State Laws:

Oregon Administrative Rule OAR 581-021-0077 (1E) states "Regular attendance" means attendance which does not include more than eight unexcused one-half day absences, or the equivalent thereof, in any four-week period in which the school is in session. (2A) states that students must maintain regular school attendance after receipt of this letter.

* You have the right to request an evaluation to determine if your child qualifies for special education and an individualized education program (IEP). If your child has an IEP, you have the right to request a meeting to review the IEP. Please contact your child's school for more information.

Please see below for a list of your student’s absences to date

Medford School District
680 Biddle Rd.
Medford, OR 97504

***** ATTENDANCE LETTER 2. IRREGULAR ATTENDANCE *****

[Date]

To the parent or guardian of [Student Name],

This letter is to notify you of ongoing irregular attendance for [Student Name]. According to our records, [Student Name] has [#] unexcused absences from school. Children with regular school attendance are most successful in school. Regular attendance can promote a sense of belonging, reduce confusion, and increasing learning while establishing positive relationships with their classmates.

Families and schools working together is vital to student success. We want to do everything possible to help your child succeed and look forward to partnering with you. Our hope is that by notifying you we can help your student achieve regular school attendance.

If you have not already done so, we encourage you to schedule an appointment with your child’s school team and/or school administrator to create a plan to improve [Student Name]’s attendance. We have school services, programs, and partners who may be able to support your child in attending school regularly and achieving academic success.

We can be reached by calling [School Phone Number] or emailing their teacher(s). Thank you for your support and making yourself available to connect.

Respectfully,

[Principal Name]
Principal



cc: Cumulative Folder
Oregon State Laws:

Oregon Administrative Rule OAR 581-021-0077 (1E) states "Regular attendance" means attendance which does not include more than eight unexcused one-half day absences, or the equivalent thereof, in any four-week period in which the school is in session. (2A) states that students must maintain regular school attendance after receipt of this letter.

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Please see below for a list of your student’s absences to date

Medford School District
680 Biddle Rd.
Medford, OR 97504

***** ATTENDANCE LETTER 3. EXCESSIVE ABSENCE *****

[Date]

To the parent or guardian of [Student Name],

We are very concerned that [Student Name]’s school performance will be affected by absenteeism. Research tells us that when a student misses school for any reason, excused or unexcused, this creates a gap in their learning. This learning gap becomes significant when a student misses 10% or more days of school in a year. At 10% of missed school days, your child would be considered chronically absent. Like you, we are concerned about [Student Name]’s academic success.

Oregon Law ORS 339.010 requires children between the ages of six and eighteen to attend school. In addition, the Oregon Department of Education has established 90% attendance as the minimum attendance required for all schools and thus for all students.

This letter is to notify you that your student currently has an excessive amount of absences, which is also a violation of Medford School District Attendance Policy. Since the beginning of the year, [Student Name] has had [#] unexcused absences.

We look forward to working with you to improve your child’s attendance. Please contact the school’s office at [School Phone Number] to schedule a meeting and build a success plan.

Respectfully,

[Principal Name]
Principal



cc: Cumulative Folder
Oregon State Laws:

Oregon Administrative Rule OAR 581-021-0077 (1E) states "Regular attendance" means attendance which does not include more than eight unexcused one-half day absences, or the equivalent thereof, in any four-week period in which the school is in session. (2A) states that students must maintain regular school attendance after receipt of this letter.

* You have the right to request an evaluation to determine if your child qualifies for special education and an individualized education program (IEP). If your child has an IEP, you have the right to request a meeting to review the IEP. Please contact your child's school for more information.

Please see below for a list of your student’s absences to date

Medford School District
680 Biddle Rd.
Medford, OR 97504

***** ATTENDANCE LETTER 4. TRUANCY *****

[Date]

To the parent or guardian of [Student Name],

This letter serves as notification that we have significant concerns about the lack of attendance for [Student Name]. This is our fourth notification regarding your student's attendance concerns. [Student Name] is currently not attending regularly, which is a violation of Medford School District's Attendance Policy and Oregon State law.

