

## Regular Meeting

Thursday, October 26, 2023 6:00 PM

The Dalles Middle School - Commons, 1100 East 12th Street, 1100 East 12th Street, The Dalles, Oregon 97058

1. **Call Meeting to Order and Pledge of Allegiance** **Presenter:** David Jones, Chair
2. **Review / Revision of the Agenda**
3. **District Mission / Vision / Values**
4. **Consent Agenda**
  - 4.a. School Board Meeting Minutes from previous meeting:
  - 4.b. Personnel Report
5. **Board Action Calendar - Review:**
6. **Student / Staff Recognition:**
7. **Student Representatives to the Board - Report:**
8. **Building Student Representative Reports:**
9. **School Board Sub Committee Reports**
10. **Staff Reports:**
11. **New Business:**
  - 11.a. **Action Item: Board Direction on Complaints** **Presenter:** David Jones, Chair
  - 11.b. **Presentations / Reports:**
    - 11.b.1. **Superintendent's Report** **Presenter:** Dr. Carolyn Bernal, Superintendent
      - 11.b.1.a. **Action Item: Approve Board Goals for the 2023-2024 school year.**
      - 11.b.1.b. **Division 22 Standards for Education** **Presenter:** Dr. Carolyn Bernal, Superintendent
        - 11.b.1.b.1. **Action Item: Approve the Division 22 Standards as presented**
    - 11.b.2. **Chief Financial Officer's Report** **Presenter:** Kara Flath, CFO
      - 11.b.2.a. **Financial Statements:**
      - 11.b.2.b. **Student Enrollment:**
    - 11.b.3. **Board Attorney's Report** **Presenter:** Jason Corey, Board Attorney
  12. **Discussion / Action Items:**
    - 12.a. **Action Item: Ratify Licensed Union** **Presenter:** Dr.

- |   |   |
|---|---|
| <b>Contract and approve COLA increase of 3% for Licensed Staff and non-represented Staff.</b>   | Carolyn Bernal,<br>Superintendent                             |
| 12.b. <b><u>Action Item:</u> Ratify the tentative COLA increase of 3.5% for the North Wasco Education Support Professionals and Confidential Employees.</b> |   |
| 12.c. <b><u>Action Item:</u> Request to Rehire Licensed Staff Member on a temporary contract until end of the school year</b>                               | <b>Presenter:</b> Carolyn Bernal,<br>Superintendent           |
| 12.d. <b><u>Presentation &amp; Action Item:</u> High School Migrant Students - Trip to Washington D.C.</b>  | <b>Presenter:</b> Jonathan Fost, ESD Migrant Program Director |
| 12.d.1. <b><u>Action Item:</u> Out of State Travel Request approval</b>   | <b>Presenter:</b> Jonathan Fost, ESD Migrant Program Director |
| 12.e. <b><u>Action Item:</u> Vote for OSBA Board of Director Position 2 (Gorge Region)</b>  |   |
| 12.f. <b><u>Action Item:</u> Vote for OSBA LPC Position 2 (Gorge Region)</b>  |   |
| 12.g. <b><u>Action Item:</u> Resolution to Amend Oregon School Boards Association's Bylaws Relating to Composition of the Board of Directors.</b>           | <b>Presenter:</b> Dr. Carolyn Bernal,<br>Superintendent       |
| 12.h. <b><u>Action Item:</u> Resolution to Ammend the OSBA's 2018 Bylaws.</b>   |   |
| 13. <b><u>1st Reading on School Board Policies (no action needed):</u></b>  |   |
| 13.a. <b><u>Policy BD/BDA:</u> Board Meetings</b>   |   |
| 13.b. <b><u>Board Policy BDC:</u> Executive Sessions</b>  |   |
| 14. <b><u>2nd Reading / Adoption on School Board Policies (action required):</u></b>  |   |
| 14.a. <b><u>Policy GCBDF/GDBDF:</u> Paid Family Medical Leave Insurance</b>   |   |
| 15. <b><u>Informational Only:</u></b>   |   |
| 15.a. <b><u>Policy JHF/GBNAB-AR(1):</u> Reporting of Suspected Abuse of a Child</b>   |   |
| 16. <b>Comments from the Audience about Non Agenda Items</b>  |   |
| 17. <b>Adjourn the Regular School Board Meeting</b>   |   |

# North Wasco County School District

Human Resource Office • Sandra Harris - Director  
3632 West 10th Street • The Dalles, Oregon 97058 • (541) 506-3420

## PERSONNEL CHANGES AND VACANCIES School Board Meeting – October 26, 2023 *Current as of -October 18, 2023*

*Reference ORS 332.505 (2b) A District Board may employ personnel, including teachers and administrators, necessary to carry out the duties and powers of the board and fix the duties, terms and conditions of employment and the compensation.*

### Licensed Staff – New Hires

NAME	POSITION	BUILDING	COMMENTS
N/A			

### Licensed Staff – Internal Transfer and or Hires

NAME	CURRENT BUILDING AND ASSIGNMENT	NEW BUILDING AND ASSIGNMENT
N/A		

### Licensed Staff – Resignation/Retirements/Separation of Employment

NAME	POSITION	BUILDING	COMMENTS
Tom Conklin	PE Teacher	CWE	Retiring November 1, 2023, rehire pending board approval

### Licensed Staff– Request for Leave of Absence

NAME	POSITION	BUILDING	COMMENTS
N/A			

### Administrative Staff – New Hires

NAME	POSITION	BUILDING	COMMENTS
N/A			

### Administrative Staff – Internal Transfer and or Hires

NAME	CURRENT BUILDING AND ASSIGNMENT	NEW BUILDING AND ASSIGNMENT
N/A		

### Administrative Staff – Resignation/Retirements/Separation of Employment

NAME	POSITION	BUILDING	COMMENTS
N/A			

**Please Note: The following information regarding ESP employment is presented to the Board for purposes of (Information Only) and requires no action.**

### ESP Staff – New Hires – No Action Required

NAME	POSITION	BUILDING	COMMENTS
Pete Miller	After School Program Coordinator	Elementary Schools	TBD
Monica Rojas	After School Program Coordinator	Elementary Schools	TBD
Kimberly Cannon	Ed Asst IV-SLC	CES	10/30/2023

### ESP Staff –Transfers and Internal Hires – No Action Required

NAME	CURRENT BUILDING AND ASSIGNMENT	NEW BUILDING AND ASSIGNMENT
N/A		

**ESP Staff – Request for Leave of Absence – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
N/A			

**ESP Staff – Resignation/Retirements/Separation of Employment – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
Shauna Pallozzi	Bus Driver	Transportation	Resigning October 20, 2023
Albert Pallozzi	Bus Driver	Transportation	Resigning October 11, 2023
Jessica Boertje	Ed Asst IV-SPED	IA	Resigning October 27, 2023

**Confidential Staff – New Hires – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
N/A			

**Confidential Staff – Resignation/Retirements/Separation of Employment – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
N/A			

**Coaching Staff – New Hires – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
N/A			

**Coaching Staff – Resignations/Separation of Employment – No Action Required**

NAME	POSITION	BUILDING	COMMENTS
N/A			

**Advertised Vacancies**

Position	HRS/FTE	Building	Close Date	Comments
Physical Therapist	8 Hrs	District Wide	Open Until Filled	Advertised
Substitute Teachers All Grade Levels	TBD	District Wide	Open Until Filled	Advertised
Classified Substitutes -Multiple Positions	TBD	District Wide	Open Until Filled	Advertised
Instructional Coach	8 Hrs	District Wide	Open Until Filled	Advertised
After School Program Coordinator (S)	8 Hrs	Elementary Schools	Open Until Filled	Advertised
Secondary Math Teacher (Temporary)	8 Hrs	IA	Open Until Filled	Advertised
Juvenile Detention Teacher-NORCOR (Temp 23-24 SY)	8 Hrs	NORCOR	Open Until Filled	Advertised
Lead-Nutrition Services II	8 Hrs	Nutrition Services	Open Until Filled	Advertised
Nutrition Services I (PT)	3.75 Hrs	Nutrition Services	Open Until Filled	Advertised
Asst Cheer Coach 23’-24’ SY	Seasonal	TDHS	Open Until Filled	Advertised
ELL Instructional Assistant	7.5 Hrs	TDHS	Open Until Filled	Advertised
Ed Asst IV-Resource Room	7.5 Hrs	TDHS	Open Until Filled	Advertised
Asst Boys Basketball Coach (7 <sup>th</sup> and 8th Gr)	Seasonal	TDMS	Open Until Filled	Advertised
Substitute Bus Driver (Pool)	Substitute	Transportation	Open Until Filled	Advertised

Special Ed Bus Aide-Substitute	Substitute	Transportation	Open Until Filled	Advertised
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# ELEMENTARY

## CROSS COUNTRY





North Wasco County School District #21  
School District Board of Directors

**Board Motion for Action Item**

**BOARD ACTION**

Date: October 26<sup>th</sup>, 2023    Action Requested: *Approve Board Goals for the 2023-2024 year*

**DISCUSSION**

At the School Board Work Session on October 17<sup>th</sup>, 2023, the school board discussed the development of board goals for the 2023-2024 school year. The next step for the school board is to review and officially approve the following board goals:

*For the full language of the proposed Board Goals – please review the presentation attached.*

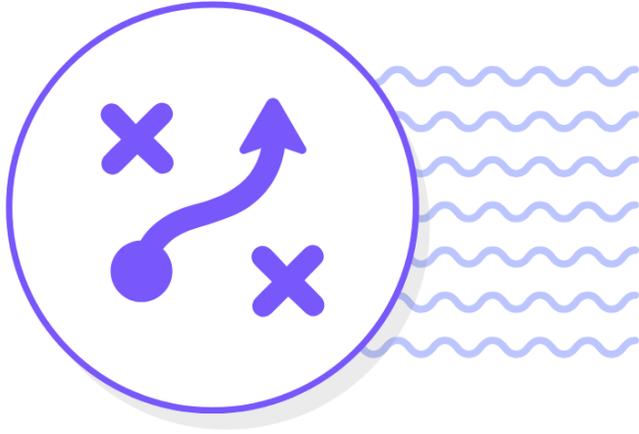
**ACTION**

*I move to approve the 2023-2024 board goals as presented:*

- **Review Student Achievement Data:**
  - *School board members will look at outcomes for the 5 Longitudinal Performance Growth Targets and one middle school specific measure TBD, at the end of trimesters 2 and 3. The Board will start with a baseline review at the December Meeting.*
  
- **Update & sign the Board Operating Agreement:**
  - *With administrative support and superintendent collaboration, the board will edit and update the current Board Operating Agreement. The Board Operating Agreement will be updated, signed, and posted publicly by March 2024.*
  
- **Complete a Board Self-Assessment in the Board Self-Assessment System of the OSBA:**
  - *The online survey for the Board takes up to 3 hours to complete. This goal will be completed in the spring of 2024, setting a standard for Board self-assessment completed each spring.*

3632 West 10<sup>th</sup> Street, The Dalles, OR 97058  
541-506-3420    Fax 541-298-6018

*“The North Wasco County School District is an equal opportunity educator and employer.”*



# **NWCSD 21 Board Goals 2023-2024**

**Specific**



**Measurable**



**Actionable**

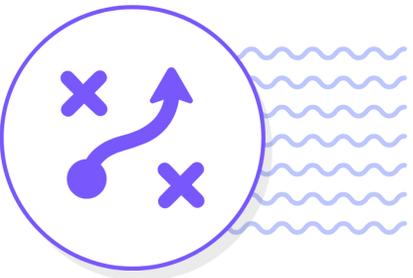


**Realistic**



**Time bound**





# NWCSD 21 Board Goals

## 2023-2024



### Goal 1: We will review student achievement data.

**Specifics:** We will look outcomes for the 5 Longitudinal Performance Growth Targets and one middle-school specific measure TBD.

Those LPGTs are<sup>1</sup>:

1. Four-year Graduation: The percentage of students earning a regular or modified diploma within four years of entering high school.
2. Five-year Completion: The percentage of students earning a regular, modified, extended or adult high school diploma, or a GED within five years of entering high school.
3. Third Grade Reading: The percentage of students proficient on statewide English Language Arts (ELA) assessments in 3rd grade.
4. Ninth Grade On-Track: The percentage of students earning at least one-quarter of their graduation credits by the end of the summer following their 9th grade year.
5. Regular Attenders: The percentage of students attending more than 90 percent of their enrolled school days.

**Measurement:** Documented review of baseline and at the end of trimesters 2 and 3 at regular business meetings of the board.

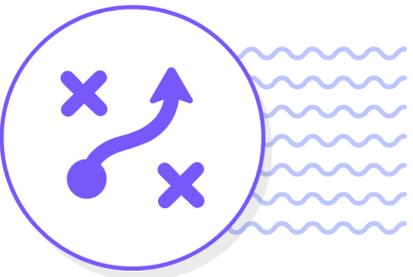
**Actionable:** Board Chair and Vice Chair will request data in advance of board meetings at the intervals specified above, to start with baseline review in the December meeting.

**Relevant:** Student achievement is a top priority of the board and a focus of the Superintendent and District Strategic planning.

