



Board of Directors
 North Clackamas School District 12
 12400 SE Freeman Way
 Milwaukie, Oregon 97222

Agenda

North Clackamas School Board
 Thursday, December 12, 2024 5:15 PM
 Board Room/YouTube
 12400 SE Freeman Way
 Milwaukie, OR 97222

Times listed on the agenda below are only estimates and may be adjusted.

EXECUTIVE SESSION

Convened under Oregon Laws ORS 192.660 (2)(f)

NOTICE TO MEDIA: (4) Representatives of the news media shall be allowed to attend executive sessions other than those held under subsection (2)(d) of this section relating to labor negotiations or executive session held pursuant to ORS 332.061 (2). Representatives of the news media who are permitted to attend executive sessions are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced.

5:15 Call to Order

5:30 Adjourn Executive Session

GOVERNANCE SESSION

5:30 Call to Order

5:30 1. Proclamations Processes and Procedures

Presenter: Kathy Wai

6:15 Adjourn Governance Session

OPEN SESSION

**6:30 Call to Order
 Community Comments**

Native Land Acknowledgement 3

Flag Salute 4

Minutes - November 14, 2024 5

Consent Agenda

A. Employment Changes 9

B. Legislative Agenda (2025 & 2026 Sessions) 9

C. Superintendent Evaluation Process 13

7:05	1. North Clackamas Education Association (NCEA) Featured Educator	
7:15	2. School Presentation: Rowe Middle School - Presentation Presenter: Ivonne Dibblee	19
7:45	3. Board Reports	
7:55	4. Nutritional Services Update - Report Presenter: Teresa Neff-Webster	37
8:10	5. Middle School Schedule Adjustment to Meet Division 22 Requirements for Physical Education Minutes - Discussion Presenter: Ivonne Dibblee	58
8:40	6. Policy Revisions - Discussion Presenter: Tiffany Shireman	81
8:45	7. Construction Bid Award: Wichita Center Re-Roof Project - Discussion/Action Presenter: Teresa Neff-Webster	98
8:50	8. Oregon School Board Association Election - Action Presenter: Kathy Wai	100
8:55	Adjourn	



Native Land Acknowledgment

We acknowledge the land on which we sit and which we call the North Clackamas School District rests on the traditional and indigenous lands and village sites of the Native peoples of the Kalapuya, Chinook, Molalla, and the Clackamas. We take this opportunity to offer gratitude for the ability to learn, work, and be a community on this land, and we offer thanks to the original caretakers of this region. We recognize the historic policies of colonization, genocide, relocation, and assimilation that affected Indigenous and Native families both past and present and that will affect those in the future, and honor the resilience and revitalization of our Indigenous and Native communities. We pay our respects to the Elders, both past and present, who have been the stewards of this land throughout the generations.



Flag Salute

I pledge allegiance to the Flag of the United States of
America, and to the Republic for which it stands, one Nation
under God, indivisible, with liberty and justice for all.

NORTH CLACKAMAS SCHOOL DISTRICT 12
CLACKAMAS COUNTY, OREGON
MINUTES — BOARD OF DIRECTORS MEETING
November 14, 2024
Board Room/YouTube

Governance Session With due notice having been given and a quorum present, Chair Kathy Wai convened governance session at 5:30 p.m. with the following members present:

Kathy Wai	-	Chair
Jena Benologa	-	Vice Chair
Mitzi Bauer	-	Director
April Dobson	-	Director
Tory McVay	-	Director
Glenn Wachter	-	Director (virtual)
Shay James	-	Superintendent
Donna Colingwood	-	Board Secretary

Also present were Tiffany Shireman, Ivonne Dibblee, Michelle Riddell, and Jollee Patterson.

Board Member Ethics - Legal Council Jollee Patterson gave an overview on ethics and public meeting laws. Questions and comments from the Board were addressed.

Public Governance Session - Legal Council Jollee Patterson discussed the complaint process and procedures. Questions and comments from the Board were addressed.

Governance Session adjourned at 6:30 p.m.

Open Session Chair Kathy Wai convened open session at 6:36 p.m.

Present, in addition to those in the executive session were Teresa Neff-Webster, Matt Makara, Khaliyah Williams-Rodriguez, and Petra Callin.

Glenn Wachter was not present for open session.

Community Comments - There were no community members signed up to provide comments.

Jena Benologa read the Native Land Acknowledgement. April Dobson led the Pledge of Allegiance.

R24/25-26 **Minutes** - Jena Benologa moved, Mitzi Bauer seconded the motion to approve the minutes of the regular Board Meeting held October 24, 2024.

Motion passed unanimously, 5-0.

R24/25-27 **Minutes** - Mitzi Bauer moved, Tory McVay seconded the motion to approve the minutes of the regular Board Meeting held November 7, 2024.

Motion passed unanimously, 5-0.

R24/25-28 **Consent Agenda** – Tory McVay moved, April Dobson seconded the motion to adopt the consent agenda as recommended:

Employment Changes - Approve employment changes as listed, with a copy of the list made as part of the official minutes, as recommended by the Chief of Human Resources & Business Services:

- Licensed appointment, additional assignments and terminations

Policy Revisions -

- Approve revisions to the following policies as recommended by the Policy Review Committee.

EBBA – Student Health Services

EBBB - Injury/or Illness Reports

GBEB - Communicable Diseases - in Schools

JHCA - Medical Requirements for School Sports Participation

GBEBA - Staff - HIV, AIDS and HIV (Delete)

JHC - Student Health Services and Requirements (Delete)

JHCC - Communicable Diseases - Students (Delete)

JHCCA - Students - HIV, HBV, and AIDS (Delete)

Travel Permission Request -

- Grant permission for 16 students from Adrienne C. Nelson High School to travel to Phoenix, AZ, March 23-28, 2025.

Motion passed unanimously, 5-0.

North Clackamas Education Association (NCEA) Featured Educator –

NCEA Representative Melinda Ryan recognized Oregon Trail Elementary kindergarten teachers Kristin Blaine, Katie DeSantis, and Alyson Wortel and Verne Duncan Elementary kindergarten teachers Stephanie Olson, Karen Runnion, and Angela Vue as NCEA Featured Educators for November.

Quarterly Financials - Report – Executive Director of Finance and Business Services Matt Makara discussed the quarterly financial report.

Legislative Agenda (2025 & 2026 Sessions) - Chief of Staff Tiffany Shireman and Executive Director of Finance and Business Services Matt Makara gave a review of the proposed legislative agenda. Questions and comments from the Board were addressed.

Oregon School Board Association Election - Discussion – the Board discussed the Oregon School Boards Association (OSBA) ballot items.

Superintendent Evaluation Process - Discussion - The Board discussed the evaluation process for the superintendent’s evaluation.

R24/25-29

Contract Award: Six Propane Buses Using Funds From EPA Grant -

Discussion/Action - Tory McVay moved, April Dobson seconded the motion to approve the purchase of 6 Special Needs, 24-passenger buses with wheelchair lifts at approximately \$206,759.00 each from Western Bus Sales via Salem Keizer School District contract RFP 442, Amendment 5 for a total of approximately \$1,240,554.00.

Motion passed unanimously, 5-0.

Budget Committee Appointments -

R24/25-30

Jena Benolaga nominated Keith O’Brien for Position 14 on North Clackamas School District’s Budget Committee.

Nomination passed with a vote of 4-0. Tory McVay abstained from voting.

R24/25-31

The Board voted on reappointing Ankur Doshi from the Educational Equity Advisory Committee for Position 13 on North Clackamas School District’s Budget Committee.

Appointment passed unanimously, 5-0.

There being no further business to come before the Board, the meeting adjourned at 7:36 p.m.

Unapproved

Draft

BOARD CONSIDERATION:

Approve the proposed legislative agenda.

REASON FOR BOARD CONSIDERATION:

Unified district approach to establishing legislative priorities for advocacy.

BACKGROUND:

The Oregon State Legislature convenes annually in January to enact new laws and revise existing ones.

The North Clackamas School District Board of Directors has routinely adopted a legislative agenda prior to the start of the legislative session in odd numbered years to provide clear direction and messaging regarding the school district's stance on issues of legislative importance over the next two legislative sessions.

With careful review of stakeholders' input and legislative priorities from other public education organizations, the proposed legislative agenda was drafted.

Working together collaboratively, the three legislative liaisons for the North Clackamas School District Board of Directors, a member of the Parent and Community Leadership Alliance, and district staff established the engagement process, reviewed draft priorities, provided edits and assisted with the development of the proposed legislative agenda.

At the November 14, 2024 Board meeting, the Board reviewed a draft document and provided feedback for edits. The attached proposed Legislative Agenda (dated 12/12/24) incorporates the edits in gray highlight. Following adoption of the legislative agenda, staff will develop a publish-ready document that includes district branding, background information and contact information for legislators.

ATTACHMENTS:

Attachment A: [Proposed Legislative Agenda \(2025 & 2026\)](#), dated 12/12/2024

Attachment B: NCS D Policy [BI](#), Board Legislative Policy

PRESENTER / STAFF CONTACT:

Mitzi Bauer, NCS D Board Director and Legislative Liaison

April Dobson, NCS D Board Director and Legislative Liaison

Matt Makara, NCS D Executive Director, Finance & Business Services

Tiffany Shireman, NCS D Chief of Staff

Glenn Wachter, NCS D Board Director and Legislative Liaison

2025 & 2026 Legislative Stance

North Clackamas School District (NCSD) prepares graduates who act with courage to strengthen the quality of life in their local and global communities. We are committed to examining and improving our system by nurturing inclusive, barrier-free schools and workplaces.

To fulfill this mission, NCSD requires reliable and adequate funding. This funding is essential to provide for adult-to-student ratios that foster strong relationships between students and educators. It is also crucial for delivering high-quality academic and support programs, offering robust emotional and mental health supports, and maintaining a well-trained and supported diverse workforce. We recognize the urgent need to address chronic student absenteeism and to provide safe, modern, and accessible school facilities.

NCSD calls upon the Oregon Legislature to fully fund public preK-12 education as a top priority, early in the legislative session. This would demonstrate a clear commitment to our state's children and allow for adequate planning for the upcoming school year.

2025 & 2026 Legislative Agenda Priorities

- **Adequate, Reliable, and Flexible Funding**

- Fully fund the Quality Education Model by 2027
- Adequate State School Fund with at least \$11.4Billion to maintain current service levels
- Fully fund Special Education programs, including increasing the funding cap percentage and fully funding high-cost disability services
- Establish adequate, consistent funding for summer learning opportunities statewide
- Enhance school facilities capital improvements funding
- Support local control of state funding resources and oppose any new unfunded mandates while seeking funding for past unfunded mandates

- **Student Experience & Success**

- Protect and expand programs with a focus on historically underserved students
- Ensure adequate funding for adult-to-student ratios that allow for strong core instruction and positive relationships
- Include student voice in decision-making
- Protect and expand anti-bias, anti-racist curriculum and policies
- Protect existing programs, including student support services, high school success and early learning programs (Student Investment Account/Integrated Programs)

- **People & Culture**

- Promote educator diversity and advocate for programs that support diverse school staff
- Support statewide education workforce retention and Grow-Your-Own programs
- Invest in funding models that provide for strong employee compensation

- **Family & Community Collaboration**

- Expand access to preschool opportunities for families
- Invest in out of school time activities, including after-school and summer enrichment activities provided by school districts and community based organizations
- Expand affordable childcare options

- **Resources & Services**

- Promote and expand resources that support emotional, mental and physical health needs in schools and in the community
- Encourage policy development that protects student health, including addressing the availability of drugs, flavored tobacco and alcohol to youth
- Enhance programs that address food and housing insecurity
- Promote strategies that enhance school safety & security, including cybersecurity



Code: **BI**
Adopted: 6/19/86
Readopted: 1/20/11
Orig. Code(s): BI

Board Legislative Action

The Board will represent the district's interests in legislative action to promote the welfare of public education at the federal, state and local level, or direct those interests to be represented through its executive officer, the superintendent, or designee.

The Board may study, discuss, and weigh the merits of pending legislation for the purpose of determining its official position through Board action. If established, these official positions will be the stand of the district in the legislative process.

Board members, individually or as members of professional organizations, will not seek to represent any other positions on legislative matters unless it is made clear that such representation is not the official stand of the district.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

SUPERINTENDENT EVALUATION PROCESS

CONSENT C
December 12, 2024

BOARD CONSIDERATION:

Adopt an evaluation process for the superintendent's evaluation.

ORIGINATED BY:

The need to develop and adopt an evaluation process for the superintendent's evaluation.

BUDGET IMPACT/SOURCE OF FUNDS:

Not applicable.

BACKGROUND:

The School Board adopts an evaluation process for the superintendent annually. In recent years, this evaluation process has been adopted by the School Board in December with the actual evaluation being completed prior to March 1.

ATTACHMENTS:

- A. Proposed 2024-2025 Superintendent Evaluation Timeline and Process
- B. Sections 7 & 8 of the 2024-2027 superintendent's contract relating to evaluation
- C. Policy [CBA Qualifications and Duties of the Superintendent](#)
- D. Policy [CBG Evaluation of the Superintendent](#)

CONTACT:

Kathy Wai, Board Chair

SUPERINTENDENT EVALUATION TIMELINE AND PROCESS

MONTH	ACTION	FORMAT	LEAD
October	Pre-check in and evaluation tools, policies, process, and timeline overview	Governance meeting	Board Chair(s) /Superintendent
	Superintendent shares suggested focal goals and standards	Written report	Superintendent
November	*Evaluation committee meeting	Committee meeting	Board Chair(s)
	Evaluation standards and descriptors template to Board	Written template	Board Secretary
	Board approves evaluation process and timeline	Board meeting	Board Chair(s)
	Pre-Check in evaluation meeting	Exec. session	Board Chair(s) /Superintendent
December	Superintendent finalizes goals and standards priorities for board and committee feedback	Written report	
	*Evaluation committee meeting	Committee meeting	Board Chair(s)
	Pre-Check In Evaluation Meeting	Conference	Board Chair(s) /Superintendent
January	Superintendent presents annual artifacts and/or reports	Written report Board meeting	Superintendent
	The board starts individual evaluation feedback	Individually	Board Directors
	*Evaluation committee meeting	Committee meeting	Board Chair(s)
February	The board finalizes individual evaluation feedback	Individually	Board Directors
	*Evaluation committee finalizes draft evaluation	Committee meeting	Board Chair(s)
	Board finalizes evaluation	Exec. session	Board Chair(s)
March	Evaluation shared with Superintendent by March 1, 2024		
	Evaluation discussion between Board and Superintendent	Exec. session	
	*Evaluation committee crafts a short narrative statement regarding the evaluation	Written	Board Chair(s)
	Board publicly shares and adopts short narrative statements regarding the evaluation	Board Meeting	Board Chair(s)
April-Aug	Establish Strategic Plan focus, prioritization, board goals, and direction for the next school year evaluation planning		Board Chair(s) /Superintendent

*Evaluation committee for 2024-2025: Vice Chair Kathy Wai and Director Glenn Wachter
Timeline is approximate.

ARTICLE 7 EVALUATION

7.1 Purpose of Evaluation. The Board will evaluate Superintendent's performance for the purposes of improving District leadership, maintaining open and effective communication between the Board and Superintendent and enhancing relations between the Board and Superintendent. The evaluations shall be made in reference to Superintendent's position description as more fully set forth in District Policy CBA and those goals and objectives established by the Board in consultation with Superintendent.

7.2 Procedure for Evaluations. The Board shall meet in Executive Session to evaluate and assess in writing the performance of Superintendent in accordance with the schedule set forth below. Superintendent shall be entitled to meet with the Board to review the evaluation before it is completed and to provide any information that Superintendent deems pertinent.

7.3 Schedule for Evaluations. It is intended that the schedule for formal annual evaluation of Superintendent will be congruent with District Policy CBG, which specifies the date by which the Board will decide upon renewal or extension of Superintendent's contract and, thereafter, inform Superintendent of that decision. The first formal evaluation under this agreement shall be completed by the first School Board meeting in March 2025, and, thereafter, annually.

ARTICLE 8 PERFORMANCE GOALS

The Board shall, in consultation with Superintendent, establish general goals and specific objectives for the school year. The goals and objectives shall be established in writing and be among the criteria for evaluation of Superintendent.



Code: **CBA**
Adopted: 6/19/86
Revised/Readopted: 6/23/11; 5/02/13
Orig. Code(s): CBA

Qualifications and Duties of the Superintendent

Qualifications and Reporting

The superintendent will hold a superintendent's credential as prescribed by the Teacher Standards and Practices Commission.

The superintendent is directly responsible to the Board.

Duties of the Superintendent

The superintendent:

1. Serves as chief executive officer of the Board except as otherwise provided by law, makes rules not in conflict with law or with Board policies and decides all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools;
2. Initiates and directs the development of policies for approval by the Board, delegating such responsibility to associates and subordinates as deemed desirable;
3. Attends all meetings of the Board except those concerned with his/her own contract status and takes part in the deliberations, but does not vote;
4. Assists the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve;
5. Places before the Board necessary and helpful facts, comparisons, investigations, information and reports; and makes available the personal advice on special or technical matters by qualified persons;
6. Implements and interprets Board policies;
7. Recommends the appointment, contract renewal, contract extension, contract nonrenewal, contract nonextension or discharge of licensed employees to the Board as provided by law, Board policies and the employee's collective bargaining agreement, as applicable, and with such recommendations reported to the Board for approval;
8. Assigns or transfers licensed employees as provided by state law, Board policies, collective bargaining agreements and consultation agreements, as applicable;
9. Appoints, assigns, transfers, promotes, demotes or discharges classified and nonrepresented employees as provided by state law, Board policies, collective bargaining agreements and meet and confer agreements, as applicable;

10. Supervises and evaluates the work of the administrators who carry out the operation of the district under the authority and responsibility delegated to them by the superintendent;
11. Directs the work of the professional staff in evaluating curriculum and instructional materials and, upon the basis of such study, makes recommendations to the Board;
12. Supervises the establishment or modification of attendance and transportation area boundaries subject to Board approval;
13. Directs the preparation of the budget showing the estimated receipts and disbursements necessary to cover the needs of the district for the ensuing budget period and submits this estimate to the Board in accordance with law;
14. Approves and directs, in accordance with law and Board policy, purchases and expenditures, within the limits of the budget;
15. Exercises leadership in directing studies of sites and buildings, considering the population trend and the educational and cultural needs of the district, to ensure timely decisions by the Board and electorate regarding construction and renovation projects;
16. Represents the district in dealings with other school systems, social institutions, business firms, government agencies and the general public;
17. Keeps the public informed about current educational practices, educational trends and issues confronting the district.

The specific enumeration of the superintendent's duties as detailed above will not act to limit the broad authority and responsibility of the office.

END OF POLICY

Legal Reference(s):

[ORS 327.133](#)
[ORS 332.075](#)
[ORS 332.515](#)
[ORS 342.125](#)
[ORS 342.140](#)
[ORS 342.143](#)
[ORS 342.173](#)

[ORS 342.175](#)
[ORS 342.200](#)

[OAR 581-022-0102 to -1940](#)
[OAR 581-023-0006 to -0050](#)
[OAR 584-020-0000 to -0045](#)

[OAR 584-036-0035\(1\)](#)
[OAR 584-046-0005 to -0024](#)
[OAR 584-048-0085 to -0095](#)
[OAR 584-080-0151](#)
[OAR 584-080-0152](#)
[OAR 584-080-0161](#)

Cross Reference(s):

CBG - Evaluation of the Superintendent



Code: **CBG**
Adopted: 6/19/86
Revised/Readopted: 3/17/11; 6/22/17
Orig. Code(s): CBG

Evaluation of the Superintendent

The superintendent's job performance will be evaluated annually based on applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and the Board.

Additional criteria for the evaluation, if any, will be developed at a public Board meeting prior to conducting the evaluation, and the superintendent will be notified of the additional criteria prior to the evaluation.

The Board's discussion and conferences with and about the superintendent and his/her performance will be in executive session, unless the superintendent requests an open session; however, such an executive session will not include directives about or a general evaluation of any district goal, objective or operation. Results of the evaluation will be written and placed in the superintendent's personnel file.

