

Regular Meeting

Thursday, November 16, 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 October 26th, 2023

4.b. Personnel Report

5. **Board Action Calendar - Review:**

November:

- **Monitor allocation of resources**
- **Monitor Facilities Improvement Direction**
- **Review/revise policies as needed**
- **Examples of opportunities for Board Members**
 - **Attend student activities**
 - **Attend the OSBA Annual Conference**

6.

December:

7.

- **Superintendent gives update on progress towards goals**
- **Monitor allocation of resources**
- **Review/revise policies as needed**
- **Monitor Facilities Direction**

8. **Student / Staff Recognition**

9. **Student Representatives to the Board - Report:**

- *Yamari Santillian-Guzman*
- *Kaleb Blaylock*

10. **Building Student Representative Reports:**

11. **School Board Sub Committee Reports**

12. **Staff Reports:**

13. **New Business:**

13.a. **Presentations / Reports:**

13.a.1. **D21 Educational Foundation - Update & Presentation**

Presenter: Rebecca Thistlethwaite, Director, D21 Educational

- 13.a.2. **Superintendent's Report** Foundation
Presenter: Dr. Carolyn Bernal, Superintendent
- 13.a.2.a. **Superintendent Goals for the 2023/2024 school year**
- 13.a.3. **Chief Financial Officer's Report** **Presenter:** Kara Flath, CFO
- 13.a.3.a. **Financial Statements:**
- 13.a.3.b. **Student Enrollment:**
- 13.a.4. **Board Attorney's Report** **Presenter:** Jason Corey, Board Attorney
- 14. **Discussion / Action Items:**
- 14.a. **Action Item: Request to Rehire Licensed Staff Member on a temporary contract until end of the school year**
- 15. **2nd Reading / Adoption on School Board Policies (action required):**
- 15.a. **Board Policy BD/BDA: Board Meetings**
- 15.b. **Board Policy BDC: Executive Sessions**
- 16. **Comments from the Audience about Non Agenda Items**
- 17. **Adjourn the Regular School Board Meeting**

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 – November 16, 2023 *Current as of -November 8, 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
Tom Conklin	PE Teacher-CWE	Rehired November 1, 2023-June 11, 2024 <i>(Retired and rehired on temp contract)</i>

Licensed Staff – Resignation/Retirements/Separation of Employment

NAME	POSITION	BUILDING	COMMENTS
Kevin Remington	SPED Teacher	TDMS	Resigning June 11, 2024
Kirky Stutzman	5 th Grade Teacher	CES	Retiring December 31, 2023, <i>temp rehire pending board approval</i>

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
Erica Rojas	After School Coordinator	Elementary Schools	Begins November 2, 2023
Nicole Powell	After School Coordinator	Elementary Schools	Begins November 2, 2023
Delresha Deasy	Nutrition Services I-PT	CES	Begins November 2, 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
Nicole Stocks	Secretary III-NORCOR Registrar	NORCOR	Resigning December 15, 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
Jimmy Spowehn	Head Coach Boys Basketball	TDMS	Begins October 26, 2023
Brian Hughitt	Asst Coach Boys Basketball	TDMS	Begins October 26, 2023
Jordan Rowland	Head Coach Boys Basketball	TDMS	Begins October 26, 2023
Barry Abrams	Head Coach Wrestling	TDHS	Begins November 13, 2023
John Ball	Asst Coach Boys Basketball	TDHS	Begins November 13, 2023

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

NAME	POSITION	BUILDING	COMMENTS
N/A			

Advertised Vacancies

Position	HRS/FTE	Building	Close Date	Comments
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
Ed Asst IV-SPED	7.5 Hrs	IA	Open Until Filled	Advertised
Secretary III-Juvenile Det. Registrar and Re-Entry Specialist (Temp 23-24)	8 Hrs	NORCOR	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
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	Seasonal	TDHS	Open Until Filled	Advertised
Substitute Bus Driver (Pool)	Substitute	Transportation	Open Until Filled	Advertised



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

Board Motion for Action Item

BOARD ACTION

Date: November 16th, 2023

Action Requested: *Request to Rehire Licensed Staff Member*

DISCUSSION

Kirky Stutzman, who is employed as a Licensed 5th Grade Teacher at Chenowith Elementary School, is retiring in the PERS system on December 31st, 2023. Mrs. Stutzman is requesting the School Board rehire her in the same position on a temporary contract until the end of the school year, June 11th, 2024.

ACTION

I move to approve the request to rehire Kirky Stutzman in her current position as a Licensed 5th Grade Teacher located at Chenowith Elementary School on a temporary contract until the end of the school year June 11th, 2024.

3632 West 10th 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.”

North Wasco County School District 21

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

2nd Reading & Adoption
(no changes from 1st Reading - action needed)

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 convening¹ of a quorum of the Board as the district’s governing body to make a decision² or to deliberate³ 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 Meetings¹⁴ 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 law⁵. 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

¹ “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.

² “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.

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

⁴ 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.

⁵ 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.⁷

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

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

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

North Wasco County School District 21

2nd Reading & Adoption
(no changes from 1st Reading - 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.¹ (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer², 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))

¹ 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.

² 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.

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