North Santiam School District
1155 N 3rd Ave - Stayton, OR 97383
www.nssd29j.org

2026-27 BOARD & STAFF
Board Chair, Mackenzie Strawn **Board Vice-Chair,** Alisha Oliver
Board Members: Mike Wagner, Erin Cramer, Mark Henderson, Coral Ford & Brunk Conley
Student Representatives to the Board, Amalia Bell & Aliya Maciel
Superintendent, Lee W. Loving
Director of Business & Fiscal Services, Rhonda Allen
Director of Human Resources, Danielle Blackwell
Director of Teaching & Learning, Nicole Duncan
Director of Special Programs, Melissa Glover
Director of Ancillary Services, John Barnes
Director of Operations & Facilities, Travis King
Superintendent/School Board Executive Assistant, Tonia Whisman

Access to the agenda and meeting materials can be located on the District website at
www.nssd29j.org > Board of Directors >Agendas/Meeting Minutes

NSSD Board of Directors Regular Session
Thursday, November 19, 2026 ~ 6:00 PM
NSSD District Office/Santiam Room, 1155 N 3rd Ave, Stayton, OR 97383
https://www.youtube.com/@northsantiamschooldistrict7812/streams

1. CALL REGULAR SESSION TO ORDER
6:00 pm (times for agenda items are estimated)

2. AGENDA APPROVAL
Changes to the agenda after posting on November 13, 2026 will be acknowledged:

Added Attachments-

RECOMMENDED MOTION-AGENDA APPROVAL
I move that the Board approve the agenda as modified.

3. CONSENT AGENDA

3.1. *Action: Approval of Meeting Minutes* 5
10.15.26 minutes-DRAFT 5

3.2. *Notice: Licensed Staff Retirement* 10

Retirements (Informational Only)
Randy Nyquist: SHS/PE & Coach

Nov 2026 Licensed Staff Report 10

3.3. *Action: Approval of Consent Agenda*

RECOMMENDED MOTION-CONSENT AGENDA

I move that the Board approve the Consent Agenda as [presented] [modified].

4. STUDENT BUSINESS: Amalia Bell/Aliya Maciel

6:05 pm

5. CITY COUNCIL LIAISON REPORTS:

6:10 pm

This standing agenda item is for reports from the Stayton, Sublimity and Lyons City Council Liaisons.

6. HUMAN RESOURCES REPORT: Danielle Blackwell

6:20 pm

6.1. 2025-26 Exit Summary Report 11

2025-26 Exit Interview Board Report ***11***

6.2. 2026-27 HR Dept Goals

7. BUSINESS & FISCAL SERVICES: Rhonda Allen

6:30 pm

7.1. Monthly Financial Report 13

Financial Board Report_Oct2026 ***13***

7.2. Sale Authorization of District Property 25

The Board will consider the request to declare the real property located at 404 N Evergreen Ave, Stayton, as no longer required for school purposes and approve the sale and conveyance.

Res. 111926A- Sale of Real Property ***25***

8. SUPERINTENDENT'S REPORT: Lee W. Loving

6:45 pm

9. LICENSED/CLASSIFIED UNION REPORTS: Union Reps.

6:55 pm

10. PUBLIC COMMENT

7:00 pm

11. RECESS

7:20 pm

12. POLICY UPDATES

7:25 pm

12.1. Second Readings 26

GBN/JBA-Sexual Harassment-revision (intro by Alisha)
BBE-Vacancies on the Board-replacement (intro by Mark)
BDDG-Recordings and Minutes of Board Meetings-replacement (intro by Coral)
BBE-Vacancies on the Board 10.15.26 ***26***
BBE-DELETE CURRENT Vacancies on the Board ***28***
BDDG-Recordings and Minutes of Board Meetings 10.15.26 ***30***
BDDG-DELETE CURRENT Minutes of Board Meetings ***32***
GBN_JBA-Sexual Harassment 10.15.26 ***34***

13. OSBA ELECTIONS 43
7:45 pm

The NSSD Board has the option to vote on an OSBA board member to represent the Marion region and to amend the OSBA bylaws. Votes are due by December 15, 2026.

POSSIBLE MOTION-BOARD OF DIRECTORS POSITION 11
I move that the Board [cast a yes vote] [abstain from voting] for Jennifer Parker for OSBA Board Position 11 in the Marion Region.

POSSIBLE MOTION-RESOLUTION TO AMEND OSBA BYLAWS
I move that the Board cast a [Yes - adopt] [No - do not adopt] vote to amend the 2024 OSBA bylaws.

OSBA Board Pos. 11-J Parker ***43***
Res to Amend 2024 OSBA Bylaws ***46***
2026 OSBA Election Info & Ballot ***64***

14. APPROVAL OF SUPT EVAL DOCUMENT & TIMELINE 65
7:55 pm

RECOMMENDED MOTION: SUPT EVAL TIMELINE & SCORING DOCUMENT

I move that the Board approve the 2026-27 Supt. Evaluation timeline and scoring document [as presented] [as modified].

Compiled_2026-27 Supt Eval ***65***
NSSD Timeline of Superintendent Evaluation 2026-27 ***80***

15. SCHOOL SPOTLIGHT DISCUSSION
8:00 pm
The Board will discuss the information they would like to receive during the school spotlight segments in the Jan-May board meetings.

16. BOARD REFLECTIONS/ANNOUNCEMENTS
8:10 pm

17. INFORMATION ONLY
8:20 pm

17.1. Willamette Career Academy Impact Summary 81
WCA 2026 Impact Summary ***81***

17.2. Field Trip Report **85**
Nov 2026 Field Trip Report ***85***

17.3. Student Enrollment **88**
Refer to the attachment for a breakdown by grade at each location and totals from previous months in the school year.
Mari-Linn: 170
Sublimity: 403
Stayton Elementary: 329
Stayton Intermediate/Middle: 446
Stayton High: 614
Locust Street Academy: 32
Stayton Virtual Academy: 49
Total: 2043 (2075 including PreK)
Nov 2026 Enrollment Totals ***88***

17.4. Future Agenda Items **90**
Agenda Items Annual Calendar rev 09.26 ***90***

17.5. Upcoming Board Events & Activities

*Discuss date for Options Academy building tour in December

December 17, 2026: Regular Session Board Meeting
6:00 pm ~ District Office/Santiam Meeting Room

January 21, 2027: Regular Session Board Meeting
6:00 pm ~ Stayton Intermediate/Middle School

18. EXECUTIVE SESSION PER ORS 192.660(2)(i) - Evaluate Chief Exec Officer
8:30 pm

19. ADJOURN
(estimated)

EQUAL OPPORTUNITY EMPLOYER

North Santiam School District
1155 N 3rd Ave - Stayton, OR 97383
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2026-27 Board of Directors
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Thursday, October 15, 2026 NSSD Board of Directors Regular Session
NSSD District Office/Santiam Room, 1155 N 3rd Ave, Stayton, OR 97383 ~ 6:00 PM
https://youtube.com/live/PLEUfnU63p8?feature=share

MINUTES - DRAFT
The times listed next to agenda items reflect the timestamp from the livestream video on YouTube.

1. **CALL REGULAR SESSION TO ORDER**
   The meeting was called to order at 6:00 pm. The Board Chair noted there were six members present for the meeting (Mark Henderson and Coral Ford attended virtually) and that Erin Cramer was absent with notice. Student Rep. Amalia Bell was also present, and Aliya Maciel was absent due to a scheduling conflict with athletics. The Board Chair then led everyone in the Pledge of Allegiance.

2. **AGENDA APPROVAL**
   Changes to the agenda after posting on October 9, 2026 were acknowledged:
   Added Agenda Item/Attachment-
   8.1-Pension Bond Resolution #101526A

   MOTION-AGENDA APPROVAL
   Motion that the Board approves the agenda as modified.
   Motion Made By: Alisha Oliver
   Vote: 6-0, motion passed

3. **APPROVAL OF MEETING MINUTES**
   MOTION-MINUTES APPROVAL
   Motion that the Board approves the 09.17.2026 meeting minutes as presented.

Motion Made By: Brunk Conley
Vote: 6-0, motion passed
09.17.26 minutes-DRAFT

4. **STUDENT BUSINESS: Amalia Bell (7:30)**
The presentation can be viewed at the link below:
SHS Board Presentation Oct 2026

5. **CITY COUNCIL LIAISON REPORTS:(12:05)**
Stayton: David Patty
Sublimity: Michael Taylor

6. **DISTRICT DESIGN GOALS (21:43)**
The department directors all shared one of their goals with the Board. The presentation can be viewed at the link below:
2026 - Department Goals - Presentation

7. **TEACHING & LEARNING REPORT: Nicole Duncan (43:20)**

October 2026 Teaching & Learning Board Report

7.1. Division 22 Assurances Report
Director Duncan reported on the district's compliance regarding the state standards set forth in OAR 581-022-2305, Division 22, for the 2025-26 school year. The district was in compliance with all standards.

7.2. Public Comment on Division 22 Report
There were no public comments regarding Division 22.

7.3. Adoption Postponement of PE Curriculum
Director Duncan's report also included a request to postpone the adoption of PE curriculum materials.

MOTION: CURRICULUM ADOPTION POSTPONEMENT
Motion that the Board approves the request to postpone the adoption of Physical Education instructional materials for implementation until the 2028-2029 school year.
Motion Made By: Brunk Conley
Vote: 6-0, motion passed

8. **BUSINESS & FISCAL SERVICES REPORT: Rhonda Allen (1:27:30)**
The statements include both actual revenues and expenditures from July 1through September 30, 2026, and projections through June 30, 2027. The projected General Fund Ending Fund Balance was $2,416,111, and the Contingency and Unappropriated Ending Fund Balance equaled $1,429,233. The presentation can be viewed at the links below:

Financial Board Report_Sept 2026
Financial Report Presentation- Sept 2026

She also noted the 2025-26 audit was completed earlier that day. She plans to have a representative from the auditing firm present the final report during the January 2027 meeting.

8.1. Pension Bond Resolution #101526A

Director Allen gave a brief overview of PERS and requested the Board's approval of the following resolution to position the district to lower its escalating pension contribution rates through a new side account, provided market conditions are favorable.

MOTION-RES#101526A

Motion that the Board authorizes NSSD's participation in the Oregon Education Districts Pension Bond Program as stipulated in Resolution #101526A.

Motion Made By: Brunk Conley

Vote: 6-0, motion passed

OED 2027 Pension Bonds Resolution #101526A

Oregon PERS, What School Districts Really Pay for Pensions

9. SUPERINTENDENT'S REPORT: Lee W. Loving (2:02:26)

Supt. Loving presented his monthly report, which can be viewed at the link below. His report included:

- Overview of pre-bond activities
- Summary of 3rd-party alternative education programs utilized by NSSD (by Director Glover)
- State budget and legislative outlook
- Culture & Belonging 2026-27 goals from each school
- Superintendent's 2026-27 goals

2026 Supt Board Meeting Report Presentation

10. LICENSED/CLASSIFIED UNION REPORTS: Union Reps.

There was no Licensed Union report.

11. PUBLIC COMMENT

There was no public comment.

12. RECESS (2:25:55-2:34:27)

The meeting was recessed from 8:20-8:29 pm.

13. POLICY UPDATES

13.1. Second Readings (2:35:05)

CBG-Eval of the Superintendent

CBG-Eval of the Supt 09.17.26

Motion to approve CBG as presented.

Motion Made By: Alisha Oliver

Vote: 6-0, motion passed

EBB-Integrated Pest Management

EBB-Integrated Pest Management 09.17.26

Motion to approve EBB as presented.

Motion Made By: Mackenzie Strawn

Vote: 6-0, motion passed

GBA-Equal Employment Opportunity

GBA-Equal Employment Opportunity 09.17.26

Motion to approve GBA with the removal of brackets in the last sentence.

Motion Made By:

Vote: 6-0, motion passed

JHCA-Immunization, School Sports Participation, Concussions and Other Brain Injuries
JHCA- Immunization, School Sports Participation, Concussions and Other Brain Injuries 10.15.26
JHCA_JHCB-delete current version
Motion to approve JHCA as presented.
Motion Made By: Mike Wagner
Vote: 6-0, motion passed

13.2. Clarification on Policy KNA-Immigration Enforcement on District Property (2:39:00)

During the 09/17/26 meeting, the Board requested further clarification of the term "Community-based service providers" during the approval process of new policy KNA. District staff provided the information they have collected from OSBA.

13.3. First Readings (2:42:20)

BBE-Vacancies on the Board-replacement
BBE-Vacancies on the Board 10.15.26
BBE-DELETE CURRENT Vacancies on the Board

BDDG-Recordings and Minutes of Board Meetings-replacement
BDDG-Recordings and Minutes of Board Meetings 10.15.26
BDDG-DELETE CURRENT Minutes of Board Meetings

GBN/JBA-Sexual Harassment-revision
GBN_JBA-Sexual Harassment 10.15.26

14. BOARD REFLECTIONS/ANNOUNCEMENTS (2:48:15)

Highlights included:

- Observations of those who attended pre-bond school tours
- Dedication of new flagpole at SHS football field
- Appreciation for the progress of SHS band since school started

15. INFORMATION ONLY

15.1. Field Trip Report

Oct 2026 Field Trip Report

15.2. Student Enrollment

Mari-Linn: 169
Sublimity: 400
Stayton Elementary: 332
Stayton Intermediate/Middle: 453
Stayton High: 628
Locust Street Academy: 32
Stayton Virtual Academy: 39
Total: 2053 (2085 including PreK)
Oct 2026 Enrollment Totals

15.3. Future Agenda Items

Agenda Items Annual Calendar rev 09.26

The Board agreed to meet on 11/2/26 for a Special Session to discuss potential bond packages.

15.4. Upcoming Board Events & Activities

Info was included in the meeting materials.

16. ADJOURN

The meeting was adjourned at 8:49 pm.

The North Santiam School District shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, national origin, gender identity (including gender expression), sexual orientation, disability, marital status or age or because of the race, color, religion, sex, national origin, disability, marital status or age of any other persons with whom the individual associates.

ACTION REQUIRED			
NEW HIRES		**SCHOOL**	**NOTE**
EXISTING STAFF/NEW POSITIONS		**SCHOOL**	**NOTE**
EXISTING STAFF/NEW APPOINTMENT		**SCHOOL**	**NOTE**
FYI			
TRANSFERS			
NEW HIRES	**DOH**	**SCHOOL**	**NOTE**
RESIGNATIONS	**DOT**	**SCHOOL**	**NOTE**
RETIREMENTS	**DOR**	**SCHOOL**	**NOTE**
Randy Nyquist	9/30/2026	SHS	PE Teacher, Football Coach; workback for remainder of year
LEAVE OF ABSENCE	**DOL**	**SCHOOL**	**NOTE**



North Santiam School District

2025-26 EXIT INTERVIEW DATA

Overview:
At the beginning of the 2025-26 school year, the District employed 318 staff members. Twenty-seven employees left the District from August 2025 through July 2026. This number does not include those who were temporarily assigned or transferred to other positions.