At the Board's discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent's performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent's employment contract, state law, and state administrative rules. In those situations where the superintendent's employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\), \(8\)](#)
[ORS 332.107](#)
[ORS 332.505](#)

[ORS 342.513](#)
[ORS 342.815](#)

[OAR 581-022-1720](#)

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

Cross Reference(s):

BDC - Executive Sessions
CB - Board-Superintendent Relationship
CBA - Qualifications and Duties of the Superintendent

SCHOOL PRESENTATION:
Rowe Middle School

PRESENTATION
Agenda Item #2
December 12, 2024

SUPERINTENDENT'S RECOMMENDATION:

This item is presented for Board Information.

BACKGROUND:

As part of a monthly series, a school within the district will be highlighted during a board meeting. These presentations are designed to engage the Board in discussions on student achievement, school culture, and community engagement.

Rowe Middle School remains steadfast in its commitment to continuous improvement and excellence. The presentation will showcase key elements that distinguish Rowe Middle School, including reading, math, attendance growth, and the opening of our DLI program. Rowe Middle School is dedicated to ensuring equitable opportunities for all students through its focus on setting student goals with our students, believing in student growth through constant monitoring and conferences on their reading, math, and attendance data. Additionally, the incorporation of the district's instructional model with reading and math serves as a cornerstone of the school's success, reflecting the belief of growth that empowers students academically, socially, and emotionally.

ATTACHMENTS:

- A. [Oregon At-A-Glance School Profile 23-24](#)
- B. Rowe Middle School Board [Presentation Slides](#)

PRESENTERS / STAFF CONTACT:

Petra Callin, Executive Director of Secondary Programs
Emily Moore, Rowe Middle School Principal



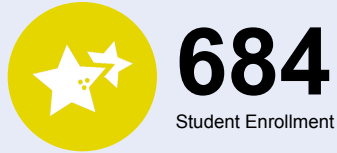
OREGON AT-A-GLANCE SCHOOL PROFILE

Rowe Middle School

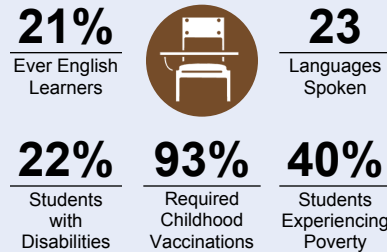
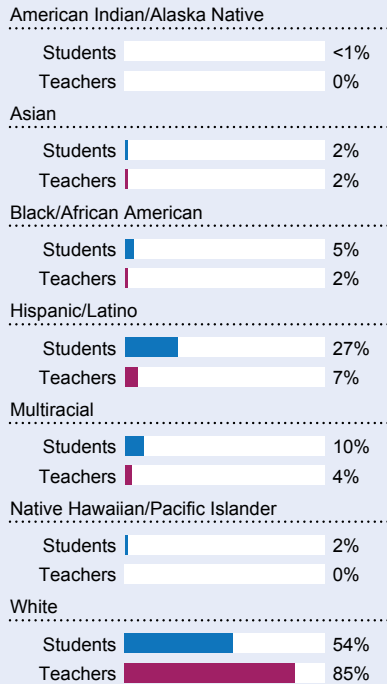
PRINCIPAL: Emily Moore | GRADES: 6-8 | 3606 SE Lake Rd, Milwaukie 97222 | 503-353-5725

2023-24

Students We Serve



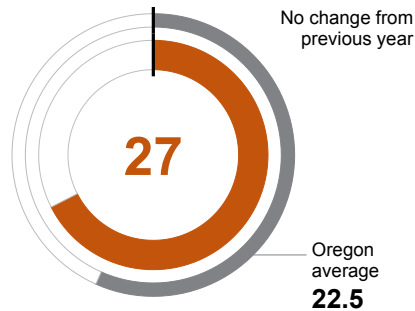
DEMOGRAPHICS



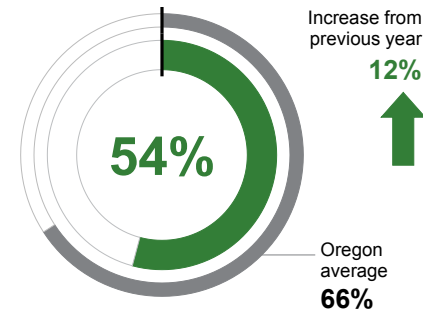
*<10 students or data unavailable

School Environment

CLASS SIZE
Median class size.



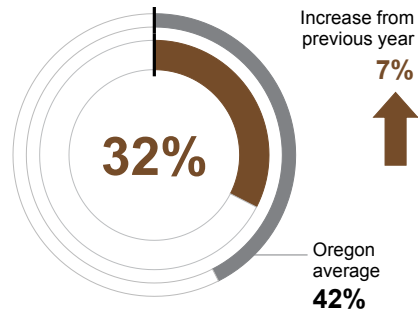
REGULAR ATTENDERS
Students who attended more than 90% of their enrolled school days.



Academic Success

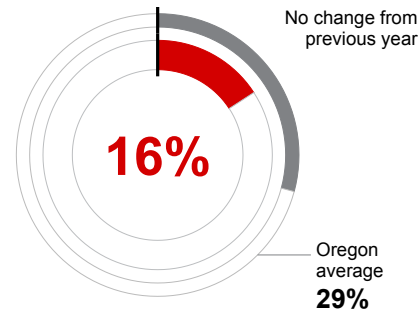
ENGLISH LANGUAGE ARTS

Students meeting state grade-level expectations.



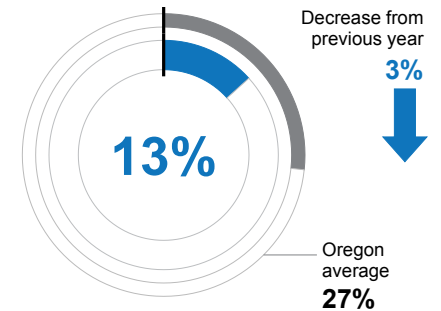
MATHEMATICS

Students meeting state grade-level expectations.



SCIENCE

Students meeting state grade-level expectations.



School Goals

As NSCD middle school students enter one or our vibrant neighborhood or charter schools, NCSD fosters a joy of learning, nurtures a positive vision for their future, and cultivates a school environment where all cultural heritages are valued. NCSD's middle schools are striving to achieve this by introducing students to a variety of elective options and supporting their academic growth through programs such as Advancement Via Individual Determination (AVID).

State Goals

The Oregon Department of Education is collaborating with school districts and communities across the state to achieve a 90% on-time graduation rate by 2027. Grounded in the pillars of Academic Excellence, Belonging and Wellness, and Reimagined Accountability, ODE prioritizes evidence-based practices to boost early literacy, attendance, and student engagement. We are committed to closing opportunity and achievement gaps for marginalized students and securing long-term success for all of Oregon's learners by investing in culturally responsive practices, fostering inclusive environments and always driving for continuous improvement.

Safe & Welcoming Environment

NCSD believes the physical, social, and emotional safety of all students is a priority no matter their demographics or identities. Therefore, NCSD has an obligation to each student, family, staff member, and community member to provide environments that hold a fundamental sense of safety and respect. NCSD values all people regardless of background, race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, disability, or familial status.



Outcomes

Our Staff (rounded FTE)



38

Teachers



8

Educational assistants



2

Counselors/
Psychologists/
Social Workers



79%

Average teacher retention rate over the past three years



83%

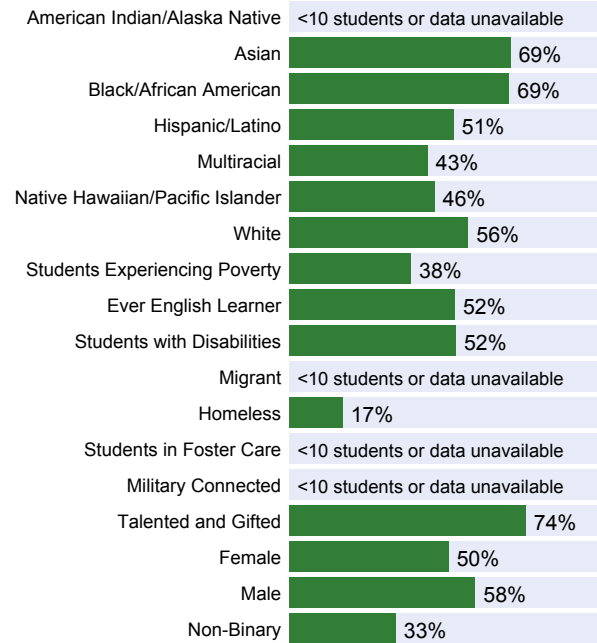
% of licensed teachers with more than 3 years of experience



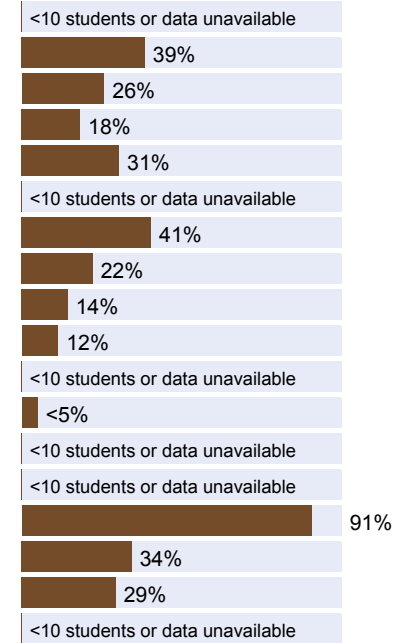
No

Same principal in the last 3 years

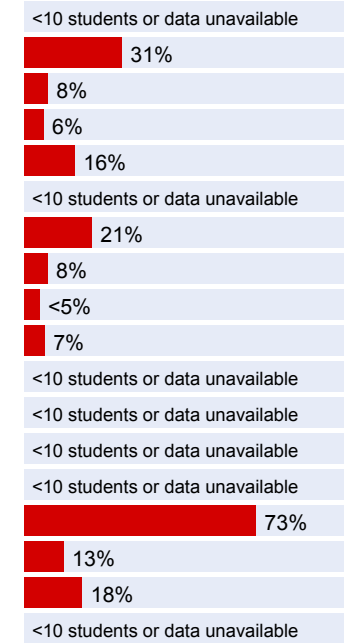
REGULAR ATTENDERS



ENGLISH LANGUAGE ARTS



MATHEMATICS



About Our School

BULLYING, HARASSMENT, AND SAFETY POLICIES

NCSD believes that in order for all students, families, and staff members to feel important and welcome as members of the school community, they must feel safe - physically, emotionally, and psychologically. For this reason, NCSD has a comprehensive set of policies that prohibit bullying and harassment, and NCSD has established multiple reporting and accountability measures designed to assist NCSD to respond quickly to these incidents. Information about NCSD's policies can be found at bit.ly/2CrTbnk.

EXTRACURRICULAR ACTIVITIES

- Cross Country
- Track
- After School Programs
- Student Council
- GANAS Club
- After School Tutoring
- SAGA Club

PARENT ENGAGEMENT

Engaged families are a key component in the academic success of students. NCSD provides multiple forums for families to become invested in their child's education, their schools, and the larger NCSD community. Whether their students are striving or thriving, NCSD believes it is essential for families to actively participate in their children's education, and NCSD's schools know this is a key responsibility.

COMMUNITY ENGAGEMENT

North Clackamas Schools welcomes and values the contributions of its community partners. Local businesses, social service organizations, and numerous individual volunteers add to the richness of the NCSD experience, both inside and outside of classrooms. Volunteers are welcome at our schools, and are a valued source of knowledge and expertise benefiting students and staff.



ROWE

MIDDLE SCHOOL

LEARNING • COMMUNITY • CULTURE



Our mission is to empower students academically, socially, and emotionally in a supportive and inclusive learning environment. We focus on preparing responsible, compassionate, lifelong learners through rigorous academics, innovative teaching, and character development.

What makes Rowe so special?



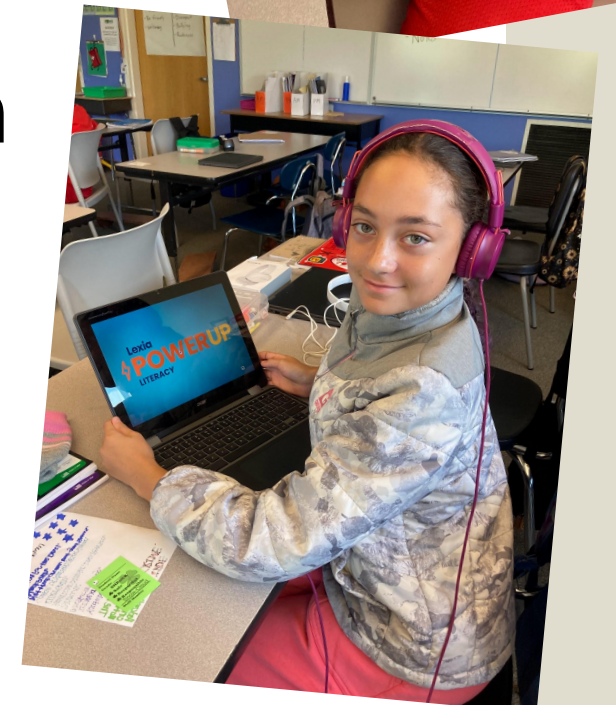
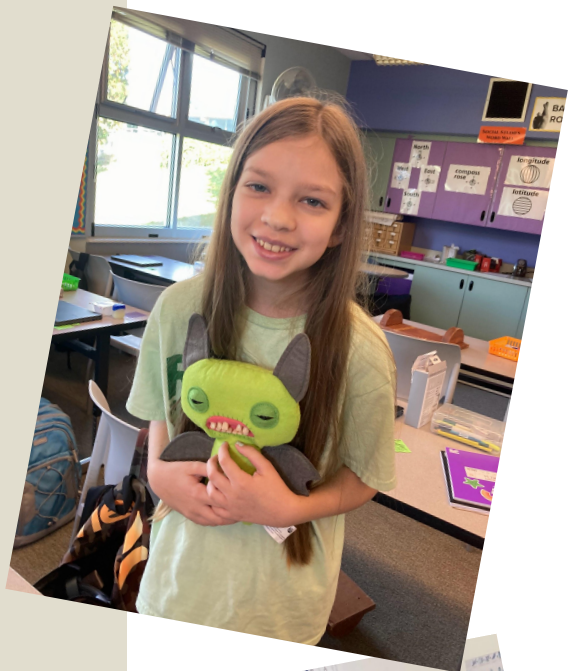
**We celebrate
our diverse
community.**



**We are
committed to
growth.**



**We believe in
one another!**



Who are we?



- ★ 754 students
 - 27% Hispanic
 - 3% Asian
 - 4% Black
 - 2% Hawaiian Pacific Islander
 - < 1% American Indian/Alaskan Native
 - 9% Multi-racial
 - 54% white
 - 15% English Language Learners (multilingual)
 - 22% Students with Special Education Needs
 - 6% Participate in our Spanish Dual Language Immersion Program (DLI)
- ★ Rowe offers a robust affinity space for our student groups (BSU, AAIP, ISA, Fuego, Unity)
- ★ Each affinity group has a student led leadership team, who works on putting on our Affinity family night on March 30th.
- ★ All affinity groups meet monthly, organize school-wide fundraisers, assemblies and events.





We celebrate inclusion!

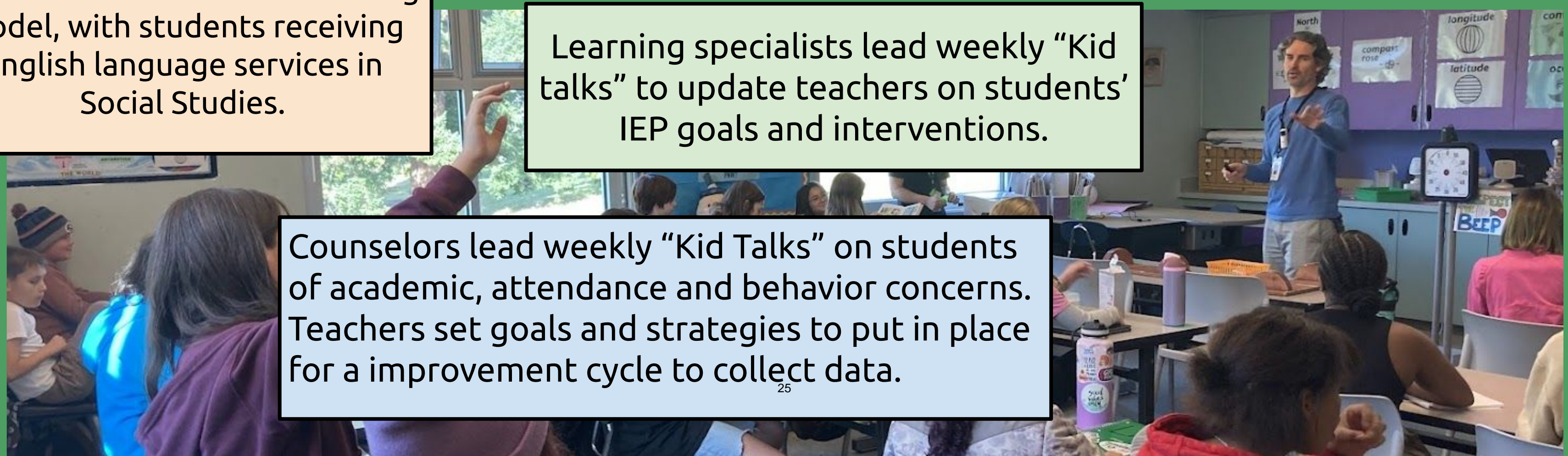
Teachers plan for Tier 1 supports to ensure access for all students.

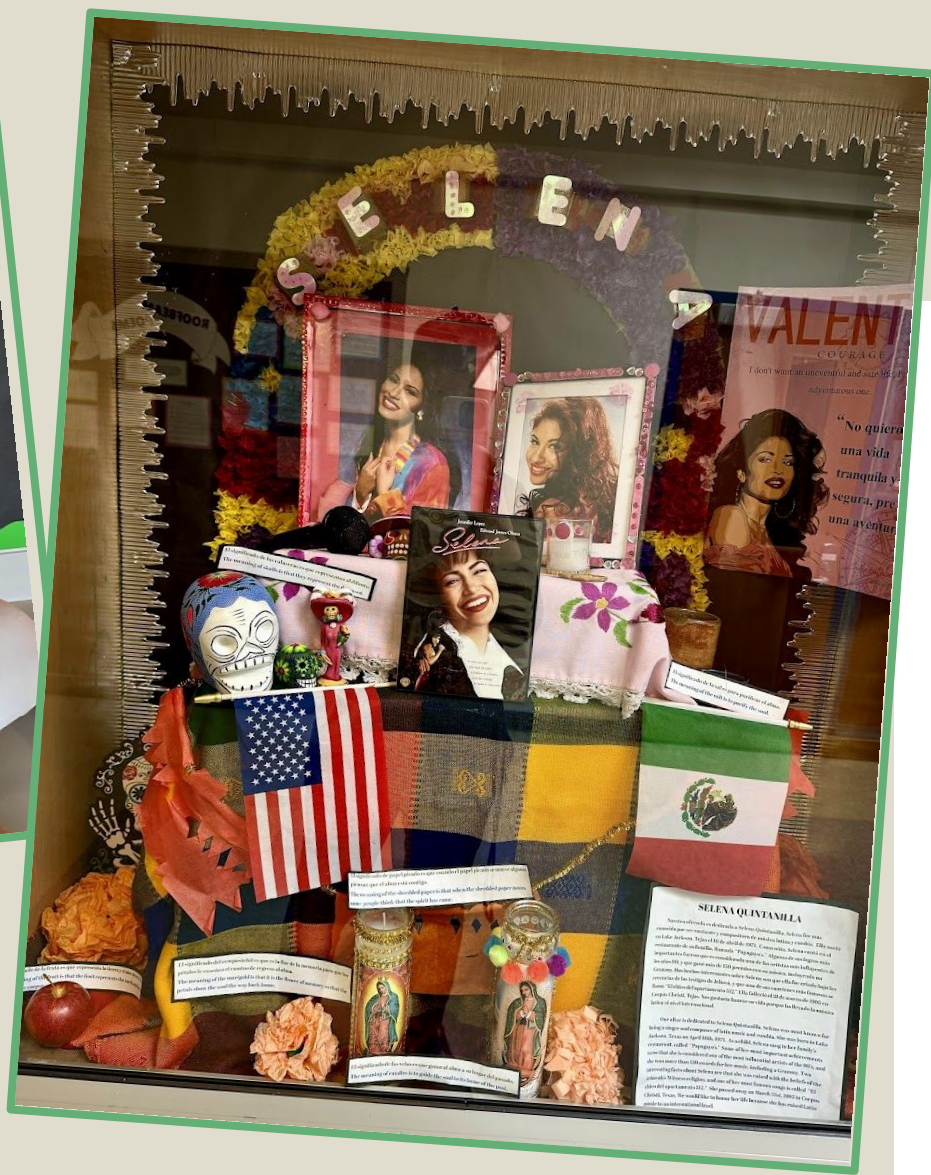
All students with IEPs receive services in the general education setting. Specialists work with small groups of students during targeted reading/math instruction to ensure that students get what they need without missing core instruction.

