

Board of Directors Meeting
School District 4J, Lane County
4J Education Center
200 North Monroe Street
Eugene, Oregon 97402
Thursday, June 6, 2024

NOTICE: The Board Retreat will be open to the public to attend in person, and via Zoom Webinar at <https://4J-lane-edu.zoom.us/j/91225128314>, Webinar ID 912 2512 8314

The board will not hear public testimony during the work session.

**4:30 PM
Board Spring Retreat II**

- I. Call Board Spring Retreat II to Order, Roll Call
- II. Items for Information
 - 1. Finalize Board Working Agreements 2
Presenter: Vince Adams, Oregon School Board Association (OSBA)
Board Development Specialist
 - 2. Board Meeting Calendar Format for 2024-25 School Year Discussion 6
Presenter: Vince Adams, Oregon School Board Association (OSBA)
Board Development Specialist
 - 3. Interim Superintendent Colt Gill's Items
Presenter: Colt Gill, Interim Superintendent
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Presenter: Colt Gill, Interim Superintendent
 - b. Goals & Direction
Presenter: Colt Gill, Interim Superintendent
 - c. Organizational Planning
- III. Adjourn Board Spring Retreat II

THIS MEETING WILL BE BROADCAST OVER KRVM-AM (1280)

INFORMATION FOR THE DEAF AND HARD OF HEARING:
Closed Captioning is available during Board meetings through a zoom live feed which is also displayed at in-person meetings.



Eugene School District 4J
200 North Monroe Street
Eugene, OR 97402-4295
541-790-7700
www.4j.lane.edu

ITEM FOR INFORMATION

Date of Meeting

June 6, 2024

Board of Directors Spring Retreat II

Title

Finalize 4J Board of Directors Working Agreements

Presenter

Vince Adams, Oregon School Boards Association (OSBA) Board Development Specialist



Eugene School District 4J Board Working Agreements/Norms

To help the Board function as effectively as possible in service of their community, the Board has established working agreements/norms that provide a set of guidelines, shared

understandings, and expectations of how they will work with each other, district staff and the community. In agreeing to these norms, they also agree to hold each other accountable to follow them.

The Eugene School District 4J (4J) staff and board operate within the guidelines of Oregon state law and adopted 4J district policy and use Roberts Rules of Order for managing their meetings. Links to these materials can be found at the end of this document. Nothing contained in these working agreements/norms supersedes those authorities.

BOARD ROLES, RESPONSIBILITIES, AND RELATIONSHIPS

1. Board members will operate within our governance model focusing on policymaking,
2. strategic planning, fiduciary oversight, and; adoption of core instructional materials, district performance, and the superintendent.
3. Board members will uphold the legal, compliance and confidentiality requirements on all matters arising from board meetings and executive sessions.
4. The Board recognizes the role of the chair to speak for and about the board to the press and public groups, convene board meetings, execute documents as appropriate, and develop the agenda with the vice chair, superintendent, and a rotating board member as assigned.
5. The board and superintendent will participate annually in establishing goals and objectives for themselves and the district.
6. Board members will act as ambassadors to the schools, the community and the district.
7. Board members will assume everyone's best intentions.
8. Board members will exercise humility.

9. Board members will communicate with one another in a timely and constructive manner should an issue or problem develop between them.
10. Board members will listen to understand each other.
11. Board members will seek to build personal connections with each other while adhering to applicable open meeting laws and policies.
12. The board chair will remind us of our governance and working agreements when needed.

HOW WE OPERATE & MAKE DECISIONS

1. Board members will select the leadership for their term at the first regular meeting of the board's calendar which typically is in August.
2. Incoming board members will receive orientation by.....
3. Once a decision is made by the board, members will support the implementation of the decision.
4. Three board members must agree before an item is placed on a meeting agenda.
5. Meetings will start on time and every effort will be made to end meetings before 10pm.
6. Members will notify the school administration and superintendent before visiting a school in the role of school board member.
7. Agenda items will be placed on the calendar by...
8. *Board members will respect the Superintendent's responsibility to manage the school district and to direct employees in district and school matters. Therefore, when questions or concerns are brought to a board member relative to district staff or operations, those concerns will be referred to the superintendent (or other staff leadership as necessary) for follow up.*
9. *Board members will give careful consideration, listening to all perspectives, to all issues brought to the board by community members, groups and district leadership.*

HOW WE COMMUNICATE

1. Board communications to the 4J Executive Team should cc the superintendent. All other board communications intended for staff should be sent only to the superintendent who will be accountable to the board for follow-up.
2. Members will refrain from using personal electronic devices during meetings with the exception of emergencies or limited operational needs.

3. The chair responds to group emails sent to the board.
4. The board will refrain from dialogues with the public via social media on official school matters.
5. Board members will be mindful that their actions and communications with the public reflect upon the board and district as a whole.
6. We will focus on the policy question and not make disagreement personal.
7. We will ask staff for their professional opinions but will not ask staff to “take sides”.
8. Board members will communicate directly with the Superintendent and or the Board chair prior to meetings of the board to address questions or concerns about agenda items.