- Overall Retention Rate: 92% [2024-25 rate 88%]
- Voluntary Turnover: 22 (7% of total staff) [2024-25 was 8.5% of total staff]
- Involuntary Turnover (funding cuts/terminations): 5 (2% of total staff) [2024-25 was 3.4% of total staff]

Demographics of Staff Who Exited:
(August 2025- July 2026)

Breakdown by Job Category:
- Licensed: 9
- Director: 2
- Classified: 16

Longevity of Service:

Fewer than 3 years: 6
3-5 years: 8
6-10 years: 6
10-15 years: 2
More than 15 years: 5

Overall Experience with the District:
(25 responses)
- Excellent (16) 64%
- Good (7) 28%
- Fair (2) 8%
- Poor (0)

Note: Combined Positive Rating of 92% (Excellent & Good)

Would recommend District:
(25 responses)
- Yes (21) 83%
- Unsure (4) 17%

Primary Motivations for Leaving:
(25 responses)

- Retirement (5)
- Personal reasons not related to my experience in this position (9)
- Dissatisfaction with position or the specific school or location where I work (3)
- Advancement in career/position change within education (5)
- Lack of adequate childcare, taking position closer to family, or seeking higher salary/benefits (3)

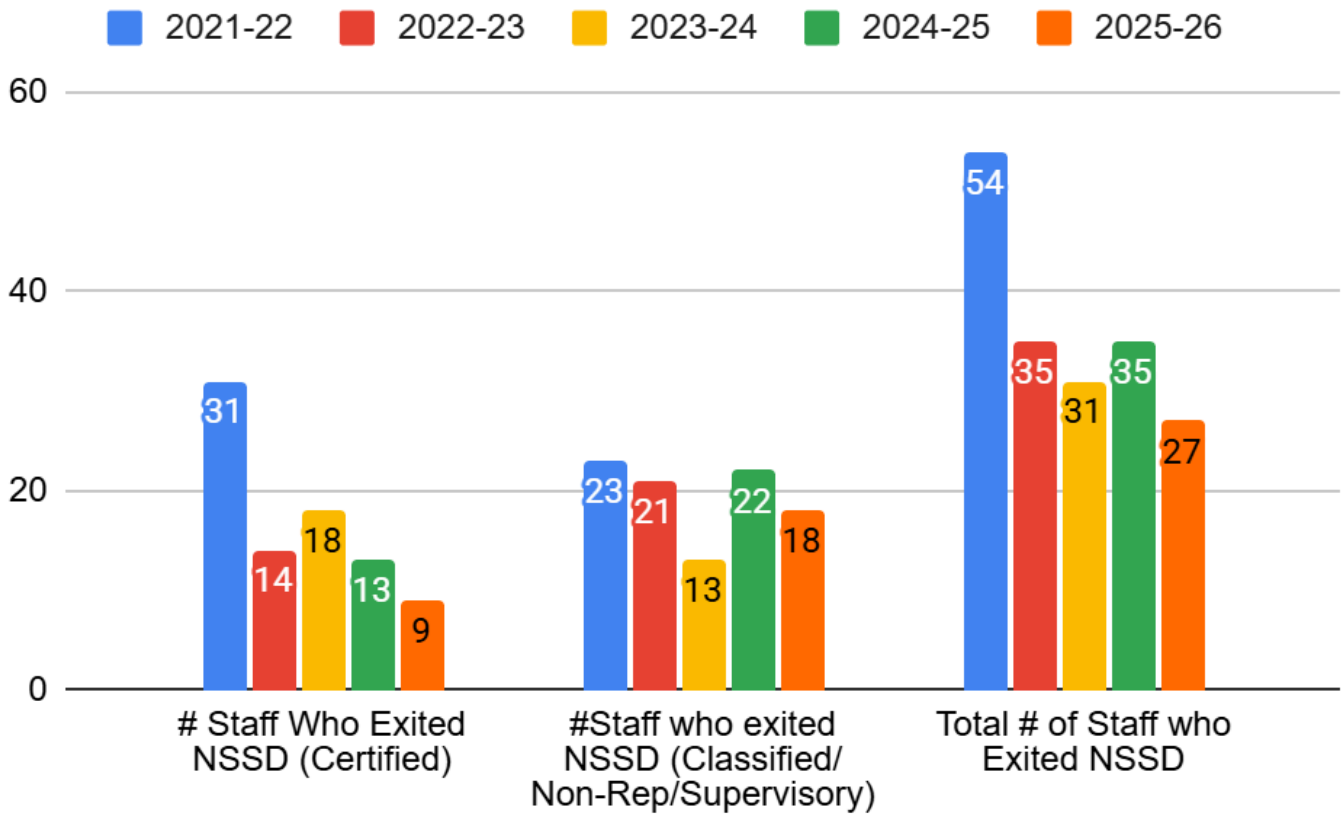
Plans for the Future:
(25 responses)

- Work for another Oregon School District (9)
- Retiring (5) - no plans to work
- Taking a position outside education (6)
- Not decided (5)

Positive Trends:
Staff highlighted strong student relationships, supportive peers, and positive school culture as meaningful aspects of their time with the district.

Suggestions for Improvement:
Themes included the need for more competitive pay and benefits, greater support in behavior management, stronger mentorship for new staff, and childcare/flexibility options.

Five-Year Data:



Note: 5 retirees in 2025-26

North Santiam School District 29J

Serving Lyons, Mehama, Stayton, and Sublimity

MEMORANDUM

TO: North Santiam SD Board of Directors
FROM: Rhonda Allen, Director of Business and Fiscal Services
DATE: November 10, 2026
SUBJECT: Financial Statement as of October 31, 2026

Attached for your review are the financial statements for the 2026-27 fiscal year, covering the period through October 31, 2026.

Key Highlights:

- **General Fund:** The statements include both actual revenues and expenditures from July 1 through October 31, 2026 and projections through June 30, 2027.
  - The projected General Fund Ending Fund Balance is $2,541,966.
  - Contingency and Unappropriated Ending Fund Balance equal $1,429,233.

- **Investments:** The district's investments, held in the Local Government Investment Pool, total $14,498,052 and yielded a return of 4.11% through October 31, 2026.

The financial packet includes the following statements:

- General Fund Statement of Revenues Budget vs. Actual
- General Fund Statement of Expenditures Budget vs. Actual
- Food Service Actuals to Budget
- Total Appropriations for the Fiscal Year
- Grant Funds and Special Revenue Funds
- Donations Report

Please let me know if you have any questions or concerns regarding these statements.

NORTH SANTIAM SCHOOL DISTRICT 29J
FISCAL YEAR 2026-27, AS OF 10/31/2026

GENERAL FUND
STATEMENT OF BUDGET REVENUE VS. ACTUAL

	2026-27 Budget	Actual YTD Rev. 10/31/2026	Projected Revenue 6/30/2027	Total Estimated 2026-27
1000 Revenue From Local Sources				
1111 Current Year's Taxes	8,253,000	-	8,253,000	8,253,000
1112 Prior Year's Taxes	145,000	32,772	110,791	143,563
1114 Payments in Lieu of Property Taxes	20,000	-	116	116
1190 Interest Earnings	-	-	-	-
1200 Revenue from Local Gov't	-	-	-	-
1510 Interest on Investments	700,000	221,985	478,015	700,000
1700 Fees	27,000	13,515	9,928	23,443
1910 Rentals	8,000	3,090	6,540	9,630
1920 Donations	-	-	-	-
1960 Recovery of Prior Year Funds	-	50		50
1980 Fees Charged to Grants	140,000	-	208,834	208,834
1990 Miscellaneous	10,000	4,353	5,647	10,000
Total Revenue From Local Sources	**$ 9,303,000**	**275,765**	**9,072,870**	**9,348,636**
2000 Revenue from Intermediate Sources				
2101 County School Funds	19,500	-	19,500	19,500
2102 General Education Service District Funds	-	-	-	-
2199 Other Intermediate Sources		-	-	-
2800 Revenue in Lieu of Taxes	-	1,465		1,465
Total Revenue from Intermediate Sources	**$ 19,500**	**1,465**	**19,500**	**20,965**
3000 Revenue From State Sources				
3101 State School Fund—General Support	20,046,378	8,388,994	11,746,815	20,135,809
3103 Common School Fund	301,151	-	311,856	311,856
3104 State Managed County Timber	2,000	-	2,000	2,000
3107 State School Fund High Cost Disability	45,000	-	45,000	45,000
Total Revenue From State Sources	**$ 20,394,529**	**8,388,994**	**12,105,671**	**20,494,665**
4000 Revenue From Federal Sources		-		
4801 Federal Forest Fees	5,000	-	5,000	5,000
Total Revenue From Federal Sources	**$ 5,000**	**-**	**5,000**	**5,000**
5000 Revenue From Other Sources				
5200 Interfund Transfers	109,000	-	109,000	109,000
5400 Beginning Fund Balance**	5,000,000	5,188,221		5,188,221
Total Revenue From Other Sources	**$ 5,109,000**	**5,188,221**	**109,000**	**5,297,221**
Total Resources	**$ 34,831,029**	**$ 13,854,446**	**$ 21,312,041**	**35,166,487.13**

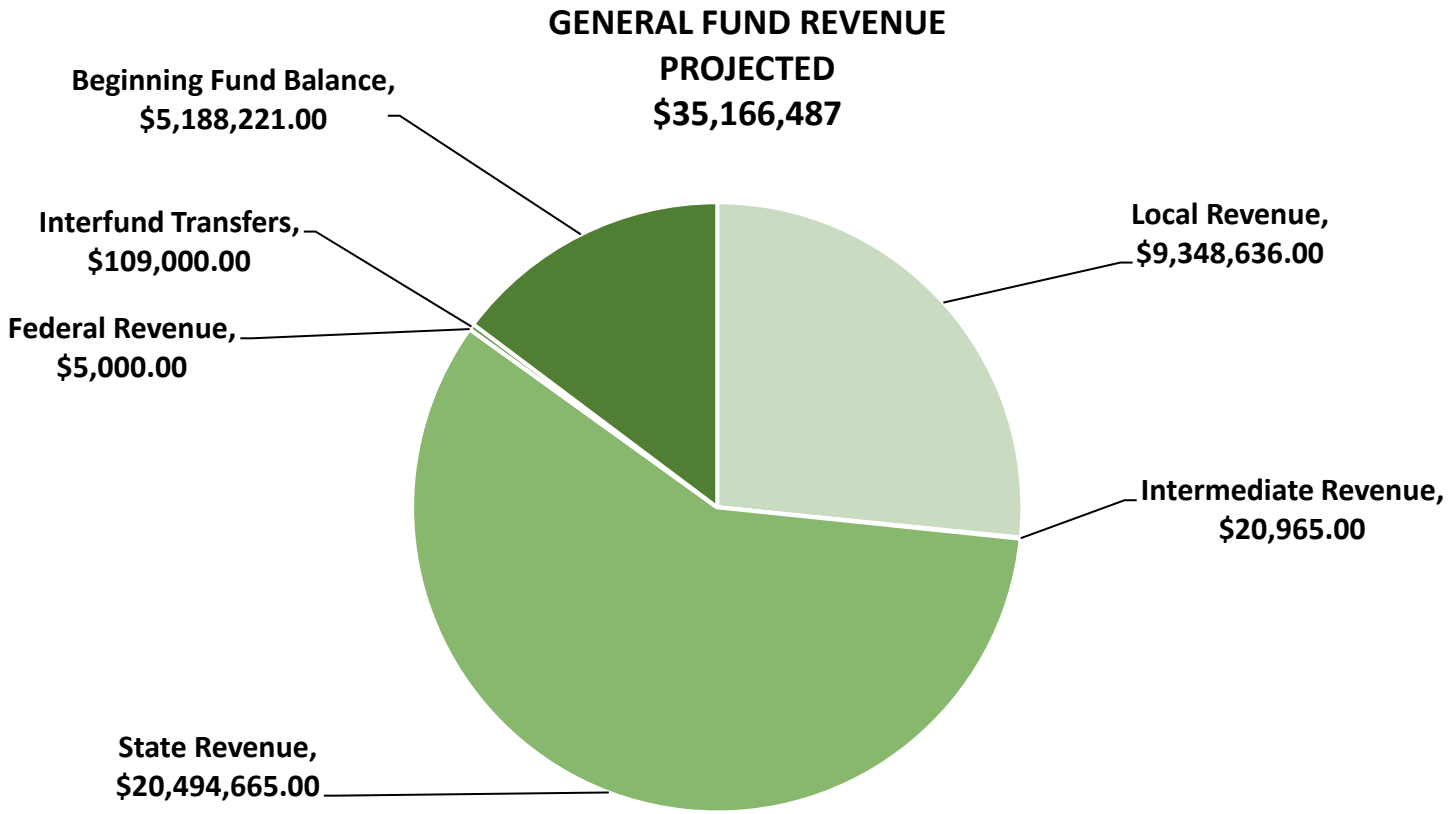
Less Estimated Requirements	**$ 31,195,298**
Estimated Ending Fund Balance	***$ 3,971,189***
Less Contingency & UEFB	***$ 1,429,223***
Estimated Ending Fund Balance	***$ 2,541,966***

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NORTH SANTIAM SCHOOL DISTRICT 29J
FISCAL YEAR 2026-27, AS OF 10/31/2026

GENERAL FUND
REVENUE PROJECTIONS

Funding Source	Budget	Actuals	Projected	Total Estimated
Local Revenue	$9,303,000.00	275,765	$9,072,870.49	$9,348,636.00
Intermediate Revenue	$19,500.00	1,465	$19,500.00	$20,965.00
State Revenue	$20,394,529.00	8,388,994	$12,105,671.00	$20,494,665.00
Federal Revenue	$5,000.00	-	$5,000.00	$5,000.00
Interfund Transfers	$109,000.00	-	$109,000.00	$109,000.00
Beginning Fund Balance	$5,000,000.00	5,188,221	$0.00	$5,188,221.00



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NORTH SANTIAM SCHOOL DISTRICT 29J
FISCAL YEAR 2026-27, AS OF 10/31/2026

GENERAL FUND
EXPENDITURE PROJECTIONS

Expenditure Functions	2026-27 Budget	Actual YTD EXP 10/31/2026	Projected Expenditures 6/30/2027	Total Estimated 2026-27	(Over)/ Under Budget
1000 Instruction					
1111 Elementary, K-5 or K-6	6,165,970	945,275	4,896,435.08	5,841,710	324,260
1120 AVID Instruction	4,375	34	1,808.09	1,842	2,533
1121 Middle/Junior High Programs	3,512,749	553,581	2,959,168.03	3,512,749	-
1122 Middle/Junior High School Extracurricular	182,655	48,831	116,659.26	165,490	17,165
1131 High School Programs	3,557,115	530,370	2,791,918.41	3,322,288	234,827
1132 High School Extracurricular	896,570	249,268	614,230.33	863,498	33,072
1220 Restrictive Pgms for Students w/Disabilities	2,212,633	342,108	1,712,299.25	2,054,407	158,226
1223 Transitions	500	-	500.00	500	-
1250 Programs for Students w/Severe Disabilities	1,383,906	184,593	965,741.56	1,150,334	233,572
1271 Remediation	571,064	95,915	495,351.96	591,267	(20,203)
1272 Title I-A	109,134	23,538	107,288.57	130,826	(21,692)
1281 Alternative Education High School	124,000	3,317	51,562.45	54,879	69,121
1285 District Options Academy	601,568	103,108	435,865.38	538,973	62,595
1291 English Second Language Programs	604,257	85,251	419,664.26	504,915	99,342
1292 Teen Parent Program	6,100	-	900.00	900	5,200
1460 Summer School, Middle/Jr High	800	-	800.00	800	-
Total Instruction	**$ 19,933,396**	**$ 3,165,187**	**$ 15,570,193**	**$ 18,735,380**	**$ 1,198,016**
2000 Support Services					
2111 Safety and Security Direction	$20,316.00	6,331	13,984.51	20,316	$0.00
2115 Student Safety	$119,220.00	31,972	87,495.87	119,468	(248)
2119 Attendance and Social Work Services	$75,486.00	18,956	57,478.53	76,434	(948)
2120 Guidance Services	$233,315.00	43,494	173,302.54	216,796	16,519
2134 Nurse Services	$310,017.00	95,554	214,462.61	310,017	-
2139 Other Health Services	$4,200.00	435	1,450.68	1,886	2,314
2142 Psychological Testing Services	$4,000.00	712	2,967.11	3,679	321
2143 Behavior Specialists	$0.00	486	-	486	(486)
2152 Speech Pathology Services	$143,548.00	37,358	175,479.43	212,838	(69,290)
2190 Service Direction, Student Support Services	$511,573.00	119,198	392,375.43	511,573	-
2210 Teaching and Learning	-	136	-	136	(136)
2211 Teaching and Learning Service Area Direction	$410,249.00	149,734	301,540.38	451,274	(41,025)
2213 Curriculum Development	$108,550.00	15,931	19,479.22	35,410	73,140
2219 Other Improvement of Insturction Svcs	$1,800.00	-	15.29	15	1,785
2220 Educational Media Services	$324,197.00	65,857	258,339.91	324,197	-
2240 Instructional Staff Development	$74,856.00	14,370	39,014.75	53,385	21,471
2310 Board of Educatin Services	$130,575.00	19,648	83,131.94	102,780	27,795
2320 Executive Administration Services	$695,569.00	160,754	358,998.37	519,752	175,817
2410 Office of the Principal Services	$2,800,195.00	819,939	1,847,944.01	2,667,883	132,312
2510 Direction of Business Support Services	$243,664.00	80,501	150,447.02	230,948	12,716
2520 Fiscal Services	$448,352.00	156,146	292,206.16	448,352	-
2528 Risk Management Services	$535,000.00	516,119	28,188.00	544,307	(9,307)
2541 Maintenance & Facilities Service Area Direction	$161,047.00	65,666	130,254.01	195,920	(34,873)
2542 Care and Upkeep of Buildings Services	$2,779,288.00	747,139	1,643,442.72	2,390,582	388,706

