

Board of Directors Meeting  
School District 4J, Lane County  
Parr Room at 4J Ed Center  
200 North Monroe Street  
Eugene, Oregon 97402  
Thursday, August 1, 2024

**NOTICE:** The Board Retreat will be open to the public to attend in person, on the internet at <https://icecast.4j.lane.edu/board> 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 board retreat

**4:30 PM**

**Board Summer Retreat**

- I. Call Board Summer Retreat to Order, Roll Call
  
- II. **ITEMS FOR INFORMATION**
  - 1. Board Member Roles and Responsibilities 2  
Presenter: Vincent Adams, Board Development Specialist at Oregon School Boards Association  
1 Hour
  - 2. 2024-25 Goals for the Board, the District, and the Superintendent 9  
Presenter: Vincent Adams, Board Development Specialist at Oregon School Boards Association  
1 hour
  - 3. Brainstorming for Long-Term Planning and Policy Areas 12  
Presenters: Colt Gill, Interim Superintendent; Carmen Xiomara Urbina, Chief of Staff  
1 Hour
  - 4. Superintendent Search Committee Preparation Discussion 13  
Presenter: Jenny Jonak, Board Chair  
30 Minutes
  - 5. Update on Employee Group Monthly Meetings 14  
Presenters: Jenny Jonak, Board Chair; Colt Gill, Interim Superintendent  
30 Minutes
  - 6. Effective Board Meetings 15  
Presenter: Vince Adams, Board Development Specialist at Oregon School Boards Association  
30 Minutes
  
- III. Adjourn Board Summer Retreat

**INTERPRETERS FOR THE DEAF AND HARD OF HEARING:**

To request interpreter services for this meeting, please call (541) 790-7850 or TDD (541) 790-7712 or the TDD Relay Number 1 (800) 735-2900



**Eugene School District 4J**  
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**Board Summer Retreat  
ITEM FOR INFORMATION**

**Date of Meeting**  
August 1, 2024

**Title**  
Board Members' Roles and Responsibilities

**Presenter / Facilitator**  
Vincent Adams, Board Development Specialist at Oregon School Boards Association

**Background or Description**  
Vince Adams will provide his expertise on board members' roles and responsibilities.

# Eugene School District 4J

Code: BBA  
Adopted: 8/02/17  
Revised/Readopted: 10/16/19; 11/06/19  
Orig. Code(s): BBA

## Board Powers and Duties

The Legislature of the state of Oregon delegates to the Board responsibility for the conduct and governance of programs and services in the district. The general powers granted to the Board are:

### 1. Legislative or Rule-Making Authority

In regular or special public meetings, after open discussion and after members' votes are recorded, the Board will establish rules or policy to govern the conduct of its members and the proceedings of the Board.

The Board shall establish policies for governing the programs and services of the district consistent with State Board of Education rules and with local, state and federal laws.

The Board is responsible for providing adequate and direct means for keeping informed about the needs and wishes of the public and for keeping local community members informed about the schools.

### 2. Judicial Authority

As provided by law, policy or contract, the Board acts as a fact-finding body or a court of appeal for staff members, students and the public when issues involve Board policies or agreements and their implementation, and when the Board must determine the rights, duties or obligations of those who address the Board.

### 3. Executive/Administrative Authority

The Board will appoint a superintendent delegated to establish administrative regulations to implement Board policy and goals. The Board will evaluate the superintendent's performance.

The Board may establish academic and financial goals for the district and evaluate the superintendent's implementation of those goals.

The Board will oversee the district's financial affairs by authorizing, appropriating and adopting budgets and by proposing local option or bond elections, when appropriate and as allowed by law, to provide for program operation and maintenance or acquisition of district property.

The Board will authorize the superintendent to approve payment on all contracts and business transactions of the district in accordance with Board policies on purchasing and budget requirements. The Board will provide for an annual audit of the district's assets.

The Board will employ the staff necessary to carry out the educational program and will provide for regular evaluation of staff.

The Board will direct the collective bargaining process to establish collective bargaining agreements with the district's personnel. The Board will establish, through the collective bargaining process where appropriate, salaries and salary schedules, other terms and conditions of employment, and personnel policies for districtwide application.

The Board will establish the days of the year and the hours of the day when school will be in session.