According to our records, [Student Name] has [#] unexcused absences from school. Unfortunately, [Student Name]'s absences have continued to increase which can put students at risk for graduating on time.

Please come in to meet with us to collaborate on ways to help your child achieve regular attendance. We are deeply concerned about your child's academic and social development. Please contact the school office to schedule a meeting with our team .

Respectfully,

[Principal Name]
Principal



cc: Cumulative Folder

Oregon State Laws:

Oregon Administrative Rule OAR 581-021-0077 (1E) states "Regular attendance" means attendance which does not include more than eight unexcused one-half day absences, or the equivalent thereof, in any four-week period in which the school is in session. (2A) states that students must maintain regular school attendance after receipt of this letter.

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Please see below for a list of your student's absences to date

Medford School District
680 Biddle Rd.
Medford, OR 97504

***** ATTENDANCE LETTER - 10 DAY DROP NOTIFICATION *****

[Date]

[NAME]

[ADDRESS]

[CITY, STATE ZIP]

To the parent or guardian:

This letter is to notify you that [Student Name] has been withdrawn from [School Name] for non-attendance as of [Date]. Oregon Administrative Rule 581.023.0006 requires that if a student has 10 consecutive absences for any reason, they must be withdrawn from active school enrollment.

Oregon law ORS 339.020 requires that [Student Name] must regularly attend school during the entire school term and that you, as parent or guardian, are responsible for assuring your student does so.

As directed by OAR 581-021-0077, we are notifying you that your student must be in school the next scheduled school day following receipt of this letter and must maintain regular attendance for the remainder of the school year.

Our goal at [School Name] is to contribute to your student's educational progress. We would like to work with you to help your student be successful. For assistance with re-enrollment of your student, please call [Contact Number]. A reentry meeting with your student's counselor and a school administrator may be required.

Please contact [School Name] for more information.

Sincerely,

[Principal Name]

Principal



EXECUTIVE SUMMARY

Meeting Date:	November 21, 2024
Agenda Item:	Board Member Information Request
Item Type:	Action
Administrator:	Bret Champion, Cynthia Wright
Objective:	Discuss the information request submitted by a Board member

Background: A request was made by a Board member for information regarding the number of grievances filed against the district and the proposed financial remedy. The district does not currently have a document with that information and would therefore require staff to produce a document, some of which would be theoretical. Policy BBAA outlines the procedure when a Board member requests information as:

Any individual Board member who desires a copy of an existing written report or a survey prepared by the administrative staff will make such a request to the superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information which require additional expense to the district must be submitted to the Board for consideration.

At this meeting, the Board will consider the request and determine whether to assign staff to fulfill the requested information.

Additional Materials: School Board [Policy BBAA](#)

Recommendation: N/A

Suggested Motion: *(If the Board chooses to move forward with the request.)*

“I move to approve that staff move forward with gathering the requested information and sharing it with the entire Board.”

Medford School District 549C

Code: BBAA
Adopted: 5/22/17
Revised/Readopted: 3/11/19
Orig. Code(s): BBAA

Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of his or her position only when the Board is in legal session.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as their own.

Members will be knowledgeable of information requested through Board action, information supplied by the superintendent, gained through attendance at district activities and through professional Board activities.

Members of the Board will adhere to the following procedures in carrying out the responsibilities of Board membership:

1. Request for Information

Any individual Board member who desires a copy of an existing written report or a survey prepared by the administrative staff will make such a request to the superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information which require additional expense to the district must be submitted to the Board for consideration.

2. Requests for Legal Opinions

Any legal opinion sought involving the superintendent's employment or performance must be made to the Board chair, with notice provided to other members. Requests for legal opinions by a board member must be approved by a majority vote of the Board. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students, or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy Board policy KL - Public Complaints. Such information will be conveyed to the superintendent.

4. Board Member’s Relationship to Administration

Individual Board members will become informed about the educational program, may visit schools or other facilities to gain information, and may request information from the superintendent. Board members will coordinate with the board secretary to notify the principal prior to school visits. Board members will not intervene in the administration of the district or its schools.