**Time Bound:** The three reviews will be completed prior to start of the 2024-25 academic year.



1. Reference: [https://www.oregon.gov/ode/StudentSuccess/Documents/AppendixI\\_DetailedGuidanceLPGTs.pdf](https://www.oregon.gov/ode/StudentSuccess/Documents/AppendixI_DetailedGuidanceLPGTs.pdf)



## **NWCSD 21 Board Goals 2023-2024**



### **Alignment Strategy**

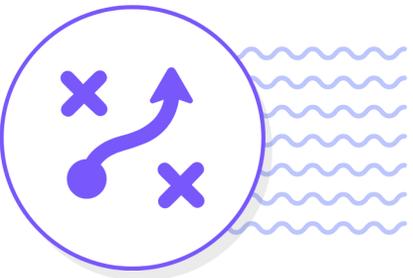
Goal 1 of the Board aligns with

- **Collaborative Governance:** Shared Focus on Student Learning
- **Board Self Assessment:** Standard 1 (Vision Directed Planning) and Standard 10 (Innovation & Creativity)
- **Characteristics of High-performing Boards: #4:** Strong shared beliefs and values about what is possible for all students and their ability to learn.
- **District Strategic Goals:** Teaching and Learning – implement a district wide approach to intervention and support using evidence-based frameworks



### **Opportunities to exceed this goal:**

In addition to review of student achievement data, board members are encouraged to observe at least one Restorative Sprint, and report back at a regular Board Business meeting. Check with Dr. Bernal to sign up for these opportunities.



## NWCSD 21 Board Goals

**2023-2024**



### **Goal 2: We will update and each sign our board operating agreements.**

**Specifics:** Current board operating agreements are due for review and signature of all board members (two are new).

**Measurement:** Signed board operating agreement will be added to the website.

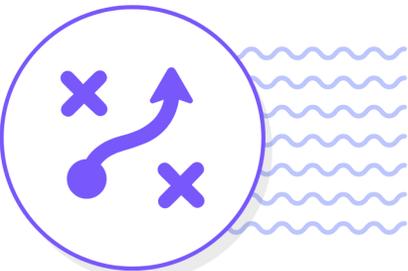
**Actionable:** With administrative support, and Superintendent collaboration, the board will edit and update the current BOA.

**Relevant:** BOA provides more detail on topics of board operations than may be covered in policy, as well as topics that may have caused issues for the board and superintendent over the previous year<sup>1</sup>.

**Time Bound:** BOA updates will be completed, signed and posted publicly by March 2024.



1. Reference: <https://osba.org/board-operating-agreements/>



# NWCSD 21 Board Goals

## 2023-2024



### Alignment Strategy

Goal 2 of the Board aligns with

- **Collaborative Governance:** Culture of Trust & Respect for Collective Responsibility
- **Board Self Assessment:** Standard 7 – Culture and Climate
- **Characteristics of High-performing Boards:** #5: Leadership as a united team with the superintendent with strong collaboration and mutual trust.
- **District Strategic Goals:** Student Experience– 1. Create a shared understanding and standard of true belonging, cultural competency, and *relational capacity* District wide.

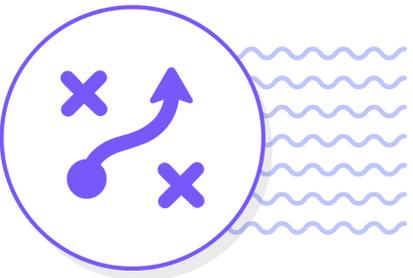


### Opportunities to exceed this goal:

Board members individually will take responsibility to review one policy section of D21 policies and become a subject matter expert for that section. Policy Sections are:

- |                       |                |                          |
|-----------------------|----------------|--------------------------|
| A/B: Board Governance | F: Facilities  | J: Students              |
| C: Administration     | G: Personnel   | K/L: Community Relations |
| D: Fiscal Management  | I: Instruction |                          |
| E: Support Services   |                |                          |

1. Reference: [https://www.oregon.gov/ode/StudentSuccess/Documents/AppendixI\\_DetailedGuidanceLPGTs.pdf](https://www.oregon.gov/ode/StudentSuccess/Documents/AppendixI_DetailedGuidanceLPGTs.pdf)
2. <https://policy.osba.org/nwasco/>



## NWCSD 21 Board Goals

**2023-2024**



### **Goal 3: We will complete Board Self Assessment in the Board Self Assessment System of the OSBA.**

**Specifics:** The OSBA BSAS is an online self-assessment survey consists of the following 12 standards for effective Boardsmanship based on the ongoing research of Dr. Tom Alsbury on “Balanced Governance”.

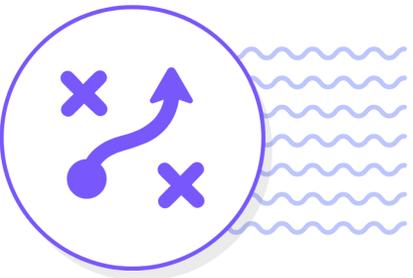
**Measurement:** BSAS will generate a report showing Director completion of the self-assessment in the BSAS. The survey results will be shared in an open public meeting.

**Actionable:** The online survey for the Board that takes about 3 hours to complete. OSBA provides support, training and other resources to help with this assessment.

**Relevant:** When a board demonstrates commitment, it carves out space and time to learn together, it acknowledges the role of the board in improving student achievement, it evaluates its own performance on a regular basis and sets goals for improvement, and it models a willingness to learn and course-correct as necessary.<sup>1</sup>

**Time Bound:** This goal will be completed in the spring of 2024, setting a standard for Board self-assessment completed each spring.





## NWCSD 21 Board Goals

**2023-2024**



### Alignment Strategy

Goal 3 of the Board aligns with

- **Collaborative Governance:** Collective Accountability and Support
- **Board Self Assessment:** Standard 4 – Accountability
- **Characteristics of High-performing Boards: #8:** Behavior that is accountability driven, with more time focused on policies to improve student achievement.
- **District Strategic Goals:** Staffing: Culture of Support – Ensure each staff member, regardless of location or department, feels supported



### Opportunities to exceed this goal:

In addition to Board Self Assessment, an opportunity to exceed goal 3 is completion of Superintendent Assessment training through the OSBA, sharing learnings prior to Superintendent Evaluation.

# North Wasco County School District 21

## Report on Compliance with Public School Standards

### 2022-23 School Year

By November 1 of each year, school district superintendents are required by [OAR 581-022-2305: District Assurances of Compliance with Public School Standards](#) to report to their community on the district's status with respect to all of the Standards for Public Elementary and Secondary Schools. The Standards are adopted by the State Board of Education and set out in Oregon Administrative Rules Chapter 581, Division 22.

The table below contains a summary of North Wasco County School District's compliance with each of the requirements of Oregon's administrative rules found in [DIVISION 22 - STANDARDS FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS](#) during the 2022-23 school year. For each rule reported as out of compliance, North Wasco County School District has provided an explanation of why the school district was out of compliance and the school district's proposed corrective action plan to come into compliance. The corrective action must be approved by ODE and completed by the district by the beginning of the 2024-25 school year.

**What are the requirements of the standards?** For a general overview of what each rule/standard requires, consult this high-level [Rules at a Glance summary](#). For specific, comprehensive requirements, use the links below for each individual rule.

### Category: Teaching & Learning

#### Subcategory: Curriculum & Instruction

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2030 District Curriculum</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2045- Prevention Education in Drugs and Alcohol</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2050 Human Sexuality Education</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2055 Career Education</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2060 Comprehensive School Counseling</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2263 Physical Education Requirements</a> *Elementary Grades	<b>Not Compliant</b>	<b>The district has not met all of the requirements for this rule.</b>	<p><b>Corrective action plans were submitted to the ODE and approved summer 2023. The corrective action plan is on file with the ODE and posted on the NWCS D website.</b></p> <p><b>The district will be in compliance for the 2023/2024 school year.</b></p>
<a href="#">581-022-2263 Physical Education Requirements</a> *Middle Grades	<b>Not Compliant</b>	<b>The district has not met all of the requirements for this rule.</b>	<p><b>The district is not compliant with the 2022/2023 requirement of 225 minutes per week.</b></p> <p><b>The district will be compliant for the 2023/2024 school year with the new requirement of 150 minutes per week averaged over the school year.</b></p>

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2320 Required Instructional Time</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2340 Media Programs</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2500 Programs and Services for TAG Students</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2350 Independent Adoptions of Instructional Materials</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2355 Instructional Materials Adoption</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2360 Postponement of Purchase of State-Adopted Instructional Materials</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

### Subcategory: Assessment & Reporting

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2100 Administration of State Assessments</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2110 Exception of Students with Disabilities from State Assessments</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2115 Assessment of Essential Skills: Diploma Requirements</a>	<b>Waived for 2022-23 school year</b>	Not applicable	Not applicable
<a href="#">581-022-2115(2) Assessment of Essential Skills: Local Performance Assessment Requirement</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2120 Essential Skill Assessments for English Language Learners</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2270 Individual Student Assessment, Recordkeeping and Reporting</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2445 Universal Screenings for Risk Factors of Dyslexia</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

### Subcategory: Program & Service Requirements

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2315 Special Education for Children with Disabilities</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2325 Identification of Academically Talented and Intellectually Gifted Students</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2330 Rights of Parents of TAG Students</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2505 Alternative Education Programs</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

### Subcategory: High School Diploma

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2000 Diploma Requirements</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2005 Veterans Diploma</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2010 Modified Diploma</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2015 Extended Diploma</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2020 Alternative Certificate</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2025 Credit Options</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

## Category: Health & Safety

### Subcategory: Policies & Practices

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2205 Policies on Reporting of Child Abuse</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2220 Health Services</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2310 Equal Education Opportunities</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2312 Every Student Belongs</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2345 Auxiliary Services</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

### Subcategory: Plans & Reports

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-0107 Operational Plans for the 2022-23 School Year</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2223 Healthy and Safe Schools Plan</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2225 Emergency Plans and Safety Programs</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2230 Asbestos Management Plans</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2267 Annual Report on Restraint and Seclusion</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2510 Suicide Prevention Plan</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

### Subcategory: Athletics & Interscholastic Activities

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2210 Anabolic Steroids and Performance Enhancing Substances</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2215 Safety of School Sports – Concussions</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2308 Agreements Entered Into with Voluntary Organizations</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

### Category: District Performance & Accountability

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2250 District Improvement Plan</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2255 School and District Performance Report Criteria</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2260- Records and Reports</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2265 Report on PE Data</a>	<b>Waived for 2022-23 school year</b>	Not applicable	Not applicable
<a href="#">581-022-2300 Standardization</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2305 District Assurances of Compliance with Public School Standards</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2370 Complaint Procedures</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

### Category: Human Resources/Staffing

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2335 Daily Class Size</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2400 Personnel</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2405 Personnel Policies</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
<a href="#">581-022-2410 Teacher and Administrator Evaluation and Support</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2415 Core Teaching Standards</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2420 Educational Leadership - Administrator Standards</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2430 Fingerprinting of Subject Individuals in Positions Not Requiring Licensure as Teachers, Administrators, Personnel Specialists, School Nurses</a>	<b>In compliance</b>	The district has met all of the requirements for this rule.	Not applicable
<a href="#">581-022-2440 Teacher Training Related to Dyslexia</a>	<b>Not compliant</b>	<b>The district has not met all of the requirements for this rule.</b>	<b>The district has 3 elementary schools. During the 2022/2023 school year, two of our three schools have a trained teacher in dyslexia. This is due to staff attrition over time. The district will ensure a designated teacher at the third school receives training related to dyslexia in order to come back into compliance for the 2023/2024 school year.</b>

## NORTH WASCO COUNTY SCHOOL DISTRICT

FY 2024 Expenditure Status Report

For the month ending September 30th, 2023

Fund	Beginning Fund Balance	Budgeted Revenue	Revenue Collected YTD	% Collected	Projected Revenue	Total Budget	Expended YTD	Encumbered	Projected Expenditures	% of Budget Expended	Revenue - Expenditures YTD	Projected Ending Fund Balance
100 - GENERAL FUND	\$ 199,487	\$39,373,709	\$ 8,337,287	21.17%	\$37,455,794	\$ 39,373,707	\$ 5,949,036	\$ 31,661,281	\$ 37,610,317	15.11%	\$ 2,388,251	\$ 44,964
210 - FEDERAL PROGRAMS	\$ 40,246	\$ 7,563,948	\$ 214,437	2.83%	\$ 3,938,038	\$ 7,563,947	\$ 788,431	\$ 2,950,022	\$ 3,938,038	10.42%	\$ (573,994)	\$ 40,246
220 - STATE GRANTS	\$ 89,061	\$ 1,816,791	\$ -	0.00%	\$ 449,284	\$ 1,814,044	\$ 93,310	\$ 355,173	\$ 448,483	5.14%	\$ (93,310)	\$ 89,862
230 - LOCAL GRANT PROGRAMS	\$ 380,803	\$ 881,071	\$ 4,000	0.45%	\$ 846,000	\$ 881,072	\$ 100,302	\$ 278,963	\$ 434,896	11.38%	\$ (96,302)	\$ 791,907
240 - VOCATIONAL EDUCATION FUND	\$ 63,583	\$ 63,720	\$ -	0.00%	\$ -	\$ 63,720	\$ -	\$ 13,632	\$ 13,632	0.00%	\$ -	\$ 49,951
242 - ENTERPRISE ZONE PROJ FUND	\$ 222,756	\$ 522,333	\$ -	0.00%	\$ 240,000	\$ 522,333	\$ 45,656	\$ -	\$ 45,656	8.74%	\$ (45,656)	\$ 417,100
251 - STUDENT INVESTMENT ACCOUNT	\$ -	\$ 3,307,735	\$ 37,071	0.00%	\$ 3,062,436	\$ 3,307,737	\$ 305,884	\$ 1,866,516	\$ 3,062,436	0.00%	\$ (268,813)	\$ -
252 - HIGH SCHOOL SUCCESS ACCOUNT	\$ -	\$ 836,833	\$ -	0.00%	\$ 849,654	\$ 839,581	\$ 61,917	\$ 265,926	\$ 849,654	0.00%	\$ (61,917)	\$ -
285 - TECHNOLOGY & EQUIPMENT	\$ 43,368	\$ 268,500	\$ -	0.00%	\$ 718,160	\$ 268,500	\$ 91,031	\$ 240,497	\$ 718,160	0.00%	\$ (91,031)	\$ 43,368
290 - STUDENT BODY ACCOUNT	\$ 375,705	\$ 515,481	\$ -	0.00%	\$ 277,229	\$ 515,481	\$ -	\$ -	\$ 262,763	0.00%	\$ -	\$ 390,171
292 - TEXTBOOK REPLACEMENT FUND	\$ 281,332	\$ 321,880	\$ -	0.00%	\$ 5,772	\$ 321,880	\$ 58,849	\$ 2,710	\$ 61,559	0.00%	\$ (58,849)	\$ 225,545
295 - BUS REPLACEMENT	\$ 33,096	\$ 932,392	\$ -	0.00%	\$ 928,740	\$ 932,392	\$ 82,761	\$ -	\$ 932,533	0.00%	\$ (82,761)	\$ 29,303
298 - VEHICLE REPLACEMENT	\$ 24,499	\$ 24,624	\$ -	0.00%	\$ 754	\$ 24,624	\$ -	\$ -	\$ -	0.00%	\$ -	\$ 25,253
299 - NUTRITION SERVICES	\$ 221,600	\$ 1,798,144	\$ 65,686	0.00%	\$ 1,651,000	\$ 1,798,144	\$ 93,020	\$ 723,758	\$ 1,466,778	0.00%	\$ (27,334)	\$ 405,822
303 - OSBA PERS BONDS	\$ -	\$ 1,927,330	\$ 690,591	35.83%	\$ 1,943,290	\$ 1,927,330	\$ -	\$ -	\$ 1,927,330	0.00%	\$ 690,591	\$ 15,960
304 - FULL FAITH & CREDIT OBLIG	\$ 15,655	\$ 380,563	\$ -	0.00%	\$ 369,908	\$ 380,563	\$ -	\$ -	\$ 380,563	0.00%	\$ -	\$ 5,000
401 - CAPITAL PROJECTS	\$ 78,123	\$ 144,078	\$ 11,592	0.00%	\$ 11,042	\$ 144,078	\$ -	\$ -	\$ -	0.00%	\$ 11,592	\$ 89,165
<b>Total All Funds</b>	<b>\$ 2,069,314</b>	<b>\$60,679,132</b>	<b>\$ 9,360,664</b>	<b>15.43%</b>	<b>\$52,747,101</b>	<b>\$ 60,679,133</b>	<b>\$ 7,670,197</b>	<b>\$ 38,358,478</b>	<b>\$ 52,152,798</b>	<b>12.64%</b>	<b>\$ 1,690,467</b>	<b>\$ 2,663,617</b>