GOVERNING LAW AND POLICY DOCUMENTS

1. Robert’s Rules of Order, <https://osba.org/roberts-rules-simplified-2/>
2. Board Policy Sections A and B found at, <https://policy.osba.org/eugene/>
3. List of Board Committees
4. Role of Student Representatives (Board Policy BCBA)
5. ORS 192.610-690, (Oregon Public Meetings Law) can be found at, https://www.oregonlegislature.gov/bills_laws/ors/ors192.html



ITEM FOR INFORMATION

Date of Meeting

June 06, 2024

Title

Board Meeting Calendar Format for the 2024-25 School Year

Presenter

Presenter: Vince Adams, Oregon School Board Association (OSBA) Board Development Specialist

Description

The Board of Directors have traditionally held regular board meetings on the first and third Wednesday of the month. Agenda and materials related to the meeting agenda are typically provided to the board, media and other interested parties on the Friday preceding the Wednesday meeting. Special board meetings, board work sessions and board executive sessions may also be scheduled during the year; board members typically set aside every Wednesday evening for that purpose, should a meeting be called. Work sessions and executive sessions are often held on the same day as, and in addition to, regular board meetings.

The board has recently discussed ways to hold board meetings, work sessions and executive sessions outside of the current model. For instance, Board Directors had a conversation that included a combination of board meetings and work sessions each month, along with the current policy that is in place that restricts public comment and decision-making abilities at work sessions. At a future meeting, the board will determine if board meetings, work sessions and executive sessions will remain as the current model, or if something else would better serve the district. The conversation will likely involve current Board Policy BD/BDA.

A draft calendar of board meetings for the 2024-25 school year is included. The calendar has been reviewed and it does not interfere with major holidays and the Thanksgiving and winter break schedule. The board will make a decision about the meeting format at a future regular board meeting.

**2024-25 Calendar of Scheduled Meetings for
Eugene School District 4J Board of Directors
July 1, 2024 - June 30, 2025**

Eugene School District 4J, 200 North Monroe St., Eugene, OR 97402 • www.4j.lane.edu • 541-790-7700

Meeting Dates

Materials Delivered to Board

Wednesday, August 07, 2024	_____	Board Meeting	Fri., Aug. 2, 2024
Wednesday, August 21	_____	Board Meeting	Fri., Aug. 16
Wednesday, September 04	_____	Board Meeting	Fri., Aug 27
Wednesday, September 18	_____	Board Meeting	Fri., Sep. 13
Wednesday, October 02	_____	Board Meeting	Fri., Sep. 27
Wednesday, October 16	_____	Board Meeting	Fri., Oct. 11
Wednesday, November 06	_____	Board Meeting	Fri., Nov. 01
Wednesday, November 20	_____	Board Meeting	Fri., Nov. 15
Wednesday, December 04	_____	Board Meeting	Fri., Nov. 29
Wednesday, January 15, 2025	_____	Board Meeting	Fri., Jan. 10, 2025
Wednesday, February 05	_____	Board Meeting	Fri., Jan. 31
Wednesday, February 19	_____	Board Meeting	Fri., Feb. 14
Wednesday, March 05	_____	Board Meeting	Fri., Feb. 28
Wednesday, April 09	_____	Board Meeting	Fri., April 04
Wednesday, April 23	_____	Board Meeting	Fri., April 18
Wednesday, May 07	_____	Board Meeting	Fri., May 02
Wednesday, May 21	_____	Board Meeting	Fri., May 16
Wednesday, June 04	_____	Board Meeting	Fri., May 30

- If needed, a Work Session and/or Executive Session will be added to _____ Board Meetings.
- Board meetings are normally held the first and third Wednesdays of each month at 7 p.m. at the Eugene School District Education Center, 200 North Monroe Street. Meeting materials are typically delivered to board members on the Friday preceding each meeting.
- Additional meetings may be scheduled and meetings on this list may be rescheduled. Board members and staff are asked to hold all Wednesdays in case an additional meeting is scheduled.

Eugene School District 4J

Code: BD/BDA
Adopted: 6/16/75; 1980
Revised/Readopted: 9/17/97; 12/11/02; 8/02/17
Orig. Code: BD; 1720.4; 1860; 1720.1;
1720.2; 1720.3; 1720.5

Board Meetings

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. “Meeting” means the convening of a quorum of the Board as the district’s governing body to make a decision or to deliberate toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the governing body, i.e. a work session. The affirmative vote of the majority of members of the Board is required to transact any business.

All regular, special and emergency meetings of the Board will be open to the public except as provided by law. All meetings will be conducted in compliance with state and federal statutes. All Board meetings, including Board retreats and work sessions, will be held within district boundaries. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business.¹ No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation², age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including those with disabilities, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they were not included in the notice.

If requested to do so at least 48 hours before a meeting held in public, the Board shall provide an interpreter for hearing-impaired persons. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice. Communications with all qualified individuals with disabilities shall be as effective as communications with others.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act and the smoking provisions contained in the Public Meetings Law.

The possession of dangerous or deadly weapons and firearms, as defined in law and Board policy, is prohibited on district property.

¹ ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction as long as no deliberations toward a decision are involved.