NORTH SANTIAM SCHOOL DISTRICT 29J
FISCAL YEAR 2026-27, AS OF 10/31/2026

GENERAL FUND
EXPENDITURE PROJECTIONS

Expenditure Functions	2026-27 Budget	Actual YTD EXP 10/31/2026	Projected Expenditures 6/30/2027	Total Estimated 2026-27	(Over)/ Under Budget
2543 Care and Upkeep of Grounds Services	$169,022.00	50,748	100,935.70	151,683	17,339
2546 Other Property Services	$10,200.00	-	10,200.00	10,200	-
2549 Other Operation and Maintenace Services	$34,037.00	-	28,896.89	28,897	5,140
2550 Student Transportation Services	$1,348,354.00	187,703	1,160,650.85	1,348,354	-
2558 Special Education Transportation Services	$250,000.00	55,653	194,346.65	250,000	-
2630 Information Services	$82,918.00	21,849	62,381.19	84,230	(1,312)
2640 Staff Services	$276,256.00	88,344	187,911.92	276,256	-
2641 Human Resources Service Area Direction	$256,050.00	86,907	169,142.64	256,050	-
2649 Other Staff Services	$0.00	112	-	112	(112)
2660 Technology Services	$895,356.00	306,633	298,433	605,065	290,291
Total Support Services	**$ 13,457,210**	**$ 3,964,385**	**$ 8,484,897**	**$ 12,449,282**	**$ 1,007,928**
3000 Enterprise and Community Services		-			
3360 Welfare Activities Services	1,000	-	856.65	857	143
Total Enterprise and Community Services	**$ 1,000**	**$ -**	**$ 857**	**$ 857**	**$ 143**
5000 Other Uses					17
5110 Long Term Debt Service	-	-	-	-	-
5200 Transfers of Funds	10,200	-	9,779.43	9,779	421
Total Other Uses	**$ 10,200**	$ -	**$ 9,779**	**$ 9,779**	**$ 421**
6000 Contingencies		-			
6110 Operating Contingency	499,223	-	-		499,223
Total Contingencies	**$ 499,223**	**$ -**	**$ -**	**$ -**	**$ 499,223**
7000 Unappropriated Ending Fund Balance					
7000 Unappropriated Ending Fund Balance	930,000	-	-	-	930,000
Total Unappropriated Ending Fund Balance	**$ 930,000**	**$ -**	**$ -**	**$ -**	**$ 930,000**

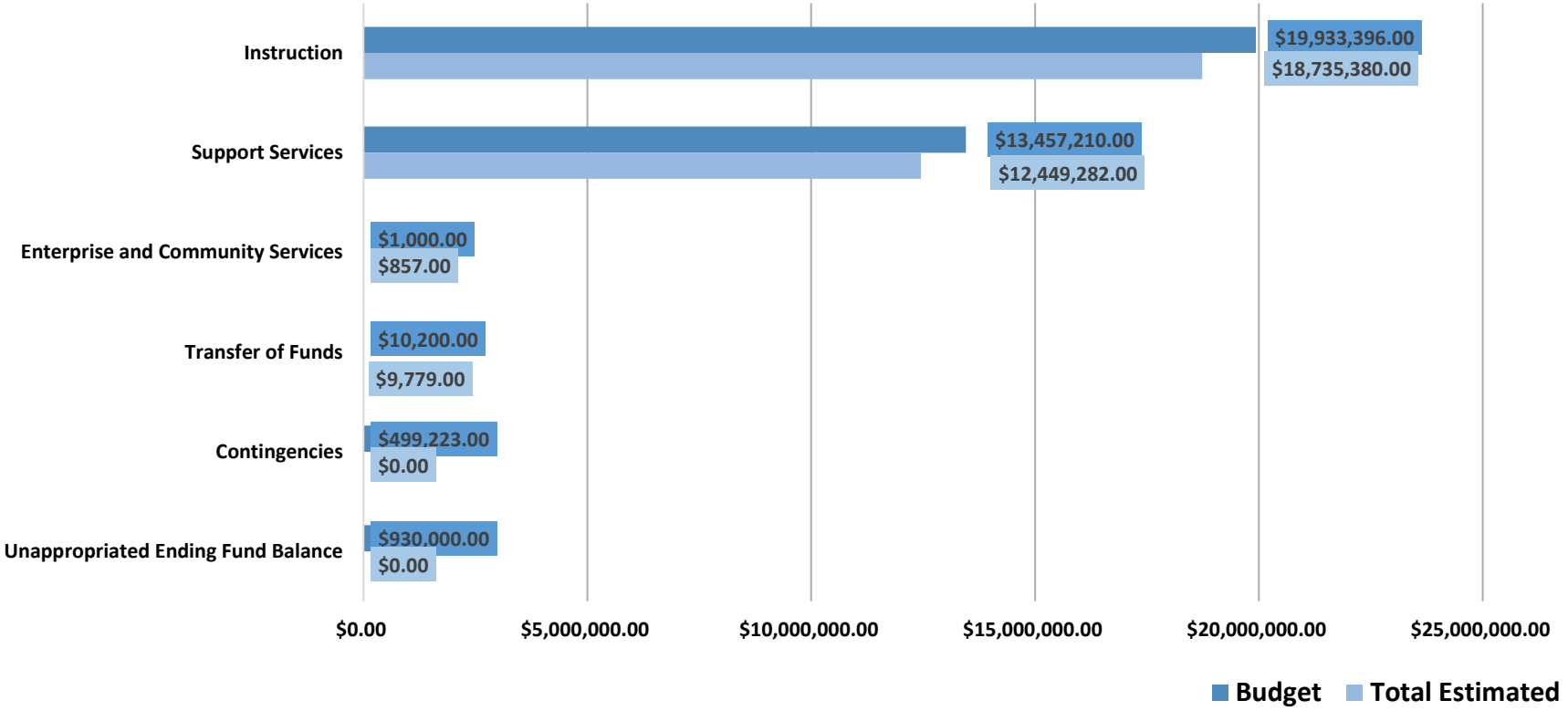
NORTH SANTIAM SCHOOL DISTRICT 29J
FISCAL YEAR 2026-27, AS OF 10/31/2026

GENERAL FUND

GENERAL FUND EXPENDITURES VS ACTUALS

General Fund Expenditures	Budget	Actuals	Projected	Total Estimated
Instruction	$19,933,396.00	$3,165,187.44	$15,570,192.63	$18,735,380.00
Support Services	$13,457,210.00	$3,964,384.77	$8,484,896.98	$12,449,282.00
Enterprise and Community Services	$1,000.00	$0.00	$856.65	$857.00
Transfer of Funds	$10,200.00	$0.00	$9,779.43	$9,779.00
Contingencies	$499,223.00	$0.00	$0.00	$0.00
Unappropriated Ending Fund Balance	$930,000.00	$0.00	$0.00	$0.00

GENERAL FUND: BUDGET VS. TOTAL ESTIMATED EXPENDITURES: $31,195,298



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FOOD SERVICE
STATEMENT OF BUDGET REVENUE AND EXPENDITURES VS. ACTUAL

	2026-27 Budget	Actual as of 10/31/2026	Encumbered as of 10/31/2026	Total	(Over)/Under Budget
REVENUE					
1610/1620 Daily Sales	27,000	12,583	14,417	27,000	-
1630 Special Functions	-	-	-	-	
1920 Donations	-	-	-	-	-
1940 Services Provided Other LEA's	11,952	1,500	10,452	11,952	-
1990 Miscellaneous Revenue	1,000	-	1,000	1,000	-
3299 State Breakfast/Lunch SSA	315,000	41,292	307,008	348,300	(33,300)
4500 CEP Incentive	-	-	-	-	-
4513 NSLP Breakfast	310,000	35,134	317,466	352,600	(42,600)
4515 NSLP Lunch	665,000	71,028	634,172	705,200	(40,200)
4519 Farm to School	15,000	-	15,000	15,000	-
4525 Summer Food	15,000	24,405		24,405	(9,405)
4910 USDA Commodities	105,000	-	105,000	105,000	-
5200 Interfund Transfers	10,200	-	10,200	10,200	-
5400 Beginning Fund Balance	9,500	(112,687)		(112,687)	122,187
TOTAL REVENUE	**$ 1,484,652**	**$ 73,256**	**$ 1,414,714**	**$ 1,487,970**	**$ (3,318)**
EXPENDITURES					
Enterprise and Community Services					
3100-100 Salaries	446,184	95,652	367,508	463,160	(16,976)
3100-200 Payroll Costs	382,613	69,854	305,698	375,552	7,061
3100-300 Contracted Services	7,660	5,297	1,430	6,727	933
3100-410 Supplies and Materials	38,500	12,683	25,602	38,285	215
3100-411 Fuel	587	134	453	587	-
3100-415 USDA Commodities	105,000	-	105,000	105,000	-
3100-450 Food	487,318	150,932	288,715	439,647	47,671
3100-460 Non-Consumable	3,500	799	2,451	3,250	250
3100-470 Computer Software	9,120	9,119	-	9,119	1
3100-480 Computer Hardware	-	-	-	-	-
3100-540 Equipment Replacement	-	-	-	-	-
3100-640 Dues and Fees	4,170	4,293	-	4,293	(123)
TOTAL EXPENDITURES	**1,484,652**	**$ 348,762**	**$ 1,096,858**	**$ 1,445,619**	**$ 39,033**
			FOOD SERVICE EST EFB	**$ 42,351**	

NORTH SANTIAM SCHOOL DISTRICT 29J
FISCAL YEAR 2026-27, AS OF 10/31/2026

APPROPRIATIONS
BUDGET VS. ACTUAL

		Appropriations	YTD	Encumbrances	Totals	Resolutions	(Over)/Under Budget
General Fund (100)							
1000 Instruction		19,933,396	3,165,187	14,357,204	17,522,391		2,411,005
2000 Support Services		13,457,210	3,964,385	7,843,755	11,808,140		1,649,070
3000 Community Services		1,000	-	-	-		1,000
5200 Transfers		10,200	-	-	-		10,200
6000 Contigency		499,223	-	-	-		499,223
	Sub Total	**$ 33,901,029**	**$ 7,129,572**	**$ 22,200,959**	**$ 29,330,531**	**$ -**	**$ 4,570,498**
Special Revenue Funds (200)							
1000 Instruction		2,912,282	549,880	1,534,637	2,084,517		827,765
2000 Support Services		4,058,232	835,768	1,554,663	2,390,432		1,667,800
3000 Community Services		175,969	17,341	61,402	78,743		97,226
4000 Facilities Acquisition		200,000	-	-	-		200,000
5200 Transfers		189,000	-	-	-		189,000
6000 Contigency		2,625,366	-	-	-		2,625,366
	Sub Total	**$ 10,160,849**	**$ 1,402,990**	**$ 3,150,702**	**$ 4,553,692**	**$ -**	**$ 5,607,157**
Food Service Funds (299)							
3000 Community Services		1,484,652	348,762	991,858	1,340,619	-	144,033
	Sub Total	**$ 1,484,652**	**$ 348,762**	**$ 991,858**	**$ 1,340,619**	**$ -**	**$ 144,033**
PERS Bond Debt Service (310.321.375)							
5100 Debt Service		5,585,000	-	5,578,096	5,578,096	-	6,904
6000 Contigency		1,450,403	-	-	-	-	1,450,403
	Sub Total	**$ 7,035,403**	**$ -**	**$ 5,578,096**	**$ 5,578,096**	**$ -**	**$ 1,457,307**
Facilities (400,401,420,425,426,430,448)							
1000 Instruction Services		60,000	-	-	-		60,000
2000 Support Services		585,640	32,200	10,980	43,180		542,460
4000 Facilities Acquisition		2,407,820	14,058	120,466	134,524		2,273,296
5110 Debt Service		-	-	-	-		-
6000 Contingency		569,000	-	-	-		569,000
	Sub Total	**$ 3,622,460**	**$ 46,258**	**$ 131,446**	**$ 177,704**	**$ -**	**$ 3,444,756**
Internal Service Funds (600)							
2000 Support Services		151,200	90,122	420	90,542		60,658
6000 Contingency		779,940	-	-	-		779,940
	Sub Total	**$ 931,140**	**$ 90,122**	**$ 420**	**$ 90,542**	**$ -**	**$ 840,598**
Trust and Agency Fund (700)							
2000 Support Services		11,348	4,000	-	4,000	-	7,348
6000 Contingency		38,050	-	-			38,050
	Sub Total	**$ 49,398**	**$ 4,000**	**$ -**	**$ 4,000**	**$ -**	**$ 45,398**
Total Appropriations		**57,184,931**	**9,021,704**	**32,053,481**	**41,075,185**	**-**	**16,109,746**
Total Unappropriated		**930,000**	**-**	**-**	**-**	**-**	**930,000**
APPROPRIATION TOTAL		**$ 58,114,931**	**$ 9,021,703.54**	**$ 32,053,481.41**	**$ 41,075,184.95**	**$ -**	**$ 17,039,746**

MONTHLY GRANTS & SPECIAL REVENUE BOARD REPORT

Financial Snapshot & Status Summary | Reporting Period Current

TOTAL GRANT FUNDING	TOTAL COMMITTED	GRANT BALANCES REMAINING	% OVERALL COMMITTED	SPECIAL REVENUE BALANCE
$5,403,661	**$4,456,227**	**$947,434**	**82.5%**	**$3,574,115**
Sum of all active grant allocations	*Total YTD spent + encumbered*	*Available remaining grant budget*	*Overall grant funds utilized*	*Ending fund balance across reserves*

EXECUTIVE HIGHLIGHTS & BOARD SUMMARY

1. High Grant Commitments Grants are currently 82.5% committed overall across all categories.

2. Student Investment Act SIA (Fund 251) represents the largest single grant ($2.17M), with 77.9% ($2,029,937) spent or encumbered to date.

3. Federal Grants Shortfall Title I-A and IDEA 611 reflect a combined federal funding deficit of $97,816 which will be absorbed by the General Fund or SIA.

4. Special Revenue / Reserves Reserve funds remain strong with $3,447,245 total fund balance, including $2,439,104 in PERS Reserve and $1,006,349 in Textbook Reserve.

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SPECIAL REVENUE FUNDS: GRANTS DETAIL

Detailed allocation, expenditure, encumbrance, and remaining grant balance breakdown

Fund Code & Name	26-27 Allocation	YTD Expended	Encumbrances	Total Committed	Grant Balance	% Committed	Status / Notes
215: Title IV	$44,249.18	$3,421.37	$5,004.83	$8,426.20	$35,822.98	19.0%	
219: Title III	$15,452.41	$711.54	$0.00	$711.54	$14,740.87	4.6%	
221: IDEA 611	$509,850.46	$91,557.97	$480,181.29	$571,739.26	-$61,888.80	112.1%	
222: Carl Perkins CTE	$6,800.00	$0.00	$541.32	$541.32	$6,258.68	8.0%	
227: Title I-A	$490,273.00	$88,892.52	$437,308.21	$526,200.73	-$35,927.73	107.3%	
228: Title II-A	$64,000.00	$17,835.43	$23,496.56	$41,331.99	$22,668.01	64.6%	
232: Outdoor School	$90,259.37	$80,472.42	$1,238.35	$81,710.77	$8,548.60	90.5%	
243: Misc Grants	$40.00	$0.00	$0.00	$0.00	$40.00	0.0%	
247: IDEA 619	$2,472.08	$0.00	$0.00	$0.00	$2,472.08	0.0%	
251: Student Investment Act (Yrs 1&2)	$2,607,484.86	$694,818.79	$1,335,118.56	$2,029,937.35	$577,547.51	77.9%	
252: High School Success (Yrs 1&2)	$750,673.84	$190,985.14	$329,059.47	$520,044.61	$230,629.23	69.3%	
255: Preschool Promise (Yrs 1&2)	$587,168.22	$101,017.87	$374,439.24	$475,457.11	$111,711.11	81.0%	
259: Career Pathways Program	$5,615.43	$0.00	$2,724.00	$2,724.00	$2,891.43	48.5%	
274: SIA - EIIS	$8,017.32	$8,017.32	$0.00	$8,017.32	$0.00	100.0%	
275: Oregon Community Foundation	$1,000.00	$0.00	$0.00	$0.00	$1,000.00	0.0%	
276: OSU Grant	$0.00	$0.00	$0.00	$0.00	$0.00	0.0%	
279: Early Literacy Grant	$148,599.18	$26,639.91	$92,745.17	$119,385.08	$29,214.10	80.3%	
283: PEEK Grant	$70,000.00	$6,955.83	$63,044.17	$70,000.00	$0.00	100.0%	
289: Unified Sports	$1,706.00	$0.00	$0.00	$0.00	$1,706.00	0.0%	
TOTAL GRANTS	**$5,403,661.35**	**$1,311,326.11**	**$3,144,901.17**	**$4,456,227.28**	**$947,434.07**	**82.5%**	