# NORTH WASCO COUNTY SCHOOL DISTRICT

FY 2024 Expenditure Status Report  
For the month ending September 30th, 2023

DESCRIPTION	Budget	Year to Date	Encumbrances	Balance	% Budget Expended
<b>100 General Fund</b>					
1000 - Instruction	22,205,414	2,611,869	16,739,260	2,854,285	11.76%
2000 - Support Services	15,218,021	3,330,989	9,751,440	2,135,592	21.89%
5000 - Debt Service & Fund Transfers	944,030		-	944,030	0.00%
6000 - Contingency				-	0.00%
7000 - Unappropriated Ending Fund Balance	1,006,244			1,006,244	0.00%
<b>Totals</b>	<b>39,373,709</b>	<b>5,942,858</b>	<b>26,490,700</b>	<b>6,940,151</b>	<b>15.09%</b>
<b>210 - Federal Programs Fund</b>					
1000 - Instruction	5,060,296	497,444	2,557,316	2,005,536	9.83%
2000 - Support Services	1,688,716	288,119	392,706	1,007,891	17.06%
3000 - Enterprise & Community Services	64,935	2,868	-	62,067	4.42%
4000 - Capital Outlay	750,000			750,000	0.00%
7000 - Unappropriated Ending Fund Balance				-	0.00%
<b>Totals</b>	<b>7,563,947</b>	<b>788,431</b>	<b>2,950,022</b>	<b>3,825,494</b>	<b>10.42%</b>
<b>220 - State Grant Funds</b>					
1000 - Instruction	880,694	70,096	283,460	527,138	7.96%
2000 - Support Services	379,506	23,215	71,714	284,577	6.12%
3000 - Enterprise & Community Services	56,590			56,590	0.00%
4000 - Capital Outlay	500,000			500,000	0.00%
7000 - Unappropriated Ending Fund Balance				-	0.00%
<b>Totals</b>	<b>1,816,790</b>	<b>93,311</b>	<b>355,174</b>	<b>1,368,305</b>	<b>5.14%</b>
<b>230 - Local Grants</b>					
1000 - Instruction	102,768	1,454	11,751	89,563	1.41%
2000 - Support Services	84,980	48,116	-	36,864	56.62%
3000 - Enterprise & Community Services	693,324	50,732	267,212	375,380	7.32%
<b>Totals</b>	<b>881,072</b>	<b>100,302</b>	<b>278,963</b>	<b>501,807</b>	<b>11.38%</b>
<b>240 - Vocational Education Fund</b>					
1000 - Instruction	63,720	-	13,632	50,088	0.00%
<b>Totals</b>	<b>63,720</b>	<b>-</b>	<b>13,632</b>	<b>50,088</b>	<b>0.00%</b>
<b>242 - Enterprise Zone Funds</b>					
1000 - Instruction				-	0.00%
2000 - Support Services	165,000	45,656	-	119,344	27.67%
4000 - Capital Outlay	357,333	-	-	357,333	0.00%
<b>Totals</b>	<b>522,333</b>	<b>45,656</b>	<b>-</b>	<b>476,677</b>	<b>8.74%</b>
<b>251 - Student Investment Account</b>					
1000 - Instruction	3,307,735	128,688	953,518	2,225,529	0.00%
2000 - Support Services	-	177,195	912,999	(1,090,194)	#DIV/0!
4000 - Capital Outlay				-	0.00%
<b>Totals</b>	<b>3,307,735</b>	<b>305,883</b>	<b>1,866,517</b>	<b>1,135,335</b>	<b>9.25%</b>
<b>252 - High School Success Account</b>					
1000 - Instruction	709,031	45,086	223,690	440,255	0.00%
2000 - Support Services	127,802	16,831	42,236	68,735	13.17%
4000 - Capital Outlay				-	0.00%
<b>Totals</b>	<b>836,833</b>	<b>61,917</b>	<b>265,926</b>	<b>508,990</b>	<b>7.40%</b>

DESCRIPTION	Budget	Year to Date	Encumbrances	Balance	% Budget Expended
<b>285 Technology Fund</b>					
2000 - Support Services	268,500	91,031	240,497	(63,028)	33.90%
7000 - Unappropriated Ending Fund Balance				-	0.00%
<b>Totals</b>	<b>268,500</b>	<b>91,031</b>	<b>240,497</b>	<b>(63,028)</b>	<b>33.90%</b>
<b>290 - Student Body Funds</b>					
1000 - Instruction	515,481			515,481	0.00%
2000 - Support Services				-	0.00%
7000 - Unappropriated Ending Fund Balance				-	0.00%
<b>Totals</b>	<b>515,481</b>	<b>-</b>	<b>-</b>	<b>515,481</b>	<b>0.00%</b>
<b>292 - Textbook Replacement Fund</b>					
1000 - Instruction		58,849	2,710	(61,559)	#DIV/0!
2000 - Support Services	110,000			110,000	0.00%
7000 - Unappropriated Ending Fund Balance	211,880			211,880	0.00%
<b>Totals</b>	<b>321,880</b>	<b>58,849</b>	<b>2,710</b>	<b>260,321</b>	<b>18.28%</b>
<b>295 - Bus Replacement Fund</b>					
2000 - Support Services	768,392			768,392	0.00%
3000 - Enterprise & Community Services	164,000	82,761		81,239	50.46%
<b>Totals</b>	<b>932,392</b>	<b>82,761</b>	<b>-</b>	<b>849,631</b>	<b>8.88%</b>
<b>298 - Vehicle Replacement Fund</b>					
2000 - Support Services	20,000			20,000	0.00%
7000 - Unappropriated Ending Fund Balance	4,624			4,624	0.00%
<b>Totals</b>	<b>24,624</b>	<b>-</b>	<b>-</b>	<b>24,624</b>	<b>0.00%</b>
<b>299 - Nutrition Services Fund</b>					
3000 - Enterprise & Community Services	1,798,144	93,020	723,758	981,366	5.17%
<b>Totals</b>	<b>1,798,144</b>	<b>93,020</b>	<b>723,758</b>	<b>981,366</b>	<b>5.17%</b>
<b>303 - OSBA PERS Bonds</b>					
5000 - Debt Service & Fund Transfers	1,927,230			1,927,230	0.00%
7000 - Unappropriated Ending Fund Balance	100			100	0.00%
<b>Totals</b>	<b>1,927,330</b>	<b>-</b>	<b>-</b>	<b>1,927,330</b>	<b>0.00%</b>
<b>304 - Full Faith &amp; Credit Obligation</b>					
5000 - Debt Service & Fund Transfers	380,563			380,563	0.00%
7000 - Unappropriated Ending Fund Balance				-	0.00%
<b>Totals</b>	<b>380,563</b>	<b>-</b>	<b>-</b>	<b>380,563</b>	<b>0.00%</b>
<b>401 - Capital Improvements</b>					
2000 - Support Services	66,000			66,000	0.00%
4000 - Capital Outlay	78,078			78,078	0.00%
<b>Totals</b>	<b>144,078</b>	<b>-</b>	<b>-</b>	<b>144,078</b>	<b>0.00%</b>
<b>Total All Funds</b>	<b>60,679,131</b>	<b>7,664,019</b>	<b>33,187,899</b>	<b>19,827,213</b>	<b>12.63%</b>

## NORTH WASCO COUNTY SCHOOL DISTRICT

FY 2024 Expenditure Status Report

For the month ending September 30th, 2023

Balance Sheet	General Fund	State Special Revenues	Technology Fund	Student Body Funds**	Replacement Funds	Nutrition Services	Debt Service Funds	Capital Projects	District Fund Totals	**Totals
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ASSETS:										
Cash & Investments	2,081,776	(370,500)	(47,663)	375,705	197,317	230,090	706,246	89,715	2,886,981	3,262,686
Accounts Receivable	845,675	26,957	-	-	-	-	-	-	872,632	872,632
Inventory/Prepaid expense	369,677	-	-	-	-	15,135	-	-	384,812	384,812
<b>Total Assets</b>	<b>3,297,128</b>	<b>(343,543)</b>	<b>(47,663)</b>	<b>375,705</b>	<b>197,317</b>	<b>245,225</b>	<b>706,246</b>	<b>89,715</b>	<b>4,144,425</b>	<b>4,520,130</b>

LIABILITIES:										
Accounts Payable	4,382	-	-	-	-	34,758	-	-	39,140	39,140
Payroll Liabilities	280,076	-	-	-	-	-	-	-	280,076	280,076
Deferred Revenue	416,124	-	-	-	-	16,201	-	-	432,325	432,325
<b>Total Liabilities</b>	<b>700,582</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,959</b>	<b>-</b>	<b>-</b>	<b>751,541</b>	<b>751,541</b>

FUND BALANCE:										
<b>Total Fund Balance</b>	<b>2,596,546</b>	<b>(343,543)</b>	<b>(47,663)</b>	<b>375,705</b>	<b>197,317</b>	<b>194,266</b>	<b>706,246</b>	<b>89,715</b>	<b>3,392,884</b>	<b>3,768,589</b>

Revenues & Expenditures: 2023-24 Year to Date										
Beginning Fund Balance	208,295	796,449	43,368	375,705	338,927	221,600	15,655	78,123	1,702,417	2,078,122
Year to Date Revenues	8,337,287	255,508	-	-	-	65,686	690,591	11,592	9,360,664	9,360,664
Year to Date Expenditures	5,949,036	1,395,500	91,031	-	141,610	93,020	-	-	7,670,197	7,670,197
Year to Date Net Income (Loss)	2,388,251	(1,139,992)	(91,031)	-	(141,610)	(27,334)	690,591	11,592	1,690,467	1,690,467
<b>Ending Fund Balance</b>	<b>2,596,546</b>	<b>(343,543)</b>	<b>(47,663)</b>	<b>375,705</b>	<b>197,317</b>	<b>194,266</b>	<b>706,246</b>	<b>89,715</b>	<b>3,392,884</b>	<b>3,768,589</b>

**NORTH WASCO COUNTY SCHOOL DISTRICT**

**Federal Relief Funds**

For the month ending September 30th, 2023

<b>ESSER (CARES Act)</b>		<b>\$760,676.15</b>	<b>Period: 03/13/2020 - 09/30/2022</b>			
<b>ACCOUNT TITLE</b>	<b>Budget</b>	<b>FY 2021 Expenditures</b>	<b>FY 2022 Budgeted</b>	<b>Total</b>	<b>Balance</b>	
ESSER District	\$664,755.15			\$665,077.05	(\$321.90)	
*Staffing (5 Staff plus blue print teams)		\$648,548.05	\$0.00			
Computers & Distance Learning Programs		\$15,029.00				
Professional Development (COSA)		\$1,500.00				
ESSER LTCT/JDEP	\$402.00	\$402.00		\$402.00	\$0.00	
ESSER Mosier	\$57,455.00	\$57,455.30	\$0.00	\$57,455.30	(\$0.30)	
ESSER Cares Act (St.Marys)	\$14,364.00	\$14,041.80	\$0.00	\$14,041.80	\$322.20	
ESSER Riverbend	\$23,700.00	\$23,700.00	\$0.00	\$23,700.00	\$0.00	
<b>Totals</b>	<b>\$760,676.15</b>	<b>\$760,676.15</b>	<b>\$0.00</b>	<b>\$760,676.15</b>	<b>\$0.00</b>	