We have a successful co-teaching model, with students receiving English language services in Social Studies.

Learning specialists lead weekly “Kid talks” to update teachers on students’ IEP goals and interventions.

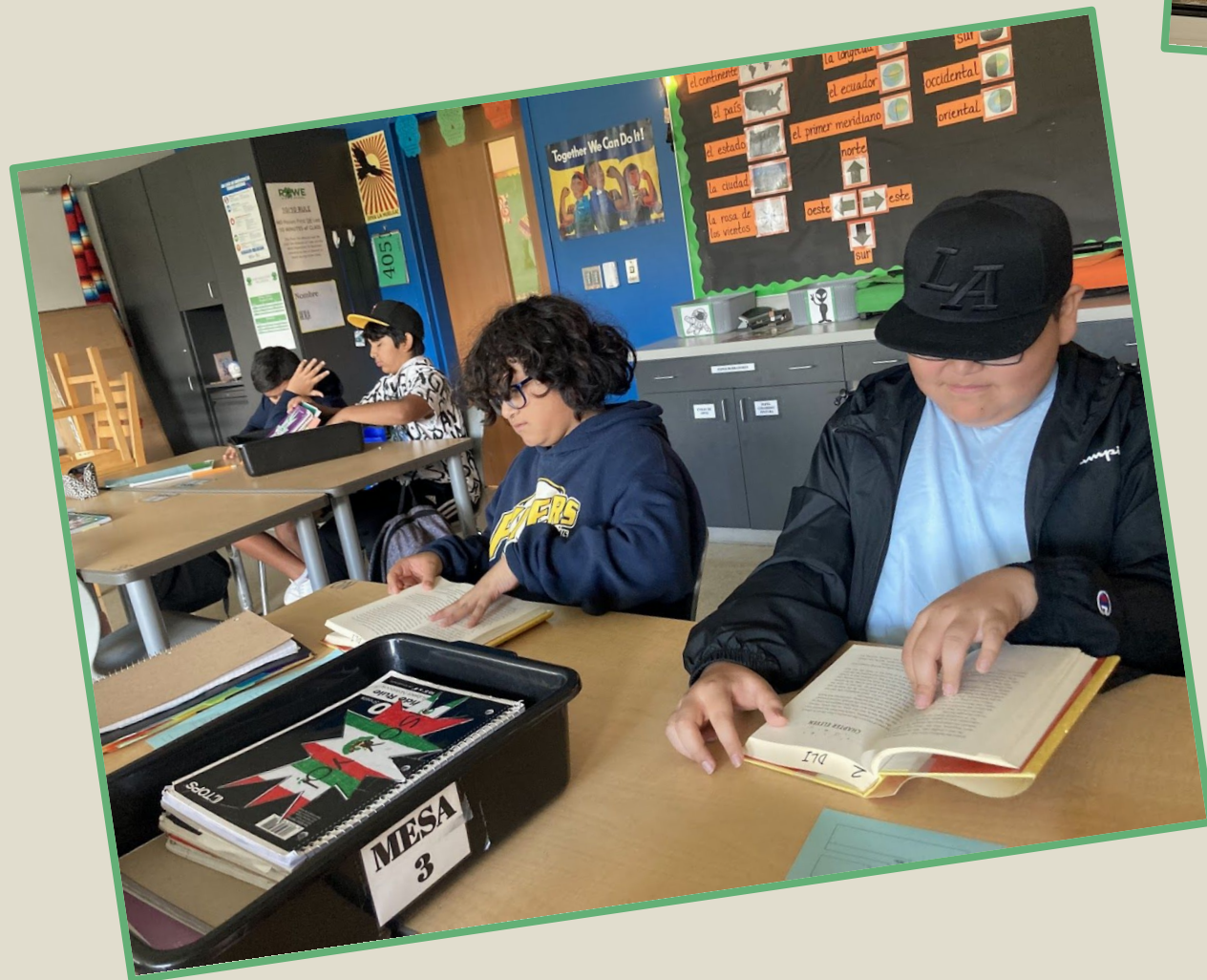
Counselors lead weekly “Kid Talks” on students of academic, attendance and behavior concerns. Teachers set goals and strategies to put in place for a improvement cycle to collect data.





Dual Language Program!

- Year 1 of the expansion of our DLI program into Rowe.
- 48 6th grade students.
- Professional collaboration between RMS and ACMS teachers.
- Next year, we will expand into 7th grade.



Bilingüismo y biteracidad
Bilingualism & Biteracy

Alto logro académico
High academic achievement

Competencia sociocultural
Sociocultural Competence



Community engagement

- Rowe has an active PTA! The membership is back up to pre-Covid numbers.
- Affinity Parent Coffee Chats/ Listening sessions.



What are parents' hopes for their children?

- *"I want my son to be a nice kid, and live a healthy life, both physically and mentally. . I want him to be able to study what interests him. I want him to find his passion."*
- *"I want my kids to have a better life. I want them to do their best, and to be good people."*

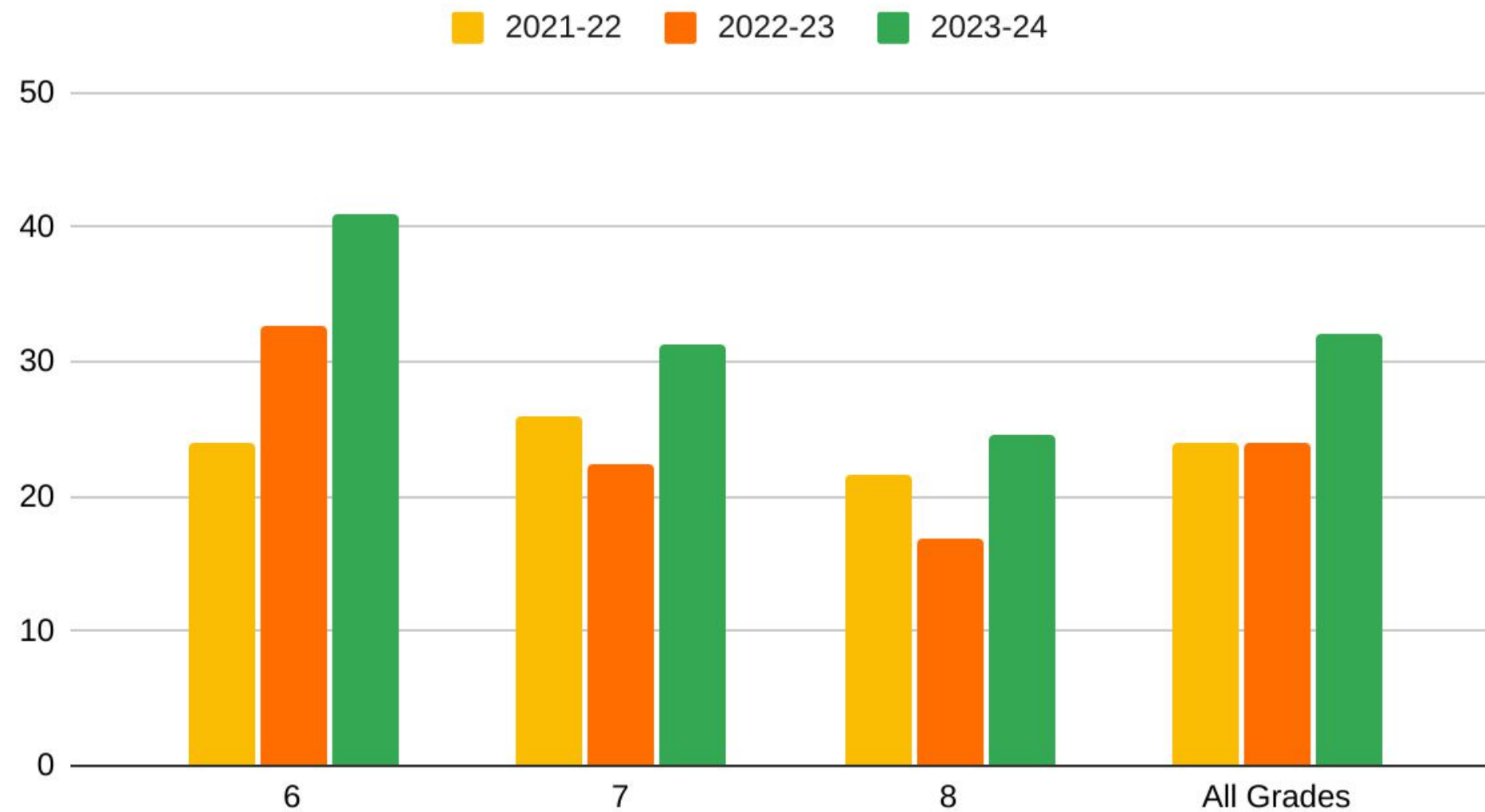
How can the school help your children reach these goals?

- *Help kids when they need it.*
- *Be patient with them when they make mistakes.*
- *Talk with them about how set goals .*

Academic growth: Reading



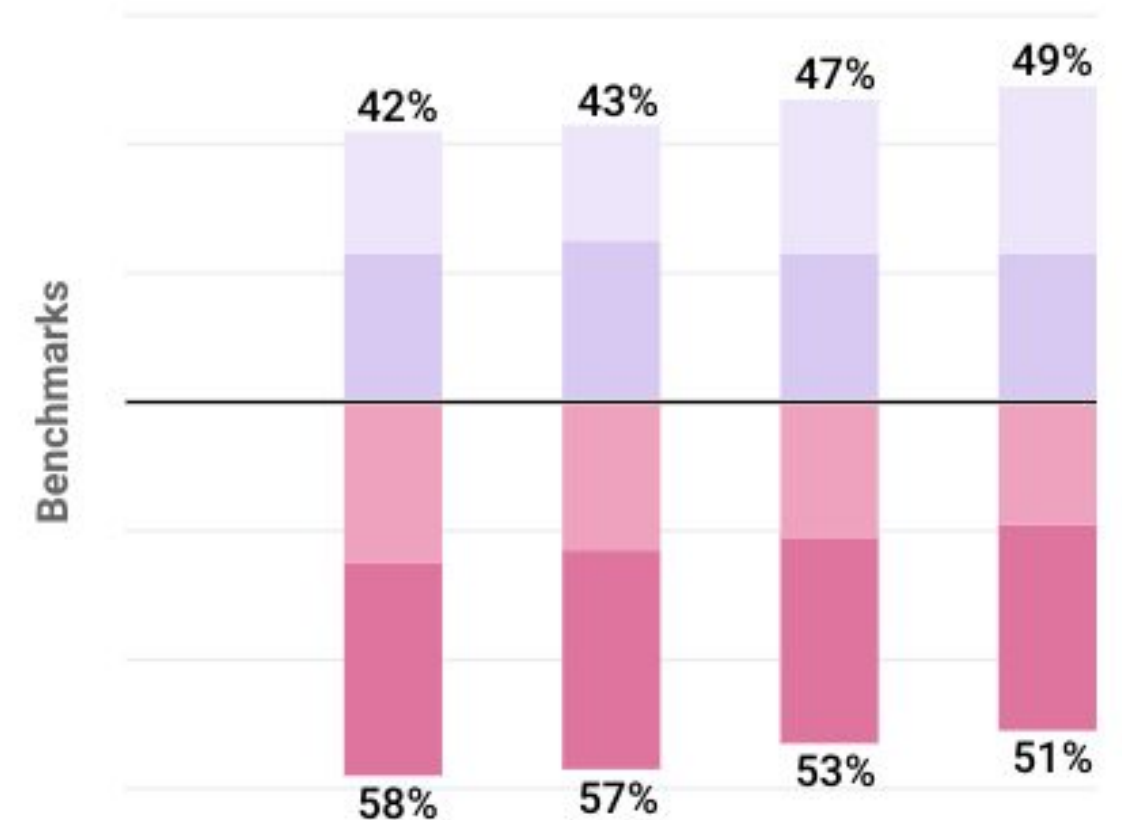
Language Arts State Assessment Scores
(% of students at benchmark)



State test scores have slowly increased over the past three years, showing a systemic trend of academic growth.

Additionally, the district's universal screener, Fastbridge, has shown steady growth across each testing window since we started using this measure in the fall of 2023.

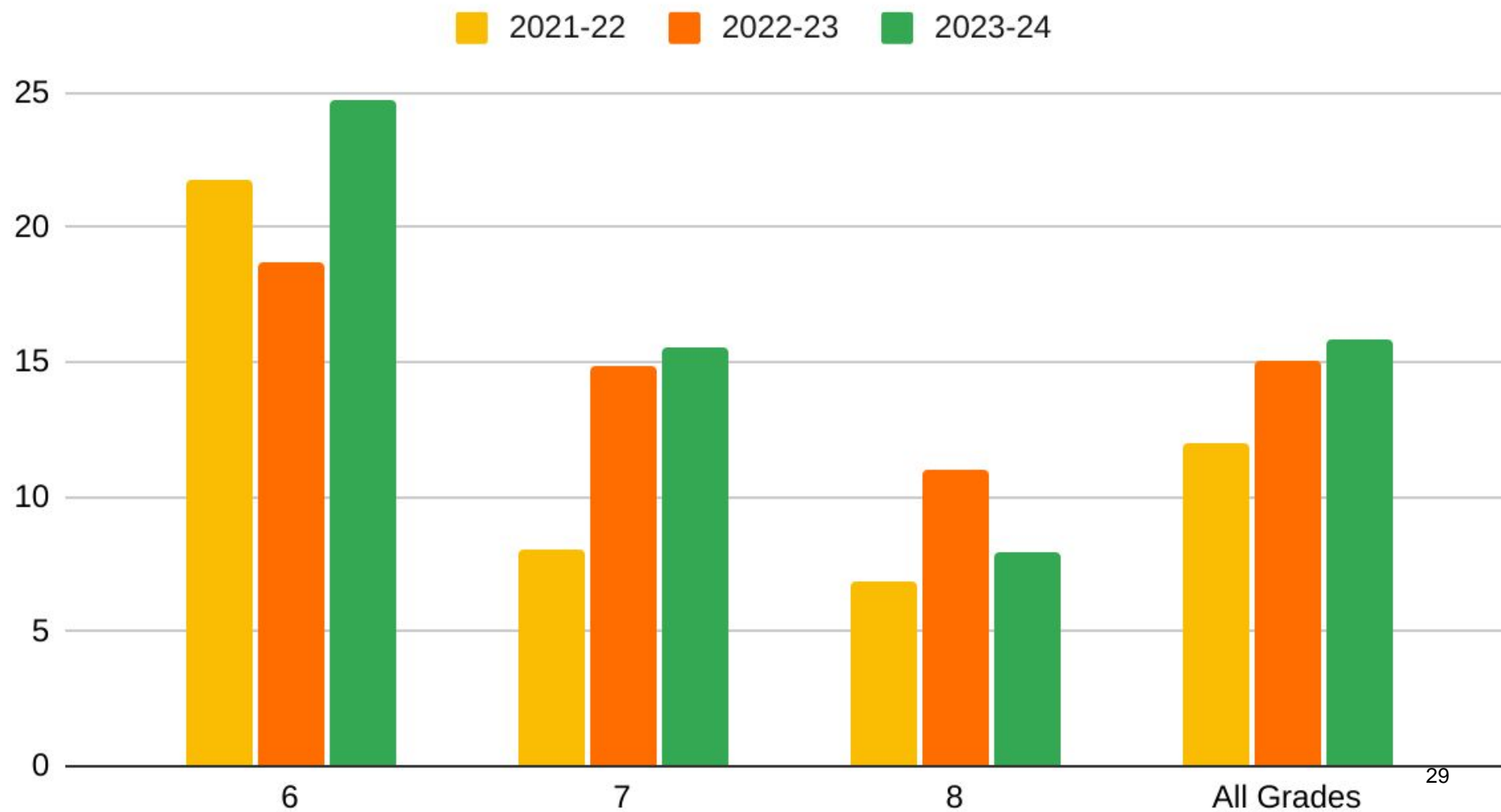
Fastbridge Reading Scores



Academic growth: Math

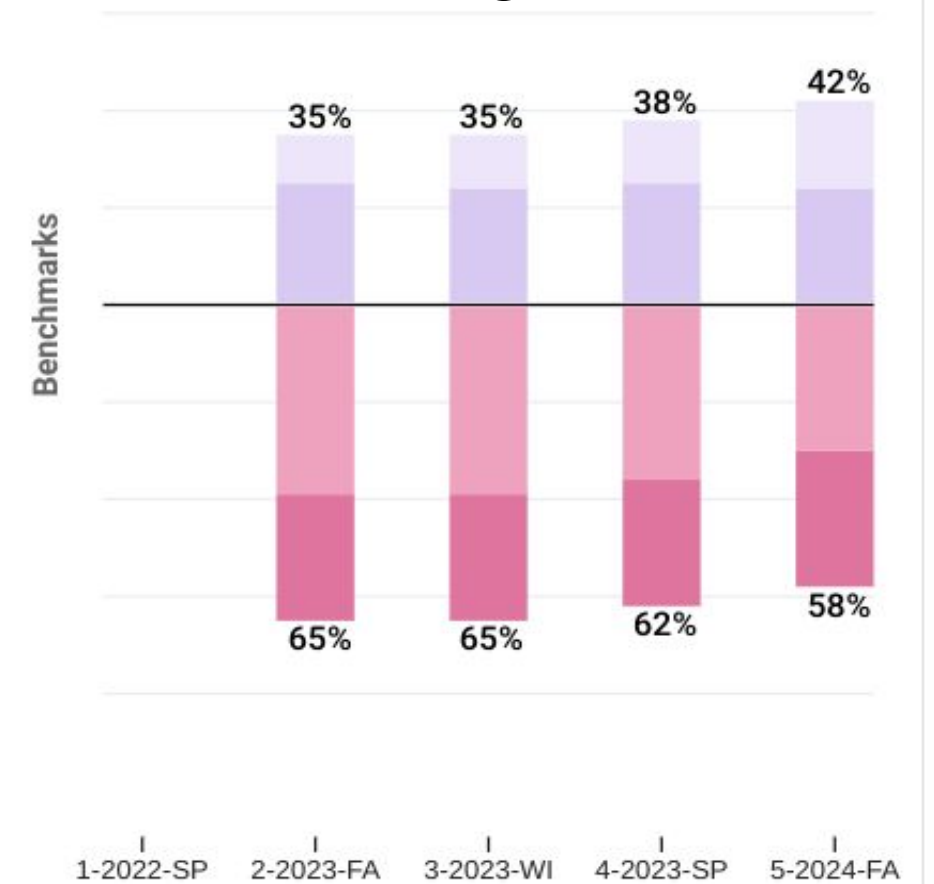


Math State Assessment Scores

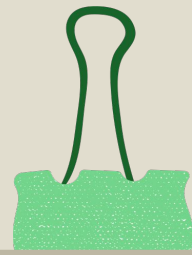


While overall achievement is lower in math than in reading, the trend of growth is still apparent in both State Assessment scores and the Fastbridge screener.