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SPECIAL REVENUE FUNDS: LOCAL RESERVES & OTHER

Beginning balance, YTD revenues, YTD expenses/encumbrances, and ending fund balances

Fund Code & Name	26-27 Beginning Fund Bal	YTD Revenue	YTD Exp / Enc	Ending Fund Balance	Notes & Purpose
201: Board Reserve	$1,791.07	$0.00	$0.00	$1,791.07	Board Reserve
202: Textbook Reserve	$1,006,349.53	$0.00	$0.00	$1,006,349.53	Textbook Adoption Reserve
205: CTE Construction House	-$9,878.81	$0.00	$1,464.76	-$11,343.57	Student Construction House
230: Technology Services	$28,602.00	$35,620.00	$0.00	$64,222.00	Technology Program Funds
240: E-Rate Category 1	$0.00	$0.00	$0.00	$0.00	E-Rate Category 1
244: E-Rate Category 2	$11,894.97	$0.00	$22,004.00	-$10,109.03	E-Rate Category 2
249: SB 1149	$0.00	$21,165.17	$0.00	$21,165.17	Energy Effeciency Funds/SB1149
278: Communication/Community Engagement	$39,081.12	$0.00	$0.00	$39,081.12	Community Outreach Activities
280: Homeless Support	$16.90	$0.00	$0.00	$16.90	McKinney-Vento Support
281: PERS Increase Reserve	$2,276,844.88	$162,259.53	$0.00	$2,439,104.41	PERS Reserve
284: SHS Athletic Improvement Fund	$23,607.87	$4,968.16	$4,739.00	$23,837.03	Athletic Activities
TOTAL SPECIAL REVENUE	**$3,378,309.53**	**$224,012.86**	**$28,207.76**	**$3,574,114.63**	

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NORTH SANTIAM SCHOOL DISTRICT 29J
FISCAL YEAR 2026-27, AS OF 10/31/2026

DISTRICT DONATIONS
YTD: September 30, 2026

PROGRAM	SCHOOL		AMOUNT
Matthew Unrein Memorial Foundation	Stayton Middle School	$	3,000.00
Athletics: Cheer	Stayton High School	$	1,000.00
Athletics: Cross Country	Stayton High School	$	100.00
Athletics: Equestrian	Stayton High School	$	20.00
Athletics: Football	Stayton High School	$	180.00
Athletics: Girls Soccer	Stayton High School	$	5,250.00
Athletics: Volleyball	Stayton High School	$	285.00
Eagle Care Center	Stayton High School	$	3,500.00
WE Fund	Stayton High School	$	2,400.00
	TOTAL DONATIONS	**$**	**15,735.00**

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RESOLUTION NO. 111926A

DECLARING REAL PROPERTY AT 404 N EVERGREEN AVE, STAYTON, OREGON, NO LONGER REQUIRED FOR SCHOOL PURPOSES AND AUTHORIZING THE SALE AND CONVEYANCE THEREOF

WHEREAS, North Santiam School District 29J owns the real property located at **404 N Evergreen Ave, Stayton, OR 97383** ; and

WHEREAS, pursuant to **ORS 332.155(5)**, a district school board may sell and convey property of the District that, in the judgment of the Board, is no longer required for school purposes.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of North Santiam School District 29J:

1. The Board finds and declares that the real property located at **404 N Evergreen Ave, Stayton, OR 97383** is no longer required for school purposes.
2. The Board approves the sale and conveyance of the Property in accordance with applicable state statutes and District policies.
3. **Lee W. Loving**, Superintendent, and **Rhonda Allen**, Director of Business and Fiscal Services, are each individually authorized to act on behalf of the District and execute all deeds, escrow instructions, closing statements, and related documents necessary to complete the transaction.

ADOPTED by the Board of Directors of the North Santiam School District 29J on the 19th Day of November, 2026.

_____

Mackenzie Strawn: Chair, Board of Directors

ATTEST:

By: _____

Lee W Loving, Superintendent

1155 N 3rd Ave, Stayton, Oregon 97383
P: 503.769.6924 ~ F: 503.769.3578
www.nssd29j.org ~ communications@nsantiam.k12.or.us

Summary
OSBA has updated this policy to incorporate legal requirements into a set of steps boards can follow in order to fill the vacancy. They recommend deleting the district's existing version and replacing it with this one.

North Santiam School District

Code: BBE
Adopted:

Vacancies on the Board

(delete current version and replace with this one)

Vacancies on the Board will be filled through the following procedures:

1. At a Board meeting, the Board will declare the vacancy[1];

2. The Board or designee will establish an application period of at least 20 days. Applicants will be required to submit an application to the district office by the designated date. Deadlines and instructions will be posted on the district website. The Board can vote to extend or reopen the application period at any time;

3. After the application period ends, the superintendent or designee will verify applicant eligibility. Applicants must:

   a. Be an elector of the district.[2] This requires being registered to vote within the district;
   b. Have resided in the district for a period of one year immediately preceding the appointment;
   c. Be a resident of the zone of the vacant position, if the position is zoned;
   d. Not be an employee of the district or a charter school located within the district.

4. The Board will review applicant materials in an open Board meeting;

5. The Board may select applicants to interview. Any interview will be held in an open Board meeting;

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[1] In accordance with ORS 332.030, the Board shall declare a vacancy upon any of the following:
1 The death or resignation of any Board member;
2 When a Board member is removed from office or the election of the Board member has been declared void by the judgment of any court;
3. When a Board member ceases to be a resident of district. (Oregon law allows a board member to finish out their elected term if their residential zone boundaries are changed or if they moved to another location within the district, rather than triggering an immediate mandatory vacancy.)
4. When a Board member ceases to discharge the duties of office for two consecutive months unless prevented by sickness or other unavoidable cause;
5. When a Board member ceases to discharge the duties of office for four consecutive months for any reason; or
6. When a Board member is recalled.

[2] ORS 254.005(4) provides "'Elector' means an individual qualified to vote under section 2, Article II, Oregon Constitution." District staff may verify this with local elections officials.

6. During an open Board meeting, the Board will vote to appoint one of the applicants. In the event that no applicant receives a majority of votes[3], the Board may re-vote or vote to re-open the application period;

7. The newly appointed Board member(s) will take an oath of office before assuming the duties of office and will be seated immediately thereafter.

If the vacancy occurs in a zone and an eligible zone resident cannot be found, the Board shall appoint one of the eligible residents from the district to serve in accordance with ORS 332.124.

The appointee will serve until June 30 following the next district election, at which time voters will elect a candidate to either complete the unexpired term or begin a new full term, depending on the position's [4]original cycle.

If the offices of a majority of Board members are vacant at the same time, the directors of the Willamette Education Service District shall appoint persons to fill the vacancies from qualified individuals.

END OF POLICY

Legal Reference(s):
ORS 249.865 - 249.877
ORS 254.005
ORS 255.245
ORS 255.335
ORS 332.030
ORS 332.122
ORS 332.124

[3] ORS 332.055 requires the affirmative vote of a majority of Board members to transact any business. Consequently [four] votes are necessary to appoint a board member, regardless of how many vacancies exist.

[4] If the original term still has 2 years left on it after June 30, voters will elect someone to fill **only those remaining 2 years**. This ensures the board's staggered rotation schedule stays aligned.

North Santiam School District

Code: BBE
Adopted: 7/01/96
Revised/Readopted: 6/23/97; 8/21/03; 7/18/13; 6/15/17
Orig. Code: BBE

Vacancies on the Board
(Version 1)

See updated version.

Vacancies will be filled through Board appointment. The Board appointee must be a legally registered voter, a resident within the district for one year immediately preceding the appointment,

All vacancies will be announced to the public prior to filling the position. If the vacancy is not an at-large position and occurs in a specific zone, the Board shall advertise for a 20-day period in an attempt to find an eligible resident from within the same zone that qualifies. If an eligible zone resident cannot be found that meets all qualifications as stated above, the Board shall appoint an eligible "at-large" residents of the district to fill the vacancy.

In the event of multiple vacancies, the position vacated first will be filled first.

Upon appointment by the Board, the newly appointed Board member(s) will be sworn and seated immediately.

If the offices of a majority of Board members are vacant at the same time, the directors of the Willamette Education Service District shall appoint persons to fill the vacancies from qualified district voters.

Board elections are held every odd-numbered year, which for the purposes of this policy, are termed "election" years.

The appointee will:

1. Serve until June 30 following the next election, at which time the individual elected in the spring of that year will fill the remaining portion of an incomplete term or serve a full four year term; or
2. Serve until June 30 of a subsequent election year if the vacancy occurs after the filing date in an election year.

A Board member so elected as a replacement will serve the remaining year(s) of the term of office of the board member being replaced.

END OF POLICY

Legal Reference(s):

ORS 249.865 - 249.877
ORS 254.005
ORS 255.245
ORS 255.335
ORS 332.030
ORS 332.122
ORS 332.124

Cross Reference(s):

BBBA - Board Member Qualifications
BBD - Board Member Removal from Office

DELETE

Summary
There have been several changes to Oregon Public Meetings laws over the last few years. These include statutes from the Oregon Legislature and rules from the Oregon Government Ethics Commission.

North Santiam School District

Code: BDDG
Adopted:

Recordings and Minutes of Board Meetings

(delete current version and replace with this one)

[1]The Board will ensure a [2]recording is made of all of its meetings and portions of meetings that are not held in executive session. These recordings will be posted on the district's website within seven days following the meeting.

A video or audio recording of a meeting can be kept as the official record as long as all required content is included and it is kept in an allowable format[3]. Alternatively, the district may create written minutes. Written minutes do not need to be a verbatim transcript and can be kept in hard copy or electronic form[4].

The official record must give a true reflection of the matters discussed at the meeting and the views of the participants, and must include the following information:

1. All members of the Board present;

2. All motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition;

3. The results of all votes and the vote of each member by name for all actions taken[5];

4. The substance of any discussion on any matter; and

5. A reference to any document discussed at the meeting.

---

[1] ORS 192.655 requires districts with an ADMr of 50 or more to record board meetings, and post the recording within seven days.

[2] If the district lacks broadband internet, an audio recording is sufficient. See ORS 192.655.

[3] Oregon Administrator Rule (OAR) 166-017-0045(4) requires moving images or audio recordings be kept in MP2, MP3, MP4, or WAVE formats.

[4] Oregon Administrator Rule (OAR) 166-017-0045(4) requires textual data or still images be kept in XML, ODT, TXT, PDF, RTF, PREG, JFIF, PNG, or TIFF formats.

[5] If minutes are kept in a recorded form, all voting will use a roll call vote and if minutes are kept in written form the minutes will identify the vote of each member by name under each board action.

If written minutes are created for meetings that do not take place in executive session, those minutes shall be available to the public within a reasonable time after the meeting. These minutes will be published to the district website and may be requested from the district office.

Recordings or minutes[6] of executive sessions will be kept in the same manner as other meetings of the Board. If disclosure of material from executive session recordings or minutes would be inconsistent with the purpose for which the executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure. Executive session minutes of a hearing held under ORS 332.061 shall contain only material not excluded under ORS 332.061(2), and information[7] will not be disclosed in accordance with ORS 332.061.

Either the recording or minutes of Board meetings will be kept permanently. If written minutes are created for any meetings of the Board, any recordings will be kept for at least one year after the minutes are created.

END OF POLICY

Legal Reference(s):
ORS 192.610 - 192.705
ORS 332.061
OAR 166-017-0005 - 0095
OAR 166-400-0010(9)
OAR 199-050-0060

Attorney General's PUBLIC RECORDS AND MEETINGS MANUAL.

[6] "...a record of any executive session may be kept in the form of a sound or video tape or digital recording, which need not be transcribed unless otherwise provided by law." ORS 192.650(2)

[7] ORS 332.061 prohibits the disclosure of:
1. The name of the minor student;
2. The issue, including a student's confidential records;
3. The discussion; and
4. The school board member's vote on the issue.

North Santiam School District

Code: BDDG
Adopted: 7/01/96
Readopted: 7/17/97; 6/15/17
Orig. Code: BDDG/BDDK

Minutes of Board Meetings

See updated version.

School Boards and their Board appointed committees must provide for the taking of written minutes at all meetings. The written minutes must give a true reflection of the matters discussed at the meeting and the views of the participants.

All minutes should include at least the following information:

1. All members present;

2. All motions, proposals, resolutions, orders proposed and their disposition;

3. The substance of any discussions on any matters;

4. The results of all votes and the vote of each member by name unless the vote was unanimous.

The public and patrons of the district may receive copies of minutes upon request at the administration office during regular business hours. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator.

The district will maintain a hard copy[1] of the meeting minutes and make available to staff and other interested patrons.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon's Public Meetings Law with essentially the same level of detail as for public sessions. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure.
If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including a student's confidential medical records and that student's educational program; the discussion; and each Board member's vote on the issue.

END OF POLICY

Legal Reference(s):

[1] Oregon Administrative Rule 166-400-0010(9)

ORS 192.610 - 192.705
ORS 332.061
OAR 166-017-0005 - 0095
OAR 166-400-0010(9)
OAR 199-050-0060

Attorney General's PUBLIC RECORDS AND MEETINGS MANUAL.

DELETE

Summary
Multiple laws address sexual harassment in Oregon schools. Oregon laws include requirements to provide notice to individuals involved in reports of sexual harassment. This update is to clarify these notice requirements.

North Santiam School District

Code: GBN/JBA
Adopted: 7/21/16
Readopted: 10/19/17; 11/19/20; 6/17/21; 6/20/24
Orig. Code: GBN/JBA

Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures

Oregon Definition and Procedures

Oregon Definition

Sexual harassment of students, staff members or third parties[1] shall include:

1. A demand or request for sexual favors in exchange for benefits;

2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:

[1] "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) at a school-sponsored activity or program; or 3) off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

a. Interferes with a student's educational activity or program;
b. Interferes with a school or district staff member's ability to perform their job; or
c. Creates an intimidating, offensive, or hostile environment.

3. Assault when sexual contact occurs without consent[2]. [3]

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual(s):

Name	Position	Phone	Email
Danielle Blackwell	Director of Human Resources	503-769-6924	danielle.blackman@nsantiam.k12.or.us

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is also designated as the Title IX coordinator. *See* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;

2. Staff member is protected and to promote a nonhostile work environment; or

3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student,

[2] "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

[3] The statutory definition (ORS 342.704) for sexual harassment includes separate definitions with slightly different language for students, staff members and third parties. The language used in this policy comes from OAR 581-021-0038(1).

staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to ~~immediately~~ report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;
2. Interviews with witnesses;
3. Review of video surveillance;
4. Review of written communications, including electronic communications;
5. Review of any physical evidence; and
6. Use of third-party investigator

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;
2. Removal of third parties engaged in sexual harassment;
3. Additional supervision in activities;
4. Additional controls for district electronic systems;
5. Trainings and education for staff and students; and
6. Increased notifications regarding district procedures and resources

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;

2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;

3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;

4. Limiting attendance at district events; and

5. Providing for additional supervision, including law enforcement if necessary, at district events

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or

2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notices

When a person[4] who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;

2. If appropriate, any impacted person who is not a reporting person;

3. Each reported person; and

4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include[5]:

[4] Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

[5] Remember confidentiality laws when providing any information.

1. Name and contact information for all persons designated by the district to receive complaints;

2. The rights of the person that the notification is going to;

3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;

4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;

5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;

6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;

7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:

    a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
    b. For the reported persons, information about and contact information for state and community-based mental health services.

8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

9. Prohibition of retaliation.

~~Notification, to the extent allowable under state and federal student confidentiality laws, must be provided when the investigation is initiated and concluded. The notification at the conclusion must include whether a violation of the policy was found to have occurred.¶~~

The notice must:

1. Be written in plain language that is easy to understand;

2. Use print that is of a color, size and font that allows the notification to be easily read; and

3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

Additionally, notice must be provided to the person who initiated the complaint and, if applicable, the person's parents, when an investigation is initiated and when it is concluded. The notification at the conclusion of the

investigation must include whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request

Federal Definition and Procedures

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity[6];

3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;

5. "Domestic violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

[6] "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX coordinator receiving the person's verbal or written report. The report can be made at any time.

Danielle Blackwell is designated as the Title IX coordinator and can be contacted at 503-769-6924. The Title IX coordinator will coordinate the district's efforts to comply with its responsibilities related to this AR. The district prominently will display the contact information for the Title IX coordinator on the district website and in each handbook

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.[7] The district shall treat complainants and respondents equitably by providing supportive measures[8] to the complainant and by following a grievance procedure[9] prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.[10]

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.[11] The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

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[7] (Title 34 C.F.R. §106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

[8] (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

[9] This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

[10] The Title IX coordinator may also discuss that the Title IX coordinator has the ability to file a formal complaint.