<b>ESSER (CARES CDL GEER Funds)</b>		<b>\$166,339.42</b>	<b>Period: 07/01/2020 - 04/31/2021</b>		
<b>ACCOUNT TITLE</b>	<b>Budget</b>	<b>FY 2021 Expenditures</b>	<b>Total</b>	<b>Balance</b>	
CDL - District	\$146,043.42		\$145,924.35	\$119.07	
Distance Learning Software (Acellus, ect)		\$58,260.31			
Communications to Family/Parents		\$3,875.00			
Student Technology (Chromebook, hotspots, ect)		\$79,968.63			
Indirect Costs		\$3,820.41			
CDL - Mosier	\$10,569.00	\$10,569.57	\$10,569.57	(\$0.57)	
CDL - St.Marys	\$7,817.00	\$7,935.50	\$7,935.50	(\$118.50)	
CDL - Riverbend	\$1,910.00	\$1,910.00	\$1,910.00	\$0.00	
<b>Totals</b>	<b>\$166,339.42</b>	<b>\$166,339.42</b>	<b>\$166,339.42</b>	<b>\$0.00</b>	

<b>ESSER II (CRRSA) Funds</b>		<b>\$2,988,063.00</b>	<b>Period: 03/13/2020 - 09/30/2023</b>			
<b>ACCOUNT TITLE</b>	<b>Budget</b>	<b>FY 2021 Expenditures</b>	<b>FY 2022 Expended</b>	<b>FY 2023 Expended</b>	<b>Total</b>	
ESSER 2 District	\$2,791,630.40				\$2,791,630.40	
Staffing			\$370,741	\$66,422	(\$437,163.00)	
APU /Fans		\$208,570.10	\$102,943		(\$311,513.10)	
Communications to Family/Parents		\$3,487.50			(\$3,487.50)	
PPE - Dividers, masks, ect		\$9,638.35	\$53,743	\$25,875	(\$89,256.35)	
*Student Technology (Chromebook, Acellus, ect)		\$289,619.53	\$952,372	\$307,973	(\$1,549,964.53)	
Band Supply Students			\$62,481	\$12,880	(\$75,361.00)	
Portables, Miscellaneous COVID Items		\$21,934.00	\$121,124		(\$143,058.00)	
Professional Development					\$0.00	
Food Service/Cafeteria Items			\$51,225		(\$51,225.00)	
Expanded Health Services			\$37,800		(\$37,800.00)	
Transportation Program			\$8,436	\$3,627.14	(\$12,063.14)	
Indirects		\$15,090.96	\$51,625	\$14,025	(\$80,740.96)	
ESSER 2 Mosier	\$196,432.87		\$93,778	\$102,654	\$0.87	
ESSER 2 Riverbend					\$0.00	
ESSER 2 JDEP Funds	\$40,000.00		\$6,110	\$67	\$33,823.00	
<b>Totals</b>	<b>\$3,028,063.27</b>	<b>\$548,340.44</b>	<b>\$1,912,378</b>	<b>\$533,523</b>	<b>\$33,822</b>	

Reverting Funds (JDEP/LTCT)

<b>ESSER III (ARP Act) Funds</b>		<b>\$6,710,765.64</b>	<b>Period: 03/13/2020 - 09/30/2024</b>				
<b>ACCOUNT TITLE</b>	<b>Budget</b>	<b>FY 2021 Expenditures</b>	<b>FY 2022 Expended</b>	<b>FY 2023 Expended</b>	<b>FY 2024 Budgeted</b>	<b>FY 2024 Expended or Encumbered</b>	<b>Balance</b>
ESSER 3 District	\$6,274,002.61						\$6,274,003
Staffing				\$3,065,192	\$1,164,749	\$1,164,749	(\$4,229,941)
Technology/Distance Learning				\$206,336	\$75,000	\$75,000	(\$281,336)
Summer Programs		\$23,127.16	\$140,983	\$100,988			(\$265,098)
Summer Program - Refrigerated Van			\$11,531	\$65,289			(\$76,820)
Learning Loss - Innovations				\$919,474			(\$919,474)
TDHS Pavilion/Maintenance			\$109,905	\$111,828			(\$221,733)
Supplies/Maintenance				\$170,681			(\$170,681)
Health Services				\$87,442			(\$87,442)
Indirects			\$7,295	\$14,183			(\$21,478)
ESSER 3 Mosier	\$441,469.73			\$23,072	\$418,398	\$418,398	\$0
ESSER 3 Riverbend							\$0
<b>Totals</b>	<b>\$6,715,472</b>	<b>\$23,127</b>	<b>\$269,714</b>	<b>\$4,764,485</b>	<b>\$1,658,147</b>	<b>\$1,658,147</b>	<b>\$0</b>

<b>Totals</b>	<b>\$10,670,550.84</b>	<b>\$1,498,483.01</b>	<b>\$2,182,092</b>	<b>\$5,298,008</b>	<b>\$1,658,147</b>	<b>\$1,658,147</b>	<b>(\$1)</b>
	Total Grant Budget	FY 2021 Expenditures	FY 22 Expenditures	FY 2023 Expended	FY 2024 Budget	FY 2024 Expended or Encumbered	Balance



# North Wasco County School District

## School Year 2023 – 2024, October Financial Summary

### FY 2023:

The FY 2023 numbers are almost finalized. There will be minimal adjustments to the balance sheet after working through reconciling with the county property tax data. The general fund balance at the end of FY 2023 is \$208,000.

### FY 2024:

Here are the ending balances currently:

Fund	General Fund	State Special Revenues	Nutrition Services	Technology Fund	Replacement Funds	Debt Service Funds	Capital Projects	District Fund Totals
Fund Balance	2,596,546	(343,543)	194,266	(47,663)	197,317	706,246	89,715	3,392,884

The current general fund balance as of September 30<sup>th</sup>, is \$2.6 million. The state special revenues are negative due to state and federal grants which the ODE has not finalized the contracts so the district cannot request the funds. The technology fund is negative and will require a supplemental budget hearing to correct. The approved e-rate projects should be included in the budget as opposed to offsetting expenditures. The December board meeting will include a supplemental budget hearing to correct this as well as other budget adjustments. This will correct the negative projections seen in the expenditure status report.

### Nutrition Corner:

The nutrition staff have been short-staffed since the start of the year. The food truck is not being utilized until the health department approves the application and a lead nutrition staff person is hired to run the food truck. There are no applicants to date. However, meal counts from September of last year compared to September of this year are up over 2,000 meals which is good news. The district is CEP which means all students eat for free. These numbers are promising and challenging with staffing needs.

### Facilities Corner:

There are several projects in the works for the facilities department.

- The fencing around Dry Hollow Elementary School is almost complete.
- The staff are working on installing playground equipment at Chenoweth Elementary School for the structured learning center, which is funded with IDEA funds.

Questions about this report can be directed to Kara Flath, CFO, North Wasco County School District #21 at [flathk@nwasco.k12.or.us](mailto:flathk@nwasco.k12.or.us).



# North Wasco County School District

## School Year 2023 – 2024, **October** Enrollment Summary

School Year 2023 – 2024	Chenowith	Col. Wright	Dry Hollow	Mosier	TDMS	TDHS	Innovations Academy	Innovations Virtual	Total
September 20 <sup>th</sup>	419	277	423	159	550	841	110	75	2,854
October 2 <sup>nd</sup>	421	278	422	157	551	834	112	76	2,851
November									0
December									0
January									0
February									0
March									0
April									0
May									0
June									0
<b>Average</b>	420	278	423	158	551	838	111	76	2,853
<b>Peak</b>	421	278	423	159	551	841	112	76	2,854
<b>Average 2022 - 2023</b>	386	287	417	168	546	789	101	95	2,782
Avg Change 2024-2023	34	(9)	5	(10)	5	49	10	(20)	71
<b>Peak 2022-2023</b>	394	292	424	174	558	822	33	195	2,851
Peak Change 2024-2023	27	(14)	(1)	(15)	(7)	19	79	(119)	3
Change 6/23 - Current	32	(11)	8	(6)	15	91	25	(24)	130
Change PY Month to Current	2	1	(1)	(2)	1	(7)	2	1	(3)

Enrollment Summary by Building and Grade as of 10/2/23														
School	K	1	2	3	4	5	6	7	8	9	10	11	12	Totals
Chenowith Elementary	84	70	73	77	59	58	0	0	0	0	0	0	0	421
Colonel Wright Elementary	36	50	45	54	52	41	0	0	0	0	0	0	0	278
Dry Hollow Elementary	61	68	76	74	70	73	0	0	0	0	0	0	0	422
Mosier Community School	17	19	22	16	23	14	16	14	16	0	0	0	0	157
The Dalles High School	0	0	0	0	0	0	0	0	0	231	237	178	188	834
The Dalles Middle School	0	0	0	0	0	0	180	185	186	0	0	0	0	551
Innovations Academy	0	0	0	0	0	0	0	16	13	12	16	20	35	112
Innovations Virtual	1	1	2	4	1	0	3	3	5	14	13	12	17	76
<b>Totals</b>	199	208	218	225	205	186	199	218	220	257	266	210	240	2,851
June 2023 Totals	202	218	225	196	185	192	209	214	229	262	200	221	168	2,721
<b>Difference Now – June 2023</b>	(3)	(10)	(7)	29	20	(6)	(10)	4	(9)	(5)	66	(11)	72	130
Previous Month (September 2023)	200	209	219	226	203	186	200	218	219	258	265	209	242	2,854
<b>Difference</b>	(1)	(1)	(1)	(1)	2	0	(1)	0	1	(1)	1	1	(2)	(3)

\*Note: The budgeted ADMr is at 2,899, with additional weights of 712.14, which includes Mosier Community School, for a total ADMw of 3,611.14.



# North Wasco County School District #21

School District Board of Directors

## Board Motion for Action Item

### BOARD ACTION

Date October 26<sup>th</sup>, 2023

Action Requested: **Ratify the D21 Education Association  
Collective Bargaining Agreement for the 2023-2024 school year.**

#### **DISCUSSION**

The District and the D21 Education Association have reached a tentative agreement for the District 21 Education Association Collective Bargaining Agreement. This includes several areas of language changes as well as a COLA increase of 3%. The contract extends to June 2025 with a reopener available to each party, district and union, and salary reopener each year. The Superintendent is requesting the School Board approve and ratify the bargaining agreement as presented for the 2023-2024 school year.

#### **ACTION**

***I move to accept and ratify the D21 Education Association Collective Bargaining Agreement as presented for the 2023-2024 school year extending to June 2025.***

Questions about this request can be forwarded to Kara Flath at [flathk@nwasco.k12.or.us](mailto:flathk@nwasco.k12.or.us).

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**North Wasco County School District #21**  
School District Board of Directors

**Board Motion for Action Item**

**BOARD ACTION**

Date October 26<sup>th</sup>, 2023

Action Requested: *Approve COLA request for  
non-represented employees*

**DISCUSSION**

The Superintendent presented the recommendation to ratify the Collective Bargaining Agreement for the District 21 Education Association for the 2023-2024 school year.

Non-represented employees include the superintendent, licensed administrators, directors and coordinators. The Superintendent is requesting the School Board grant the same COLA (3%) as the licensed Association to the non-represented employee group: the superintendent, licensed administrators, directors and coordinators.

**ACTION**

*I move to grant the non-represented employees of North Wasco County School District the same cost of living adjustments (3%) included in the 2023-2024 ratified Licensed Collective Bargaining Agreement for the 2023-2024 school year.*

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## North Wasco County School District #21

### BOARD ACTION

Date October 26th, 2023

Action Requested  *Ratify the tentative COLA increase of 3.5% for the North Wasco Education Support Professionals and Confidential Employees*

#### DISCUSSION

The District and the North Wasco Education Support Professionals Association have reached a tentative agreement for a COLA increase of 3.5%. The ratification for this increase is pending while the parties continue to negotiate a few outstanding language items in the contract. Upon completion, and once ratified, the district will implement the COLA increase of 3.5%.

In addition, the District is proposing the same COLA increase of 3.5% for Confidential employees.

The Superintendent is requesting the School Board approve the tentative agreement, pending ratification of a COLA increase of 3.5% for North Wasco Education Support Professionals.

The Superintendent is requesting the same COLA increase of 3.5% be granted to the Confidential Employees.

#### ACTION

*I move to accept and ratify the tentative agreement for a COLA increase of 3.5% for the North Wasco Education Support Professionals to be implemented upon ratification by their membership and the same COLA increase of 3.5% for Confidential Employees.*

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**North Wasco County School District #21**  
School District Board of Directors

**Board Motion for Action Item**

**BOARD ACTION**

**Date:** October 26<sup>th</sup>, 2023

**Action Requested:** *Request to Rehire Licensed Staff Member*

**DISCUSSION**

Tom Conklin, who is employed as a Licensed PE Teacher at Colonel Wright Elementary School, is retiring in the PERS system on November 1<sup>st</sup>, 2023. Mr. Conklin is requesting the School Board rehire him in the same position on a temporary contract until the end of the school year, June 11<sup>th</sup>, 2024.

**ACTION**

*I move to approve the request to rehire Tom Conkin in his current position as a Licensed PE Teacher located at Colonel Wright Elementary School on a temporary contract until the end of the school year June 11<sup>th</sup>, 2024.*

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# Out of State Travel Request- Migrant Education Program to Washington DC

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April 20-April 27, 2024

# Request

- Columbia Gorge Education Service District Migrant Education Program is requesting to take up to 10 Migrant students from The Dalles High School to Washington DC with Close Up Foundation's Program for New Americans on the week of April 20-April 27, 2024.



# What Close Up Program to Washington DC?

- The nation's capital is a living classroom as students connect to people, places, and historical/contemporary events.
- Students see and learn from:
  - Constitution
  - Declaration of Independence
  - Senators Merkley and Wyden
  - Congressman Bentz
  - Monuments
  - Supreme Court
  - Library of Congress
  - And more...
- The program will give Migrant high school students the knowledge, skills, and confidence they need to become informed and active citizens of the United States.