Math Fastbridge Scores



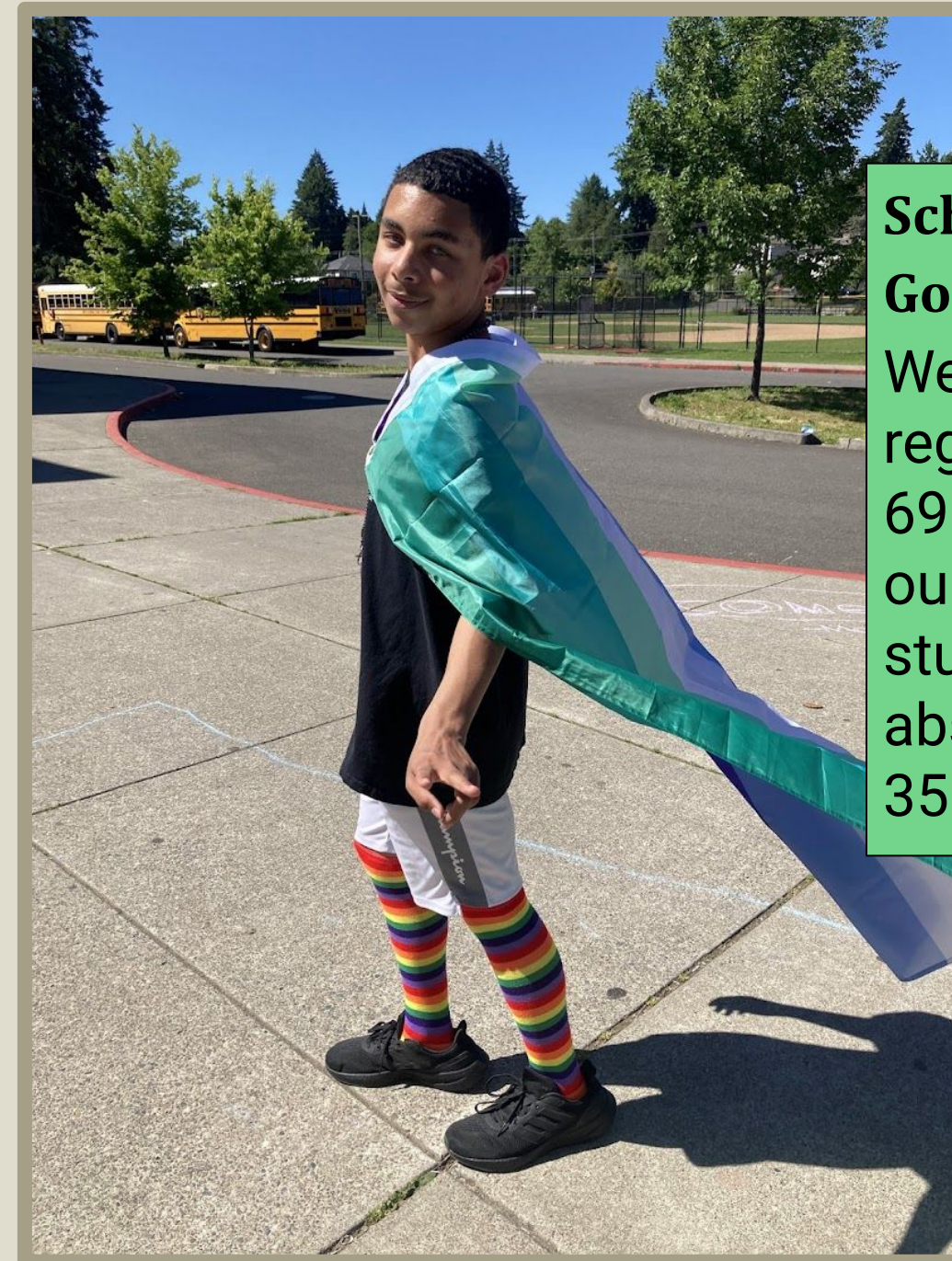
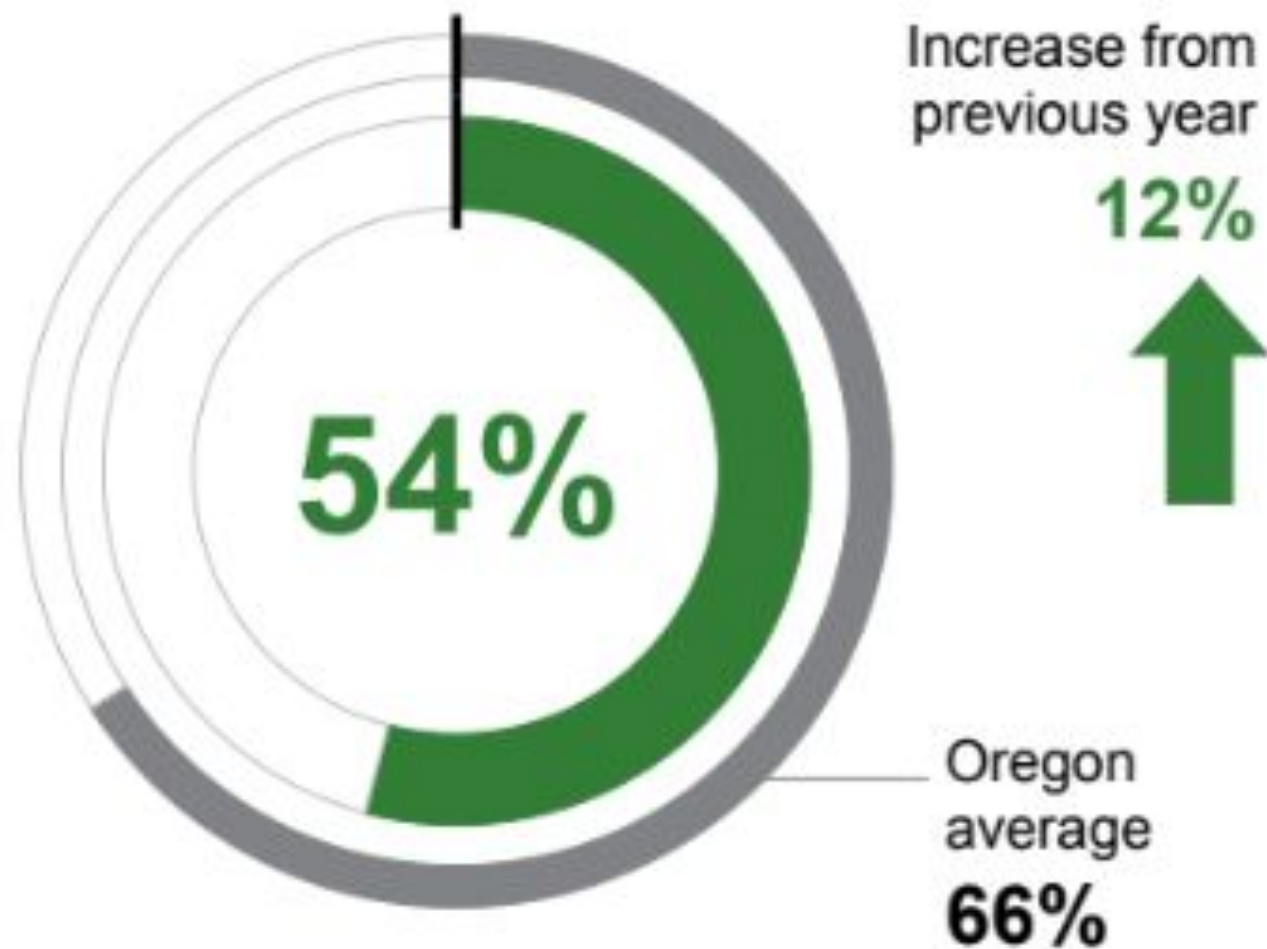
Attendance growth



Currently, 60% of students are attending 90% or more of school days. All student groups as determined by race have shown growth from last to year to this school year.

REGULAR ATTENDERS

Students who attended more than 90% of their enrolled school days.



School Improvement Goal 1: Attendance
We will increase our regular attenders from 69% to 75% and decrease our percentage of students with chronic absences from 44% to 35%.

School improvement goals



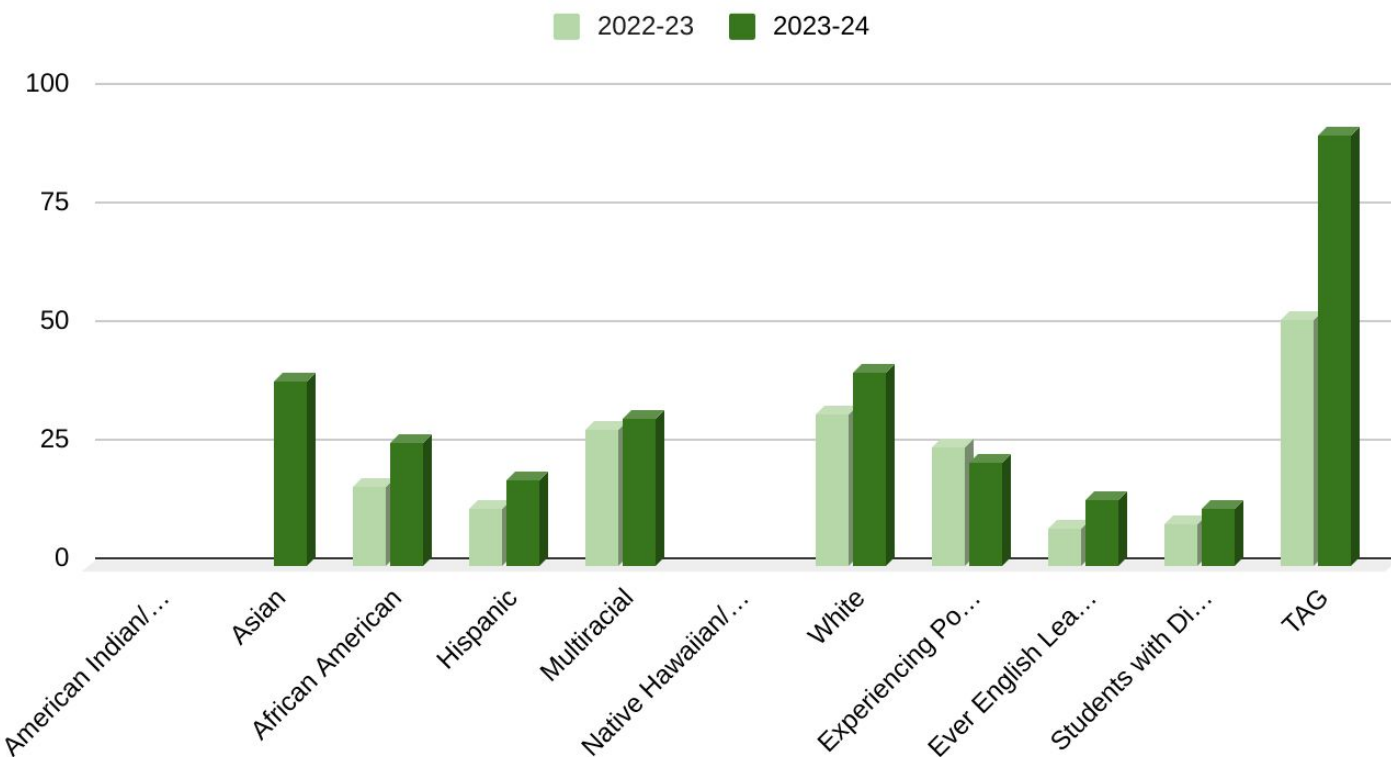
Goal 2: Reading

All students will demonstrate 'typical growth' as identified on their reading Fastbridge Growth Report at winter and spring screening windows. Students who are in the 'some' and 'high risk' category will demonstrate 'aggressive growth'.

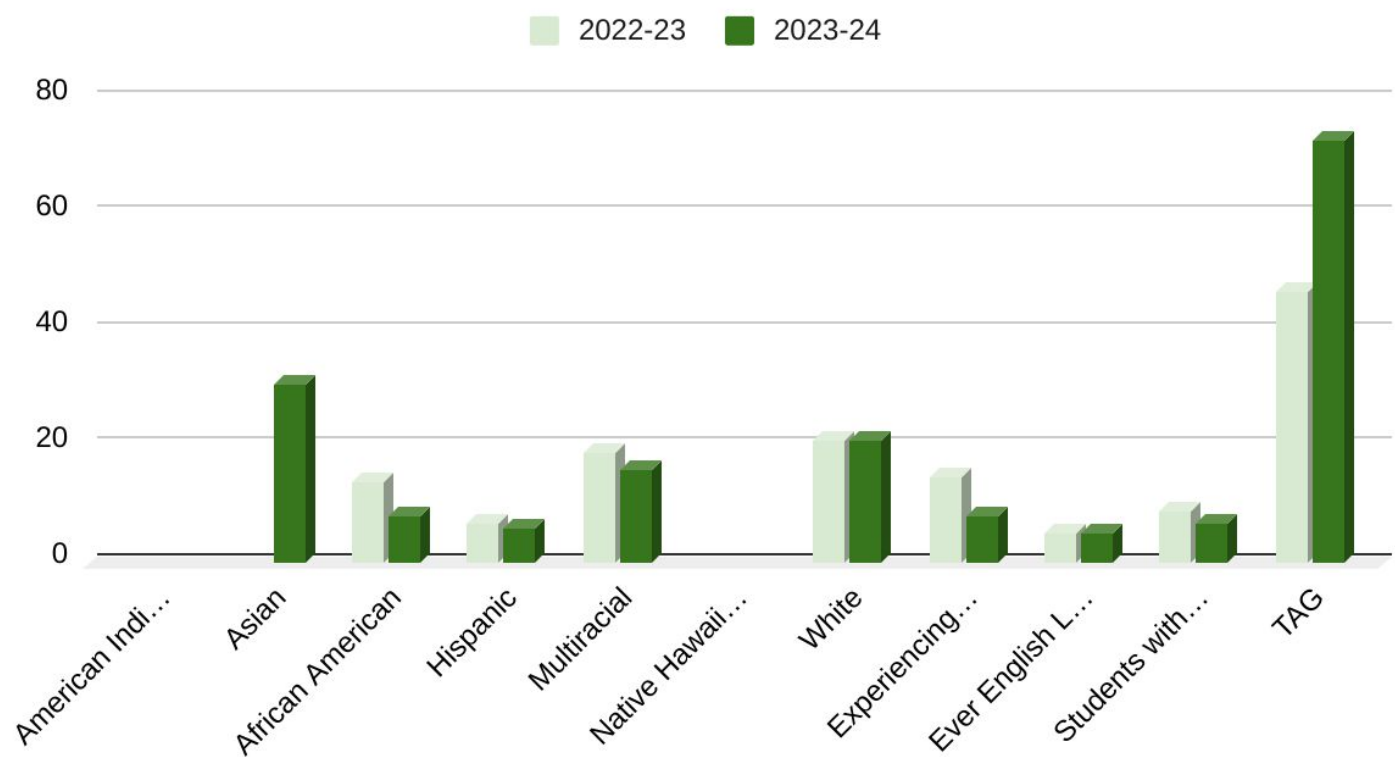
Goal 3: Math

All students will demonstrate 'typical growth' as identified on their math Fastbridge Growth Report at winter and spring screening windows. Students who are in the 'some' and 'high risk' category will demonstrate 'aggressive growth'.

Language Arts State Assessment: % of Students Meeting Benchmark



Math State Assessment: % of Students Meeting Benchmark





Building a culture of growth

Las conferencias del otoño 2024
ROWE FALL CONFERENCES

ROWE MIDDLE SCHOOL

Nombre/Student name: _____

La asistencia/Attendance this school year: _____

¿Durante el día escolar, dónde te sientes más exitoso? ¿Quién es un adulto de Rowe en quien confías? ¿Qué es algo que tú haces muy bien?

Reading **La lectura** **Math**
Fall Fastbridge STAR Fall Fastbridge

My reading goal is to make growth from _____ to _____. In order to reach this goal, I will complete _____ units per week on Lexia.

Mi meta para la lectura en español es _____. Para mejorar, voy a _____.

My math goal is to make growth from _____ to _____. In order to reach this goal, I will complete _____ levels per week on Dreambox.

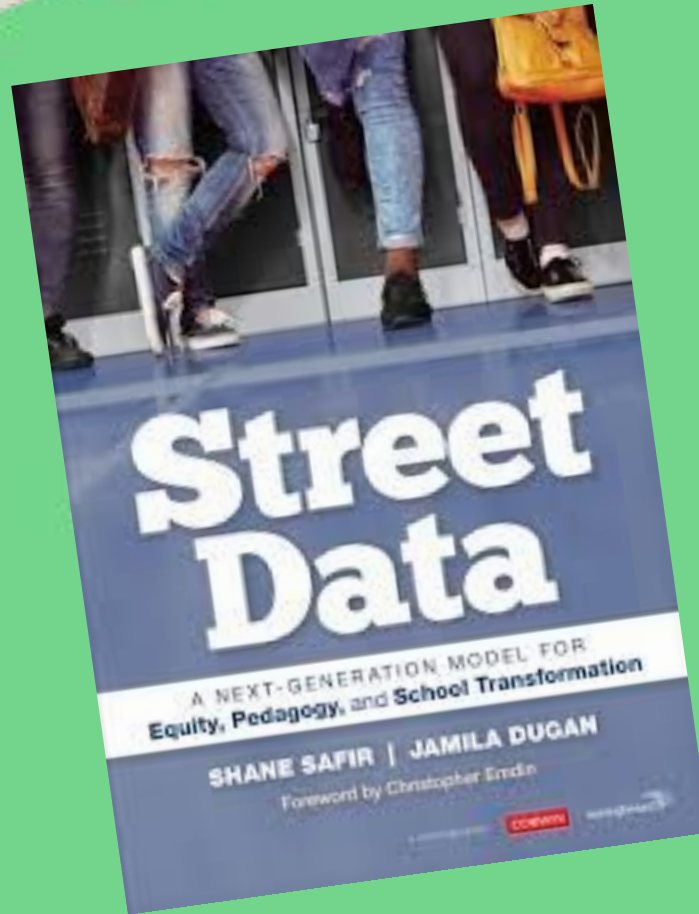
¿Qué significan estas calificaciones? What do these scores mean?


Grado Grade level	El puntaje esperado en el otoño: La lectura en inglés Fall benchmark: Reading in English	La meta para el fin del año escolar End of the year benchmark	El puntaje esperado en el otoño: La lectura en español Fall benchmark: Reading in Spanish	La meta para el fin del año escolar End of the year benchmark	El puntaje esperado en el otoño: matemáticas Fall benchmark: Math	La meta para el fin del año escolar End of the year benchmark: Math
6	517	524	959	967	215	220

- Students and families are included in the goal-setting process.
- We work to build a culture that honors kids' strengths, while also encouraging students to set challenging academic goals for themselves.
- Students in the Dual Language program set goals in both English and Spanish.



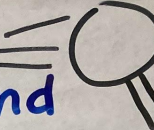
Professional growth



SATELLITE DATA 


- Hovers far above the classroom
- ⊕ Illuminates trends and points our attention towards underserved students
- ⊖ Can reinforce implicit bias and deficit thinking about historically marginalized learners.

Reading/Math We have...	Attendance We have...
Fastbridge SBAC Youth truth	School report card Youth truth
We need...	We need...
NA	NA
perspective (National trends)	

MAPS DATA 

- Hovers closer to the ground
- ⊕ Provides a "map" of trends in a school that can inform decisions.
- ⊖ Lacks the humanity needed for equity-driven change.

Reading/Math We have...	Attendance We have...
Fastbridge Lexia/Dreambox Formative/Summative	Dashboard
We need...	We need...
Time/structures to examine data (for all content areas) Cross-curricular connections/data	Teacher access to Dashboard Weekly updates w/ attendance based on Dashboard.