[11] The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX coordinator(s);

2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and

3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

Inquiries about the application to Title IX and its requirements may be referred to the Title IX coordinator or the Assistant Secretary[12], or both

No Retaliation

Neither the district or any person may retaliate[13] against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX coordinator shall be prominently published in the district student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

END OF POLICY

Legal Reference(s):

[12] Of the United Stated Department of Education.

[13] Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

ORS 243.706
ORS 332.107
ORS 342.700
ORS 342.704
ORS 342.708
RS 342.850
RS 342.865
RS 659.850
RS 659A.006
RS 659A.029
RS 659A.030
AR 581-021-0038
AR 584-020-0040
AR 584-020-0041

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).¶

Cross Reference(s):

AC - Nondiscrimination
ACB - All Students Belong
GBNA - Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying – Staff
JBA/GBN - Sexual Harassment
JFCF - Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence/Domestic Violence – Student
JHFE - Reporting of Suspected Abuse of a Child
JHFF - Reporting Requirements Regarding Sexual Conduct with Students

OSBA Board of Directors
CANDIDATE QUESTIONNAIRE

Name: Jennifer Parker Date: 09/11/2026

Address: [redacted]

City/Zip: [redacted]

Business phone: [redacted]

Residence phone: [redacted]

Cell phone: [redacted]

E-mail:

District/ESD/CC: Salem-Keizer School District

Term expires: 2029 Years on board: 2

Region: Marion Position #: 11 OSBA Board of Directors



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.

Name 09/11/2026 Date

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

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

   OSBA is a group of school board members from different districts throughout Oregon that come together to give unique insight on how to address the educational needs of students. The goal of the OSBA is to be a resource for all school districts in Oregon to come to get guidance and tools they need to be successful in running their districts.

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

   To be an advocate for families and students. I would like to help draft polices that would improve students through their academic career and to ensure all students have a chance to succeed.

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.

   Throughout the year I have learned what is means to be a good leader by working as a part of a team. I've learned how to listen to families and students, communicate my opinions/beliefs, help set goals, evaluate the superintendent, approve budgets and help draft policies. Recently myself and two other board members decided to go to the superintendent to discuss creating a school safety policy. After meeting with the superintendent and the district we were able to get a draft policy written and bring it to the board for approval.

Email to elections@osba.org, or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301

Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.

OSBA Board of Directors

4. What do you see as the two most challenging issues faced by OSBA?

Two of the most challenging issues the OSBA is facing right now is trying to figure how to work with the Governor's instructional time mandates. Several school districts are at a lost right now trying to figure how to make this work and still stay within their budgets. Another challenge I see is OSBA struggling with getting legislators to increase the gap on special education. OSBA is working with legislatures about this, but there seems to be a difference of opinion about how much the state is willing to pay versus the real cost to educate a student with special needs.

5. What do you see as the two most challenging issues faced by your region?

The two most challenging issues in my region are declining enrollment and low literacy scores. Over the last couple years enrollment has been on a decline and data shows that it will continue to decline due to lower birth rates. This is a problem for our region, because every year with fewer students our budget decreases and it becomes more difficult to run schools. Another issue that Marion County faces right now is low test scores for 3rd graders. Districts feel this is unacceptable and are doing everything they can to change this by adopting new literacy programs and providing extra training for teachers.

6. What is your plan for communicating with boards in your region?

I would like to build relationships with local districts in my area, by being transparent, informative and listening to other school boards.

Please continue to the next section.

Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.

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):

Salem-Keizer School Board Member 2025- present
Waller Advisory Committee Member 2026- present

Other education board positions held/dates:

None

Occupation (Include at least the past five years):

Employers: Work Unlimited

Dates: March,1997 to present

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

High school: South Salem High School

College: Chemeketa Community College and Western OR University

Degrees earned: A.A Transfer Degree and B.S. Psychology

Education honors and/or awards:

Deans list from Chemeketa Community College in 1993

Other applicable training or education:

Job Developer for Vocational Rehabilitation
Parent of a special needs son

Activities, other state and local community services:

NA

Hobbies/special interests:

I enjoy traveling, going for walks/hikes, and spending time with my family.

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

I am a member of the Safety Committee for Work Unlimited.

Additional comments:

None.

Resolution to Amend the 2024 OSBA 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, through a vote of the OSBA membership, the OSBA bylaws were amended to include the following substantive changes:

- Allowing caucuses to have an additional director on the OSBA board of directors in the circumstance where the OSBA president or immediate 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.
- Edits to grammar, punctuation, and language for readability.

WHEREAS, in 2026, the OSBA board reviewed its governing structure as per Bylaws 2.7 and proposes to amend the OSBA bylaws as reflected in the attached draft OSBA bylaws with changes highlighted in the attached summary document; and

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

- Change deadline for members or board directors to submit resolutions to the OSBA board from September 30 to September 15.
- Clarify that if a member has a main administrative office in more than one region, the member board must declare which region it intends to vote and shall vote only in that region.
- Change the requirement of an in-person annual meeting of the members in November to a requirement that the annual meeting be held on a date and time and in a manner fixed by the board of directors and stated in the notice of the meeting.

- Clarify that returned blank ballots will count towards establishing a quorum but will not count as a “yes” or “no” vote.
- Replace the current caucus structure with a Caucus Council composed of designated representatives from caucuses that report to the OSBA executive director. The Caucus Council will retain two director seats on the OSBA board, replacing the two current caucus seats. The current two caucus directors will remain in their seats until the Caucus Council designates their first positions, or until December 31, 2027, whichever occurs first. The Caucus Council will have the option of designating a representative to serve on the finance committee. The Caucus Council will have the option of recommending seats on the OSBA legislative policy committee.
- Eliminate ex-officio positions and replace them with the option of appointment of nonvoting advisors to the board of directors as determined by resolution of the board of directors.
- Allow the OSBA board of directors the option of appointing directors to all vacant director positions except for the additional directors created pursuant to Section 3.5.1(e) if the president or immediate past president is no longer from the region to which the position is assigned.
- Eliminate the ability to appoint a director from a contiguous region.
- Add term limits to the finance and legislative policy committee positions.
- Clarify that OSBA officers, other than the past-president, must be reelected by their regions to continue serving as OSBA officers.
- Change OSBA board director participation on the legislative policy committee from a requirement to optional participation except that executive committee members continue to be required to serve on the LPC.

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 2026 OSBA election; and

BE IT FURTHER RESOLVED that the proposed draft OSBA bylaws, the draft OSBA bylaws summary 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 2024
Proposed Edits: September 19, 2026

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 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
(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. 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~~15. 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.

2.6 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~~ has a main administrative office in more than one region, the member board must declare which region it intends to vote and shall vote only in that region.

2.6.3 Regional elections shall be determined by a majority of votes cast by 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~~five 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 2.5.

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,~~ An annual meeting of members will be held each calendar year on a date and time and in a manner fixed by the board of directors and stated in the notice of the meeting. 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, its activities, and its financial condition.

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 at the meeting.

2.11 **Place of Meetings.** Meetings of the members shall be held at any place, in 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 A~~a~~ssociation. If there is more than one item on a single ballot, the returned ballot will count towards establishing a quorum for each item on the ballot. A blank ballot or a ballot with an abstention counts for purposes of establishing a quorum if it is returned to the association.

2.14 **Approval.** With the exception of approving amendments to the Association's bylaws as outlined in Section 8.1, and with the exception of regional elections outlined in 2.6.3, approval of an item by written ballot is effective at the end of the voting period when:

(a) T~~he number of votes cast by ballot equals or exceeds a quorum of the members~~ A quorum is established pursuant to Section 2.13; and

(b) The number of ~~approvals equals or exceeds a majority of the number of returned ballots~~"yes" votes exceeds the number of "no" votes for the item.

An abstention or a blank ballot returned to the association does not count as a "yes" or "no" vote.

SECTION 3 DIRECTORS

3.1 **Powers.** Except as provided under Section 2.3, all corporate powers shall be exercised by or under the authority 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 minimum and maximum, 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 22 regionally elected directors and:

(a) Until June 30, 2027, ~~,~~ 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 Board Members Caucus.
(b) Effective July 1, 2027, ~~and~~ two designated directors from the Caucus Council appointed pursuant to the operating procedures of the Caucus Council. Directors designated by the Oregon School Board Members of Color Caucus and the Oregon Rural School Board Members Caucus as of June 30, 2027, shall continue as directors until the Caucus Council designates its first two directors pursuant to this paragraph or until December 31, 2027, whichever occurs first.

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) 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. 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.

(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 Caucus Council Representatives. In accordance with their ~~bylaws~~operating procedures, the ~~caucuses of OSBA shall~~ Caucus Council may appoint ~~a~~ up to two representatives of the Caucus Council to serve as a directors of the Association. The representatives must be an elected or appointed member of any public board of education in Oregon 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 Council~~'~~ directors of the Association.

If the president or immediate past president of the board of directors is a representative director from ~~a caucus~~ the Caucus Council, then the ~~c~~Caucus Council 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~~Advisors. The board of directors may designate ~~following individuals or their designee may serve as ex-officio,~~ nonvoting, advisors to the board of directors by resolution, for such purposes and such duration as is specified in the resolution.~~:~~

~~(a) Any director of the National School Boards Association elected from Oregon;~~
~~(b) The Executive Director of the Coalition of School Administrators;~~
~~(c) The Chair-Elect of the Oregon Association of Education Service Districts;~~
~~(f) The board president of the Oregon Community College Association;~~
~~(g) The chair of the State Board of Education; and~~
~~(h) Any other person that the board of directors may appoint.~~

~~Ex-officio a~~Advisors do not vote and 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 a~~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. Notwithstanding the foregoing, a vacated director position will not be filled if it is an additional director position created pursuant to Section 3.5.1(e) and the president or immediate past president is no longer from the region or Caucus Council position to which the position is assigned.

~~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 ~~c~~Caucus Council-designated director position, then the ~~c~~Caucus Council 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. 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~~using 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.

3.13 Notice of Meetings. All 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 comply with all procedures and include any information as required by ORS Chapter 192.

3.14 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.

3.15 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.

3.16 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.

3.17 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.

3.18 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.

3.19 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 the directors of the current Conflict of Interest policy.

SECTION 4 COMMITTEES AND CAUCUS~~ES~~ COUNCIL

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 chair and as an ex-officio voting member pursuant to section 5.7.1 of the Bylaws, the president-elect, the vice president, the secretary-treasurer, and the immediate past president. The executive committee is delegated authority to 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 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.

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 5.7.1 of the Bylaws, the Association secretary/treasurer and vice president, one trustee from the PACE board, one district business official, and one at-large board member. Additionally, the Caucus Council may recommend one Caucus Council member to serve on the Finance committee pursuant to its operating procedures.

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 Caucus Council designee is recommended by the Caucus Council, appointed by the President, subject to the approval by the Board, and will serve a two-year term. 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.~~,~~ Finance committee members taking office prior to January 1, 2027, shall have ~~with~~ no term limits, and staggered start dates starting in January. Finance committee members taking office on or after January 1, 2027, may serve five consecutive two-year terms and, if eligible, may be re-appointed after a two-year hiatus.~~,~~ Finance committee members shall have ~~and~~ staggered start dates starting in January.

The finance committee shall operate within the corporation's investment guidelines and the Finance Committee Operating 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 OSBA E~~e~~xecutive D~~d~~irector and staff during legislative sessions.

(b) Composition. The LPC shall be composed of the voting members of the board of directors who choose to participate, the President as an ex-officio voting member pursuant to section 5.7.1 of the Bylaws, the executive committee members, the regional representatives elected under the procedures defined in Section 4.1.3(c) - (e),

and ~~one~~ designated voting members as defined in the operating procedures ~~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 Council pursuant to its operating procedures and this section 4.1.3(b). The board of directors will determine the number of members appointed by the Caucus Council. The Caucus Council appointees are recommended by the Caucus Council, appointed by the OSBA President, subject to the approval by the board of directors, and will serve two-year terms. ~~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.

(c) Qualifications. ~~LPC representatives must serve on the board of a member of the Association throughout the duration of their term.~~ All committee members must be elected or appointed directors of a member as defined in Section 2.1 for the duration of their service on the LPC.

(d) Nomination. The board of directors shall cause the nomination form to be distributed to all members in eligible regions. To nominate a candidate to the LPC, one or more of the members in the region must timely submit to the board of directors a formal resolution or motion 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 nomination and election of the LPC representatives shall be in accordance with the elections calendar adopted by the board.

(e) Election. 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.

(f) Term. Each committee member shall take office on January 1 in even numbered years and serve for a term of two years. Committee members may serve five consecutive two-year terms, and, if eligible, may be returned to the committee after a two-year hiatus.

~~(f)~~(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.

4.2 **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 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 **Caucus Councile~~s~~.** The Caucus Councile~~s~~ shall exist to enhance the work of the Association by addressing the unique needs of ~~member districts~~ school board members.

4.4.1 The Caucus Councile~~s~~ shall clearly articulate the vision, mission, and goals of the ~~Caucus~~Council.
4.4.2 The Caucus Councile~~s~~ shall adopt operating procedures ~~bylaws~~ for operating, programming, and governing within the context of the Association bylaws described herein.
4.4.3 The Caucus Councile~~s~~ shall comply with Association policies and guidelines.
4.4.4 The Caucus Council shall consist of one representative from each caucus established by the OSBA Executive Director. The OSBA Executive Director will establish caucuses based on criteria established by the OSBA Executive Director in support of OSBA's vision, mission, and goals. Each established caucus may recommend one member to serve on the Caucus Council subject to approval of the OSBA board of directors.~~es shall be added or eliminated to this provision through the bylaw's amendment process described in Section 8.1~~.
4.4.5 The Caucus Council budget shall be established by the board of directors.
4.4.6~~5~~ The Caucus Councile~~s~~ shall submit an end of fiscal year report to the board of directors that includes the following:

~~(a) The Caucus is meeting regularly;~~
(b) An accounting of the prior year's budget allocation;
(c) Identified officers and current ~~bylaws~~operating procedures;
(d) A summary of the Caucus Council's current goals, the prior year's Caucus Council activities that support those goals, and how the Caucus Council goals align with the mission, vision, and goals of OSBA.

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

4.4.6 ~~The Oregon School Board Members of Color Caucus was established by a vote of the membership in 2018.~~
~~4.4.7 The Oregon Rural School Board Members Caucus was established by a vote of the membership in 2023.~~ The Caucus Council was established by a vote of the membership in 2026, effective ~~and shall take effect on~~ July 1, 2027.

4.5 **Administration.** Each committee and the ~~c~~Caucus Council 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 the C~~c~~aucus Council shall also report on its activities at the regular meetings of the board of directors. Each committee and the C~~c~~aucus Council shall comply with the public meetings laws requirements ~~under~~ of 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.

5.2 **Appointment.** The board of directors shall elect officers by majority vote 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.

5.3 **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.

5.4 **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 completes the term of another officer who was unable to complete 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. If an officer's position on the board is up for reelection by their region or redesignation by the Caucus Council, the officer must be reelected by their region or redesignated by the Caucus Council to continue serving in their officer position unless the officer position is the immediate past president. ~~Caucus Council directors serving in officer positions must continue to be recommended by the Caucus Council in accordance with their operating procedures.~~

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

5.6 **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.

5.7 **Officers.** The officers of the Association are as follows:

5.7.1 President: The president shall preside at all member meetings of the Association and of the board of directors; shall appoint any committee 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.

5.7.2 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.

5.7.3 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.

5.7.4 Secretary-treasurer: The secretary-treasurer shall be responsible for keeping 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; 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 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 OSBA E~~e~~xecutive D~~d~~irector or a designated member of the staff. The secretary-treasurer serves for a term of one calendar year.

5.7.5 Immediate past president: The immediate past president shall advise and counsel other officers. The immediate past president chairs the officer succession planning process. The past president serves for one calendar year.

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

The board of directors shall appoint the trustees of the OSBA Property and Casualty Coverage for Education Trust ("PACE") as provided in the PACE Restated Trust Agreement. 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 three consecutive three-year terms and, if eligible, may return after a one-year hiatus.

SECTION 8 GENERAL PROVISIONS

8.1 Amendment of Bylaws.

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.

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.

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.

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.

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.

8.1.6 Whenever an amendment or new bylaw is adopted, it shall be 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.

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.

8.3 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.

8.4 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.

8.5 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.

8.6 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.

8.7 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.

8.8 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.