5. Contracts or Agreements

All employment contracts of the district must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

END OF POLICY

Legal Reference(s):

[ORS 332.045](#)
[ORS 332.055](#)

[ORS 332.057](#)
[ORS 332.075](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass’n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

Cross Reference(s):

BHD - Board Member Compensation and Expense Reimbursement

DFEA - Admissions to District Events

EXECUTIVE SUMMARY

Meeting Date:	November 21, 2024
Agenda Item:	Complaints against a Board Member
Item Type:	Discussion
Administrator:	Cynthia Wright
Objective:	Review complaints filed against a Board member.

Background: The Board Chair received two complaints filed against a Board member. According to School Board Policy KL

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board in a Board meeting. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board shall decide in open session what action, if any, is warranted. A final written decision regarding the complaint shall be issued by the Board within 30 days of receipt of the complaint. The written decision of the Board will address each allegation in the complaint and reasons for the district's decision.

At this meeting, the Board Chair will share the complaints with the Board and the Board will determine next steps.

Additional Materials: [Policy KL](#)

Recommendation: Hear the complaints and determine next steps.

Suggested Motion: At the Board's discretion.



EXECUTIVE SUMMARY

Meeting Date:	November 21, 2024
Agenda Item:	Staff Assignment Report
Item Type:	Report
Administrator:	Janel Reed
Objective:	Approve new licensed and administrative staff.

Background:

Under current Board policy, one responsibility of the Board is to approve the hiring of licensed and administrative staff. The Staff Assignment Report includes that information, as well as any retirements or resignations.

Additional Materials: Staff Assignment Report

Recommendation: Administration recommends approval of the new hires.

Suggested Motion: A formal motion is not required if approved with the consent agenda.

**Medford School District Staff Assignment
School Board Meeting, November 21, 2024**

Recommendation for election to the position of Administrator for the 2024-25 school year:

Employee Name	School/Location	Position	University/College
Colburn, Robyn	McLoughlin	Assistant Principal	Southern Oregon University

Recommendation for election to the position of Temporary Teacher for the 2024-25 school year:

Employee Name	School/Location	Position	University/College
King, Lindsay	Wilson	Kindergarten	Southern Oregon University
Madera Reyes, Estefany	Hedrick	Health/PE	Southern Oregon University
Schilling, Dominique	Griffin Creek	Elementary - Grade 02	Western Governors University
Taylor, Mary	Howard	Kindergarten	University of Kansas
Tollmann, Rebecca	Jackson	Kindergarten	University of Laverne
Wilhoit, Austin	Oakdale	Dean	Western Governors University

Resignations:

Employee Name	School/Location	Position	Effective Date
Alvarado, Courtney	North Medford	Chemistry	10.30.2024
Sallee, Amanda	McLoughlin	PE/Health	12.20.2024
Stack, Sandra	Special Education	Assistant Director	11.22.2024

Retirements:

Employee Name	School/Location	Position	Effective Date
McGoffin, Mike	Jefferson	Kindergarten	06.06.2025



EXECUTIVE SUMMARY

Meeting Date:	November 21, 2024
Agenda Item:	Consideration for approval of minutes from previous meeting(s)
Item Type:	Minutes
Administrator:	Bret Champion, Jodi Fahy
Objective:	Approve meeting minutes

Background: School Board policies BDDG and BDDC indicate the Board shall provide for the taking of written minutes of all its meetings, and that the minutes shall be available to the public after approval by the Board.

Additional Materials: Draft minutes for the Board meeting held on October 17, 2024 and Lunch & Learn meeting held on October 22, 2024.

Recommendation: Approve the minutes included with the consent agenda.

Suggested Motion: A formal motion is not required if approved with the consent agenda.