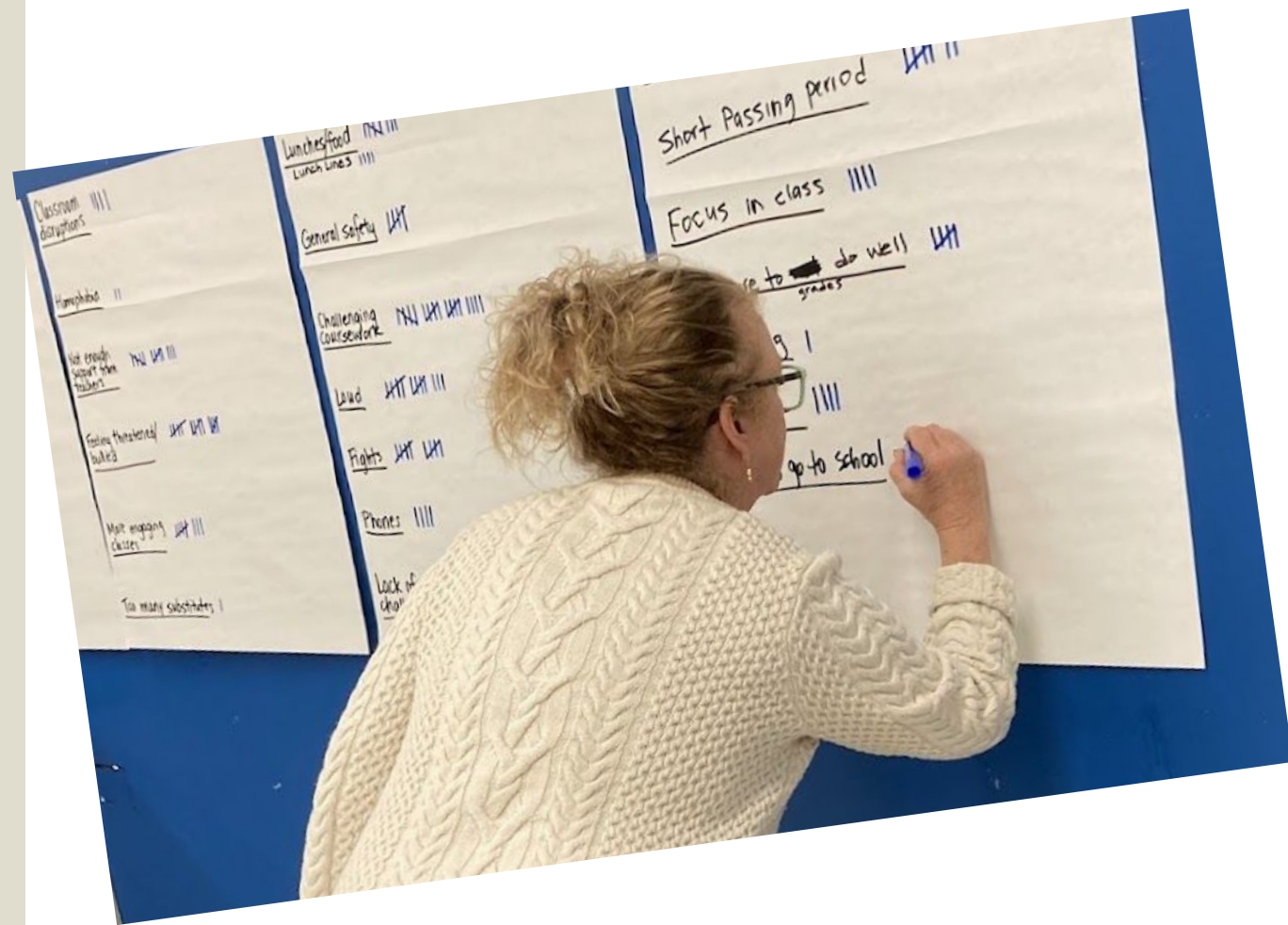
STREET DATA 

- Hovers on the ground, gathered from what we hear/see from the lived experiences of stakeholders
- ⊕ How do students feel about their learning? What do they need to **THRIVE**?
- ⊖ Challenging to interpret + apply

Reading/Math We have...	Attendance We have...
Exit tickets/ conversations surveys Circles	Interviews/family meeting surveys Circles
We need...	We need...
Why does <u>education</u> matter?	Timely communication engage? Why do kids skip? (themes updates from Attendance Academy)



Professional growth



Common themes from student surveys:

Challenging coursework



Instruction team

Kids are unkind



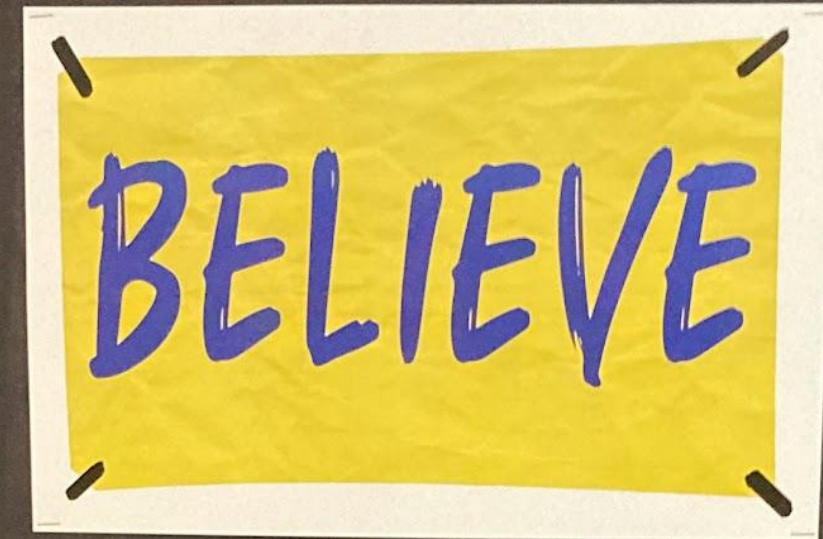
Climate team

Using student voice to lead change!

The Shamrock News!

How do you know that people at Rowe believe in YOU?

¿Cómo sabes que la gente aquí en Rowe cree en ti?



ROWE

MIDDLE SCHOOL

Community, Learning, Culture!
¡Comunidad, Aprendizaje, Cultura!

Questions?



NUTRITIONAL SERVICES UPDATE

REPORT

Agenda Item #4
December 12, 2024

BOARD PRESENTATION:

Update on Nutritional Services and Community Eligibility Provision (CEP) status for the 2024-25 school year.

BACKGROUND:

The Nutritional Services program plays a vital role in supporting student well-being and academic success by ensuring access to healthy, nutritious meals. Key components of the program include meal preparation and delivery, innovative partnerships such as those with Chartwells, and a commitment to equity through initiatives like the Community Eligibility Provision (CEP).

For the 2024-2025 school year, CEP has been implemented to all district schools that participate in the breakfast and lunch program, allowing students to access meals at no cost. This initiative eliminates financial barriers, reduces stigma, and promotes meal participation. Since the rollout, participation rates have shown encouraging growth, with an increasing number of students benefiting from the program. These rates reflect both the success of CEP implementation and the positive reception of the services provided.

The program's continued focus on accessibility, efficiency, and student engagement highlights its critical role in fostering a healthier and more inclusive school environment.

ATTACHMENTS:

[2024-2025 Nutritional Services Update](#)

PRESENTER / STAFF CONTACT:

Teresa Neff-Webster, Chief of Operations
Amie Fortuna, Administrator of Nutrition and Wellness
Greg Collins, Director of Nutritional Services, Chartwells



Nutrition Services Update

December 12, 2024

NCS Nutrition and Wellness Team



Amie Fortuna
Nutrition and Wellness
Administrator

Lori Culp
Nutrition and Wellness
Administrative Assistant

Chartwells Team



Greg Collins
Director of Nutrition Services



Israel Laureles
Director of Dining Services



Kris DeHut
Culinary Manager



Raimi Kaan
Production
Manager



Amy Ramsey
Administrative Assistant



Paula Presley
Administrative Assistant

Serving Up Happy and Healthy

Innovative Programs

Discovery Kitchen

Each month, Discovery Kitchen lessons, events, and culinary demonstrations feature a different theme. These themes align with our promotional calendar and are designed to inspire curiosity and discovery in North Clackamas School District students and the school community.

August	Bring on Breakfast Add excitement to the beginning of the school day		September	Performance Nutrition Learn how food can fuel us to perform our best	
October	Seed to Table A celebration of fresh, seasonal and local foods		November	Let's Get Cooking Empower kids to cook at home with homemade classics	
December	Spice it Up Learn how global flavors season foods without salt		January	Roadtrip Take a culinary adventure through the USA	
February	Smart Snacking Create mini, balanced meals with "snack" foods		March	Plant Power Learn about tasty plant-based proteins	
April	Be a Waste Warrior Learn how we all play a part in reducing waste		May	Summer Fun Get ready for summer with seasonal favorites	

42

chartwells
**Discovery
KITCHEN**



Flavored Popcorn at Ardenwald



Cucumber Apple Salad at the Benefits Fair

STUDENT CHOICE

Giving
North
Clackamas
students a say in
what is on the
menu!

CORN SUCCOTASH **VS** PEAR & CRANBERRY CHUTNEY



Our first Student Choice showdown of the 2024/2025 school year was "All About the Sides." The students at CHS were very receptive to sampling our dishes, and many had never tried anything like them before. After over 300 samples were distributed, the results were totaled, and corn succotash narrowly won the event over the pear and cranberry chutney! Keep an eye out for this new side on our upcoming menus!

Global Eats



Chicken Curry and Brown Rice at
Milwaukie High School



Serving Up Happy and Healthy

Community Eligibility 2024-2025

Community Eligibility Provision (CEP)

All North Clackamas School District students who attend a school that serves breakfast and lunch may receive both breakfast and lunch at no cost.

- Elementary schools, middle schools and high schools collect meal money for stand-alone milk purchases.
- Middle and high schools collect meal money for a la carte purchases not part of a full breakfast or lunch purchase or for purchases of a second meal.



Benefits of expanded school meal access include:

- **Increased Meal Participation and Reimbursements:** Meals at no cost should lead to higher participation rates and better financial stability for the nutrition program.
 - **Reduced Stigma:** Children are not subject to the peer-group stigma sometimes associated with receiving free or reduced-price meals.
 - **Reduced Paperwork for Families:** CEP eliminates the need for free and reduced meal applications.
 - **Reduced Food Insecurity:** CEP helps ensure no student goes hungry during the school day, promoting a healthier learning environment.
 - **Improved Academic Outcomes:** Access to nutritious meals positively impacts academic performance.
- Applications:** Families no longer need to submit Free or Reduced Meals applications.

Results

Program Participation

Average Daily Meal Counts SY 2024/25

Breakfast
2,223

Lunch
8,604

Dinner
182

Average Daily A la Carte Sales

A la Carte
\$2,653.67

What is driving our program?

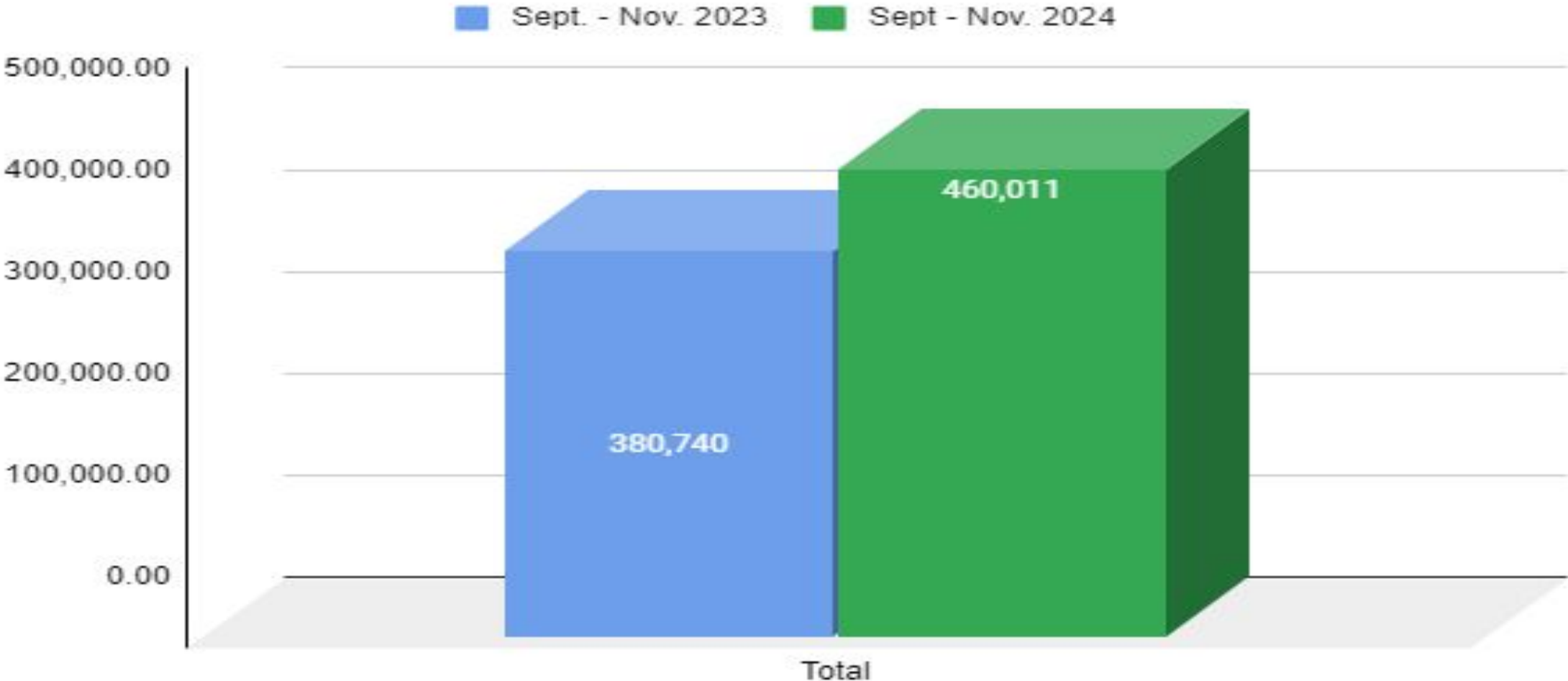
- Offering a large variety of popular menu items
- Empowering team members to provide excellent customer service
- Welcoming environments
- Strong support from administrators
- Innovative programs that enhance student experience
- Community Eligibility Program

Breakfast Counts – Year Over Year



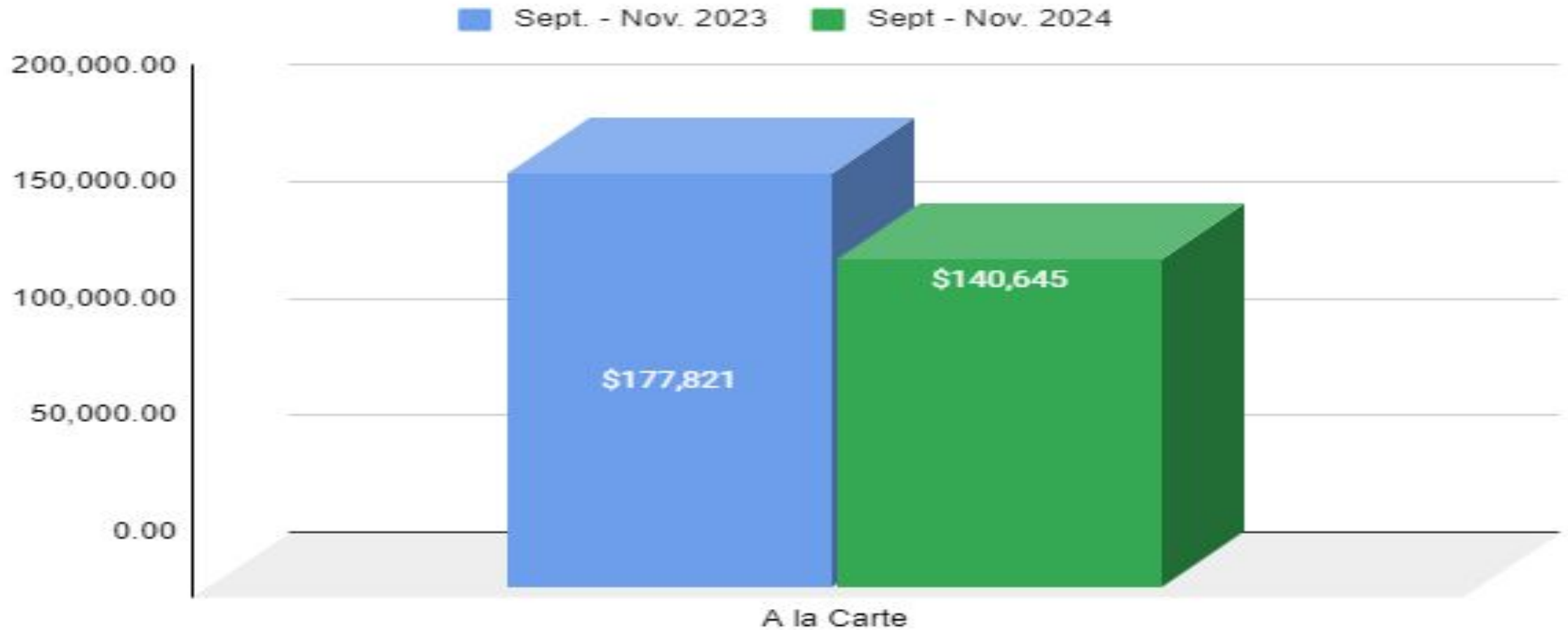
Counts are based on the first 53 days of school year 2023/2024 and 2024/2025

Lunch Counts – Year Over Year



Counts are based on the first 53 days of school year 2023/2024 and 2024/2025

A la Carte - Year Over



Counts are based on the first 53 days of school year 2023/2024 and 2024/2025

First Year CEP - Elementary Daily Lunch Counts



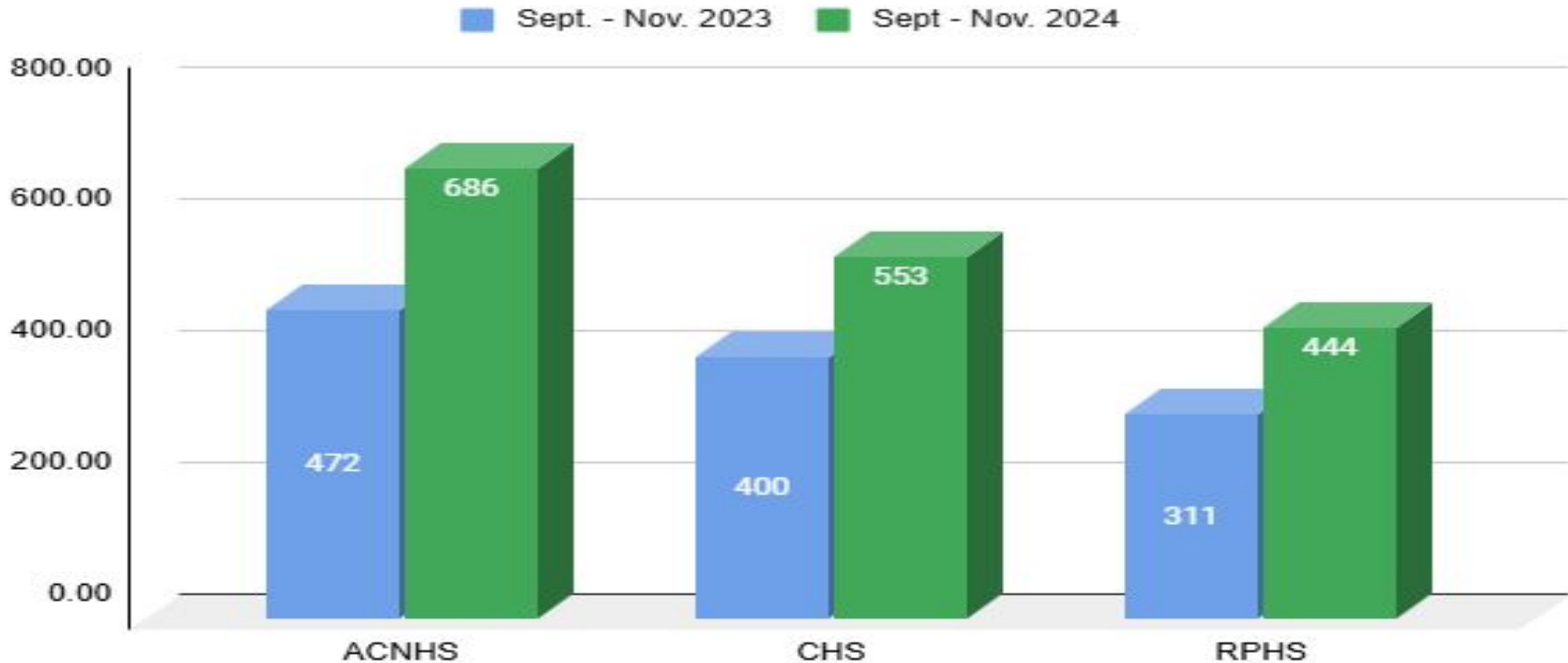
Counts are based on the first 53 days of school year 2023/2024 and 2024/2025

First Year CEP - Middle School Daily Lunch Counts



Counts are based on the first 53 days of school year 2023/2024 and 2024/2025

First Year CEP - High School Daily Lunch Counts



Counts are based on the first 53 days of school year 2023/2024 and 2024/2025

55



Looking Forward

1

- Continue to provide students with breakfast and lunch at no cost, offering essential nutrition that fosters focus, learning, and academic success

2

- Focus on increasing efficiency of service to match our increased meal participation.⁵⁶

3

- Continue recruiting and retaining the best team members, and celebrating their commitment to our students.

Questions

**MIDDLE SCHOOL SCHEDULE ADJUSTMENT TO MEET
DIVISION 22 REQUIREMENTS FOR PHYSICAL EDUCATION
MINUTES**

DISCUSSION
Agenda Item #5
December 12, 2024

SUPERINTENDENT’S RECOMMENDATION:

Approval of the proposed middle school schedule integrated approach to meet Division 22 Physical Education instructional minutes requirements.