8.9 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, 2024. 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, then amended and adopted on December 14, 2018; December 15, 2023; December 15, 2024.



2026 OSBA Election Information - Marion Region

In even-numbered years, member boards take official action to elect regional representatives for odd-numbered positions on the OSBA Board of Directors and any positions that are currently vacant or were filled by appointment, and to vote on any resolutions brought before the membership.

- *The Marion region holds two position on the Board of Directors. Position 11 is up for election.*
- *There is one resolution being brought before the membership at this time.*
- *Member boards must take official action to vote.*
- *Blank ballots and abstentions do not count as either Yes or No votes.*

Marion Region Official Ballot

1.Board of Directors Position 11

Jennifer Parker

2.Resolution 1 - Adopts the proposed amendments to the OSBA Bylaws.

Yes - adopt

No - do not adopt

Board Action Verification

*3.Type the name of the district, ESD, or community college board that officially made this vote.(Required.)

*4.Type the meeting date when the board officially made this vote.(Required.)

*5.Type your name and title.(Required.)

North Santiam School District

2026-2027
Board of Directors
Board Chair, Mackenzie Strawn
Board Vice, Alisha Oliver
Board Members: Erin Cramer, Mike Wagner,
Mark Henderson, Coral Ford, and Brunk Conley

Superintendent
LEE W. LOVING

Superintendent Evaluation Tool

This evaluation tool aligns the Superintendent's performance with the Results 2030 Strategic Plan and the COSA/OSBA superintendent leadership standards. Each section includes scope notes (with reminders of what NOT to score), a rationale, outcomes/metrics or descriptors, suggested evidence, and a uniform 6-point scoring guide. Board members must supply a narrative justification for every score.

Part A focuses on Alignment with the Strategic Plan and **outcomes** of efforts.

Part B focuses on **Leadership Behaviors** and the **processes rather than results.**

Uniform Scoring Guide (for every section)
6 – Exemplary: Outstanding performance; innovative leadership consistently surpasses expectations, inspires others.
5 – Accomplished: Strong performance; often exceeds expectations with sustained, measurable improvement.
4 – Effective: Meets expectations; reliable leadership produces stable and improving outcomes.
3 – Developing: Partially meets expectations; progress inconsistent, systems need strengthening.
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1 – Ineffective: Fails expectations; little progress, leadership misaligned or ineffective overall.

Part A: Strategic Plan Alignment -*OUTCOMES* (50%)

A1: Future-Ready Students> **Focus on outcomes: attendance, SEL, career pathways, athletics/activities.**

What NOT to score here: *Do not rate classroom pedagogy or assessment systems here; see Teaching & Learning.*

Why this matters
Students build toward being "future-ready" each year. Future-ready students pair academic readiness with social-emotional growth, career-connected learning, and activities that build teamwork and communication.

Representative outcomes & metrics
- Attendance (≥ 92% regular attenders; chronic absenteeism <15%)
- On-time arrival rates by grade
- Career Pathway completers; dual-credit participation rates
- Participation rates in athletics, clubs, student government

Superintendent leadership descriptors
- Implements systems to monitor readiness indicators
- Expands partnerships with families, employers, and colleges
- Balances technology access with responsible-use expectations

Suggested artifacts/evidence
- Attendance dashboards; tardiness reports
- CTE/dual-credit enrollment data
- Participation rosters for athletics/activities

Name	Score	Narrative
Mackenzie	Select	
Alisha	Select	
Erin	Select	
Mike	Select	
Brunk	Select	
Mark	Select	
Coral	Select	

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A2: Teaching & Learning> Focus on instructional systems, pedagogy, assessment.

What NOT to score here: *Do not rate broad student participation or readiness outcomes here; see Future-Ready Students.*

Why this matters

Teaching and learning are the core of district efforts. Effective instruction ensures rigor, competency, and responsible use of technology.

Representative outcomes & metrics

- Percent of students on-track by grade; graduation rates
- STAR/interim assessment participation >95%
- Growth rates in math and literacy benchmarks

Superintendent leadership descriptors

- Aligns curriculum/instruction/assessment to mission and goals
- Builds systems of coaching and PD for staff
- Implements assessment data use for continuous improvement

Suggested artifacts/evidence

- Curriculum audits; PD plans
- STAR dashboards; board presentations on student achievement

Name	Score	Narrative
Mackenzie	Select	
Alisha	Select	
Erin	Select	
Mike	Select	
Brunk	Select	
Mark	Select	
Coral	Select	

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A3: Thriving Communities> Focus on student belonging, civic engagement, and school–community partnerships.

What NOT to score here: *Do not rate superintendent communication systems; see Communication & Community Relations. Do not rate staff culture; see Inclusive District Culture.*

Why this matters
Successful schools contribute to thriving communities. Students who feel a sense of belonging and engage in service and civic life strengthen both school climate and the broader community.

Representative outcomes & metrics
- Student survey results (≥80% reporting belonging)
- Student government election participation rates
- Total hours of student service annually

Superintendent leadership descriptors
- Builds partnerships with families, civic groups, local government
- Promotes student civic engagement and service learning
- Supports inclusive environments that foster belonging

Suggested artifacts/evidence
- Student survey results
- Community service records; student election records

Name	Score	Narrative
Mackenzie	Select	
Alisha	Select	
Erin	Select	
Mike	Select	
Brunk	Select	
Mark	Select	
Coral	Select	

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A4: Quality Staff> **Focus on staffing outcomes: recruitment, retention, morale, renewal rates.**

What NOT to score here: *Do not rate superintendent HR systems and labor management here; see Organizational Management.*

Why this matters
High-quality staff drive student learning. Recruitment, retention, and support improve culture and stability.

Representative outcomes & metrics

- Staff retention rates >85%
- Renewal rates in first 3 years
- Staff survey: ≥80% satisfied with PD and supports

Superintendent leadership descriptors

- Implements fair and balanced recruitment and retention strategies
- Aligns PD with staff needs and student outcomes
- Monitors and acts on staff climate indicators

Suggested artifacts/evidence

- HR renewal data; exit interview themes
- Staff survey reports; PD evaluations

Name	Score	Narrative
Mackenzie	Select	
Alisha	Select	
Erin	Select	
Mike	Select	
Brunk	Select	
Mark	Select	
Coral	Select	

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A5: Fiscal Stewardship> **Focus on districtwide financial outcomes: balanced budgets, facilities, safety/security.**

What NOT to score here: *Do not rate superintendent's technical budget preparation here; see Financial Management.*

Why this matters

Fiscal stewardship ensures long-term sustainability and safety. Transparent budgets, safe facilities, and prudent facilities planning underpin student learning.

Representative outcomes & metrics

• Balanced annual budget

• Positive annual audit
• Bond/community support for facilities planning
• Safety/security upgrades completed

Superintendent leadership descriptors
• Aligns resources to strategic priorities

• Oversees safe, secure learning environments
• Engages community in facilities planning

Suggested artifacts/evidence
• Annual audit; budget reports

• Facilities plan; safety/security updates

Name	Score	Narrative
Mackenzie	**Select**	
Alisha	**Select**	
Erin	**Select**	
Mike	**Select**	
Brunk	**Select**	
Mark	**Select**	
Coral	**Select**	

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Part B: Professional Standards – *LEADERSHIP BEHAVIORS* (50%)

B1: Visionary District Leadership

What NOT to score here: *Do not rate specific outcome metrics here; see Strategic Plan themes.*

Why this matters

Visionary leadership sets mission/vision, continuous improvement planning, and alignment of resources, creating coherence across initiatives.

Superintendent leadership descriptors

- Leads collaborative development/reaffirmation of mission/vision
- Implements CIP and reports progress
- Aligns resources and communicates results

Suggested artifacts/evidence

- Mission/vision documents
- Board-adopted CIP or SIA plans

Name	Score	Narrative
Mackenzie	Select	
Alisha	Select	
Erin	Select	
Mike	Select	
Brunk	Select	
Mark	Select	
Coral	Select	

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B2: Ethics & Professional Norms

What NOT to score here: *Do not rate fiscal or HR processes here; see those standards.*

Why this matters

Ethical leadership builds trust, fairness, integrity, and transparency, setting norms for the organization.

Superintendent leadership descriptors

- Models impartiality, fairness, and integrity in decisions
- Uses feedback and reflective practice

Suggested artifacts/evidence

- Board reports demonstrating transparency
- Inclusion & Belonging plans

Name	Score	Narrative
Mackenzie	Select	
Alisha	Select	
Erin	Select	
Mike	Select	
Brunk	Select	
Mark	Select	
Coral	Select	

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B3: Inclusive District Culture> **Focus on fairness, inclusivity, culturally responsive practices for staff & students.**

What NOT to score here: *Do not rate student civic engagement; see Thriving Communities.*

Why this matters
Inclusive culture ensures staff and students feel safe and supported; fairness closes gaps and improves outcomes.

Superintendent leadership descriptors
- Advocates for inclusive access to safe, supportive schools
- Implements culturally responsive practices

Suggested artifacts/evidence
- Discipline data disaggregated
- Staff/student climate surveys

Name	Score	Narrative
Mackenzie	Select	
Alisha	Select	
Erin	Select	
Mike	Select	
Brunk	Select	

Mark	**Select**	
Coral	**Select**	

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B4: Instructional Leadership & Improvement

What NOT to score here: *Do not rate student outcome metrics here; see Teaching & Learning.*

Why this matters
Instructional leadership ensures coherent curriculum, instruction, and assessment systems to raise student achievement.

Superintendent leadership descriptors
- Implements aligned systems of instruction/assessment
- Builds PD systems tied to outcomes

Suggested artifacts/evidence
- Curriculum audits
- PD plans tied to student achievement

Name	Score	Narrative
Mackenzie	**Select**	
Alisha	**Select**	
Erin	**Select**	
Mike	**Select**	
Brunk	**Select**	
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B5: Communication & Community Relations> **Focus on outreach systems, transparency, partnerships.**

What NOT to score here: *Do not rate student engagement outcomes; see Thriving Communities.*

Superintendent leadership descriptors

- Implements communication systems that reach diverse stakeholders
- Cultivates business/civic/government partnerships

Suggested artifacts/evidence

- Communication plan
- Community forum/partnership agreements

Name	Score	Narrative
Mackenzie	**Select**	
Alisha	**Select**	
Erin	**Select**	
Mike	**Select**	
Brunk	**Select**	
Mark	**Select**	
Coral	**Select**	

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B6: Organizational Management> **Focus on HR systems, labor relations, structures, PD capacity.**

What NOT to score here: *Do not rate staff retention/morale outcomes; see Quality Staff.*

Why this matters

Organizational systems enable recruitment, development, and retention of staff and maximize capacity for learning.

Superintendent leadership descriptors

- Implements fair hiring/retention systems
- Manages labor relations

Suggested artifacts/evidence

- HR hiring/retention plans
- Labor agreements

Name	Score	Narrative
Mackenzie	**Select**	
Alisha	**Select**	
Erin	**Select**	
Mike	**Select**	
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Mark	**Select**	
Coral	**Select**	

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B7: Financial Management> Focus on budget preparation, presentation, and fiscal controls.

What NOT to score here: *Do not rate overall fiscal outcomes (balanced budgets, facilities); see Fiscal Stewardship.*

Why this matters

Financial leadership ensures transparent, balanced, and effective use of resources aligned with board priorities.

Superintendent leadership descriptors

- Prepares budgets aligned with goals
- Provides transparent reports; maintains controls

Suggested artifacts/evidence

- Budget books, audits
- Financial dashboards

Name	Score	Narrative
Mackenzie	**Select**	
Alisha	**Select**	

Erin	**Select**	
Mike	**Select**	
Brunk	**Select**	
Mark	**Select**	
Coral	**Select**	

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B8: Policy, Governance & Advocacy

What NOT to score here: *Do not rate communication or advocacy outcomes that are student-specific; see other sections.*

Why this matters
The superintendent partners with the board, ensures policy/legal compliance, and advocates for students at regional and state levels.

Superintendent leadership descriptors
- Maintains effective board relationships
- Implements policy and ensures compliance

Suggested artifacts/evidence
- Policy compliance records
- Board protocols

Name	Score	Narrative
Mackenzie	**Select**	
Alisha	**Select**	
Erin	**Select**	
Mike	**Select**	
Brunk	**Select**	
Mark	**Select**	
Coral	**Select**	

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Addendum: Superintendent Annual SMART Goals

Superintendent and Board set 2–4 SMART goals each August, scored on a 6-point scale with narrative justification.

Goal #1:

By June 30, 2026, the Superintendent will develop and introduce public-facing and internal-facing dashboards that track strategic plan progress and share regular progress updates with the community and district staff.

Name	Score	Narrative
Mackenzie	Select	
Alisha	Select	
Erin	Select	
Mike	Select	
Brunk	Select	
Mark	Select	
Coral	Select	

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Goal #2:

By June 2026, 60% of students in grades K-12 will meet or exceed grade-level standards in mathematics, as measured by the STAR assessment.

Name	Score	Narrative
Mackenzie	Select	
Alisha	Select	
Erin	Select	
Mike	Select	
Brunk	Select	
Mark	Select	
Coral	Select	

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Goal #3:

By June 2026, the overall district average student regular attendance rate will increase by at least 5%, from 62.15% to at least 67.15%.

Name	Score	Narrative
Mackenzie	Select	
Alisha	Select	
Erin	Select	
Mike	Select	
Brunk	Select	
Mark	Select	
Coral	Select	

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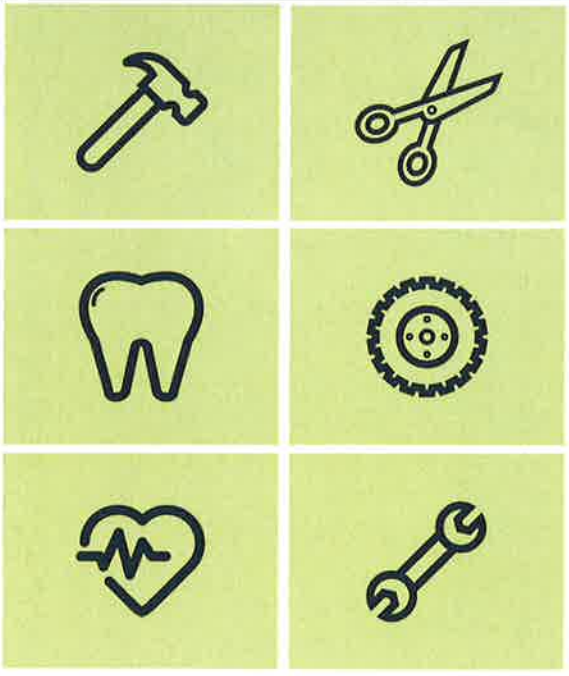
Timeline of Superintendent Evaluation Checklist

Action	By Whom	Date	Completed
Supt. Goals Due to Board	Superintendent	October 16, 2026	☐
Supt. Evaluation Check-in - Executive Session - Review Job Description & Discuss Goal Progress	Supt & Board	November 19, 2026	☐
Supt. Self Reflection	Superintendent	January 15, 2027	☐
Supt. Evaluation Check-in - Executive Session - Review Draft Evidence & Discuss Goal Progress	Supt & Board	January 21, 2027	☐
Supt. Compensation Comparables	HR Director	March 1, 2027	☐
Supt. Submit Evidence Portfolio to Board	Superintendent	March 18, 2027	☐
Blank evals sent to board members for completion	Executive Asst.	March, 19, 2027	☐
Board member Evals due to Exec Asst, given to Board Chair to prepare summative draft	Board Members	April 2, 2027	☐
Executive Session: To review the evaluations received, prepare a draft summative evaluation, discuss, edit, and agree on the final draft	Board Members	April 9, 2027	☐
Prepare Compiled Statements for final review	Executive Asst. Board Chair	April 10, 2027	☐
Present the final draft of the evaluation, including comment pages, to the Supt.	Board Chair	April 15, 2027, no later than 9:00 am	☐
Executive Session: Review the finalized Evaluation document with the Supt.	Board Members Superintendent	April 15, 2027	☐
Deadline for Supt. to request clarification of any component of the evaluation	Superintendent	April 22, 2027	☐
Deadline for receipt of Supt. Compensation Comparables	HR Director	April 22, 2027	☐
Board leadership meets with Supt. for next year's contract negotiation/agreement	Board Chair Supertintendent	April 30, 2027	☐
Board ratifies Supt. contract for subsequent year	Board Members	May 13, 2027	☐
DEADLINE to Complete Process outlined in Supt. Contract		May 31, 2027	☐

WILLAMETTE
CAREER ACADEMY



2026 IMPACT SUMMARY



North Santiam School District

willamettecareeracademy.org info@willamettecareeracedemy.org 503.370.5000

North Santiam Students by **Program**

6 Cosmetology	3 Construction Trades	2 Dental Sciences
3 Papé Diesel Technology	7 Health Services	5 Freres Manufacturing








Student **Voices**

Everyone at WCA has made me feel so welcomed. Everyone is very thoughtful and kind.