Regular Meeting
Thursday, October 17, 2024 5:30 PM

Oakdale Middle School Room 230
815 S. Oakdale Ave.
Medford, OR 97501

Michelle Atkinson: Present
Lilia Caballero: Present
Kendell Ferguson: Present
Jeff Kinsella: Present
Suzanne Messer: Present
Michael Williams: Present
Cynthia Wright: Absent

A video recording of the Board meeting can be found on the district website at this link: <https://portal.stretchinternet.com/msbm> and the slide presentation can be viewed at this link: <https://meetings.boardbook.org/Meeting/Supplementals/1545?meeting=658156>

1. Call to Order / Pledge of Allegiance / Roll Call

Board Vice Chair Kendell Ferguson called the meeting to order at 5:30 PM and led the Pledge of Allegiance. Roll was called.

Vice Chair Ferguson welcomed the public, stated the district's vision statement, and read the public meeting civility standards for Medford School District (MSD) Board meetings.

2. Agenda Adjustments and Approval

Hearing no objections, the agenda was approved by unanimous consent.

3. Recognitions

3.a. AP Scholars

Superintendent Bret Champion introduced South Medford High School (SMHS) Principal Jon Lyons. Lyons provided a brief background of the Advanced Placement (AP) Scholar Program and the criteria for meeting the three different AP categories. Students were presented with certificates of recognition.

Lyons went on to share that shared SMHS was honored with the Bronze School Honor Roll and AP Access Award.

4. Recess

The meeting was briefly recessed in order to take pictures with those recognized.

5. Citizen Comments

Vice Chair Ferguson shared the citizen comment guidelines. The following patrons came forward to speak.

Sunny Spicer/Executive Director of Oregon Center for Creative Learning/Commended the

Board and administration for the supportive partnership and recognizing the importance of access to pre-school.

Paul Cynar/SMHS Teacher/Spoke regarding Board ethics and expressed his dissatisfaction with the outcome of the complaints filed against Board members.

Vice Chair Ferguson Kendell acknowledged receipt of a written comment from patron Tina Chasteen.

6. Items for Information & Discussion / Board Action Items

6.a. Division 22 Assurances

Deputy Superintendent Jeanne Grazioli directed attention to the Division 22 Assurances for 2023-2024 and was happy to report all 56 standards were met by the district. She explained the requirement to provide a report to the Community, post the report on the district website, and complete and submit the annual assurance form by November 15 to the Oregon Department of Education.

Board Directors put forth questions and comments regarding the essential skills compliance, meeting the special education requirements, and the process for determining if standards are met.

6.b. Personal Finance Requirement Waiver

MOTION: I move to approve the district to apply for a one year waiver of the personal finance graduation requirement. This motion, made by Suzanne Messer and seconded by Jeff Kinsella, Passed.

Roll call vote:

Messer: Yea, Caballero: Yea, Atkinson: Yea, Williams: Yea, Kinsella: Yea, Ferguson: Yea, Wright: Absent

**Yea: 6, Nay: 0, Absent: 1
Motion carried.**

6.c. Identify Budget Committee Vacancies

Vice Chair Ferguson directed attention to the executive summary listing the budget committee vacancies. It was determined that staff would move forward with posting the vacancies and application for the budget committee on the district website for the month of November.

6.d. School Board Policies - second reading

MOTION: I move to readopt the policies as presented in the October 17th policy packet. This motion, made by Suzanne Messer and seconded by Lilia Caballero, Passed.

Discussion: A discussion took place regarding Policy DJC – Bidding Requirements and clarifying the language for parent organizations when complying with the requirements.

Roll call vote:

**Kinsella: Yea, Williams: Yea, Caballero: Yea, Messer: Yea, Atkinson: Yea,
Ferguson: Yea, Wright: Absent**

Yea: 6, Nay: 0, Absent: 1

Motion carried.

6.e. School Board Policies - *first reading*

Board Directors reviewed the policies and administrative regulations and determined the policies would move forward for a second reading and approval at the November 21 Board meeting.

Board Directors requested grammatical edits and asked questions regarding the accommodations for students with long term absenteeism due to health reasons.

7. Consent Agenda

7.a. Staff Assignment Report

7.b. Minutes from previous Board meetings

Hearing no objections, the consent agenda was approved by unanimous consent.