ORIGINATED BY:

ORS 329.496 - Division 22 Requirements for PE Minutes

REASON FOR BOARD CONSIDERATION:

NCSD must comply with Oregon’s Division 22 requirements. Board approval is required.

BACKGROUND:

The Oregon Legislature passed instructional time requirements for PE to provide equitable opportunities for all students to learn motor skills and benefit from the physical, cognitive and social benefits gained in PE. The statute provided a phase-in period, with full implementation at all grades K-8 to be achieved by the 2022-23 school year. During the 2023 legislative session [House Bill 3199](#) amended ORS 329.496 Physical Education requirements, and ORS 329.498. While NCSD has met these requirements for elementary and high school grades, the district has not been able to meet these new requirements at the middle school level, particularly for grades 7 and 8. NCSD requested and was granted an extension for a delay in implementation at the middle school level until the 2025-26 school year.

The requirements for Grades 6-8 include:

- An average of 150 minutes during each school week, calculated over the duration of the school year
- Taught by only licensed Physical Education teachers
- School districts and public charter schools shall offer instruction in physical education that meets the [academic content standards for physical education](#) adopted by the State Board of Education under ORS 329.045. The instruction shall be a sequential, developmentally appropriate curriculum that is designed, implemented and evaluated to help students develop knowledge, motor skills, attitudes and confidence needed to adopt and maintain physical activity throughout their lives.

- School districts and public charter schools shall devote at least 50 percent of physical education class time to actual physical activity in each school week, with as much class time as possible spent in moderate physical activity.

PROPOSED CHANGES:

The proposal is to maintain the current Middle School schedule, but create a Wellness course that will combine Health and PE into a yearlong course for all students in grades 6-8. Currently, students in grades 7 and 8 take one semester of PE and one semester of Health. Many of the current health and PE standards complement or overlap one another. A focused integrated approach will allow students to see the connection between health and physical movement and create a plan for lifelong wellness.

ATTACHMENTS:

- Presentation slides

PRESENTER / STAFF CONTACT:

Ivonne Dibblee, Assistant Superintendent of Education

Cindy Detchon, Special Projects Administrator

Jeremy Cohen, Associate Director of Secondary Programs

Middle School Schedule Proposal

NCSD Board Meeting December 12, 2024

Adjustment in the schedule is needed to meet Division 22 requirements for Physical Education instructional minutes

Oregon State Requirements for PE

- 150 minutes per week average
- All students; no exceptions
- Each year, grades 6-8
- Averaged over the course of the year
- Must be inside the school day: after school activities (track/Cross Country) may not count
- Must be taught by a licensed PE teacher

Current Status of PE Instructional Minutes

- ❖ 6th Graders: Every other day PE, 2 semesters - meet requirements with an average of 168 minutes per week
- ❖ 7th/8th Graders: Every other day PE, 1 semester - do not meet requirements with an average of 85 minutes per week (65 minutes short)

Schedule Review Process and Timeline

Winter/Spring 2023-2024

- Extensive Research - other districts, literature/data review
- Committee work
- Student focus groups

September 2024

- Staff presentations and survey input
- Parent ThoughtExchange input

October 2024

- Committee work
- Executive Team review

November 2024

- Staff feedback through ThoughtExchange
- Parent feedback through ThoughtExchange

December 2024

- Board Discussion

January 2025

- Board Action

Initial Staff Input

What was the feedback from our staff meetings regarding the current schedule and their thoughts about possible changes?

Theme Highlights

Class Period Length

- 70-minute periods are too long for middle school students' attention spans
- Longer periods work well for subjects requiring labs or extensive setup (e.g., Science, Family and Consumer Science)
- Some find 70 minutes appropriate for relationship-building and content coverage
- Wednesday's shorter periods (60 minutes) feel more manageable for some

Every Other Day vs. Daily Classes

- Core subjects (Math, ELA, Science) benefit from daily classes
- Social Studies and electives struggle with every other day schedule
- Relationship building is harder with every other day classes
- Continuity and retention issues with gaps between classes

Initial Parent Input

What was the feedback from the initial parent ThoughtExchange
“What should the district consider in looking at schedule options to meet these requirements?”



TOP THOUGHTS Electives



Please do not cut electives. My child literally wants to go to school for her elective courses, they are the most motivating part of her day

Students should maintain access to electives. Electives are where students can choose things that make school fun and engaging.

In a student like my daughter who has a workshop class or two, they lose out completely on electives. Equitable access is important. Students with pull out services should not miss electives or PE.

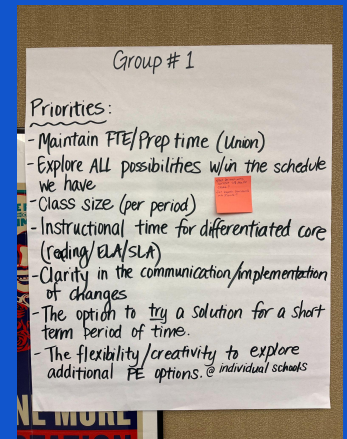
Music is essential; please don't cut electives. As an expressive arts therapist, I do not see music offerings as “elective” but as essential to my child’s whole brain learning. PLEASE don't cut.



Incorporate some movement time during Health class. Since health and PE go together, how about we add some movement/exercise regimens to the Health curriculum?

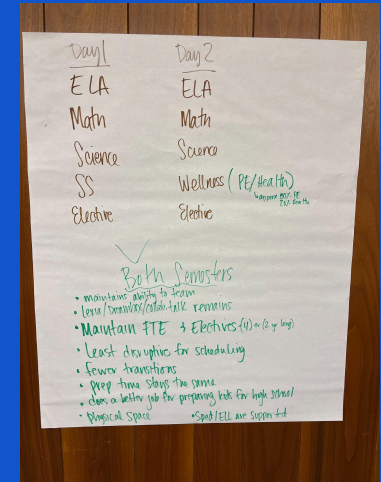
Could you combine health and PE? Would it be possible to combine health and PE rather than having to cut other classes, building health education into the yearlong PE course?

Consider mixing health and PE together (like the health & fitness for life college class). You could adjust the ratio of health vs PE coursework, though some could overlap.



Schedule Committee

What are potential solutions? A committee of 26 educators from all four middle schools met for two sessions to review several schedule options. Some were eliminated due to significant cost increases or other constraints. The following schedule is the committee's recommendation.



Modify Current 5x5 Schedule with Yearlong Wellness

70-minute periods with current bell schedule; Incorporates Health and PE standards into one Wellness course all year long. **Sample Student Schedule:**

Semester 1

- Day 1: Language Arts, Math, Science, Wellness, Social Studies
- Day 2: Language Arts, Math, Science, Elective 1*, Elective 2*

Semester 2:

- Day 1: Language Arts, Math, Science, Wellness, Elective 3*
- Day 2: Language Arts, Math, Science, Social Studies, Elective 4*

*Students receiving instruction for Special Education, English Language Development or Dual Language Immersion may need to use an elective spot for these services. Some students receive services in a co-teaching model in a core class without losing an elective slot.

Modify Current 5x5 Schedule with Yearlong Wellness

Pros

- Meets PE minute requirements
- Least disruptive to current operations
- Generally protects electives
- Maintains minutes in core classes
- Maintains teacher preparation time
- Maintains teacher/student ratios and does not change current staffing needs
- Could build in a weekly advisory time

Cons

- Facility constraints still exist for gym space but could be alleviated by rotating students through health/PE classrooms
- Time/resources to redesign the health/PE curriculum to meet standards
- Some PE or Health teachers may need to obtain additional license endorsements



Staff Feedback



What was the feedback from our staff in the November ThoughtExchange regarding schedule options?





THOUGHTS Class



Middle Schoolers deserve small environments. We need a schedule that provides smaller class sizes and consistency. 4.2  (17 )

Shorter periods make creative work with setup times impossible Students would not get the necessary think time to create in a creative class. 4.1  (29 )

It would be really difficult to plan and grade with a shorter prep and more classes. This is important because we already have large class sizes and this would diminish our ability to provide meaningful feedback on projects and assignm 4.1  (27 )



THOUGHTS 5X5 Schedule



the 5x5 is the ideal schedule for students A 7 period day is not helpful or conducive for students in developing relationships.

4.0  (29 )

5x5 current schedule includes time for intervention in core subjects. That intervention takes time. As we put more structures in place that support intervention, it doesn't make sense to cut minutes in those classes.

4.0  (27 )

I like keeping the 5x5 schedule Because I maintain prep time and I don't have more classes to teach.







3.9  (29 )



THOUGHTS

Electives



- I can not imagine cutting the minutes of electives even more that it has been since going to the 5x5.** 4.2  (28 )
The electives are so important to the well rounded student. They get kids to school and enrich their lives in ways that home cannot provide.
- Concerned about access to electives for students who have workshop** because electives are part of a well rounded education and should not just be lip service 3.9  (20 )
- This proposal doesn't address the inequitable access to electives due to having to drop elective courses to receive SPED or ELD services.** 3.6  (29 )
All students should have equitable access to participating in elective courses. Students who receive services should not have these barriers.

Parent Feedback

What was the feedback from parents in the November ThoughtExchange regarding schedule options?



THOUGHTS

Elective Classes



Don't get rid of or shorten electives. Kids need a driving interest to fully engage and that is what the electives provide them.

4.1  (26 )

Do not cut electives Motivation, excitement

4.1  (14 )

I like combining health and PE Doesn't remove electives, my child only gets one elective (orchestra) and it's the main thing she loves about school







3.9  (25 )



THOUGHTS

Health Combined



- I like the idea of PE and Health combined to give them changes to have electives on both day 1 and 2** I feel PE is essential for those who need the brain and physical outlets in the day. 4.1  (25 )
- I prefer to integrate health and PE** 3.9  (24 )
- Combine PE and Health** Seems the most logical. Health is not very engaging as it is, so this might help the interest in the topic as well. 3.7  (25 )



THOUGHTS Day Classes



The rotation of electives every other day is great for a MS brain that craves novelty. Longer class time allows teachers time to differentiate.

3.7  (24 )

All classes every day - not a good idea. This is too much for them and doesn't allow them enough time to collaborate with other students on projects or labs.

3.4  (25 )

I like the breaking up of classes on day 1 and day 2 to allow my student to get different subjects taught. As they are older, breaking up the classes so it's not continuous like elementary is good for their development.

3.3  (23 )

Questions and Feedback

Board action requested in January 2025

POLICY REVISIONS

DISCUSSION
Agenda Item #6
December 12, 2024

REASON FOR BOARD CONSIDERATION:
First reading of the attached revised policies.

RECOMMENDATION:
The Superintendent's Policy Review Team reviewed and supports the following policy revisions.

BUDGET IMPACT/SOURCE OF FUNDS:
There are no known or anticipated increases to costs with the proposed policy change.

ATTACHMENTS:
Drafts of the following policies to review:

Policy	Title	Reason
BBF	Board Member Standards of Conduct	OSBA April 2024 Update, Senate Bill 231 (2023 Legislature) updates state law to reflect a centralized child abuse reporting system established by the Department of Human Services.
BBFC	Reporting of Suspected Abuse of a Child	
GBNAB/JHFE	Suspected Abuse of a Child Reporting Requirements	
JHFE/GBNAB	Suspected Abuse of a Child Reporting Requirements	
CCG	Evaluation of Administrators	OSBA April 2024 Update, Revise policy language to include the purpose of evaluations and align language to OSBA model.

PRESENTER / STAFF CONTACT:
Tiffany Shireman, Chief of Staff



Code: BBF
Adopted: 1/20/11
Revised/Readopted: 1/14/16; 2/27/20

Board Member Standards of Conduct

Individual Board members and the Board as a public entity must comply with ethics laws for public officials.

Board members will treat other Board members, the superintendent, staff and the public with dignity, courtesy and civility and will provide opportunities for all parties to be heard with due respect for their opinions.

Board members will comply with the authority and responsibility of the Board chair to enforce *Robert's Rules of Order Newly Revised* (per OSBA) which governs the Board in its deliberations.

Board members will recognize the superintendent as the chief executive officer to whom the Board has delegated administrative authority to establish regulations and oversee the implementation of Board policy.

When a Board member expresses personal opinions in public, the Board member should clearly identify the opinions as personal and not representative of the Board.

A Board member will respect the privacy rights of individuals when dealing with confidential information gained through association with the district.

A Board member will keep information and documents discussed in an executive session confidential.

A Board member will utilize the district issued email account for all board and district related business and communications in accordance with district policy IIGBA - Electronic Communications System and administrative regulation, Guidelines for the Use of the District's Electronic Communication System.

A Board member will not post confidential information or documents about students, staff or district business online, including but not limited to, social media. Board members will treat fellow Board members, staff, students and the public with respect while posting and will adhere to Oregon Public Meetings Laws, including when communicating with other Board members via websites or other electronic means.

A Board member is a mandatory reporter of child abuse. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately make ~~an oral report by telephone or otherwise~~ to the local Department of Human Services (DHS)¹ or, to the ~~designee of the department or to a local~~ law enforcement within the county where the person making the report is located at the time of contact.

¹ How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)

END OF POLICY

Legal Reference(s):

[ORS 162.015 - 162.035](#)
[ORS 162.405 - 162.425](#)
[ORS 192.610 - 192.710](#)

[ORS 244.040](#)
[ORS Chapter 244](#)
[ORS 332.055](#)

[ORS 419B.005](#)
[ORS 419B.010](#)
[ORS 419B.015](#)

Cross Reference(s):

BBFA - Board Member Ethics and Conflicts of Interest
GBI - Staff Gifts, Fund Raising, Soliciting and Selling



Code: BBFC
Adopted: 2/27/20

Reporting of Suspected Abuse of a Child

A Board member is a mandatory reporter of child abuse¹. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately notify the Oregon Department of Human Services (DHS) or local law enforcement pursuant to Oregon Revised Statute (ORS) 419B.015.

The Board member making a report of child abuse, as required by ORS 419B.010, shall make ~~an oral~~ report ~~through DHS² by telephone or otherwise to the local office of the Department of Human Services, to the designee of the department~~ or to a law enforcement agency within the county where the Board member making the report is located at the time of the contact.

The report shall contain, if known: the names and addresses of the child and the parents of the child or other persons responsible for the care of the child; the child's age; the nature and extent of the abuse, including any evidence of previous abuse; the explanation given for the abuse; and any other information that the Board member making the report believes might be helpful in establishing the cause of the abuse and the identity of the perpetrator.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 419B.005](#)

[ORS 419B.010](#)
[ORS 419B.015](#)

Cross Reference(s):

BBF - Board Member Standards of Conduct

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

² How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)



Code: GBNAB/JHFE
Adopted:

R Suspected Abuse of a Child Reporting Requirements**

Any district employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse¹ shall immediately make a report to the Oregon Department of Human Services (DHS) through the centralized child abuse reporting system² or to a law enforcement agency within the county where the person making the report is located at the time of the contact. Any district employee who has reasonable cause to believe that any person³ with whom the employee is in contact has abused a child shall immediately report in the same manner described above.

The report must contain, if known, 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 that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors⁴, agents⁵, volunteers⁶, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulations.

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 DHS through its centralized child abuse reporting system or to a law enforcement agency, and to a designated licensed administrator.

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

² How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)

³ “Person” could include adult, student or other child.

⁴ “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

⁵ “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁶ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

The district will designate a licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

If the superintendent is the alleged perpetrator the report shall be submitted to the Chief of Human Resources and Business Services who shall also report to the Board chair.

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in GBNAB/JHFE-AR(1) - Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for making a report to law enforcement or the centralized child abuse reporting system of DHS, and a statement that this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation GBNAB/JHFE-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378. A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable or probable cause to believe the district employee, contractor or agent engaged in abuse, unless criteria found in ORS 339.378(2)(c) are applicable.

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail, using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is strongly discouraged.

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

[ORS 339.370 - 339.400](#)
[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9th Cir. 2011).

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.



Code: JHFE/GBNAB
Adopted:

R Suspected Abuse of a Child Reporting Requirements**

Any district employee who has reasonable cause to believe that any child with whom the employee has come in contact has suffered abuse¹ shall immediately make a report to the Oregon Department of Human Services (DHS) through the centralized child abuse reporting system² or to a law enforcement agency within the county where the person making the report is located at the time of the contact. Any district employee who has reasonable cause to believe that any person³ with whom the employee is in contact has abused a child shall immediately report in the same manner described above.

The report must contain, if known, 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 that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors⁴, agents⁵, volunteers⁶, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulations.

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 DHS through its centralized child abuse reporting system or to a law enforcement agency, and to a designated licensed administrator.

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

² How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)

³ "Person" could include adult, student or other child.

⁴ "Contractor" means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

⁵ "Agent" means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁶ "Volunteer" means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

The district will designate a licensed administrator and an alternate licensed administrator, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

If the superintendent is the alleged perpetrator the report shall be submitted to the Chief of Human Resources and Business Services who shall also report to the Board chair.

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in GBNAB/JHFE-AR(1) - Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for making a report to law enforcement or the centralized child abuse reporting system of DHS, and a statement that this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation GBNAB/JHFE-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a Class A violation.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378. A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable or probable cause to believe the district employee, contractor or agent engaged in abuse, unless criteria found in ORS 339.378(2)(c) are applicable.

Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The district shall make available to students, district employees, contractors, agents, and volunteers a policy of appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail, using mailing lists and/or other internet messaging approved by the district to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is strongly discouraged.

The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

[ORS 339.370 - 339.400](#)
[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9th Cir. 2011).

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.



Code: JHFE
Adopted: 6/25/20
Revised/Readopted: 2/10/22

Suspected Abuse of a Child Reporting Requirements**

See updated double coded version

Any district employee who has reasonable cause to believe that **any child** with whom the employee has come in contact has suffered abuse¹ shall orally report or cause an oral report immediately by telephone or otherwise to the local office of the Oregon Department of Human Services (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 Oregon Revised Statute (ORS) 419B.010. Any district employee who has reasonable cause to believe that **any person**² 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. If known, the 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 that the person making the report believes might be helpful in establishing the possible cause of the abuse and the identity of a possible perpetrator.

Abuse of a child by district employees, contractors³, agents⁴, volunteers⁵, or students is prohibited and will not be tolerated. All district employees, contractors, agents, volunteers and students are subject to this policy and the accompanying administrative regulation.

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.

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

² “Person” could include adult, student or other child.

³ “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

⁴ “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁵ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

The district will designate a licensed administrator and an alternate licensed administrator⁶, in the event that the designated licensed administrator is the suspected abuser, for each school building to receive reports of suspected abuse of a child by district employees, contractors, agents, volunteers or students.

If the superintendent is the alleged perpetrator the report shall be submitted to the executive director of human resources who shall also report to the Board chair.

The district will post the names and contact information of the designees for each school building, in the respective school, designated to receive reports of suspected abuse and the procedures in JHFE-AR(1) - Reporting of Suspected Abuse of a Child the designee will follow upon receipt of a report, the contact information for local law enforcement and the local DHS office or its designee, and a statement that this duty to report suspected abuse is in addition to the requirements of reporting to a designated licensed administrator.

When a designee receives a report of suspected abuse, the designee will follow procedure established by the district and set forth in administrative regulation JHFE-AR(1) - Reporting of Suspected Abuse of a Child. All such reports of suspected abuse will be reported to a law enforcement agency or DHS, or its designee, for investigation, and the agency will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged abuser.

When there is reasonable cause to support a report, a district employee suspected of abuse shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student's safety. When there is reasonable cause to support a report, a district contractor, agent or volunteer suspected of abuse shall be removed from providing services to the district and the district will take necessary actions to ensure the student's safety.

The district will notify the person, as allowed by state and federal law, who was subjected to the suspected abuse about any actions taken by the district as a result of the report.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. A substantiated report of abuse by a student shall be documented in the student's education record.

The initiation of a report in good faith, pursuant to this policy, may not adversely affect any terms or conditions of employment or the work environment of the person initiating the report or who may have been subjected to abuse. If a student initiates a report of suspected abuse of a child by a district employee, contractor, agent, volunteer or student, in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer. Intentionally making a false report of abuse of a child is a *Class A violation*.