# Statements from participants in April 2023

- I met many people from different cultures and made new friends. It was an unforgettable trip and full of great joy. I was informed, inspired and encouraged by the Close Up program to exercise my rights and accept my obligations as a citizen in a democracy. It's not that often that someone gets to come face to face with the state senator. An opportunity like this only happens once in a lifetime and that is why I am grateful to have been able to be part of this experience. -Teresa Morales-Martinez (23)
- I feel very grateful to have taken this very special opportunity. Washington D.C has opened my eyes to my surroundings, allowing me to meet many people with different cultures and histories. I found it fascinating how much diversity of people there was in the Close Up program and that made me feel included and welcome. I had the opportunity to see places that I never thought I would visit in my high school years and also to meet my own school classmates. I also had the opportunity to learn very important things about the country and how the laws are determined. -Erica Huila Flores (24)
- During this trip I learned a lot about politics and how things work with the government. Now that I know as much as this, I can find a way to help my community when needed. I met a lot of new people here and I am very happy to have met them. Many memories were made and I am grateful for being given this opportunity as these things only happen once. -Adrian Rodriguez (24)

# Migrant Education Role and Funding

- Students will be selected using an application process.
- The Migrant Education Program will coordinate field trip request paperwork and provide chaperones.
- The Migrant Education Program pays for transportation, meals, airfare, hotel, workshops, and attendance to program events.



SENATOR RON WYDEN with 2023 PARTICIPANTS

## Motion:

Approve Columbia Gorge ESD's request to take up to 10 Migrant Education Program The Dalles High School students to Washington DC on the week of April 20-April 27, 2024.

**Out of State Travel Request for North Wasco County School District High School Migrant  
Education Program Students  
Migrant Education Program, Columbia Gorge ESD**

**Request:** Columbia Gorge Education Service District Migrant Education Program is requesting to take up to 10 Migrant students from The Dalles High School to Washington DC with Close Up Foundation's Program for New Americans on the week of April 20-April 27, 2024.

The Close Up Program for New Americans helps students understand responsible citizenship with the understanding that textbooks and lectures alone are not enough.

The program will give Migrant high school students the knowledge, skills, and confidence they need to become informed and active citizens of the United States.

It will also give students a practical understanding of U.S. politics and culture by emphasizing communication, collaboration, and leadership with a hands-on, interactive approach to get involved and have a voice in issues important to them. This program addresses a number of Common Core State Standards in English Language Arts, History and Social Studies.

The Close Up program uses the nation's capital as the classroom, to help students gain a personal connection to the people, places, and events that make this country so unique. Students live and learn among peers from schools nationwide, experience first-hand how the founding documents such as the Constitution and the Declaration of Independence apply to them, and dialog with representatives from Washington's diverse community of leaders and citizens.

The Close Up Program for New Americans provides high school students the opportunity to see the nation's capital and actively learn about monuments, policies, Congress, Supreme Court, debates, Library of Congress, governmental functions, and more. Close Up takes care of all of the logistics for the program, provides full-time instructors for students, meetings with Congressional delegation on Capitol Hill, and more. Close Up students do not just learn about the government, they learn how to effectively participate in shaping the policies that shape their lives.

**Motion:** Approve Columbia Gorge ESD's request to take up to 10 Migrant Education Program The Dalles High School students to Washington DC on the week of April 20-April 27, 2024.



**North Wasco County School District #21**  
School District Board of Directors

**Board Motion for Action Item**

**BOARD ACTION**

**Date:** October 26<sup>th</sup>, 2023

**Action Requested:** *OSBA Election for Director Position #2 (Gorge)*

**DISCUSSION**

The Oregon School Boards Association Election is open for the OSBA Director, Position #2, Gorge Region. Two candidates have been nominated. School Boards are asked to vote for one candidate and submit to OSBA no later than December 15<sup>th</sup>, 2023.

- Candidate: Emily Smith, Helix 1
- Candidate: Dayna Wynn-Elledge, North Wasco County SD21
- Abstain

**ACTION**

*I move to vote for \_\_\_\_\_ as the Position #2 OSBA Director for the Gorge Region.*

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**North Wasco County School District #21**  
School District Board of Directors

**Board Motion for Action Item**

**BOARD ACTION**

**Date:** October 26<sup>th</sup>, 2023

**Action Requested:** *OSBA Election for LPC Position 2 (Gorge)*

**DISCUSSION**

The Oregon School Boards Association Election is open for the OSBA Legislative Policy Committee member, Position #2, Gorge Region. One candidate has been nominated. School Boards are asked to vote for one candidate and submit to OSBA no later than December 15<sup>th</sup>, 2023.

- Candidate: Judy Richardson, North Wasco County SD21
- Abstain

**ACTION**

***I move to vote for \_\_\_\_\_ as the Position #2 OSBA Legislative Policy Committee Member for the Gorge Region.***

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

---

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

**WHEREAS**, the Oregon Rural School Board Advisory Committee has been active and publicly supported by OSBA’s Board of Directors since April 22, 2022; and has developed a mission statement and goals; and has established bylaws; and

**WHEREAS**, the Advisory Committee is ready to elect officers and their Rural Leadership Assembly; and

**WHEREAS**, the Advisory Committee has articulated its mission as follows: “To build collaborative relationships and promote quality education for all students with emphasis on the unique needs of school boards and students in rural communities.”

**WHEREAS**, OSBA’s Board of Directors recognizes the importance of the Advisory Committee's value and mission; and

**WHEREAS**, the Advisory Committee has respectfully requested that the Board of Directors submit a resolution to the membership creating the Oregon Rural School Board Members Caucus and designate a seat on the OSBA Board of Directors and Legislative Policy Committee.

**THEREFORE, BE IT RESOLVED** by the OSBA Board of Directors that the proposed bylaws amendment designating a Caucus representative as a voting member of the OSBA Board of Directors and Legislative Policy Committee be submitted to the membership for consideration during the 2023 OSBA election; and

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

*Submitted by: OSBA Board of Directors*

# **BYLAWS**

**OREGON RURAL SCHOOL BOARD MEMBERS CAUCUS**

**OF THE**

**OREGON SCHOOL BOARDS ASSOCIATION**

**DRAFT**

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## ARTICLE 1

### CHARTER

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

OSBA is aware and acknowledges that diversity is a core value of OSBA. OSBA desires to identify areas of concern and causation, convene a caucus of stakeholders, and create a plan to better promote and support the success of rural students.

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

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

## ARTICLE 2

### NAME, MISSION AND GOALS:

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

**2.2 Mission:** To build collaborative relationships and promote quality education for all students with emphasis on the unique needs of school boards and students in rural communities.

**2.3 Goals:**

2.2.1 To elevate the voice of rural school districts and recognize their unique needs.

2.2.2 To build and maintain collaborative relationships between OSBA and rural school boards.

2.2.3 To develop, promote, and advance legislation supporting rural schools and understand the impact of statewide legislation to each rural community and district.

2.2.4 To build collaborative relationships and promote quality education for all students with emphasis on the unique needs of school boards and students in rural communities.

2.2.5 To support school boards in rural communities by prioritizing professional development of rural board members and bringing training and other resources to rural areas.

## ARTICLE 3

### MEMBERSHIP

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

**3.2 Members.** The Caucus members may include any elected or appointed member of any public board of education in Oregon who are active members in good standing with the Oregon School Boards Association *and serve a school district with a population density of less than 200 people per square mile and/or total school district population less than 20,000 people.* All board members of Oregon Education Service Districts are eligible to participate in the Rural Caucus. If a school board member or district does not meet the aforementioned qualification but feels they are indeed a rural district, an appeal process will be available as outlined in policy. Caucus members may participate in all discussions, vote, and serve as an officer of the Caucus. Members must attend the meeting in person (or virtually) *to vote. Voting by proxy shall not be permitted.*

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

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

## ARTICLE 4

### BUDGET

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

## ARTICLE 5

### MEETINGS

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

**5.2 Regular and Special Meetings.**

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

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

**5.2.3 Place of Meetings.** Regular and special meetings of the Caucus shall be held at any location (or virtually) within Oregon as designated by the President or the Executive Committee.

### 5.3 Notice.

5.3.1 Notice and agenda of every annual meeting, regular or special meeting of members, stating the time and place thereof, shall be posted to the OSBA website, no less than 14 days prior to such meeting.

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

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

5.6 **Records.** The President shall see that all correspondence, minutes, agendas, and Charter be sent to and kept on file with OSBA. Minutes from each meeting shall be posted to the OSBA website.

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

## ARTICLE 6

### Rural Leadership Assembly

6.1 **Composition.** The Rural Leadership Assembly of the Caucus shall consist of 9 members, and shall include *one representative from each OSBA district with 10 or more districts defined as rural ( Regions 1, 2, 4, 6, 9, and 14), plus 3 at-Large* members. The executive committee (President, Vice-President, Secretary/Treasurer) shall be elected from the body of the Rural Leadership Assembly by the members of the Rural School Board Members Caucus.

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

### 6.3 Nomination and Election

6.3.1 **Nomination.** Rural Leadership Assembly members may be nominated by either (a) the nominating committee, or (b) a caucus member at the annual meeting.

6.3.2 **Election.** The members shall elect the Leadership Council by majority vote at the annual meeting. Positions 1, 4, 9, and at large #1 shall be elected in even numbered years, and positions 2, 6, 14, at large #2 and at large #3 shall be elected in odd numbered years.

### 6.4 Designations

6.4.1 **President.** The President shall preside at all meetings of the Caucus and the Executive Committee. The President shall appoint all standing and special committees and shall be an ex officio member of all committees, except the nominating committee, with voting power. The President shall sign all official reports of the Caucus.

6.4.2 Vice President. The Vice President shall have such duties as from time-to-time may be assigned by the Executive Committee, and in the absence of the President, the Vice-President shall have and perform all the powers and duties of the President.

6.4.3 Secretary/Treasurer. The Secretary/Treasurer shall keep the minutes and records and shall see that all notices are duly given in accordance with the provisions of law and this Charter, and such other duties as from time-to-time may be assigned by the Executive Committee. The Secretary/Treasurer shall maintain a roster of the current membership. The Secretary/Treasurer shall have the responsibility for receiving and disbursing all funds related to the Caucus in coordination with the OSBA liaison. The Secretary/Treasurer shall report regularly to the Executive Committee, shall prepare a written yearly financial report to be distributed to the members at each annual meeting, and shall perform other duties assigned by the Executive Committee.

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

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

**6.7 Removal.** Any member of the Leadership Assembly who misses more than two meetings out of any four consecutive meetings, *unless they are* excused by the Executive Committee for a valid reason, may *have their* position vacated by action of the Leadership Assembly.

## ARTICLE 7

### EXECUTIVE COMMITTEE

**7.1 Composition.** There shall be an Executive Committee made up of the President, Vice-President, and Secretary/Treasurer.

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

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

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

**7.4 Administration.** The Executive Committee shall keep regular minutes of its proceedings and all actions by the Executive Committee shall be reported promptly to the membership. Such actions shall be subject to review by the membership, provided that no rights of third parties shall be affected by such review.

**ARTICLE 8**

**COMMITTEES**

The President may establish committees of 2 or more members to serve at the discretion of the President. These committees would consist of such persons and perform such duties as the President designates from time to time; provided, however, that the committees may not act on behalf of the Caucus but may make recommendations to the Caucus for approval. The Chair of any such committee shall be a member of the Leadership Assembly.

**ARTICLE 9**

**SEAT ON THE OSBA’S BOARD OF DIRECTORS AND LEGISLATIVE POLICY COMMITTEE**

9.1 The Caucus shall appoint one officer from the Rural Leadership Assembly to serve as liaison to the OSBA Board of Directors and to be a voting member of the OSBA Board of Directors for a two year term. That liaison shall hold all of the rights and responsibilities of a member of the OSBA Board of Directors.

9.2 The Caucus shall appoint one member from the Rural Leadership Assembly to serve on the Legislative Policy Committee for a term of two years.

**ARTICLE 10**

**GENERAL PROVISIONS**

**10.1 Amendment of Bylaws**

10.1.1 Bylaws may be altered, amended, or replaced by a majority vote of the members of the Caucus who are present and voting at the annual meeting.

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

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

\*\*\*\*\*

The foregoing charter was adopted by the active membership of the OSBA Rural Caucus on (\_\_\_\_)month (\_\_\_\_) date (\_\_\_\_) year.

Crosswalk for OSBA Proposed Bylaw changes  
 New language is underlined; deleted language is ~~struck through~~; and moved language is **highlighted**.

Section	Proposed Language	What changed
2.12	<p><b>Action by Written Ballot.</b> Any action required <u>of the members will be taken by written ballot and</u> <del>or permitted to be taken at a members' meeting may be taken without a meeting if the Association will deliver a written ballot to every member entitled to vote on the matter. A written ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action. 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 the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast is the same as the number of votes cast by ballot. A written ballot shall set forth each proposed action, indicate the number of responses needed to meet the quorum requirements, state the percentage of approvals necessary to approve each matter, and specify a reasonable time by which a ballot must be received by the Association in order to be counted.</del> Once delivered, a written ballot may not be revoked.</p>	<p>This is a major edit that clarifies the process for membership voting. The current language assumed voting by the membership might take place in a face-to-face meeting, which will never occur as we consider our members to be school boards, esd board and community college boards and not individuals board members. This change clarifies the process of action of the membership by written ballot.</p>
<del>2.13</del>	<p><del>Unanimous Written Consent. Any action required or permitted to be taken at a members' meeting may be taken without a meeting if the action is taken by all members entitled to vote on the matter. The action shall be evidenced by one or more written consents describing the action taken, signed by each member, and included in the minutes or filed with the corporate records reflecting the action taken. Action taken under this section is effective when the last member entitled to vote on the matter signs the consent, unless the consent specifies an earlier or later effective date.</del></p>	<p>Language removed as the organization only allows membership voting via a written ballot. (See above).</p>
<del>2.1.4</del> <u>2.1.3</u>	<p><del><b>Quorum and Voting.</b> A quorum of the members shall consist of those votes represented at a meeting of the members. If a quorum is present when a vote is taken, the affirmative vote of a majority of the votes represented and voting when the action is taken is the act of the members except to the extent that the articles of incorporation, these bylaws, or applicable law require the vote of a greater number of members.</del> <u>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.</u></p>	<p>Edited to clarify the definition of a quorum.</p>
2.1.4	<p><b>Approval:</b> <u>With the exception of approving amendments to the Association's bylaws, which is outlined in Section 7.1 of these bylaws, approval by written ballot is effective when:</u></p> <p><u>2.14.1 The number of votes cast by ballot equals or exceeds a quorum of the members; and</u></p>	<p>Edited to clarify what is needed for approval when the membership is voting by ballot.</p>

Crosswalk for OSBA Proposed Bylaw changes  
 New language is underlined; deleted language is ~~struck through~~; and moved language is **highlighted**.