My favorite part of attending WCA was connecting with students from other schools and being able to do hands on work

The teachers have helped me out a lot these past 2 years. Also with their advice and guidance I've grown as a person

I feel like I have connected with WCA staff because they almost all make an effort to understand and connect with the students

Learning about mechanics more in depth was very important to me and knowing my school didn't offer that but WCA did is what made me chose my career path

The wca has helped me learn a lot of professional skills and life skills that I will be able to use the rest of my life and it helped me get a better idea of what I want to do with my future

WCA has taught me how to work harder and how to take pride in my work

WILLAMETTE CAREER ACADEMY

College Credits Earned at WCA by **North Santiam Students**



Papé Diesel Technology



Health Services



Manufacturing

$10,512

Money saved by students via free credits from WCA

72

Total credits earned by WCA students

Certificates Earned **by Program**

8 Cosmetology	**14** Construction Trades	**8** Dental Sciences
38 Papé Diesel Technology	**20** Health Services	**8** Freres Manufacturing

Career Connected **Learning Hours**

Career Awareness Stage 1	Career Exploration Stage 2	Career Preperation Stage 3	Career Training Stage 4
37 HOURS	**19.5** HOURS	**173** HOURS	**16.5** HOURS

Certifications Earned **Detail**

Cosmetology

Certificates Earned	Students Completed
Blood Borne Pathogens	3
Esthetics Practicals	1
Hair Design Practicals	1
Law	1
Nail Technology Practicals	1
State of OR Certification	1

Construction Technology

Certificates Earned	Students Completed
AHA	2
Career Connections 1	2
Career Connections 2	3
Flagger	2
Forklift	3
OSHA 10	2

Dental Sciences

Certificates Earned	Students Completed
Basic Life Support	3
Dental Radiology	2
Infection Control	3

Freres Manufacturing

Certificates Earned	Students Completed
AWS	4
Flagger	2
Forklift	2

Health Services

Certificates Earned	Students Completed
Basic Life Support	4
CCMA	4
CNA	4
First Aid/CPR	4
Narcan	4

Papé Diesel Technology

Certificates Earned	Students Completed
Forklift	2
Snap-On: Multimeter	6
Snap-On: Tool ID Cutters & Pliers	6
Snap-On: Tool ID Hammers, Punches, Chisels	6
Snap-On: Tool ID Ratches, Sockets, Etc.	6
Snap-On: Tool ID Screwdriver	6
Snap-On: Tool ID Wrenches	6

96 Professional certifications earned by Stayton High School students at WCA

Nov 2026 Field Trip Report

Overnight & out-of-state trips are indicated in red.

Trip ID/Name	Trip Destination	Building	Trip Date(s)	Depart & Return Times	Pupils	Adults	Educational Objectives	Status
272241 - Sub Life Skills Oregon Zoo Trip	Oregon Zoo, 4001 SW Canyon Rd, Portland	Sublimity	Fri, May 21, 2027	8:30am - 2:00pm	10	6	Researching animals for writing assignments. Social skills practice.	pending
276088 - Baseball Spring Break Trip	The Dalles and Boise, ID-more details to come	Stayton High	Fri, Mar 19-26, 2027	1:00pm & 6:00pm	16	3	Athletic competition and team bonding	pending
276915 - SIS 4th Grade to Newell Pioneer Village	Newell Pioneer Village 8089 Champoeg Rd NE, St Paul	Stayton Middle	Thu, Mar 18, 2027	8:45am - 2:15pm	75	8	To provide an immersive, hands-on experience of pioneer life in the mid-19th century Oregon Territory.	pending
275920 - SubM 8th grade to SHS CTE	SHS 757 W Locust St, Stayton	Sublimity	Tue, Feb 16, 2027	1:00pm - 2:30pm	41	2	8th grade visiting SHS CTE program to see what classes SHS has to offer.	pending
276963 - Oregon State Capitol Choir Performance	Oregon State Capitol 900 Court St NE, Salem	Stayton High	Fri, Dec 18, 2026	12:45pm - 2:30pm	15	1	Choral performance in a unique environment for the holliday season.	approved
272242 - Sub Life Skills Downtown Stayton	Stayton Post Office, and Lovin' Oven	Sublimity	Thu, Dec 17, 2026	12:45pm - 2:15pm	10	6	Life Skills practice - mailing letters	pending
276349 - Storybook Land	Storybook Land, Linn Co Fairground 3700 Knox Butte Rd, Albany	Stayton Elementary	Thu, Dec 17, 2026	8:15am - 11:30am	80	50	Students will see classic stories come to life	pending
276224 - 2nd Grade to Storybook Land	Storybook Land, Linn Co Fairground 3700 Knox Butte Rd, Albany	Stayton Elementary	Wed, Dec 9, 2026	8:45am - 12:00pm	85	30	Students will be able to obtain first hand knowledge of design engineering and fairytales by seeing their favorite stories come to life in animated displays. They will be able to take that knowledge and apply it to their fairytale/engineering unit.	pending
275506 - Sublimity 3rd Grade to A-DEC	A-DEC 2601 E Crestview Dr, Newberg	Sublimity	Wed, Dec 9, 2026	8:15am - 2:30pm	40	10	Students will learn about different jobs, force and motion related to tools and products and personal hygiene and healthy foods.	pending
274800 - Boys Basketball Fall Retreat	location TBA Rhododendron, OR	Stayton High	Fri, Nov 20- - Sun, Nov 22, 2026	3:30 pm & 12:00 pm	10	3	Team bonding	pending
275794 - Nike Regionals	The Course (NXR) 2520 N Flora Rd, Spokane Valley, WA	Stayton High	Fri, Nov 20-Sun, Nov 22, 2026	7:30am & 4:00pm	21	5	Athletic competition	pending
276091 - ML Middle School to SHS for Fall Play Previews	SHS 757 W Locust St, Stayton	Mari-Linn	Thu, Nov 19, 2026	8:30am - 12:00pm	53	7	High School Readiness	approved
276171 - SUB to SHS Play- Radium Girls	SHS 757 W Locust St, Stayton	Sublimity	Thu, Nov 19, 2026	8:20am - 11:30am	145	6	Students will strengthen connections with the high school community while exploring future opportunities in high school electives, performing arts, and extracurricular activities.	approved
276367 - SHS AVID 12 to OSU and LBCC	OSU 700 SW 26th St, Corvallis & LBCC 6500 Pacific Blvd SW, Albany	Stayton High	Thu, Nov 19, 2026	8:00am - 3:00pm	14	2	College and Career Readiness	approved
276254 - SUB 4th/5th OSU Basketball Game	OSU Gill Coliseum 660 SW 26th St, Corvallis	Sublimity	Wed, Nov 18, 2026	9:15am - 2:00pm	97	33	AVID-College/Career Readiness	pending
276131 - ML 4/5th Grade OSU Beavers Beyond the Classroom	OSU Gill Coliseum 660 SW 26th St, Corvallis	Mari-Linn	Wed, Nov 18, 2026	8:30am - 2:15pm	49	14	AVID-College/Career Readiness	approved
276407 - FFA Day Willamette Valley Ag Expo	Linn Co Fairgrounds 3700 Knox Butte Road, Albany	Stayton High	Wed, Nov 18, 2026	8:00am - 1:30pm	14	1	To engage directly with agricultural industry professionals to learn about current industry practices, career pathways, and emerging technologies in agriculture.	approved

276809 - Sprague HS Production of Hadestown	Sprague HS 2372 Kuebler Blvd, Salem	Stayton High	Sat, Nov 14, 2026	6:00pm - 10:30pm	29	1	Students will watch a live performance. The Drama Club strives to provide opportunities for any student that wants to experience live theatre.	approved
276397 - FFA District Ag Sales	Silverton HS 1456 Pine St, Silverton	Stayton High	Tue, Nov 10, 2026	3:30pm - 9:30pm	14	1	To develop and demonstrate professional sales skills, including customer communication, product knowledge, and persuasive speaking.	approved
276056 - SUB Lifeskills-Tree Farm Visit	Graham's Farmstead & Christmas Tree Farm 20331 Fern Ridge Rd, Stayton	Sublimity	Mon, Nov 9, 2026	9:45am - 11:45am	11	4	Local business, agriculture, social, and emotional learning	approved
276062 - SubE Walking Trip to Marion Estates-trick or Treating	Marion Estates 590 SE Conifer Circle, Sublimity	Sublimity	Thu, Oct 29, 2026	12:45pm - 2:30pm	157	15	Communication and community involvement	approved
273774 - SIS 4th Gr to EZ Orchards	EZ Orchards 5504 Hazelgreen Rd NE, Salem	Stayton Middle	Thu, Oct 29, 2026	8:15am - 11:15am	75	24	Students can observe pumpkins at various stages of growth, from the vine to the harvest and learn how internal and external structures of plants help them survive, grow, and reproduce.	approved
275383 - Sublimity Kindergarten & 1st Gr to Pumpkin Patch	EZ Orchards 5504 Hazelgreen Rd NE, Salem	Sublimity	Mon, Oct 26, 2026	9:45am - 12:45pm	78	26	Students will learn about the life cycle of apples and pumpkins. Prior to the trip, classrooms will have pumpkin life cycle and/or plant life cycle units that will directly correlate to the activities that students will get to experience on the field trip.	approved
276193 - Skills USA to Redmond	Redmond HS 675 Rimrock Way, Redmond	Stayton High	Sat, Oct 24, 2026	5:00am - 6:00pm	6	1	Students will apply advanced technical knowledge and safety practices to complete an industry-aligned performance project under timed conditions, demonstrating technical accuracy, critical thinking, and professional communication skills as evaluated against SkillsUSA contest standards.	approved
275174 - SES 3rd Grade EZ Orchard	EZ Orchards 5504 Hazelgreen Rd NE, Salem	Stayton Elementary	Fri, Oct 23, 2026	11:30am - 2:00pm	85	25	This field trip is related to classroom life science standard (plant life cycles).	approved
275450 - Voices for Change & Leadership Conference	Western Oregon Univ 345 Monmouth Ave, Monmouth	Stayton High	Fri, Oct 23, 2026	7:15am - 4:00pm	30	4	Leadership Conference	approved
273323 - Kindergarten to Pumpkin Patch	Greens Bridge Farms 3730 Jefferson Scio Dr Jefferson	Stayton Elementary	Mon, Oct 19, 2026	9:30am - 1:45pm	100	75	Students will observe how pumpkins grow and identify characteristics of pumpkins, plants, and other crops and explore textures, smells, sounds, and other sensory experiences found on a farm.	approved
274060 - SES Stayton Walking Field Trip	Stayton Post Office, Stayton Library, Star Cinema, Brown House, Police Station, Pioneer Park	Stayton Elementary	Fri, Oct 16, 2026	8:45am - 2:15pm	80	25	Students will be able to gain first-hand knowledge of the historical sites in their community and how they work to support the members of the community.	approved
275038 - SHS to Cascade College Fair	Cascade High School 10226 Marion Rd SE, Turner	Stayton High	Wed, Oct 14, 2026	12:15pm - 1:50pm	60	4	To expose students to a diverse range of higher education options—including community colleges, public and private universities, and trade schools—allowing them to compare institutional offerings, campus cultures, and degree programs.	approved
275531 - SUB Geology Museum Visit	Rice NW Museum of Rocks & Minerals 26385 NW Groveland Dr, Hillsboro	Sublimity	Wed, Oct 14, 2026	8:45am - 1:30pm	48	7	Students will apply their understanding of geology by examining real-world rocks, minerals, fossils, and petrified wood at the Rice Northwest Museum. Students will identify evidence of rock and mineral formation, fossilization, the rock cycle, and geologic time, while connecting museum specimens to how scientists use Earth materials to interpret Earth's history.	approved
274975 - ML-K-2-Greensbridge Pumpkin Patch	Greens Bridge Farms 3730 Jefferson Scio Dr Jefferson	Mari-Linn	Tue, Oct 13, 2026	10:00am - 2:00pm	55	23	Use observations to describe patterns of what plants and animals (including humans) need to survive. Make observations to construct an evidence-based account that young plants and animals are like, but not exactly like, their parents	approved

272240 - Life Skills Silver Creek Falls Outing	Silver Creek Falls 20024 Silver Falls Hwy SE, Sublimity	Stayton High	Thu, Oct 8, 2026	10:45am - 2:30pm	13	5	Observing nature	approved
275040 - SHS to Harris Thermal & ARE Manufacturing	Harris Thermal: 615 S Springbrook Rd & A.R.E. Manufacturing: 518 S Springbrook Rd, Newberg	Stayton High	Thu, Oct 8, 2026	7:45am - 1:45pm	10	1	To show students and the public what modern manufacturing is all about from fabrication, machining, design and all of the operations in between.	approved
275009 - FFA District Soils	Meadowood Dairy 4900 Cook Rd SE, Turner	Stayton High	Fri, Oct 2, 2026	7:30am - 3:00pm	14	1	Students will participate in FFA Soil Judging to apply classroom knowledge of soil properties, including texture, structure, color, depth, and land-use characteristics, to real-world soil profiles.	approved
275041 - SHS to GK Machine	GK Machine 20495 Butteville Rd NE Bldg 1, Hubbard	Stayton High	Thu, Oct 1, 2026	12:00pm - 3:00pm	20	1	To show students and the public what modern manufacturing is all about from fabrication, machining, design and all of the operations in between.	approved
274061 - SubE- grade 3 EZ orchards and Blueberry farm field trip	EZ Orchards 5504 Hazelgreen Rd NE, Salem Pacific blueberry company (PBC): 6826 55th Ave NE, Salem	Sublimity	Thu, Oct 1, 2026	8:45am - 2:00pm	40	10	Students will use a map and Oregon geography skills to navigate the corn maze at EZ orchards as well as learning about local agriculture and jobs. Then they will learn about the blueberry packing industry and get to experience a working blueberry farm first hand.	approved
274726 - SUB-E Walking Community Field Trip	K's Coffee, Fire Station, Dentist, Post Office, Panzanellies	Sublimity	Wed, Sep 30, 2026	12:30pm - 2:30pm	38	15	Understand community features and community helpers.	approved
273131 - Sublimity OMSI Camp Gray Outdoor School	Coastal Discovery Center at Camp Gray 3400 SW Abalone St, South Beach	Sublimity	Wed, Sep 30- Fri, Oct 2, 2026	10:00am & 2:00pm	45	14	Students will explore coastal ecosystems through hands-on investigations at OMSI's Coastal Discovery Center. They will observe interactions between organisms and their environment, analyze how environmental factors influence ecosystems, and use evidence from their observations to explain how changes can impact coastal ecosystems.	approved
274008 - FFA District Leadership Camp	Aldergate 7790 Marion Rd SE, Turner	Stayton High	Sun, Sep 27-Mon, Sep 28, 2026,	9:00am & 2:00pm	14	1	Team bonding, Skills building	approved
268573, 268572, 268571 &268570 - Outdoor School day trippers	Camp Tadmor 43943 McDowell Creek Drive, Lebanon	Stayton Middle	Mon-Thu, Sep 21-24, 2026	8:15am - 2:30pm	4	2	Students learn about place-specific ecosystems, including the interrelationships between living and nonliving componentslearn about their impact on the community and the environment. To foster personal growth by taking students out of their comfort zones and away from their typical social cliques.	approved
268569 - SMS Outdoor School students	Camp Tadmor 43943 McDowell Creek Drive, Lebanon	Stayton Middle	Mon-Fri, Sep 21-25, 2026	9:00am & 1:45pm	95	4	Students learn about place-specific ecosystems, including the interrelationships between living and nonliving componentslearn about their impact on the community and the environment. To foster personal growth by taking students out of their comfort zones and away from their typical social cliques.	approved
268567 - SMS Outdoor School Counselors	Camp Tadmor 43943 McDowell Creek Drive, Lebanon	Stayton High	Sun-Fri, Sep 20-25, 2026	3:00pm & 2:15pm	20	2	Counselors for students attending ODS	approved
274929 - SubM 8th-HomeComing parade	SHS 757 W Locust St, Stayton	Sublimity	Fri, Sep 18, 2026	1:20pm - 2:30pm	41	3	Building connections for high school for 8th graders.	approved
273757 - Mari Linn 8th Graders to Homecoming Parade	SHS 757 W Locust St, Stayton	Mari-Linn	Fri, Sep 18, 2026	1:15pm - 2:30pm	23	2	Building connections for high school for 8th graders.	approved