8. Board Reports

Board Directors shared events they attended, which included the Hoover Jog-a-Thon; meeting with Rogue Community College President; visits to Oakdale Middle School, North Medford High School and McLoughlin Middle School; celebrated Custodian Appreciation Week; invited patrons to attend the discussion on the book *Anxious Generation*; suggested student tours of the Medford Police Department; and expressed concern with bullying and requested the Board place the topic on a future Board meeting agenda.

9. Announcements

9.a. October 22 - Lunch & Learn Meeting with Local Legislators at 12:00 PM - Rogue X

9.b. November 7 - Work Session has been canceled (Board will attend the OSBA Conference)

9.c. November 18 - Cell Phone Town Hall at 5:30 PM - NMHS Commons

Vice Chair Ferguson noted the upcoming Lunch & Learn Meeting, acknowledged the November 7 Work Session had been canceled, and invited patrons to attend the Cell Phone Town Hall on November 18.

10. Adjournment

There being no further business before the Board, the meeting was adjourned at 6:24 PM.

Chair of the District School Board
Medford School District 549C

ATTEST:

Superintendent-Clerk

DRAFT

Lunch & Learn Meeting
Tuesday, October 22, 2024 12:00 PM

City of Medford RogueX
901 Rossanley Drive
Room 121 & 123
Medford, OR 97501

Michelle Atkinson: Present
Lilia Caballero: Present
Kendell Ferguson: Present
Jeff Kinsella: Present
Suzanne Messer: Present
Michael Williams: Present
Cynthia Wright: Present

Also present: Senator Jeff Golden, Representative Kim Wallen, Representative Pam Marsh, Bret Champion, Jeanne Grazioli, Brad Earl, Natalie Hurd, Ron Havniear, and Jodi Fahy

1. Call to Order / Roll Call

Board Chair Cynthia Wright welcomed everyone to the meeting and thanked the legislators for attending. Roll was noted.

2. Legislative Update

Chair Wright provided an update on the Board's discussions and activities last school year around legislative priorities which included a subcommittee with members from Medford Education Association (MEA), Oregon School Employees Association (OSEA), district office staff and Board members. She shared the priorities as:

- Fund sustainable, high-quality public education
- Increase special education funding
- Stop passing unfunded mandates

Superintendent Bret Champion directed attention to a handout that highlighted the District At-A-Glance information, Celebrations and Challenges. He invited the legislators to attend the next Medford Unites and Veterans Memorial events.

Assistant Superintendent of Operations Brad Earl expressed appreciation for the legislator's availability and willingness to meet.

Board Director Jeff Kinsella arrived at 12:15 PM.

Earl spoke regarding funding challenges that included enrollment and birth rate declines; state school fund distribution/biennial budget; compensation costs (wage increases); property tax forecasting to model proposed governor's budget; special education funding/unfunded variance; unfunded mandate for unemployment benefits; and public employees retirement system (PERS) increases.

Questions were put forth by legislators and Board directors that included:

- Who determines student qualification for special education (process)?
- Is there a tiered structure for special education?
- How do we budget for different levels of service?
- Are we seeing an increase in the number of non-English first language students (newcomers)?
- Is the funding weighted for newcomers?

Earl shared the need for districts to have a marketing campaign as there is competition with home school models, charter and private schools. He went on to share the different schools of choice the district has to offer students and families.

The legislators asked how the district uses the Student Investment Account (SIA) funds and if there has been noticeable improvement as a result. Deputy Superintendent Grazioli shared there is still a learning gap as a result of the pandemic and decreased summer funding. She noted improvements in the graduation rate and attendance as a result of the additional attendance program staff.

A discussion took place regarding the district's new English language arts curriculum and the decision behind writing the curriculum in-house versus purchasing curriculum (textbooks). Board Chair Wright shared the district went through a curriculum audit that prompted the decision. Grazioli explained the costs of writing and training teachers to write curriculum that was funded using SIA funds.

Other topics of discussion included projecting PERS costs, wage increases, inflationary costs, increased unemployment costs, investing in behavioral health supports, security program costs (school resource officers (SRO) and marshals), and measuring student success.

Chair Wright concluded the meeting and thanked the legislators for attending.

3. Adjournment

The meeting was adjourned at 1:06 PM.