Section	Proposed Language	What changed
	<u>2.1.4.2</u> The number of approvals equals or exceeds a majority of the number of returned ballots.	
3.2	<b>Qualifications.</b> Directors must serve on the board of a member of the Association <u>throughout the duration of their term, with the exception of the director serving as past president.</u>	Edit to specify an exception for the past president position only.
3.3	<b>Number.</b> The board of directors shall consist of not fewer than three nor more than <del>24</del> <u>25</u> persons. The number of directors may be fixed or changed periodically, within the minimum, and maximum by the members.	Edit to account for Rural Caucus appointee to the Board of Directors.
3.4.3	If a director serving as <del>an officer</del> 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 <u>immediate</u> past president.	New language added to specify an exception for the past president position only.
3.5	<b>Composition.</b> The board of directors will be comprised of up to 23 regionally elected directors, one designated director as defined in the bylaws of the Oregon School Board Members of Color Caucus, <u>one designated director as defined in the bylaws of the Oregon Rural School Boards Caucus</u> and ex-officio nonvoting members as delineated in Section 3.5.4.	<b>Edit to correct grammar and new language added to</b> add the Rural Caucus appointee to the Board of Directors.
3.5.3	<b>Designated Representatives.</b> <u>In accordance with their bylaws, caucuses of OSBA, The Oregon School Board Members of Color Caucus shall appoint an officer a representative of the Caucus to serve as a director of the Association. The appointee, as defined in the Caucus bylaws representative must, shall</u> be an elected or appointed member of any public board of education in Oregon who is an active member in good standing with the Association. All Association bylaws and policies shall apply to the designated representative serving as the Caucus' director of the Association.	Edit to account for Rural Caucus appointee to the Board of Directors and any future Caucus.
3.6	<b>Vacancies.</b> In the event that any director position, other than the immediate past president is vacant during the term of office, the remaining directors may appoint an interim director from the same region to serve until December 31 of the same year. If the board of directors cannot recruit a candidate from the region, they may appoint a person from a contiguous region to serve as director representing the open region. An individual appointed as a director from a contiguous region is not eligible to serve as an officer of the board. 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 <u>an OSBA caucus-designated director position, Members of Color Caucus' director position,</u>	Edit to account for Rural Caucus appointee to the Board of Directors and any future Caucus.

Crosswalk for OSBA Proposed Bylaw changes  
 New language is underlined; deleted language is ~~struck through~~; and moved language is **highlighted**.

	then the <del>C</del> caucus shall, as set forth in Section 3.5.3, appoint a new <del>C</del> caucus <del>officer-representative</del> to serve the remaining term.	
Section	Proposed Language	What changed
3.12	<b>Quorum and Voting.</b> A quorum of the board of directors shall consist of a majority of the number of directors in office <u>at the time</u> the meeting begins. <b>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.</b>	Edited to clarify the definition of a quorum for the OSBA Board of Directors. Highlighted text was moved to section 3.13.
3.13	<b>Voting.</b> 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.	Language moved from section 3.12 but there is no change to current language.
2.1.2	<b>Finance Committee.</b> 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 Association secretary/treasurer and vice president, one Association board director from the PACE board, one district business official and one at-large board member. <b>The finance committee shall operate within the guidelines of the corporation’s investment policy and the Finance Committee Operating Manual.</b> (a) <u>Finance committee members serve for a term of two (2) years unless they are appointed to replace a member who left the committee before finishing their two-year term, in which case the member will serve the remainder of the two-year term.</u> (b) <del>The finance committee shall operate within the guidelines of the corporation’s investment policy guideline(s) and the Finance Committee Operating Manual guideline.</del>	Highlighted struck out language moved to (b).  New language added related to the terms finance committee members.  Language moved from 2.1.2 and edited language to reflect the committee’s use of guidelines and not policies.
4.1.3 (b)	<u>Composition.</u> The LPC shall be composed of the voting members of the board of directors and the regional representatives elected under the procedures defined in 4.1.3(c) and (d) <u>and one designated voting member as defined in the bylaws of the Oregon School Board Members of Color Caucus and the</u>	Added language to add the School Board Members of Color caucus, which was inadvertently omitted during the previous amendment. Added language to include the Rural School Boards Caucus.

Crosswalk for OSBA Proposed Bylaw changes  
 New language is underlined; deleted language is ~~struck through~~; and moved language is **highlighted**.

	<u>Oregon Rural School Boards Caucus</u> . All committee members must be elected or appointed directors of a member. The vice president of the board <u>of directors</u> shall chair the LPC.	
Section	Proposed Language	What changed
4.14	<p><u>PACE Trustees: The board of directors shall appoint the trustees of the OSBA Property and Casualty Coverage for Education Trust ("PACE"). As per the PACE Restated Trust Agreement, the PACE trustees shall nominate trustee candidate(s) to the OSBA board of directors. If the list of candidates is not acceptable by the board of directors, the PACE trustees will continue to submit nominated candidate(s) for consideration until accepted by the board of directors.</u></p> <p><u>(a) PACE trustees taking office on or after January 1, 2023, may serve three consecutive three-year terms and, if eligible, may return after a one-year hiatus.</u></p>	This is new language to add PACE Trustees under the Committees and Caucus section and to outline the process for appointment as well as the terms of the members.
4.4	<b>Caucuses</b>	New language stating caucuses must comply with OSBA policies/guidelines.
4.4.3	<u>Comply with Association policies and guidelines.</u>	
4.4.5	<u>The Oregon School Board Members of Color Caucus <del>is</del> was established by a vote of the membership in 2018.</u>	Edited language outlining when the OSBMCC was established.
4.4.6	<u>With the adoption of this sections, the Oregon Rural School Boards Caucus is established.</u>	New language to establish the Rural caucus.
Section 7.1	<b>Amendment to bylaws</b>	
7.1.1	<p>Amendments to the bylaws may be initiated by the board of directors or submitted by a member to the board of directors. <del>Amendments must be approved by a vote of two thirds majority of the members at any regular or special meeting.</del> 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. <del>Such notice shall be provided by US mail or email at least 15 days prior to the member meeting at which the vote will take place.</del></p>	This section was edited for clarity and readability. No substantial change to content. The highlighted language was moved to the next paragraph but there was no change to the language.

Crosswalk for OSBA Proposed Bylaw changes  
 New language is underlined; deleted language is ~~struck through~~; and moved language is **highlighted**.

7.1.2	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.	This language was moved from the section above with no changes.
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Section	Proposed Language	What changed
7.1.3	<u>Action by Written Ballot:</u> 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.	This is new language to outline the process of voting on bylaw changes.
7.1.4	<u>Approval:</u> 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.	Language added to clarify approval of the membership on bylaw changes.
7.1.5	<u>Quorum:</u> 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.	Language added to clarify the definition of a quorum for action on bylaw changes.

Minor Edits

Section	Proposed Language
1	<b>Purpose:</b> No change to language – formatting change only
2.4.2	<b>Voting Power/Resolution:</b> (d) K-12 Local Districts with an ADMr <del>between of 39,000.1 and above</del> or more shall have five votes.
3.1	<b>Powers.</b> Except as provided under Section 2.2, all corporate powers shall be exercised by or under the authority of and the affairs of, are managed under the direction of <del>a</del> <u>the</u> board of directors. The board of directors shall adopt policies defining specific obligations of the board of directors.
3.5.2	<b>Regional Election.</b> The nomination and election of directors shall be in accordance with the elections calendar <u>annually</u> adopted by the board.
3.9	<b>Meetings.</b> An annual meeting of the board of directors shall be held immediately after, and at the same place as, the annual meeting of members. If the time and place of any other directors’ meeting is regularly scheduled by the board of directors, the meeting is a regular meeting. All other meetings are special meetings. A special meeting of the

Crosswalk for OSBA Proposed Bylaw changes  
New language is underlined; deleted language is ~~struck through~~; and moved language is highlighted.

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	board of directors may be called by the president or the president-elect or 20 percent of the board of directors. The board of directors may hold annual, regular or special meetings <u>at any location in or out of</u> the State of Oregon.
4.1.3	<b>Legislative Policy Committee.</b> The board of directors shall maintain a Legislative Policy Committee ( <u>LPC</u> ).



## *Resolution*

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### **Resolution to Ammend the OSBA's 2018 Bylaws**

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

**WHEREAS**, in 2017, through a vote of the Membership, OSBA was incorporated under ORS Chapter 65 to nonprofit status and Bylaws replaced the Constitution.

**WHEREAS**, in 2018, through a vote of the Membership, the Bylaws were amended to expand the OSBA Board of Directors and the Legislative Policy Committee with representatives from the School Board Members of Color Caucus.

**WHEREAS**, The Bylaws have not been amended since 2018, the OSBA Board of Directors determined, based on its review of the proposed changes, that it was in the membership's best interest to amend the Bylaws; and

**WHEREAS**, the following only reflects a high-level overview of the proposed changes, all changes are reflected in the proposed bylaws.

- Clarification of the Membership voting process for both resolutions and bylaw amendments.
- Clarification of an exception to the term limits for the OSBA director serving as immediate past president.
- Clarification of the definition of a quorum for the OSBA Board of Directors.
- Combining the Finance and Budget Committees and outline the terms of the members.
- Adding a Rural School Boards Caucus representative to the Board of Directors and the Legislative Policy Committee (LPC).
- Adding language to reflect the School Board Members of Color Caucus representation on the LPC, which was inadvertently omitted during the 2018 amendment.
- Adding information regarding the PACE Board of Trustees under the Committees and Caucus section of the Bylaws.
- Adding language stating caucuses must comply with OSBA policies/guidelines and adding language to establish the Rural caucus.
- Edits to grammar, punctuation, and language for readability.

**WHEREAS**, after reviewing the recommended OSBA Bylaws as proposed by staff and legal counsel, the OSBA Board of Directors supports the recommendation to amend the Bylaws:

**THEREFORE, BE IT RESOLVED** by the OSBA Board of Directors that the proposed Bylaws be submitted to the membership for consideration during the 2023 OSBA election; and

**BE IT FURTHER RESOLVED** that the proposed Bylaws and a copy of this resolution be forwarded to all member boards of the Association in accordance with the OSBA Board of Directors adopted elections calendar.

*Submitted by: OSBA Board of Directors*



# BYLAWS

As Amended by the Membership: December 2018

Suggested Revisions: September 23, 2023

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## SECTION 1 PURPOSE

~~A.~~ The Oregon School Boards Association (the “Association”) 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:

~~B.A.~~ To work for the general advancement and improvement of the education of all public school children of the State of Oregon.

~~C.B.~~ To gather and disseminate information pertinent to the successful operation of public schools.

~~D.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.

~~E.D.~~ To work for adequate and dependable financial support for the public schools of this state.

~~F.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.

~~G.F.~~ To encourage the establishment and maintenance of best practices and high standards in the conduct and operation of the public school educational system.

~~H.G.~~ To study and interpret educational programs and to relate them to the needs of pupils.

~~I.H.~~ To promote public understanding of the role of school boards and school board members in the improvement of education.

~~J.I.~~ To conduct seminars, conferences, and research projects in the various aspects of education for the benefit of members.

~~K.J.~~ To endeavor to implement the policies, beliefs and resolutions of the Association members and board of directors.

~~L.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.

~~M.L.~~ To enter into such cooperative agreement with members for the pooling of resources and the provision of services as may result in the more efficient utilization of district resources and accrue to their financial advantage.

## SECTION 2 MEMBERS

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

**2.1.1** Local School District as defined under ORS Chapter 332;

- 2.1.2** Education Service District as defined under ORS Chapter 334;
- 2.1.3** Community College District as defined under ORS Chapter 341;
- 2.1.4** State Board of Education as defined under ORS Chapter 326; and
- 2.1.5** Any other governmental educational organization qualifying as a political subdivision, as approved by resolution of the board of directors.

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

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

- 2.3.1** Election and removal of directors;
- 2.3.2** Election and removal of the Legislative Policy Committee (“LPC”) members;
- 2.3.3** Approval of resolutions to effectuate any of the following:
  - (a) Adoption, amendment, or restatement of the articles of incorporation or bylaws;
  - (b) Modification to the region descriptions set forth in Section 2.6.1; and the
  - (c) Dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association’s assets.

**2.4 Voting Power.**

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

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

- (a) K-12 Local Districts with an ADMr between 15,600 and 23,400 shall have two votes.
- (b) K-12 Local Districts with an ADMr between 23,400.1 and 31,200 shall have three votes.
- (c) K-12 Local Districts with an ADMr between 31,200.1 and 39,000 shall have four votes.

- (d) K-12 Local Districts with an ADMR ~~between of~~ 39,000.1 ~~and above or more~~ shall have five votes.