END OF POLICY

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**Legal Reference(s):**

<a href="#">ORS 192.630</a>	<a href="#">ORS 328.205 to -328.304</a>	<a href="#">ORS 332.107</a>
<a href="#">ORS 243.656</a>	<a href="#">ORS 332.072</a>	<a href="#">ORS Chapter 339</a>
<a href="#">ORS Chapters 279A, 279B and 279C</a>	<a href="#">ORS 332.075</a>	<a href="#">ORS 342.805 to -342.937</a>
<a href="#">ORS 294.305 to -294.565</a>	<a href="#">ORS 332.105</a>	<a href="#">ORS Chapter 343</a>

**Cross Reference(s):**

DJ - District Purchasing

# Eugene School District 4J

Code: BBAA  
Adopted: 8/02/17  
Revised/Readopted: 5/15/19  
Orig. Code(s): BBAA

## Individual Board Member's Authority and Responsibilities

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

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

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

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

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

1. Request for Information

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

2. Requests for Legal Opinions

Requests for legal opinions by a Board member must be approved by a majority vote of the Board or Board leadership. If the legal opinion sought involves the superintendent's employment or performance, the request should be made to the board chair. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

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

4. Board Member's Relationship to Administration

Individual Board members will be informed about the district's educational program, may visit schools or other facilities to gain information, and may request information from the superintendent. No individual Board member may direct the superintendent to action without Board authorization. Board members will not intervene in the administration of the district or its schools.

5. Contracts or Agreements

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

END OF POLICY

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**Legal Reference(s):**

[ORS 332.045](#)

[ORS 332.057](#)

[ORS 332.055](#)

[ORS 332.075](#)

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

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

**Cross Reference(s):**

BHD - Board Member Compensation and Expense Reimbursement

DFEA - Admissions to District Events

# Eugene School District 4J

Code: BBF  
Adopted: 8/02/17

## Board Member Standards of Conduct

A Board member will:

1. Comply with ethics laws for public officials;
2. Understand that the Board sets the standards for the district through Board policy. Board members do not manage the district on a day-to-day basis;
3. Understand that the Board makes decisions as a team. Individual Board members may not commit the Board to any action;
4. Respect the right of other Board members to have opinions and ideas which differ;
5. Recognize that decisions are made by a majority vote and should be supported by all Board members;
6. Make decisions only after the facts are presented and discussed;
7. Understand the chain of command and refer problems or complaints to the proper administrative office;
8. Recognize that the Board must comply with the Public Meetings Law and only has authority to make decisions at official Board meetings;
9. Insist that all Board and district business is ethical and honest;
10. Be open, fair and honest — no hidden agendas;
11. Understand that Board members will receive information that is confidential and cannot be shared;
12. Take action only after hearing the superintendent's recommendations;
13. Refuse to bring personal or family problems into Board considerations;
14. Give the staff the respect and consideration due skilled, professional employees;
15. Present personal criticism of district operations to the superintendent, when appropriate, not to district staff;
16. Respect the right of the public to attend and observe Board meetings;
17. Respect the right of the public to be informed about district decisions and school operations as allowed by law;

18. Remember that content discussed in executive session is confidential;
19. Use social media websites judiciously in a manner that does not violate Oregon’s Public Meetings Laws;
20. When using social media websites, Board members will treat and refer to other Board members, staff, students and the public with respect;
21. Never post confidential information about students, staff or district business on any websites.

END OF POLICY

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**Legal Reference(s):**

[ORS 162.015 to -162.035](#)  
[ORS 162.405 to -162.425](#)

[ORS 192.610 to -192.710](#)  
[ORS Chapter 244](#)

[ORS 332.055](#)

**Cross Reference(s):**

BBFA - Board Member Ethics and Conflicts of Interest



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**Board Summer Retreat  
ITEM FOR INFORMATION**

**Date of Meeting**  
August 1, 2024

**Title**  
Goals for the 2024-25 School Year: Board, District, Superintendent

**Presenter / Facilitator**  
Vince Adams, Board Development Specialist at Oregon School Boards Association

**Background or Description**  
Vince Adams will lead the board in the development and review of the board, district, and superintendent goals for the 2024-25 school year.

# Eugene School District 4J

Code: BA  
Adopted: 8/02/17  
Revised/Readopted: 10/16/19  
Orig. Code(s): BA; 1225

## Board Goals

The Board is responsible to the people for whose benefit the district has been established. Further, the Board's current decisions will influence the future course of education in the district's schools. By virtue of this responsibility, the Board and each of its members must look to the future and to the needs of all community members. This requires a comprehensive perspective and long-range plan in addition to addressing immediate problems.

The Board's primary responsibility is to establish policies, purposes and programs which will best produce educational achievement. The Board is charged with accomplishing this while also being responsible for wise management of available resources. The Board must fulfill these responsibilities by functioning primarily as a legislative body which formulates and adopts policy, by selecting a chief executive officer to implement policy and by evaluating the results. Further, it must carry out its functions openly and seek the involvement of students, staff and the public during its decision-making processes.

In accordance with these principles, the Board, through its operations, will review and vote to adopt Board goals.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)

# Eugene School District 4J

Code: CBG  
Adopted: 2/17/16  
Revised/Readopted: 8/02/17  
Orig. Code(s): CBG

## Evaluation of the Superintendent

The Board will formally evaluate the superintendent’s job performance at least annually as per the timelines set forth in the superintendent’s employment contract. The evaluation will be based on the job duties described in the superintendent’s contract, Board policy and progress in attaining any goals for the year established by the Board and/or superintendent.