The district shall provide information and training each school year to district employees on the prevention and identification of abuse, the obligations of district employees under ORS 339.388 and ORS 419B.005 - 419B.050 and as directed by Board policy to report suspected abuse of a child, and appropriate electronic communications with students. The district shall make available each school year the training described above to contractors, agents, volunteers, and parents and legal guardians of students attending district-operated schools, and will be made available separately from the training provided to district employees. The district shall provide each school year information on the prevention and identification of abuse, the

⁶ Senate Bill 155 (2019) requires the district to designate a licensed administrator and an alternate licensed administrator in the event the licensed administrator is the alleged abuser for each school building to receive these reports.

obligations of district employees under Board policy to report abuse, and appropriate electronic communications with students to contractors, agents and volunteers. The district shall make available each school year training that is designed to prevent abuse to students attending district-operated schools.

The district shall provide to a district employee at the time of hire, or to a contractor, agent, or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute abuse;
2. A description of the investigatory process and possible consequences if a report of suspected abuse is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors, and agents when they attempt to obtain a new job, as provided under ORS 339.378. A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable or probable cause to believe the district employee, contractor or agent engaged in abuse, unless criteria found in ORS 339.378(2)(c) are applicable.

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The superintendent shall develop administrative regulations as are necessary to implement this policy and to comply with state law.

** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

END OF POLICY

Legal Reference(s):

[ORS 339.370 - 339.400](#)
[ORS 418.257 - 418.259](#)

[ORS 419B.005 - 419B.050](#)

[OAR 581-022-2205](#)

Greene v. Camreta, 588 F.3d 1011 (9th Cir. 2009), vacated in part by, remanded by Camreta v. Greene, 131 S. Ct. 2020 (U.S. 2011); vacated in part, remanded by Greene v. Camreta 661 F.3d 1201 (9th Cir. 2011).

Senate Bill 51 (2021)

Cross Reference(s):

GBNAA/JHFF - Suspected Sexual Conduct with Students and Reporting Requirements

GCAB - Personal Electronic Devices and Social Media - Staff

JHFF/GBNAA - Reporting Requirements for Suspected Sexual Conduct with Students

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Code: CCG
Adopted: 3/17/11
Revised/Readopted: 5/02/13; 7/03/18

Licensed Evaluation - Administrators

The superintendent will implement and supervise an evaluation system for administrators. The purpose of administrator evaluations is to assist an administrator with developing and strengthening professional abilities, to improve the instructional program and management of the school system, and for supervisors to make recommendations regarding their employment.

Evaluation and support systems established by the district must evaluate administrators on a regular cycle. ~~Each licensed administrator will be evaluated by their immediate supervisor.~~

A formal evaluation will be conducted ~~regularly on a regular cycle.~~

The evaluation shall be conducted according to the following guidelines:

1. Evaluative criteria for each position will be in written form and made available to the administrator;
2. Evaluations will be made by the superintendent and/or a qualified, licensed designee;
3. Evaluations will be in writing and discussed with the administrator by the person who conducts the evaluation; and
4. The administrator being evaluated will have the right to attach a memorandum to the written evaluation, and have the right of appeal through established grievance procedures, if applicable.

An administrator's evaluation shall use the following educational leadership-administrator standards¹ adopted by the State Board of Education.

1. Visionary leadership;
2. Instructional improvement;
3. Effective management;
4. Inclusive practice;
5. Ethical leadership; and

¹ These standards are aligned with the Interstate School Leaders Licensure Consortium (ISLLC) and the Educational Leadership Constituents Council (ELCC) standards for Education Leadership.

6. Socio-political context.

Administrator evaluations shall be based on the core administrator standards adopted by the Oregon State Board of Education. The standards shall be customized based on collaborative efforts with the administrators and any exclusive bargaining representative of the administration.

Local evaluation and support systems established by the district for administrators must be designed to meet or exceed the requirements defined in the Oregon Framework for Teacher and Administrator Evaluation and Support Systems, including:

1. Four performance level ratings of effectiveness;
2. Consideration of multiple measures of administrator practice and responsibility which may include, but are not limited to:
 - a. Classroom-based assessments including observations, lesson plans and assignments;
 - b. Portfolios of evidence;
 - c. Supervisor reports; and
 - d. Self-reflections and assessments.
3. Consideration of evidence of student academic growth and learning based on multiple measures of student progress including performance data of students, schools and districts that is both formative and summative. Evidence may also include other indicators of student success;
4. A summative evaluation method for considering multiple measures of professional practice, professional responsibilities, and student learning and growth to determine the administrator's professional growth path;
5. Customized by the district, which may include individualized weighting and application of the standards.

An evaluation using the administrator standards must attempt to:

1. Strengthen the knowledge, skills, disposition and administrative practices of ~~the administrator~~ administrators;
2. Refine the support, assistance and professional growth opportunities offered to ~~the~~ an administrator, based on the individual needs of the administrator and the needs of the students, the school and the district;
3. Allow the administrator to establish a set of administrative practices and student learning objectives that are based on the individual circumstances of the administrator, including other assignments of the administrator;
4. Establish a formative growth process for each administrator that supports professional learning and collaboration with other ~~teachers and~~ administrators;
5. Use evaluation methods and professional development, support and other activities that are based on curricular standards and are targeted to the needs of the administrator; and

6. Address ways to help all educators strengthen their culturally responsive practices.

~~Evaluation and support systems established by the district must evaluate administrators on a regular cycle. The superintendent shall regularly report to the Board on the implementation of the evaluation and support systems and educator effectiveness.~~

~~The administrative evaluation system will include provisions for initiating dismissal, contract nonextension procedures if the need for such procedures is indicated.~~

END OF POLICY

Legal Reference(s):

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

[ORS 332.505](#)

[ORS 342.120](#)~~513~~

[ORS 342.815](#)

[ORS 342.850](#)

[ORS 342.856](#)

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

[OAR 581-022-022--2410](#)

[OAR 581-022-022--2420](#)

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

CONSTRUCTION BID AWARD:
WICHITA CENTER RE-ROOF PROJECT

DISCUSSION/ACTION
Agenda Item #7
December 12, 2024

SUPERINTENDENT’S RECOMMENDATION:

Approve awarding the Wichita Center Re-Roof Project to ABC Roofing, a Tecta America Roofing Company, LLC. for a sum not to exceed \$1,212,176.00.

BUDGET IMPACT/SOURCE OF FUNDS: \$1,000,000 of American Rescue Plan Act (ARPA) funds from Clackamas County will be allocated to this project, the remaining \$212,176 will come from the District’s Capital Project Fund.

BACKGROUND:

The Wichita Family Center, originally constructed in 1941, has undergone several renovation projects in 1946, 1949, and 1992. Recently, North Clackamas School District (NCS D) acquired the Wichita Center from North Clackamas Parks and Recreation. This purchase included a commitment of \$1,000,000 in American Rescue Plan Act (ARPA) funds from Clackamas County, allocated for critical capital repairs.

Comprehensive onsite walkthroughs led by NCS D Facilities personnel, along with findings from the Long-Term Facilities Assessment and a separate seismic study, have identified multi-tiered projects aimed at improving the site's infrastructure and overall functionality. These improvements will ensure the site can continue to support the critical programs it houses.

Project Scope and Prioritization

The identified projects have been categorized by priority and are slated for phased implementation. The initial phase focuses on vital structural and infrastructure upgrades, addressing immediate safety concerns and setting a foundation for future improvements.

In November 2024, NCS D’s Facilities Department solicited bids for construction services for this first-phase project. The scope includes:

- Complete tear-off and replacement of the existing roof systems.

- Replacement of gutters.
- Structural modifications as detailed in the project drawings, prepared by Professional Roof Consultants and ZCS Engineering.

These targeted updates aim to shore up the facility's structural integrity and align it with current safety and efficiency standards.

On December 3rd, 2024 one responsive bid was submitted by ABC Roofing a Tetra America Roofing Company, LLC with the Base Bid amount of \$1,212,176. ABC Roofing was the only bidder to supply the required Congressional Lobbying Certification Form for Federally funded projects. Therefore, all other bids were deemed non-responsive.

Work will begin in June, 2025 and is scheduled to be completed in September 2025.

In alignment with North Clackamas School District Equity Policy, the District desires to increase the percentage of North Clackamas School District contract dollars paid to firms that are certified by the State of Oregon Certification Office for Business Inclusion and Diversity ("COBID") as Minority Business Enterprise Program (MBE); Women Business Enterprise Program (WBE); Emerging Small Business Program (ESB); Service Disabled Veteran Business Enterprise (SDVBE); Disadvantaged Business Enterprise (DBE), or that self-identify as qualifying to be certified as COBID. North Clackamas School District promotes and strongly encourages the utilization of COBID firm or firms that self-identify as qualifying to be a COBID firm. ABC Roofing is reportedly not a COBID firm, but they will provide a list of COBID subcontractors to the district.

As with all contracts, additional costs may be incurred for added or changed scope (e.g. change orders for unknowns, unforeseen, or agency requirements).

PRESENTER / STAFF CONTACT:

Teresa Neff-Webster, Chief of Operations
Robert Martinez, Director of Facility Operations

OREGON SCHOOL BOARDS ASSOCIATION ELECTION

ACTION

Agenda Item #8
December 12, 2024

SUPERINTENDENT'S RECOMMENDATION:

This time is provided to allow the Board to vote on the Oregon School Boards Association (OSBA) ballot items.

- Resolution 1 - Amends the Oregon School Boards Association dues schedule
- Resolution 2 - Creates the Oregon School Board Members PRIDE Caucus and designate a seat on the Oregon School Boards Association Board of Directors and Legislative Policy Committee
- Resolution 3 - Adopts the proposed amendments to the Oregon School Boards Association Bylaws

ORIGINATED BY:

Annual OSBA Election, vote from Board due by December 15, 2024.

BUDGET IMPACT/SOURCE OF FUNDS:

If the proposed state-wide amendment is passed, Oregon School Boards Association dues will increase 15% annually for five consecutive years beginning in the 2025-2026 fiscal year. Beginning in the 2030-31 fiscal year, the dues will increase annually as a percentage in the alignment with the Consumer Price Index.

BACKGROUND:

Founded in 1946, Oregon School Boards Association is governed by a member-elected board and serves K-12 public school boards, public charter school boards, education service district boards, community college boards and the State Board of Education. Through legislative advocacy at state and federal levels, board leadership training, employee management assistance and policy, legal and financial services, OSBA helps locally-elected volunteers fulfill their complex public education roles.

As a member of the OSBA, the NCSD Board of Education is eligible to participate in the election of officers to the OSBA Board and the Legislative Policy Committee, and to vote on resolutions that amend the OSBA Constitution or adopt legislative priorities.

The Board may consider ballot items separately and may decline to vote on any of them. After the Board has taken action(s), the Board Secretary will submit the vote via the OSBA on-line ballot.

ATTACHMENTS:

- A. Resolution to amend the Oregon School Boards Association dues schedule
- B. Resolution to create the Oregon School Board Members PRIDE Caucus and designate a seat on the Oregon School Boards Association Board of Directors and Legislative Policy Committee
- C. Resolution to adopt the proposed amendments to the Oregon School Boards Association Bylaws

PRESENTER:

Kathy Wai, Board Chair



Dedicated to improving student success and education equity through
advocacy, leadership and service
to Oregon public school boards.

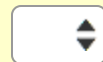
Election - OSBA 2024 - Clackamas (07)

2024 OSBA Election

* 1. Board of Directors position 7

Vote

No candidate filed for Board of Directors Position 7



* 2. Resolution 1 - Amends the OSBA dues schedule

- Yes - adopt
- No - do not adopt
- Abstain
- No action taken

* 3. Resolution 2 - Creates the Oregon School Board Members PRIDE Caucus and designate a seat on the OSBA Board of Directors and Legislative Policy Committee

- Yes - adopt
- No - do not adopt
- Abstain
- No action taken

* 4. Resolution 3 - Adopts the proposed amendments to the OSBA Bylaws

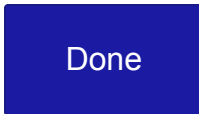
- Yes - adopt
- No - do not adopt
- Abstain
- No action taken

*** 5. Type the name of the district, ESD, or community college board that officially made this vote.**

*** 6. Type the meeting date when the board officially made this vote.**

*** 7. Type your name and title.**

To retain a record of your vote, you **MUST** print this page before clicking the Done button.



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Resolution to Amend the OSBA Dues Schedule

WHEREAS, the Oregon School Boards Association (OSBA) dues revenue as a percentage of OSBA's total revenues is declining. OSBA's dues revenue as a percentage of OSBA's operating costs to support the services OSBA provides to members is also declining;

WHEREAS, the percentage of dues revenue as a proportion of total association revenue has fallen 19.1 percent since the 1996-97 fiscal year to 6.4 percent of total association revenue. If dues do not increase, this percentage of total association revenue will continue to decline;

WHEREAS, the OSBA dues schedule has not increased since the 1998-99 fiscal year;

WHEREAS, OSBA retained The Coraggio Group to do an in-depth analysis of the value of the programs and services OSBA offers to its members and develop a 3-5 year sustainable business plan with member engagement;

WHEREAS, based on the survey data obtained by The Coraggio Group, OSBA members overwhelmingly agree that they receive great service for what they currently pay. Current annual member dues are as low as \$250. Given the costs associated with providing no cost or highly subsidized services available to members, \$250 is very low in comparison.

WHEREAS, The Coraggio Group in collaboration with OSBA staff, has recommended a phased increase in the dues schedule. This approach aims to provide financial stability for the organization and align the dues with other state associations, thereby enabling the association to continue offering its high-quality programs and services.

WHEREAS, the proposed dues increase, which was reviewed by the OSBA Finance Committee, and approved by the OSBA Board of Directors on June 15, 2024, supports the recommendation to amend the OSBA Dues Schedule.

THEREFORE, BE IT RESOLVED in recognition of the current financial situation of Oregon districts and the need for an OSBA dues adjustment, the OSBA Board of Directors recommends that the dues schedule be amended in a manner so that OSBA member school districts and education service districts (ESDs) paying more than \$1,500 annually will experience a dues increase of 15% annually for five consecutive years beginning in the 2025-2026 fiscal year. Beginning in the 2030-31 fiscal year, the dues will increase annually as a percentage in alignment with the Consumer Price Index;

THEREFORE, BE IT FURTHER RESOLVED, the OSBA Board of Directors recommends a membership dues floor be established at \$1,500 and a maximum dues rate of \$25,000 per fiscal year. For OSBA member school districts, ESDs, and community colleges who are below this floor, dues will increase \$250 per year until the floor is reached. For school districts and ESDs that reach the floor before the 2030-31 fiscal year, dues will increase by 15% per year until the 2030-31 fiscal year. Beginning in the 2030-31 fiscal year, dues for all school districts, ESDs, and community colleges will increase annually as a percentage in alignment with the Consumer Price Index.

BE IT FURTHER RESOLVED by the OSBA Board of Directors that the proposed amendments to the OSBA Dues Schedule be submitted to the membership for consideration during the 2024 OSBA election; and

BE IT FURTHER RESOLVED by the OSBA Board of Directors that the proposed amendments to the OSBA Dues Schedule and a copy of this resolution be forwarded to all OSBA member boards in accordance with the OSBA Board of Directors' adopted elections calendar.

DISTRICT	24-25 DUES	25-26 DUES	26-27 DUES	27-28 DUES	28-29 DUES	29-30 DUES	30-31 DUES**
District Member 01 (under 100)*	\$ 250.25	\$ 500.25	\$ 750.25	\$ 1,000.25	\$ 1,250.25	\$ 1,500.00	\$ 1,560.00
District Member 02 (100-249)*	\$ 541.25	\$ 791.25	\$ 1,041.25	\$ 1,291.25	\$ 1,541.25	\$ 1,772.44	\$ 1,843.34
District Member 03 (250-499)*	\$ 778.00	\$ 1,028.00	\$ 1,278.00	\$ 1,528.00	\$ 1,757.20	\$ 2,020.78	\$ 2,101.61
District Member 04 (500-999)	\$ 1,420.50	\$ 1,633.58	\$ 1,878.61	\$ 2,160.40	\$ 2,484.46	\$ 2,857.13	\$ 2,971.42
District Member 05 (1000-1999)	\$ 2,503.00	\$ 2,878.45	\$ 3,310.22	\$ 3,806.75	\$ 4,377.76	\$ 5,034.43	\$ 5,235.80
District Member 06 (2000-2499)	\$ 3,450.00	\$ 3,967.50	\$ 4,562.63	\$ 5,247.02	\$ 6,034.07	\$ 6,939.18	\$ 7,216.75
District Member 07 (2500-3999)	\$ 5,952.75	\$ 6,845.66	\$ 7,872.51	\$ 9,053.39	\$ 10,411.40	\$ 11,973.11	\$ 12,452.03
District Member 08 (4000-4999)	\$ 7,035.00	\$ 8,090.25	\$ 9,303.79	\$ 10,699.36	\$ 12,304.26	\$ 14,149.90	\$ 14,715.89
District Member 09 (5000-9999)	\$ 8,658.25	\$ 9,956.99	\$ 11,450.54	\$ 13,168.12	\$ 15,143.33	\$ 17,414.83	\$ 18,111.43
District Member 10 (10000-25000)	\$ 10,823.00	\$ 12,446.45	\$ 14,313.42	\$ 16,460.43	\$ 18,929.49	\$ 21,768.92	\$ 22,639.68
District Member 11 (over 25000)***	\$ 18,940.00	\$ 21,781.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 26,000.00
						\$	-
ESD Membership Dues 01 (under 1000)*	\$ 473.75	\$ 723.75	\$ 973.75	\$ 1,223.75	\$ 1,473.75	\$ 1,694.81	\$ 1,762.61
ESD Membership Dues 02 (1000-2500)*	\$ 710.50	\$ 960.50	\$ 1,210.50	\$ 1,460.50	\$ 1,679.58	\$ 1,931.51	\$ 2,008.77
ESD Membership Dues 03 (2500-5000)*	\$ 947.00	\$ 1,197.00	\$ 1,447.00	\$ 1,664.05	\$ 1,913.66	\$ 2,200.71	\$ 2,288.73
ESD Membership Dues 04 (5000-7500)*	\$ 1,082.50	\$ 1,332.50	\$ 1,582.50	\$ 1,819.88	\$ 2,092.86	\$ 2,406.78	\$ 2,503.06
ESD Membership Dues 05 (7500-10000)	\$ 1,556.00	\$ 1,789.40	\$ 2,057.81	\$ 2,366.48	\$ 2,721.45	\$ 3,129.67	\$ 3,254.86
ESD Membership Dues 06 (10000-15000)	\$ 2,029.50	\$ 2,333.93	\$ 2,684.01	\$ 3,086.62	\$ 3,549.61	\$ 4,082.05	\$ 4,245.33
ESD Membership Dues 07 (15000-25000)	\$ 2,367.75	\$ 2,722.91	\$ 3,131.35	\$ 3,601.05	\$ 4,141.21	\$ 4,762.39	\$ 4,952.89
ESD Membership Dues 08 (25000-50000)	\$ 3,111.75	\$ 3,578.51	\$ 4,115.29	\$ 4,732.58	\$ 5,442.47	\$ 6,258.84	\$ 6,509.19
ESD Membership Dues 09 (above 50000)	\$ 4,667.50	\$ 5,367.63	\$ 6,172.77	\$ 7,098.68	\$ 8,163.49	\$ 9,388.01	\$ 9,763.53
State Board of Education	\$ 67.75	\$ 77.91	\$ 89.60	\$ 103.04	\$ 118.50	\$ 136.27	\$ 141.72
Community College Association****	\$ 4,601.00	\$ 8,851.00	\$ 13,101.00	\$ 17,351.00	\$ 21,601.00	\$ 25,500.00	\$ 26,520.00

*Add \$250 annually until floor is reached, then increase 15% through year 5

**Reflects an estimated CPI increase of 4%

*** \$25,000 cap prior to CPI

****Reflects an increase of \$250 per year, per community college (17) annually until the community colleges reach the \$1,500 floor amount per college. (\$25,500)



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 public benefit corporation under Oregon Revised Statute Chapter 65 as of July 1, 2018;

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has been operating as an OSBA board appointed advisory committee since September 22, 2023; has a record of regular meetings; has draft bylaws; has identified goals that align with the mission, vision and goals of OSBA; has draft action plans; and a draft budget;

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee is ready to elect officers and their Leadership Assembly;

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has articulated its mission as follows: "To promote quality education for all students with an emphasis on the unique needs of LGBTQIA2S+ students, staff and board members.";

WHEREAS, OSBA's Board of Directors recognizes the importance of the Oregon LGBTQIA2S+ School Board Members Advisory Committee's mission and goals; and

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has respectfully requested that the Board of Directors submit a resolution to the membership creating the Oregon School Board Members PRIDE Caucus (OSBM PRIDE) 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 an Oregon School Board Members PRIDE 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 2024 OSBA election; and

BE IT FURTHER RESOLVED that the draft bylaws 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 SCHOOL BOARD MEMBERS PRIDE 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 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 students, school staff and school board members who identify as part of the LGBTQIA2S+ communities.