## **2.5 Process of Approval of Member Resolutions.**

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

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

## **2.6 Regional Election of Directors and LPC Members**

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

- (a) Eastern Region includes all of the members located in the counties of Baker, Grant, Malheur, Union, Wallowa, and Wheeler.
- (b) Gorge Region includes all of the members located in the counties of Gilliam, Morrow, Sherman, Umatilla, and Wasco.
- (c) Central Region includes all of the members located in the counties of Crook, Deschutes, and Jefferson.
- (d) Southeast Region includes all of the members located in the counties of Harney, Klamath, and Lake.
- (e) Southern Region includes all of the members located in the counties of Jackson and Josephine.
- (f) Lane Region includes all of the members located in the county of Lane.
- (g) Clackamas Region includes all of the members located in the county 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.

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

**2.6.2** Regional elections shall be taken by majority vote of the members within the region.

**2.7 Modification of Regions.** A formal review of the regional organizations described in Section 2.6.1 shall be conducted by the board of directors at least every three years commencing with 2017. Any recommended changes to the regional organization shall be submitted to the members in the form of a resolution in accordance with the provisions of Section 2.11.

**2.8 Annual Meetings.** An annual meeting of members shall be held in November of each year unless a different date or time is fixed by the board of directors and stated in the notice of the meeting. Failure to hold an annual meeting on the stated date shall not affect the validity of any corporate action. At the annual meeting, the president and secretary-treasurer of the board of directors, any other officer or person whom the president may designate, shall report on the state of the Association, the activities and financial condition of the Association.

**2.9 Special Meetings.** A special meeting of members shall be held upon the call of the president or 25 percent of the board of directors. All members shall be officially notified of a special meeting by written notice, mailed via U.S. mail or electronic mail to all members at least 15 days prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the members, the place and time of the meeting, and instructions describing the method by which members can participate by telephone or video. Notice shall also comply with all procedures and include any information as required by ORS Chapter 192.

**2.10 Telephonic/Video Meetings.** The board of directors may permit any member to participate in an annual or special meeting, or conduct the meetings through, use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A member participating in the meeting by this means is deemed to be present in person at the meeting.

**2.11 Place of Meetings.** Meetings of the members shall be held at any place in or out of Oregon designated by the board of directors. If a meeting place is not designated by the board of directors, the meeting shall be held at the Association's principal office.

**2.12 Action by Written Ballot.** Any action required of the members will be taken by written ballot and or permitted to be taken at a members' meeting may be taken without a meeting if the Association will delivers a written ballot to every member entitled to vote on the matter. ~~A written ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action. 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 the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast is the same as the number of votes cast by ballot. A written ballot shall set forth each proposed action, indicate the number of responses needed to meet the quorum requirements, state the percentage of approvals necessary to approve each matter, and specify a reasonable time by which a ballot must be received by the Association in order to be counted. Once delivered, a written ballot may not be revoked.~~

~~**2.13 Unanimous Written Consent.** Any action required or permitted to be taken at a members' meeting may be taken without a meeting if the action is taken by all members entitled to vote on the matter. The action shall be evidenced by one or more written consents describing the action taken, signed by each member, and included in the minutes or filed with the corporate records reflecting the action taken. Action taken under this section is effective when the last member entitled to vote on the matter signs the consent, unless the consent specifies an earlier or later effective date.~~

~~**2.13 Quorum and Voting.** A quorum of the members shall consist of those votes represented at a meeting of the members. If a quorum is present when a vote is taken, the affirmative vote of a majority of the votes represented and voting when the action is taken is the act of the members except to the extent that the articles of incorporation, these bylaws, or applicable law require the vote of a greater number of members. A quorum of the members shall consist of a majority of members in good standing at the time the ballots are to be returned to the association.~~

~~**2.1.4 Approval:** With the exception of approving amendments to the Association's bylaws, which is outlined in Section 7.1 of these bylaws, approval by written ballot is effective when:~~

~~2.14.1 The number of votes cast by ballot equals or exceeds a quorum of the members;  
and~~

~~2.1.4.2 The number of approvals equals or exceeds a majority of the number of returned ballots.~~

## **SECTION 3 DIRECTORS**

**3.1 Powers.** Except as provided under Section 2.2, all corporate powers shall be exercised by or under the authority of and the affairs of, are managed under the direction of a-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 24-25 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 an officer/president requires additional time beyond the term limits outlined above, the term limits will be held in abeyance to allow the director to complete their term as immediate past president.

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

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

- (a) Clackamas Region shall elect two directors;
- (b) Marion Region shall elect two directors;
- (c) Washington Region shall elect three directors; and
- (d) Multnomah Region shall elect three directors.
- (e) Provided, however, that 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.** The nomination and election of directors shall be in accordance with the elections calendar annually adopted by the board. Each regional candidate for a director position shall be nominated by a member within the region by means of a nomination form. The board of directors shall distribute notice of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions. To nominate a director candidate, one or more of the members in the region must timely submit to the board of directors a formal resolution or motion of the member and the completed nomination form(s). Nominations in regions where there is more than one open director position shall indicate the numbered position for which the nomination is being submitted. Each member in a region shall have one vote in the regional elections for the board of directors. The director candidate receiving a majority of the votes of the members shall be elected. In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes cast, 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.

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

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

- (a) Any director of the National School Boards Association elected from Oregon;
- (b) Any officer of the National School Boards Association, National School Boards Advocacy Committee, or an officer of the NSBA Pacific Region.
- (c) The immediate past president of the Oregon Association of School Executives;
- (d) The immediate past president of the Confederation of School Administrators;
- (e) The board section president of the Oregon Association of Education Service Districts;
- (f) The board section president of the Oregon Community College Association;
- (g) The chair of the State Board of Education; and
- (h) Any other person as the board of directors may appoint.

**3.6 Vacancies.** In the event that any director position<sub>7</sub> other than the immediate past president is vacant during the term of office, the remaining directors may appoint an interim director from the same region to serve until December 31 of the same year. If the board of directors cannot recruit a candidate from the region<sub>2</sub>, 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. The members shall elect, using the procedures in Section 3.5.2, an interim director to serve from January 1 of the next year until the end of the remaining term. If there is a vacancy in ~~an OSBA caucus-designated director position~~~~the Members of Color Caucus' director position~~, then the ~~Caucus-caucus~~ shall, as set forth in Section 3.5.3, appoint a new ~~Caucus caucus officer-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 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. If the time and place of any other directors' meeting is regularly scheduled by the board of directors, the meeting is a regular meeting. All other meetings are special meetings. 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. The board of directors may hold annual, regular or special meetings at any location in ~~or out of~~ the State of Oregon.

**3.10 Notice of Meetings.** All members 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 shall also comply with all procedures and include any information as required by ORS Chapter 192.

**3.11 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.

~~**3.12 Quorum and Voting.** A quorum of the board of directors shall consist of a majority of the number of directors in office immediately before at the time the meeting begins. 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.~~

~~**3.123.13 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.;~~

~~**3.133.14 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.~~

**3.143.15 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.

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

## SECTION 4 COMMITTEES AND CAUCUSES

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

**4.1.1 Executive Committee.** The executive committee shall consist of five officers of the board of directors: the president as chairman, the president-elect, the vice president, the secretary-treasurer and the immediate past president. The executive committee may act, pursuant to delegation of authority to such committee by the board of directors, 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 by mail, email or at the next 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 Association secretary/treasurer and vice president, one Association board director from the PACE board, one district business official and one at-large board member. ~~The finance committee shall operate within the guidelines of the corporation's investment policy and the Finance Committee Operating Manual.~~

(a) Finance committee members serve for a term of two (2) years unless they are appointed to replace a member who left the committee before finishing their two-year term, in which case the member will serve the remainder of the two-year term.

(b) The finance committee shall operate within the guidelines of the corporation's investment policy guidelines and the Finance Committee Operating Manual Guidelines.

**4.1.24.1.3 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. The LPC also advises the executive director and staff during legislative sessions.

(b) Composition. The LPC shall be composed of the voting members of the board of directors and the regional representatives elected under the procedures defined in 4.1.3(c) and (d) and one designated voting member as defined in the bylaws of the Oregon School Board Members of Color Caucus and the Oregon Rural School Boards Caucus. All committee members must be elected or appointed directors of a member. The vice president of the ~~board~~board of directors shall chair the LPC.

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

(d) Election. Each LPC member shall be elected by majority of member boards of a region. Each region shall elect the number of LPC members as described in Section 3.5, without regard to Section 3.5.1(d). Such elections shall be held using the procedures described in Section 3.5.2.

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

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

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

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

**4.2 Other Board Committees.** The board of directors may create one or more committees of the board of directors and appoint directors and representatives of members to serve on such committee. The creation of a committee and the appointment of directors and member representatives to the committee must be approved by a majority of all directors in office when the action is taken. The provisions of these bylaws governing meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements of the board of directors shall apply to committees and their members as well. Committees of the board of directors may, to the extent specified by the board of directors, exercise the authority of the board of directors; provided, however, that no committee of the board of directors may:

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

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

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

**4.4.1** Clearly articulate the vision, mission and goals of the Caucus.

**4.4.2** Adopt bylaws for operating, programming and governing within the context of the Association bylaws described herein.

**4.4.3** Comply with Association policies and guidelines.

**4.4.34.4.4** Caucuses shall be added or eliminated to this provision through the amendment process described in these bylaws.

**4.4.5** With the adoption of this section, the The Oregon School Board Members of Color Caucus is was established by a vote of the membership in 2018.

**4.4.5** With the adoption of this sections, the Oregon Rural School Boards Caucus is established.

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

## SECTION 5 OFFICERS OF THE BOARD OF DIRECTORS

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

required between the two candidates receiving the highest number of votes. The one receiving a majority of the votes is elected.

**5.2 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.

**5.3 Compensation and Term of Office.** Officer terms are one calendar year. No officer except the secretary-treasurer shall serve two consecutive terms in the same office unless the director completed a term for another officer who was unable to complete a term and is then voted into the same position the following year. The secretary-treasurer may serve up to two consecutive one-year terms. Directors and members of committees may receive reimbursement of such expenses as may be determined by resolution of the board of directors to be just and reasonable. Directors shall not otherwise be compensated for service in their capacity as directors.

**5.4 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.

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

**5.5.1 President:** The president shall preside at all member meetings of the Association and of the board of directors; shall appoint, committees subject to the approval of the board of directors; shall call all regular and special meetings as provided herein; shall be ex-officio voting member of all committees. The president shall automatically serve as immediate past president for the following term. The president serves for a term of one calendar year.

**5.5.2 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.

**5.5.3 Vice president:** In the absence of the president-elect 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.

**5.5.4 Secretary-treasurer:** The secretary-treasurer shall be responsible for keeping in a suitable minute book accurate minutes of all board of director meetings; shall carry on official correspondence of the Association; shall arrange for proper banking facilities; and shall receive, account for and disburse funds in a businesslike manner as provided for by the board of directors; shall see that the minutes of the previous meetings are read, and shall give an itemized and detailed report of the financial condition of the Association at each annual meeting and at such other times as may be required by the board of directors. Such duties of the secretary-treasurer as may be specified by the board of directors may be delegated to the executive director or a designated member of the staff. The secretary-treasurer serves for a term of one calendar year.

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

**5.5.6 Assistants:** The board of directors may appoint or authorize the appointment of an assistant to the secretary-treasurer. Such assistant may exercise the powers of the secretary-treasurer, as the case may be, and shall perform such duties as are prescribed by the board of directors.

## SECTION 6 NONDISCRIMINATION

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

## SECTION 7 GENERAL PROVISIONS

### 7.1 Amendment of Bylaws.

**7.1.1** Amendments to the bylaws may be initiated by the board of directors or submitted by a member to the board of directors. ~~Amendments must be approved by a vote of two-thirds majority of the members at any regular or special meeting. 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. Such notice shall be provided by US mail or email at least 15 days prior to the member meeting at which the vote will take place.~~

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

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

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

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

7.1.27.1.6 Whenever an amendment or new bylaw is adopted, it shall be copied in the minute book with the original bylaws in the appropriate place. If any bylaw is repealed, the fact of repeal and the date on which the repeal occurred shall be stated in such book and place.

**7.2 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.

**7.3 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.

**7.4 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.

**7.5 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.

**7.6 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.

**7.7 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.

**7.8 Fiscal Year.** The fiscal year of the Association shall begin on the first day of July 1 and end on the last day of June in each year.

**7.9 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 14, 2018. 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.

DRAFT

# North Wasco County School District 21

Code: BD/BDA  
Adopted: 11/18/21

## 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<sup>1</sup> of a quorum of the Board as the district’s governing body to make a decision<sup>2</sup> or to deliberate<sup>3</sup> 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 Board governing body, i.e. a work session. “Meeting” does not include any on-site inspection of any project or program the attendance of members of the Board at any national, regional or state association to which the Board or its members belong.

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. Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. All meetings will be conducted in compliance with state and federal statutes. For information how to give or submit public comment it is outlined in Board policy BDDH - Public Comment at Board Meetings<sup>4</sup> and/or-posted on the district’s website.

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law<sup>5</sup>. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business. No meeting will be held at any place where discrimination

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<sup>1</sup> “Convening” means: (a) Gathering in a physical location; (b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants; (c) Using serial electronic written communications among participants; or (d) Using an intermediary to communicate among participants.

<sup>2</sup> “Decision” means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.

<sup>3</sup> “Deliberation” means discussion or communication that is part of a decision-making process.

<sup>4</sup> When telephone or other electronic means of communication is used during a meeting open to the public, the Board shall make at least one place available to the public where, or at least one electronic means by which, the public can listen during the meeting. At all meetings of the Board open to the public, the public will be provided an opportunity, to the extent reasonably possible, to access and attend the meeting by telephone, video or other electronic or virtual means. If in-person oral testimony (or public comment) is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit oral testimony during the meeting, at the designated portion of the agenda, by telephone, video or other electronic or other means. If in-person written testimony is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit written testimony including by email or other electronic means, so that the Board is able to consider the submitted testimony in a timely manner.

<sup>5</sup> 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 if no deliberations toward a decision are involved.

on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including the news media which have requested notice ~~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~~ are not included in the notice.