November 2026 NSSD Enrollment Totals												
School Name	**Grade**	**Jun '26**	**Sept '26**	**Oct '26**	**Nov '26**	**Dec '26**	**Jan '27**	**Feb '27**	**Mar '27**	**Apr '27**	**May '27**	**Jun '27**
MARI-LINN	KG	22	13	13	13							
MARI-LINN	1	13	23	23	25							
MARI-LINN	2	16	16	16	16							
MARI-LINN	3	22	16	16	16							
MARI-LINN	4	23	23	23	22							
MARI-LINN	5	12	27	26	26							
MARI-LINN	6	20	13	13	13							
MARI-LINN	7	20	17	17	17							
MARI-LINN	8	15	23	22	22							
MARI-LINN	**ALL**	**163**	**171**	**169**	**170**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
SUBLIMITY	KG	37	38	38	37							
SUBLIMITY	1	38	40	40	41							
SUBLIMITY	2	39	38	38	38							
SUBLIMITY	3	45	40	40	40							
SUBLIMITY	4	48	49	49	49							
SUBLIMITY	5	42	51	51	53							
SUBLIMITY	6	59	48	47	47							
SUBLIMITY	7	42	57	57	58							
SUBLIMITY	8	52	41	40	40							
SUBLIMITY	**ALL**	**402**	**402**	**400**	**403**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
OA-VIRTUAL ACADEMY	KG	0	0	0	0							
OA-VIRTUAL ACADEMY	1	0	0	0	0							
OA-VIRTUAL ACADEMY	2	0	0	0	1							
OA-VIRTUAL ACADEMY	3	1	0	0	0							
OA-VIRTUAL ACADEMY	4	1	1	1	1							
OA-VIRTUAL ACADEMY	5	0	0	0	1							
OA-VIRTUAL ACADEMY	6	1	0	0	1							
OA-VIRTUAL ACADEMY	7	3	3	3	2							
OA-VIRTUAL ACADEMY	8	6	1	3	3							
OA-VIRTUAL ACADEMY	9	5	3	3	5							
OA-VIRTUAL ACADEMY	10	11	3	5	7							
OA-VIRTUAL ACADEMY	11	19	6	8	11							
OA-VIRTUAL ACADEMY	12	17	16	16	17							
OA-VIRTUAL ACADEMY	**ALL**	**64**	**33**	**39**	**49**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

School Name	Grade	Jun '26	Sept '26	Oct '26	Nov '26	Dec '26	Jan '27	Feb '27	Mar '27	Apr '27	May '27	Jun '27
STAYTON ELEMENTARY	PreK	28	30	32	32							
STAYTON ELEMENTARY	KG	78	78	77	76							
STAYTON ELEMENTARY	1	86	79	80	80							
STAYTON ELEMENTARY	2	79	90	91	89							
STAYTON ELEMENTARY	3	74	83	84	84							
STAYTON ELEMENTARY	**ALL**	**317**	**330**	**332**	**329**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
STAYTON INTERMEDIATE	4	78	75	75	75							
STAYTON INTERMEDIATE	5	91	79	80	77							
STAYTON MIDDLE	6	90	96	97	97							
STAYTON MIDDLE	7	98	96	97	96							
STAYTON MIDDLE	8	94	105	104	101							
SIS/SMS TOTAL	**ALL**	**451**	**451**	**453**	**446**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
OA-LOCUST ST ACADEMY	10	6	1	1	1							
OA-LOCUST ST ACADEMY	11	4	12	8	9							
OA-LOCUST ST ACADEMY	12	9	12	14	14							
OA-GED		11	7	9	8							
OA-LSA & GED	**ALL**	**30**	**32**	**32**	**32**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
STAYTON HIGH	9	158	175	176	175							
STAYTON HIGH	10	134	167	165	161							
STAYTON HIGH	11	149	135	131	125							
STAYTON HIGH	12	126	148	146	144							
Early College (off campus)		10	6	6	6							
Transitions (post-grad SPED)		4	3	4	3							
STAYTON HIGH	**ALL**	**581**	**634**	**628**	**614**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
NSSD Total (w/o PreK)	**TOTAL**	**2008**	**2053**	**2053**	**2043**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
NSSD Total (w/ PreK)		**2036**	**2083**	**2085**	**2075**							
# Registered w/ WESD to homeschool		**90**	**87**	**78**	**90**							
# Enrolled in Virtual Charter Schools		**116**	**133**	**144**	**150**							

Notes

NSSD receives Preschool Promise Grant monies for preschool grades and does not receive state funding as it does for grades K-12 so they are not included in the total.

North Santiam School District

BOARD OF DIRECTORS
SCHOOL YEAR ANNUAL AGENDA ITEMS CALENDAR

Updated 09/2026

These agenda items typically occur every month so have not been repeated below:

1. Spotlight/Recognition/Awards (*may not occur every month)*
2. Consent Agenda: Approval of Meeting Minutes, Licensed Staff Changes or other items not expected to result in a board discussion.
3. Reports:
    - ASB/Student Activities Report
    - Superintendent's Report
    - Business Director's Report
    - Teaching & Learning Report
    - Licensed Union Rep. Report
    - City Council Liaison Reports
    - Informational Reports including: field trips, enrollment & upcoming events
4. First and/or second readings of updates to NSSD board policies
5. Board Reflections/Announcements

**The Superintendent Evaluation process and corresponding timeline are being reviewed/revised during the 2025-26 school year so those agenda items have been removed from this calendar. Once all the steps are finalized, they will be added to the applicable month.*

These items will appear as needed but do not happen at the same time every year:

1. Long Range Facility Master Planning Committee/Bond Planning
2. OSBA (in-house) training or other group learning opportunities
3. Budget Appropriations/Funding Resolutions
4. Curriculum Adoptions

July

According to ORS 255.335, each district board shall hold a regular organizational meeting following the regular district election and not later than the last day of July of that year.
According to ORS 332.040, No later than at the next regular meeting following July 1, the district school board shall meet and organize by electing a chairperson and a vice chairperson from its members.

During election years when there are no newly elected board members, the organizational items may be performed in June if the Board chooses to hold a work session in July (no business items) or skip the July meeting all together.

During election years when new members are seated, the organizational meeting must occur in July.

During non-election years, the meeting can occur in June, July or August (7/31 deadline does not apply).

Traditional Location: Santiam Room
Annual Agenda Items:

1. Oath of office for newly elected members
2. Elect chair and vice-chair (incumbent chair presides until a successor is elected). No member of the Board may serve as chair more than two years in succession unless the Board approves an extension of this period by a motion in June.
3. (Next Applicable in 2029) Begin Strategic Planning Process – every 5 years
4. Supt. Evaluation Document Approval
5. Board members choose their "buddy school"
6. Annual Organizational Agenda Items:

- Designate the following positions:
  - Chief administrative officer (the superintendent) as school district clerk or another individual, if there is no chief administrative officer. (ORS 332.515)
  - Business manager or deputy clerk, or both. (ORS 332.515)
  - Custodian of funds who will sign checks or, if the school board so authorizes, utilize a facsimile signature for that purpose. (ORS 328.441, 328.445)
  - Budget officer, who shall prepare or supervise preparation of the budget document under the direction of the executive officer. (ORS 294.331)
  - Financial auditors for the school year. (ORS 328.465, 327.137, 297.405)
  - Legal counsel (no specific ORS/OAR but ORS 332.057 requires "Any duty imposed upon the district school board as a body must be performed at a regular or special meeting and must be made a matter of record")
  - Civil Rights Coordinator ORS 332.505 (2)
- Designate the fidelity-bond amounts for those authorized to handle district funds and ensure they are bonded by a surety company authorized in Oregon. (ORS 332.525)
- Designate the Board as the Local Public Contract Review Board as per policy DJC (ORS 279A.060)
- Approve contracts for payment (ORS 332.075(2-3) (e.g. transportation, contracts related to bond projects)
- Establish depository(ies) for school funds. (ORS 328.441, 294.805-294.895)
- Establish dates, time and place of regular monthly board meetings. (ORS 332.045)
- Approve list of low-impact pesticides for use according to the integrated pest management plan ORS 634.705 (5)
- Approve list of third-party alternative education programs (ORS 336.631)
- Appoint members of standing committees (if applicable)
- Appoint board member to participate on the district negotiation team (as board representative)
- Receive English Learners In Oregon Annual Report by Sept 1 (distributed by ODE in June) ORS 327.016 (2) (b)
- Receive Annual Restraint & Seclusion Report – (ORS 339.297 (2)(a)(B)

Other Activities/Events

- SummerFest (last Saturday in July)

August

Traditional Location: Santiam Room
Regular Session Annual Agenda Items:

1. Projected Student Enrollment

2. Oaths of Office of newly re-elected members, including any student representatives (if not done in July)
3. Approval of Board Operating Protocol

Other Activities/Events

- Leadership Team Goal Workshop (2nd week in August)
- OSBA Annual Conference (Salem)
- Safe Schools Training on Mandatory Reporting (online)
- Lyons Fire Dept Car Show
- Welcome Back to School-Staff (last week in August)
- Back to School Open Houses (see school calendars for dates)

September

Traditional Location: Santiam Room

Annual Agenda Items:

1. Possible nominations for NSSD board member wishing to run for an OSBA board position
2. Exit Interview Survey Results (Sept or Oct)- Director of Human Resources
3. Facilities Report (summer projects recap)
4. ODE Integrated Guidance Annual Report (requires oral presentation & public comment)-Director of Teaching & Learning

Other Activities/Events

- Safe Schools Training on Mandatory Reporting-due to be completed this month
- **National School-Related/Staff Appreciation Days This Month**- I.T. Professionals Day, Arts in Education Week

October

Traditional Location: Santiam Room

Annual Agenda Items:

1. Division 22 Report- Director of Teaching & Learning
2. District Design Goals (departments & buildings)
3. Stayton Booster Club Report (projects, membership, etc.) - Club President (may vary depending on status of current projects)

Other Activities

- State-Wide Licensed In-Service Day
- OSBA Regional Meetings
- **National School-Related/Staff Appreciation Days This Month-**Custodial Workers, School Bus Safety Week, Farm to School Month, Walk to School Day, Coaches Day, School Lunch Week, Red Ribbon Week, Bullying Prevention Month, School Principal Month

November

Traditional Location: Santiam Room

Annual Agenda Items:

1. OSBA Elections
2. At-A-Glance Reports-Director of Teaching & Learning (Nov or Dec)

3. SIA Finalized Grant Agreement (requires oral presentation, public comment and board approval)-Director of Teaching & Learning
4. TAG Program Report (Nov or Dec)
    a. Number of Student Identified and the screening process
    b. Supports/Programs offered

Other Activities/Events

- OSBA Annual Conference (Portland)
- **National School-Related/Staff Appreciation Days This Month**-School Psychologist Week, School Resource Officer Day, Education Support Professionals Day, Substitute Educators Day

December

Traditional Location: Stayton High School

Annual Agenda Items:

1. School Spotlight – Options Academy (possible building tour prior to meeting)
2. Special Programs Report - Director of Special Services
    >Must include the Abbreviated School Day Notice & Acknowledgement
3. SIA Performance Review (req. every four years, next due 12/27)

Board Secretary Tasks:

1. Distribute copies of NSSD audit report to board members so they can review before the January meeting.
2. Contact existing Budget Committee members as soon as the tentative Budget Hearing date is set to see if they are available.

Other Activities/Events

National School-Related/Staff Appreciation Days This Month- Special Education Day

January

Traditional Location: Stayton Middle School

Annual Agenda Items:

1. Board Appreciation Month-Staff/Schools
2. School Spotlight-School Admin
3. WESD Local Service Plan Approval (every 2 years, next due 2027)-Superintendent
4. Audit Review- Director of Business & Fiscal Services (may be joined by rep. from auditing firm)
    a. Must include audit of SIA financials and public comment
5. Approval of Budget Committee Calendar
6. Announcement of Budget Committee Vacancies
7. School Board Student Representative Recruitment Strategies
8. Annual report of all pesticide applications from the previous year-IPM Program Coord

Other Activities/Events

- Classified In-Service Day

Board Secretary Tasks:

- File notice of district board election, next due 2027 (see Marion Co Calendar for deadline)
- Provide filing information to anyone seeking election/re-election (next due 2027)
- Notify Current Budget Committee of approved meeting dates after Jan. meeting

- Post Budget Committee Vacancies online and applications to apply

February

Traditional Location: Stayton Elementary School
Annual Agenda Items:
1. School Spotlight-School Admin
2. Proclamation for Classified Appreciation Week (occurs in March)
3. Integrated Guidance Application Review-Director of Teaching & Learning (every two years, next due 02/27)
4. Selection/Approval of Budget Committee Members- Director of Business & Fiscal Services
5. First Reading of Upcoming Year School Calendar
6. Review results of Youth Truth survey (if available-may not be ready until March)

Other Activities/Events
- Licensed In-Service Day
- Stayton Sublimity Chamber of Commerce Awards Banquet (schedule may vary)
- Booster Club Annual Auction

Other Activities/Events
- **National School-Related/Staff Appreciation Days This Month**-School Bus Driver Appreciation Day

Board Secretary Tasks:
- Continue facilitating applications for Budget Committee positions prior to Feb. meeting
- Coordinate with current student board representative and SHS admin to announce the student representative position openings for the upcoming school year. Applications should be submitted to the Board Administrative Assistant by May 1st.

March

Meeting #1 Traditional Location: District Office/Santiam Room
Special Session: (first Thursday in March)
1. Renewal of Contracts (Licensed/Administrative)

Meeting #2 Traditional Location: Sublimity School
Regular Session Annual Agenda Items:
1. School Spotlight-School Admin
2. Integrated Grants Application (requires oral presentation, public comment and board approval prior to submission, NEXT DUE 2027)-Director of Teaching & Learning
3. Upcoming Year School Calendar Adoption
4. Approve Board Chair & Vice-Chair (or designees) to negotiate contract extension on behalf of whole board.

Board Secretary Tasks:
- Coordinate with current student board representative, Supt and Board Member to promote the student representative position openings for the upcoming school year. Applications should be submitted to the Board Administrative Assistant by May 1st.
- Provide Reminder of Board Elections Filing Due Date (if applicable)

Other Activities/Events

National School-Related/Staff Appreciation Days This Month-Music in our Schools Month and Classified School Employee's Week

April

Traditional Location: Mari-Linn School
Annual Agenda Items:
1. School Spotlight-School Admin
2. Adopt resolution for Teacher Appreciation Week (first week of May)
3. If not completed in March = Integrated Grants Application (requires board approval prior to submission, NEXT DUE 2027)

Board Secretary Tasks
- Coordinate with current student board representatives, Supt and Board Member and to promote the student representative position openings for the upcoming school year. Applications should be submitted to the Board Administrative Assistant by May 1st.

Other Activities/Events
- **National School-Related/Staff Appreciation Days This Month**- School Library Month, Administrative Professional Day

May

NSSD Budget Committee traditionally meets in the second week of May

Traditional Location: Stayton High School
Annual Agenda Items:
1. School Spotlight-School Admin
2. Student awards @ SHS-Valedictorian, Salutatorian, Future First Citizen
3. Acknowledge current student reps. for service on the board
4. Select new student representatives to the school board for following year
5. WESD Local Service Plan List of Services Taken-Supt or Director of Business & Fiscal Services
6. Establish the number of student transfer requests into the District for coming year
7. *Typically, always have at least one curriculum adoption*

Board Secretary Tasks
- Prior to May meeting (after May 1st), coordinate with Supt and Board Member to review Student Rep. applications and then prepare and distribute comparison spreadsheet at least one week before the meeting date.

Other Activities/Events
- **National School-Related/Staff Appreciation Days This Month**-Teacher Appreciation Week, Principal's Day, School Lunch Hero Day, School Nurse Day, Speech Pathologists Day

June

Traditional Location: Santiam Room
Special Session/Budget Hearing (prior to Regular Session):
1. Review of Budget Documents/Resolutions: Director of Business & Fiscal Services

2. Allow for Public Comment

Regular Session Annual Agenda Items:

1. Resolutions to adopt budget- Director of Business & Fiscal Services
2. Approve Excise Tax annual adjustment for the upcoming school year
3. Select student representatives to the school board for following year (if not done in May)
4. Consider nominations for NSSD Board Awards (Santiam, Community Partner, Jack Adams, Golden Eagle)

**If the Board desires the current Board Chair to serve an additional year after already serving two consecutive years, they must vote to allow them to do so in the June meeting.