² As defined in ORS 174.100.

1. Regular, Special and Emergency Meetings

No later than the new regular meetings following July 1, The Board will hold an organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31.

Generally, a regular meeting will be held each month. The regular meeting schedule may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business.

Special meetings can be convened by the Board chair, upon request of three Board members, or by common consent of the Board at any time to discuss any topic. A special meeting may also be scheduled if less than a quorum is present at a meeting or additional business still needs to be conducted at the ending time of a meeting. At least 24 hours' notice must be provided to all Board members, the news media, which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic communication. Electronic communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Electronic communications may contain:

- a. Agenda item suggestions;
- b. Reminders regarding meeting times, dates and places;
- c. Board meeting agendas or information concerning agenda items;
- d. One-way information from Board members or the superintendent to each Board member (e.g., an article on student achievement or to share a report on district progress on goals) so long as that information is also being made available to the public;
- e. Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to other Board members will have the following notice:

Important: Please do not reply or forward this communication if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting. Electronic communications on district business are governed by Public Records and Meetings Law.

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by the Public Meetings Law.

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work session to provide its members with opportunities for planning and thoughtful discussion. Ordinarily work sessions are not designed to receive public input, but the Board may choose to place it on the agenda. No action will be taken at a work session. Work sessions will be conducted in accordance with the state law on public meetings, including notice and minutes.

5. Executive Sessions

Executive sessions may be held as an agenda item during regular, special or emergency meetings for a reason permitted by law (see Board policy BDC - Executive Sessions).

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)
[ORS 174.104](#)

[ORS Chapter 192](#)
[ORS Chapter 193](#)

[ORS 332.040 to -332.061](#)
[ORS 433.835 to -433.875](#)

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

41 OR. ATTY. GEN. OP. 28 (1980)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2016); 28 C.F.R. Part 35 (2016).

Americans with Disabilities Act Amendments Act of 2008.

OR. ATTY. GEN. Public Records and Meetings Manual (2014).

Cross Reference(s):

ACA - Americans with Disabilities Act

BDC - Executive Sessions



ITEM FOR INFORMATION

Date of Meeting

June 6, 2024

Title

Welcome & Guidance Draft Document for Presenters

Presenter

Colt Gill, Interim Superintendent

Background or Description

The Welcome & Guidance Draft Document was created in order to ensure that all presenters of items at board meetings get pertinent information. For instance, presenters are invited to share a meal with board members and staff; tips for presentations to the board and slides are provided. The hope is to get Board Directors' input to complete the draft document.

Additionally, the document will be a work in progress with edits made as needed.



Welcome!

The Eugene 4J School Board looks forward to your presentation. We know that presenting to a formal body can be daunting. We hope this welcome and the tips offered below help to ease any anxiety you and any co-presenters may have. Our Board and Superintendent genuinely welcome you and we look forward to the information you have to share. We listen closely, read all materials included in the packet ahead of the meeting, and we like to ask questions to build our understanding.

The Board appreciates the time and effort you put into presenting information at our meetings. 4J staff and community members scheduled to present information are invited to join Board Members in a meal provided prior to each board meeting. The dinner hour is typically 6:30 in the Parr Room. The Board cannot engage in any business during this time, as it is not in public session. This is an opportunity to connect with Board Members on a social level. Please check with the Board Secretary prior to the meeting at 541.790.7746 or [email](#), to confirm the time and place as they sometimes vary. Checking in prior also helps us ensure we have the right count for meals.

Below we offer some tips and suggestions to help you prepare and ensure your presentation is successful and gets your key information across to the Board.

Board Presentation Tips

- The Board Secretary will provide you with an amount of time for your agenda item. Please plan on presenting for no more than half that amount of time and allow the second half of your time to be dedicated to responding to Board Member questions.
- It is also fine to keep your presentation shorter than the time allotted.
- For your own planning, it is good to know that Board meetings can go late into the evening.
- Practicing is helpful, this will help you stay within the time constraints so that other presenters are not cut short.
- The Board is committed to reviewing all materials provided in the board packet prior to the meeting. Your presentation can be additive to any information you have provided ahead of the meeting. You can also feel free to dedicate the entire time to questions.

- Slides are not required for board presentations. The board supports any method that the presenter chooses to convey their information. If you do use slides, please submit them prior to the meeting so they can be included in the packet.
- The first time an acronym is used in a presentation, following it with what words the acronym represents and a definition if helpful. Even if we assume the Board Members already understand the acronym, members of the viewing and listening audience may not.
- Board Members *may* email questions in advance that they intend to ask.
- The Board recognizes that individuals have different presentation styles and welcomes variety based on your topic or personal preferences.

Slide Tips (if used)

- Slides do not need to include every detail of your presentation; they can be used to enhance the presentation and provide visual reinforcement of key points.
- These (linked) [tips](#) may help you ensure your slides serve as an effective visual communication tool.
- Members of the Board and viewing audience will all be able to read the slides, you can offer related commentary during your presentation which will ensure listening audience members understand your presentation.
- Slides should be sent to the board secretary in time to be included in the board packet, sent out on the Friday prior to the Wednesday board meeting.