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for hearing-impaired persons. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice.

If requested to do so at least [72] hours before a meeting held in public, the Board will make a reasonable effort to provide translation services.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act.

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

## 1. Regular, Special and Emergency Meetings

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

No later than the next regular meeting following July 1, the Board will hold the annual 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.

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, conducting business prior to the next regular meeting would be advantageous to the district or other reasons. 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, video or telephonic communications, serial electronic communications among participants and using an intermediary to communicate among participants. Such 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~~ Communications outside of a Board meeting may contain:

- a. Communications to, between or among members of a governing body that are:
  - (1) Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board (including agendas and information concerning agenda items);
  - (2) Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
  - (3) Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters; or
- ~~b. Agenda item suggestions;~~
- ~~c. Reminders regarding meeting times, dates and places;~~
- ~~d. Board meeting agendas or information concerning agenda items;~~
- ~~e. 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;~~
- f**. 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 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 public meetings law.

### 4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with state law on public meetings, including notice and minutes. The Board is discouraged from making official decisions during a work session. Generally, Boards do not take official action during work sessions, although there is no legal prohibition to do so.

### 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)

Complaints regarding public meetings laws can be filed with the Board in accordance with Board Policy KL – Public Complaints. The Board will respond and provide a copy of the complaint and response to the Oregon Government Ethics Commission within 21 days in accordance with state law.<sup>7</sup>

## **Mandatory Training**

Every member of the Board shall attend or view a training on public meetings law prepared or approved by the Oregon Government Ethics Commission (OGEC) at least once during the Board member’s term of office and shall verify attendance in accordance with OGEC procedures.

END OF POLICY

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### **Legal Reference(s):**

[ORS 174.100](#)

[ORS 174.104](#)

[ORS Chapter 192](#)

[ORS Chapter 193](#)

[ORS 255.335](#)

[ORS 332.040 - 332.061](#)

[ORS 433.835 - 433.875](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

OR. ATTY. GEN. Public Records and Meetings Manual.

[House Bill 2805 \(2023\)](#)

~~Oregon House Bill 2560 (2021).~~

Oregon House Bill 3041 (2021).

### **Cross Reference(s):**

BDC - Executive Sessions

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<sup>7</sup> See House Bill 2805 (2023) Section 5(2) for requirements of the response.

# North Wasco County School District 21

*1<sup>st</sup> Reading*

(no action needed)

Code: **BDC**  
Adopted: 2/12/98  
Revised/Readopted: 1/14/04; 10/22/15  
Orig. Code(s): BDC

## Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of students and matters pertaining to or examination of the confidential records of the student.

An executive sessions may be included as an agenda item of an existing meeting in accordance with Board Policy BDDC-Board Meeting Agenda or held as its own meeting. Proper notice is required. ~~held during regular, special or emergency meetings for any reason permitted by law.~~

If open session is held prior to the executive session, the presiding officer will announce the executive session by identifying the authorization under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 for holding such session and by noting the subject of the executive session.

~~Members of the press may attend executive sessions except those matters pertaining to: deliberations with persons designated by the Board to carry on labor negotiations; hearings on the expulsion of minor students; or examination of the confidential medical records of a student including that student's educational program; and current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.~~

~~An executive session may be convened by the Board chair, upon request of three Board members or by common consent of the Board for a purpose authorized under ORS 192.660.~~

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent.<sup>1</sup> (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer<sup>2</sup>, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))

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<sup>1</sup> This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. Prior to holding an executive session under ORS 192.660(2)(a), the Board must ensure

- a. The vacancy has been advertised;
- b. Regular hiring procedures have been adopted;
- c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and
- d. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

<sup>2</sup> To determine whether the individual involved is considered a public officer, consult with legal counsel.

4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))
10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))
11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
12. To review matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

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 the student's confidential ~~medical records; and educational program;~~ the discussion; and each Board member's vote on the issue.

~~All executive session minutes shall be kept in written form.~~ Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential ~~and must not be made public~~ except as provided by law. Board members and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required by law.

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END OF POLICY

**Legal Reference(s):**

[ORS 192.660](#) ~~610 to 192.710~~

[ORS 332.045](#)

[ORS 332.061](#)

OR. ATTY. GEN. Public Records and Meetings Manual.

Oregon Government Ethics Commission, [Staff Advisory Opinion No. 22-106S](#)

[House Bill 2806 \(2023\)](#)

**Cross Reference(s):**

CBG - Evaluation of the Superintendent

Executive Sessions - BDC

1-1

**NEW POLICY**  
**2<sup>nd</sup> Reading &**  
**Adoption**

*(no changes since 1<sup>st</sup> Reading)*

## North Wasco County School District 21

Code: GCBDF/GDBDF  
Adopted: 10/26/23

### **Paid Family Medical Leave Insurance \***

The district provides an equivalent plan for paid family and medical leave and does not participate in Paid Leave Oregon. This plan has been approved by the Employment Department. The district will file the Oregon Quarterly Tax Report as required.

The district will make available a notice poster that outlines the requirements and procedures for the equivalent plan.<sup>1</sup> This poster will be displayed in each of the district's buildings or worksites in an area that is accessible to and regularly frequented by employees. This poster will be provided<sup>2</sup> to remote employees upon hire or assignment to remote work.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 657B.210 – 657B.260](#)

[OAR 471-070-2200 - 2460](#)

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<sup>1</sup> For poster requirements, see OAR 471-070-2330.

<sup>2</sup> By hand delivery, regular mail, or through an electronic delivery method.

# North Wasco County School District 21

Code: JHFE/GBNAB-AR(1)  
Adopted: 5/22/08  
Revised/Readopted: 3/10/11; 3/02/17; 8/23/18;  
1/15/20; 12/16/21; 10/26/23  
Orig. Code: JHFE-AR

## Reporting of Suspected Abuse of a Child

### Reporting

Any district employee who has reasonable cause to believe that **any child** with whom the employee comes in contact has suffered abuse<sup>1</sup>, shall orally report or cause an oral report to be made immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (DHS) or its designee or to a ~~the~~ local law enforcement agency within the county where the person making the report is at the time of their contact. Any district employee who has reasonable cause to believe that **any person**<sup>2</sup> with whom the employee is in contact has abused a child shall immediately report or cause a report to be made in the same manner to DHS or its designee or to the law enforcement agency within the county where the person making the report is located at the time of the contact pursuant to ORS 419B.010.

The district employee should also immediately inform his/her supervisor, principal or superintendent.

Any district employee who has reasonable cause to believe that another district employee, contractor, agent, volunteer or student has engaged in abuse, or that a student has been subjected to abuse by another district employee, contractor, agent, volunteer or student shall immediately report such to the DHS or its designee or the local law enforcement agency pursuant to ORS 419B.015, and to the designated licensed administrator or alternate licensed administrator for their school building.

If known, such report shall contain the names and addresses of the child and the parents of the child or other persons responsible for the child's care, the child's age, the nature and extent of the suspected abuse, including any evidence of previous abuse, the explanation given for the suspected abuse, any other information which the person making the report believes might be helpful in establishing the possible cause of the suspected abuse and the identity of a possible perpetrator.

If the superintendent is the alleged abuser the report shall be submitted to the Human Resources Director who shall refer the report to the Board chair.

A written record of the abuse report shall be made by the employee reporting the suspected abuse of a student and will include:

1. The name and position of the person making the report;
2. The name of the student;
3. The name and position of any witness;

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<sup>1</sup> Includes the neglect of a child; abuse is defined in ORS 419B.005.

<sup>2</sup> "Person" could include adult, student or other child.

4. A description of the nature and extent of the abuse, including any information which could be helpful in establishing cause of abuse and identity of the abuser;
5. A description of how the report was made (i.e., phone or other method);
6. The name of the agency and individual who took the report;
7. The date and time that the report was made; and
8. The names of district administrator who received a copy of the written report.

A written record of the abuse of a child report shall not be placed in the student's educational record. A copy of the written report shall be retained by the employee making the report and a copy shall be provided to the employee's supervisor and superintendent.

When the designee receives a report of suspected abuse of a child by a district employee, and there is reasonable cause to support the report, the district shall place the district employee on paid administrative leave<sup>3</sup> and take necessary actions to ensure the student's safety. The employee shall remain on leave until DHS or a law enforcement determines that the report is substantiated and the district takes the appropriate employment action, or cannot be substantiated or is not a report of abuse and the district determines that either 1) an employment policy was violated and the district will take appropriate employment action against the employee, or 2) an employment policy has not been violated and no action is required by the district against the employee.

When the designee receives a report of suspected abuse by a contractor, agent or volunteer, the district may prohibit the contractor, agent or volunteer from providing services to the district. If the district determines there is reasonable cause to support the report of suspected abuse, the district shall prohibit the contractor agent or volunteer from providing services. The district may reinstate the contractor, agent or volunteer, and such reinstatement may not occur until such time as a report of suspected abuse has been investigated<sup>4</sup> and a determination has been made by law enforcement or DHS that the report is unsubstantiated.

The written record of each reported incident of abuse of a child, action taken by the district and any findings as a result of the report shall be maintained by the district.

If, following the investigation, the district decides to take an employment action, the district will inform the district employee of the employment action to be taken and provide information about the appropriate appeal process. The employee may appeal the employment action taken through the appeal process provided by the applicable collective bargaining agreement.

If the district is notified that the employee decided not to appeal the employment action or if the determination of an appeal sustained the employment action, a record of the findings of the substantiated report and the employment action taken by the district will be placed in the records on the school employee maintained by the district. Such records created are confidential and not public records as defined in Oregon Revised Statute (ORS) 192.311, however the district may use the record as a basis for providing information required to be disclosed about a district employee under ORS 339.378(1). The district will notify the employee that information about substantiated reports may be disclosed to a potential employer.

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<sup>3</sup> The district employee cannot be required to use any accrued leave during the imposed paid administrative leave.

<sup>4</sup> The district will investigate all reports of suspected abuse, unless otherwise requested by DHS or its designee or law enforcement pursuant to law.

## **Definitions**

1. Oregon law recognizes these and other types of abuse:
  - a. Physical;
  - b. Neglect;
  - c. Mental injury;
  - d. Threat of harm;
  - e. Sexual abuse and sexual exploitation.
2. “Child” means an unmarried person who is under 18 years of age or is under 21 years of age and residing in or receiving care or services at a child-caring agency.
3. A “substantiated report” means a report of abuse that a law enforcement agency or DHS determines is founded.

## **Confidentiality of Records**

The name, address and other identifying information about the employee who made the report are confidential and are not accessible for public inspection.

## **Failure to Comply**

Any district employee who fails to report a suspected abuse of a child as provided by this policy and the prescribed Oregon law commits a violation punishable by law. A district employee who fails to comply with the confidentiality of records requirements commits a violation punishable by the prescribed law. If an employee fails to report suspected abuse of a child or fails to maintain confidentiality of records as required by this policy, the employee will be disciplined up to and including dismissal.

## **Cooperation with Investigator**

The district staff shall make every effort in suspected abuse of a child cases to cooperate with investigating officials as follows:

1. Any investigation of abuse of a child will be directed by the DHS or law enforcement officials as required by law. DHS or law enforcement officials wishing to interview a student shall present themselves at the school office and contact the school administrator, unless the school administrator is the subject of the investigation. When an administrator is notified that the DHS or law enforcement would like to interview a student at school, the administrator must request that the investigating official fill out the appropriate form (see JHFE-AR(2) – Abuse of a Child Investigations Conducted on District Premises). If the student is to be interviewed at the school, the administrator or designee shall make a private space available. The administrator or designee of the school may, at the discretion of the investigator, be present to facilitate the interview. If the investigating official does not have adequate identification the administrator shall refuse access to the student.

Law enforcement officials wishing to remove a student from the premises shall present themselves at the office and contact the administrator or designee. The law enforcement officials shall sign the student out in accordance with district procedures;

2. When the subject matter of the interview or investigation is identified to be related to suspected abuse of a child, district employees shall not notify parents or anyone else other than DHS or law enforcement agency and any school employee necessary to enable the investigation;

3. The administrator or designee shall advise the investigator of any conditions of disability prior to any interview with the affected child;
4. District employees are not authorized to reveal anything that transpires during an investigation in which the employee participates, nor shall the information become part of the student's education records, except that the employee may testify at any subsequent trial resulting from the investigation and may be interviewed by the respective litigants prior to any such trial.

Nothing prevents the district from conducting its own investigation, unless another agency requests to lead the investigation or requests the district to suspend the investigation, or taking an employment action based on information available to the district before an investigation conducted by another agency is completed. The district will cooperate with agencies assigned to conduct such investigations.



REPORTING OF SUSPECTED ABUSE OF A CHILD  
North Wasco County School District 21

SUSPECTED ABUSE OF A CHILD REPORTING FORM

On (date) \_\_\_\_\_ at (time) \_\_\_\_\_ the person below reported a suspected abuse concern to the following agency:

Name of DHS Contact: \_\_\_\_\_ Name of Reporting Person: \_\_\_\_\_

Toll free: **1-855-503-SAFE (7233)**  Administrator  Educator  Coach  Other: \_\_\_\_\_

Report Reference #: \_\_\_\_\_ Reporting Method:  Phone  In-person  Other: \_\_\_\_\_

Supr/Bldg. Administrator Signature: \_\_\_\_\_  
*(Supervisor or Building Administrator must review and sign prior to sending to the Superintendent's Office)*

Law Enforcement Officer's Name: \_\_\_\_\_ Agency Name: \_\_\_\_\_  
The Dalles City Police | 541-296-2233 ~ Wasco County Sheriff | 541-506-2580 ~ Oregon State Police | 541-296-9646

Supr/Bldg. Administrator Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_ Parent Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Summary: \_\_\_\_\_

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NWCSD 21 Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Forward to superintendent's office when complete in sealed envelope marked "Confidential."**