The Board will establish goals for the superintendent, to be evaluated annually. Such goals, and any additional criteria for the superintendent’s evaluation will be developed and approved in a Board meeting open to the public. The superintendent will be notified of the additional criteria prior to the evaluation.

The Board’s discussions and conferences with and about the superintendent and his/her performance will be conducted in executive session, unless the superintendent requests a session open to the public. Such an executive session will not include a general evaluation of any district goal, objective or operation. Results of the evaluation will be written and placed in the superintendent’s personnel file.

END OF POLICY

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### Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)  
[ORS 332.107](#)

[ORS 332.505](#)  
[ORS 342.513](#)

[ORS 342.815](#)  
[OAR 581-022-2405](#)

Hanson v. Culver Sch. Dist. (FDAB 1975).

### Cross Reference(s):

BDC - Executive Sessions  
CBA - Qualifications and Duties of District Superintendent



**Board Summer Retreat  
ITEM FOR INFORMATION**

**Date of Meeting**  
August 1, 2024

**Title**  
Brainstorming for Long-Term Planning and Policy Areas

**Presenters**  
Colt Gill, Interim Superintendent; Carmen Xiomara Urbina, Chief of Staff

**Background or Description**  
Superintendent Colt Gill and Chief of Staff Carmen Xiomara Urbina will lead the board in the following discussions:

- Long-Term Planning Examples
- Policy Area Examples
- Parking Lot Agenda Items Previously identified by board members



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ITEM FOR INFORMATION**

**Date of Meeting**  
August 1, 2024

**Title**  
Superintendent Search Committee Preparation Discussion

**Presenter / Facilitator**  
Vince Adams, Board Development Specialist at Oregon School Boards Association

**Background or Description**  
Vince Adams will facilitate the development and/or review of goals in three areas, which include Board Goals, District Goals, and Superintendent Goals for the 2024-25 school year.



**Board Summer Retreat**  
**ITEM FOR INFORMATION**

**Date of Meeting**  
August 1, 2024

**Title**  
Update on Employee Group Monthly Meetings

**Presenter / Facilitator**  
Jenny Jonak, Board Chair; Colt Gill, Interim Superintendent

**Background or Description**  
Chair Jonak and Superintendent Gill will provide information on the monthly meetings with employee groups, including the items listed below:

- Meetings during bargaining
- Inclusion of superintendent in meetings
- Regularly scheduled meetings



**Board Summer Retreat  
ITEM FOR INFORMATION**

**Date of Meeting**  
August 1, 2024

**Title**  
Effective Board Meetings

**Presenter / Facilitator**  
Vincent Adams, Board Development Specialist at Oregon School Boards Association

**Background or Description**  
Vince Adams will provide handouts and walk the board through how to wisely use time at board meetings, including the items listed below:

- Board work sessions versus “regular” board meetings
- Individual board member comments and use of time



# Effective and Efficient Meeting Suggestions

## 1. Establish Meeting Norms:

- Create and enforce norms for meeting conduct (e.g., staying on topic, respecting speaking turns).
- Use a “parking lot” for off-topic items that can be addressed later.

## 2. Effective Meeting Facilitation:

- Use a skilled facilitator to keep the meeting on track.
- Encourage all board members to participate and share their perspectives.
- All board members feel empowered to support the chair in facilitating meetings using Point of Order.
- Reserve business meetings for decision making and utilize work sessions to allow the board to learn and process “chewy” topics.

## 3. Set Clear Agendas:

- Develop and distribute a detailed agenda ahead of time.
- Prioritize agenda items that directly impact student outcomes. Use a priority matrix to evaluate the importance of items based on student impact and strategic alignment.
- Staff and student reports at the beginning to allow them to go home.

## 4. Time Management:

- Start and end meetings on time.
- Allocate specific time limits to each agenda item.
- Assign a timekeeper to help adhere to the allocated times for each agenda item.
- Use timers or countdown clocks to manage time effectively.
- Get staff reports ahead of the meeting to allow meeting time to be used for questions and in-depth discussion.

## **5. Use a Consent Agenda:**

- Group routine, non-controversial items into a single agenda item to be approved without discussion.
- Allow board members to request items be removed from the consent agenda if discussion is needed.

## **6. Focus on Strategic Issues:**

- Prioritize discussions on strategic issues and student outcomes over operational details.
- Delegate operational matters to the appropriate administrative staff or committee. Ensure informed oversight as appropriate.
- Strategic Abandonment: If an issue is not aligned with the district priorities and/or has low impact on students, consider deferring or setting the matter aside.

## **7. Use Data to Drive Decisions:**

- Present data and evidence to support discussions and decision-making.
- Ensure that board members have access to relevant data before the meeting.
- Data should be a regular part of the school board's work.

## **8. Public Comment**

- Limit the total duration of the public comment period.
- Enforce speaker time limits to ensure fairness and so the board can hear from as many people as possible.
- Consider limiting public comment to only agenda items.
- Consider stratifying public comment speakers by constituency (e.g. students, parents, staff, community, everyone else).