To this end, The OSBA Board of Directors has formally recognized the Oregon School Board Members PRIDE 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 School Board Members PRIDE Caucus (OSBM PRIDE) of the Oregon School Boards Association (OSBA).

2.2 Mission. To promote quality education for all students with an emphasis on the unique needs of LGBTQIA2S+ students, staff and board members.

2.3 Goals.

2.3.1 The implementation of ODE’s “Oregon LGBTQ2SIA+ Student Success Plan.”

2.3.2 Promoting positive and effective relationships among LGBTQIA2S+ school board members, their communities, political leaders, partner organizations and OSBA.

2.3.3 Building and increasing capacity of LGBTQIA2S+ school board members and support a pipeline for LGBTQIA2S+ people to run for school board seats.

2.3.4 Serving as a resource.

2.3.5 Developing, promoting, and advancing legislation to improve educational opportunities and outcomes for LGBTQIA2S+ students, staff and families.

2.3.6 Equipping and advancing LGBTQIA2S+ board members to serve in the general OSBA leadership.

2.3.7 Building capacity of the general board membership in understanding the issues of LGBTQIA2S+ people and inclusion.

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 identify as a member of the LGBTQIA2S+ communities. Caucus members may participate in all discussions, vote, and serve as an officer of the Caucus. Members must attend the meeting in person, via telephone, or via virtual meeting platform (e.g., Zoom) 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.

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 within Oregon, by virtual meeting platform, or a combination of the two, as designated by the President or the Executive Committee.

5.3 Notice.

5.3.1 Notice of every annual meeting of members, stating the time and place thereof, will be provided with an agenda no less than 15 days prior to such meeting.

5.3.2 Notice of every regular or special meeting of members, stating the time and place thereof, shall be provided with an agenda no less than 10 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.

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.

5.8 Compliance with Open Meetings Laws. The Caucus shall comply with the open meetings law requirements of ORS chapter 192 at every convening of its membership in which a quorum is required in order to make a decision or to deliberate toward a decision on any matter.

ARTICLE 6

CAUCUS LEADERSHIP COUNCIL

6.1 Composition. The Leadership Council of the Caucus shall include the President(s), Vice President, Secretary, Treasurer, Regional Directors and two Members of the Caucus.

6.2 Term. Leadership Council members shall serve a two-year term. The President may only serve one consecutive term. The 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. Leadership Council members may be nominated by either the nominating committee or 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 in even 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. Two persons may share the position of President, or one person may serve as President and another as Vice President.

6.4.2 Vice President. In the absence of the President, the Vice President shall have and perform all the powers and duties of the President.

6.4.3 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 two calendar years.

6.4.4 Secretary. The Secretary shall keep the minutes and records, maintain a roster of the current membership, 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.

6.4.5 Treasurer. The Treasurer shall have the responsibility for receiving and disbursing all funds related to the Caucus in coordination with the OSBA liaison. The 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.

6.4.6 Regional Caucus Directors. There shall be one Regional Director for each congressional district apportioned to Oregon for election at the Oregon general election held in the year of the Caucus' annual meeting. (For reference, there shall be six Regional Directors starting in 2025.) The Regional Directors shall live in the region which they represent. The Regional Directors shall report issues from their region to the Caucus and shall perform other duties assigned by the Executive Committee. The regions shall be based on Oregon's congressional districts.

Future positions:

6.4.7 At-Large Members. There shall be two At-Large Directors.

6.5 Resignation. A Leadership Council member may resign by filing a written resignation with the President or Secretary 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 officers at the next regular or special meeting.

6.7 Removal. Any member of the Caucus who misses more than two meetings out of any four consecutive meetings, unless they are excused by the board for a valid reason, may have their office vacated by action of the board.

ARTICLE 7

EXECUTIVE COMMITTEE

7.1 Composition. There shall be an Executive Committee made up of the President(s), Vice President, Immediate Past President, Secretary, and 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) The Executive Committee shall act as the Nominating Committee and nominate a candidate for each office of the Caucus. A nominating committee report will be included in the notice of the annual meeting of the membership.

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 may use the guidance of Robert's Rules of Order for all procedures. 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 or Executive Committee may establish committees of two or more members to serve at the discretion of the President or the Executive Committee. These committees may consist of such persons and perform such duties as the President designates from time to time. 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 Executive Committee.

ARTICLE 9

SEAT ON THE OSBA'S BOARD OF DIRECTORS

The Caucus shall appoint one officer from the Leadership Council to serve as liaison to the OSBA Board of Directors and to be a member of the OSBA Board of Directors. The appointee must be an elected or appointed member of any public board of education in Oregon and an active member in good standing with the Association.

ARTICLE 10

GENERAL PROVISIONS

10.1 Amendment of Bylaws

10.1.1 Bylaws may be altered, amended, or replaced by the members of Caucus as approved by voting members at the annual meeting by a majority vote.

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.

10.2 Seat on OSBA'S Legislative Policy Committee (LPC)

10.2.1 The Caucus shall appoint one caucus member to serve as liaison to the OSBA Legislative Policy committee and to be a member of the LPC. The appointee must 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.

The foregoing charter was adopted by the active membership of OSBM PRIDE on August 10, 2024.



Resolution to Amend the OSBA 2023 Bylaws

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

WHEREAS, in 2017, through a vote of the OSBA membership, OSBA was incorporated under ORS chapter 65 as a public benefit non-profit corporation and the OSBA bylaws replaced the OSBA constitution;

WHEREAS, in 2018, through a vote of the OSBA membership, the OSBA bylaws were amended to expand the OSBA board of directors and legislative policy committee with representatives from the Oregon school board members of color caucus;

WHEREAS, in 2023, through a vote of the OSBA membership, the OSBA bylaws were amended to expand the OSBA board of directors and legislative policy committee with representatives from the Oregon rural school board members caucus and additional revisions to the bylaws;

WHEREAS, in 2024, the OSBA board of directors reviewed the OSBA bylaws and proposes to amend the OSBA bylaws as reflected in the attached draft OSBA bylaws with changes highlighted in the attached draft OSBA bylaws crosswalk document; and

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

- Allowing caucuses to have an additional director on the OSBA board of directors in the circumstance where the OSBA president or immediate past president is a director from a caucus. This revision is intended to provide the same opportunity for representation for caucuses as is currently provided to regionally elected directors.
- Clarify that OSBA board of directors must comply with the Oregon government ethics laws with respect to conflicts-of-interest.
- Require OSBA caucuses to submit an annual year end fiscal report to the OSBA board of directors.
- Create officer eligibility criteria that requires candidates for officer positions and directors in officer positions to be voting members of the OSBA board of directors.
- Expand the OSBA board of directors and legislative policy committee with representatives from the Oregon school board members PRIDE caucus.
- Edits to grammar, punctuation, and language for readability.

THEREFORE, BE IT RESOLVED by the OSBA board of directors that the proposed draft OSBA bylaws be submitted to the membership for consideration during the 2024 OSBA election; and

BE IT FURTHER RESOLVED that the proposed draft OSBA bylaws, the draft OSBA bylaws crosswalk document and a copy of this resolution be forwarded to all OSBA member boards in accordance with the OSBA board of directors' adopted elections calendar.

Submitted by: OSBA Board of Directors



BYLAWS

As Amended by the Membership: December 2023

Proposed Edits: September 14, 2024

SECTION 1 PURPOSE

The Oregon School Boards Association (the “Association” or “OSBA”) exists solely to perform essential governmental functions and all of its income accrues to the State of Oregon or its political subdivisions as required under IRC Section 115. In particular, the Association’s mission and purpose are as follows:

- A. To work for the general advancement and improvement of the education of all public school children of the State of Oregon.
- B. To gather and disseminate information pertinent to the successful operation of public schools.
- C. To work for the most efficient and effective organization of public schools of this state. “Public schools” include local school districts, education service districts, the State Board of Education, and community colleges classified as a political subdivision.
- D. To work for adequate and dependable financial support for the public schools of this state.
- E. To study all legislation which affects the public schools of Oregon and to support and work for that which appears to be desirable and to keep members informed thereof. To propose and work for the enactment of proper educational legislation.
- F. To encourage the establishment and maintenance of best practices and high standards in the conduct and operation of the public school educational system.
- G. To study and interpret educational programs and to relate them to the needs of pupils.
- H. To promote public understanding of the role of school boards and school board members in the improvement of education.
- I. To conduct seminars, conferences, and research projects in the various aspects of education for the benefit of members.
- J. To endeavor to implement the policies, beliefs, and resolutions of the Association members and board of directors.
- K. To do such other things as the member boards or board of directors may deem appropriate for the accomplishment of these and other purposes which tend to improve public education.
- L. To enter into such cooperative agreement with members for the pooling of resources and the provision of services as may result in the more efficient utilization of district resources and accrue to their financial advantage.

SECTION 2 MEMBERS

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

- 2.1.1 ~~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 except as set forth in Section 3.8;

2.3.2 Election and removal of the Legislative Policy Committee ("LPC") members except as set forth in Section 4.1.3(g);

2.3.3 Approval of resolutions to effectuate any of the following:

(a) Adoption, amendment, or restatement of the articles of incorporation or bylaws;

(b) Modification to the region descriptions set forth in Section 2.6.1; and ~~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 of 39,000.1 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 30~~th~~. 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 counties of Clackamas and Hood River.
- (h) Douglas/South Coast Region includes all of the members located in the counties of Coos, Curry, and Douglas.
- (i) Linn, Benton, Lincoln Region includes all of the members located in the counties of Benton, Lincoln, and Linn.
- (j) Marion Region includes all of the members located in the county of Marion.
- (k) Yamhill, Polk Region includes all of the members located in the counties of Polk and Yamhill.
- (l) North Coast Region includes all of the members located in the counties of Clatsop, Columbia, and Tillamook.
- (m) Washington Region includes all of the members located in the county of Washington.
- (n) Multnomah Region includes all of the members located in the county of Multnomah.

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

2.6.23 Regional elections shall be determined ~~taken~~ by a majority of votes cast by members within 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. ~~115.~~
- 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, and any other officer or person whom the president may designate, shall report on the state of the Association, ~~the its~~ activities, and its 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 any annual or special meeting of the membership, or conduct the meetings through, the use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A member participating in the meeting by this means is deemed to be present ~~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 the Association will deliver a written ballot to every member entitled to vote on the matter. Once delivered, a written ballot may not be revoked.
- 2.13 Quorum.** A quorum of the members shall consist of a majority of members in good standing at the time the ballots are to be returned to the association.
- 2. ~~13.114~~ Approval:** With the exception of approving amendments to the Association's bylaws, which is as outlined in Section 7.1 ~~of these bylaws~~, and with the exception of regional elections outlined in 2.6.3, approval by written ballot is effective ~~when~~ at the end of the voting period when:
- (a) The number of votes cast by ballot equals or exceeds a quorum of the members; and
 - (b) 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. ~~23~~, all corporate powers shall be exercised by or under the authority of ~~and the affairs of, are managed under the direction of~~ the board of

directors. The board of directors shall adopt policies defining specific obligations of the board of directors.

3.2 Qualifications. Directors must serve on the board of a member of the Association throughout the duration of their term, with the exception of the director serving as past president.

3.3 Number. The board of directors shall consist of not fewer than three nor more than 25 persons. The number of directors may be fixed or changed periodically, within the minimum⁷ and maximum² by the members.

3.4 Term. Directors shall take office on January 1 and shall serve for a term of two calendar years or until their successors are elected and qualified. Terms shall be staggered as per the election calendar.

3.4.1 Directors who took office prior to January 1, 2018, and are re-elected may serve for any number of terms as long as they continuously remain members of the board of directors.

3.4.2 Directors taking office on or after January 1, 2018, may serve five consecutive two-year terms and, if eligible, may rerun after a two-year hiatus.

3.4.3 If a director serving as immediate past president requires additional time beyond the term limits outlined above, the term limits will be held in abeyance to allow the director to complete their term as immediate past president.

3.5 Composition. The board of directors will be comprised of up to ~~23~~²² regionally elected directors, one designated director as defined in the bylaws of the Oregon School Board Members of Color Caucus, ~~and~~ one designated director as defined in the bylaws of the Oregon Rural School Boards Members Caucus, ~~and one designated director as defined in the bylaws of the -Oregon school board members PRIDE caucus and ex-officio nonvoting members advisors 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 i-~~ If the president or immediate past president of the board of directors is a representative director from a region that elects only one director, that region shall elect an additional director or directors to serve for the duration of the president and/or the immediate past president's term.

3.5.2 Regional Election.

(a) The nomination and election of directors shall be in accordance with the elections calendar annually adopted by the board. The board of directors shall distribute notice of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions.

(b) Each regional candidate for a director position shall be nominated by a member within the region by means of a nomination form. ~~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.

(c) Each member in a region shall have one vote in the regional elections for the board of directors. The director candidate receiving a majority of the votes ~~cast by the~~ members within the region shall be elected.

~~(a)~~(d) In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes cast, a second regional ballot shall be required between the two candidates receiving the highest number of votes; the one receiving a majority of the votes is elected.

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

If the president or immediate past president of the board of directors is a representative director from a caucus, then the caucus shall elect an additional director to serve for the duration of the president and/or the immediate past president's term.

3.5.4 Ex-Officio. 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~~ Executive Director of the Confederation Coalition of School Administrators;
- (e) The ~~board section president~~ Chair-Elect 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 that~~ the board of directors may appoint.

Ex-officio advisors do not attend executive sessions of the board of directors unless they hold a separate position that entitles them to attend executive session, or they are invited to attend by the board of directors.

Ex officio advisors are not eligible for travel reimbursement from OSBA unless they hold a separate position for which travel reimbursement is provided.

3.6 Vacancies. In the event that any director position, other than the president or immediate past president serving as a second director for a region as set out in Section 3.5.1(e), is vacant during the term of office, the remaining directors may appoint an interim director from the same region to serve until December 31 of the same year.

If the board of directors cannot recruit a candidate from the region, they may appoint a person from a contiguous region to serve as director representing the open region. An individual appointed as a director from a contiguous region is not eligible to serve as an officer of the board.

All appointed interim directors must run for regional election during the next election cycle following appointment in order to be eligible to continue service on the board of directors past December 31 of the election year. The members shall elect, using the procedures in Section 3.5.2, an interim director to serve from January 1 of the next year until the end of the remaining term.

If there is a vacancy in an OSBA caucus-designated director position, then the caucus shall, as set forth in Section 3.5.3, appoint a new caucus representative to serve the remaining term.

3.7 Resignation. A director may resign at any time by delivering written notice to the president or the secretary. A resignation is effective when notice is effective under ORS 65.034 unless the notice specifies a later effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors.

3.8 Removal. A director may be removed for cause by vote of two-thirds majority of the directors. A director may be removed with or without cause by a majority vote of the members who elected the director. The board may provide guidance or adopt and amend policies regarding what types of actions the board considers to be sufficient cause for removal.

3.9 Regular Meetings. An annual meeting of the board of directors shall be held immediately after, and at the same place as, the annual meeting of members. The board of directors may schedule additional regular meetings to occur during a calendar year. ~~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.

3.10 Special Meetings. A special meeting of the board of directors may be called by the president or the president-elect or 20 percent of the board of directors. All directors shall be officially notified of a special meeting by written notice delivered personally, by telephone, or electronic mail at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the method by which directors can participate by telephone or video. No matter may be considered at a special meeting other than the matter(s) specified in the notice.

3.11 Place of Meetings. The board of directors may hold annual, regular, or special meetings at any location in the State of Oregon.

3.12 Telephonic/Video Meetings. The board of directors may conduct meetings through the use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A director participating in the meeting by this means is deemed to be present at the meeting.

3.1013 Notice of Meetings. All ~~members~~ directors shall be officially notified of a special meeting by written notice delivered personally, by telephone or electronic mail to all directors at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the method by which directors can participate by telephone or video. Notice of meetings shall ~~also~~ comply with all procedures and include any information as required by ORS Chapter 192.

3.1114 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.

3.1215 Quorum. A quorum of the board of directors shall consist of a majority of the number of directors in office at the time the meeting begins.

3.1316 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.

3.1417 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.

3.1518 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.

3.1619 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 the~~ 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 the five officers of the board of directors: the president as chairman ~~and as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws~~, the president-elect, the vice president, the secretary-treasurer, and the immediate past president. The executive committee ~~may act, pursuant to its delegation delegated~~ of authority to ~~such committee by the board of directors, act~~ in place and instead of the board of directors between board meetings on all matters except those specifically reserved to the board under the terms of the bylaws. Actions of the executive committee shall be reported to the board ~~of directors by mail, email, on a timeframe consistent with the seriousness and urgency of the matter and within two weeks if practicable. Additionally, executive committee actions will be reported~~ ~~or~~ at the next regular board meeting.

4.1.2 Finance Committee. The finance committee shall be appointed by the president and shall be composed of members from Oregon public school districts, education service districts, and community colleges with boards that meet all criteria to be Association voting members. The members shall include, but are not limited to, the President as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws, the Association secretary/treasurer and vice president, one ~~Association board director trustee~~ from the PACE board, one district business official, and one at-large board member.

~~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. The trustee from the PACE board is recommended by the PACE Board of trustees, appointed by the President, subject to approval by the Board, and will serve a two-year term, with no term limits. The district business official and the at-large board member will be recommended by OSBA staff, appointed by the President, subject to approval by the Board, will serve two-year terms, with no term limits, and staggered start dates starting in January.~~

The finance committee shall operate within the corporation's investment guidelines and the Finance Committee ~~e~~Operating ~~g~~Guidelines.

4.1.3 Legislative Policy Committee. The board of directors shall maintain a Legislative Policy Committee ("LPC").

(a) Purpose. The LPC shall develop legislative policies which are recommended to and approved by the members as a resolution proposed by the board of directors and voted on by the membership in accordance with Section 2.4 and 2.5. The LPC also advises the executive director and staff during legislative sessions.

(b) Composition. The LPC shall be composed of the voting members of the board of directors, the President as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws, ~~and the~~ regional representatives elected under the procedures defined in Section 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 one designated~~

voting member as defined in the bylaws of the Oregon Rural School Boards Members Caucus, and one designated voting member as defined in the bylaws of the Oregon school board members PRIDE caucus. All committee members must be elected or appointed directors of a member as defined in Section 2.1. The vice president of the board of directors shall chair the LPC.

~~(b)~~(c) Qualifications. LPC representatives must serve on the board of a member of the Association throughout the duration of their term.

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

~~(d)~~(e) Election. Each LPC member shall be elected by majority of member boards of a region. Each member in a region shall have one vote in the regional elections for the LPC representative. The LPC representative candidate receiving a majority of the votes cast by the members within the region shall be elected. Each region shall elect the number of LPC members as described in Section 3.5, without regard to Section 3.5.1 ~~(de)~~. Such elections shall be held using the procedures described in Section 3.5.2.

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

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

~~4.1.4 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 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.~~

~~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 ~~Caucuses shall~~ clearly articulate the vision, mission, and goals of the Caucus.

4.4.2 ~~Caucuses shall~~ adopt bylaws for operating, programming, and governing within the context of the Association bylaws described herein.

4.4.3 ~~Caucuses shall~~ comply with Association policies and guidelines.

4.4.4 Caucuses shall be added or eliminated to this provision through the bylaw's amendment process described in Section 8.1~~these bylaws~~.

4.4.5 Caucuses shall submit an end of fiscal year report to the Board of Directors that includes the following:

4.4.5.1 The caucus is meeting regularly;

4.4.5.2 An accounting of the prior year's budget allocation;

4.4.5.3 Identified officers and current bylaws;

4.4.5.4 A summary of the Caucus current goals, the prior year's Caucus activities that support those goals, and how the Caucus goals align with the mission, vision, and goals of OSBA.

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

4.4.56 The Oregon School Board Members of Color Caucus was established by a vote of the membership in 2018.

4.4.57 ~~With the adoption of this section, t~~The Oregon Rural School Boards Members Caucus ~~is~~
was established by a vote of the membership in 2023.

4.4.8 The Oregon school board members PRIDE caucus was established by a vote of the membership in 2024.

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 **Eligibility.** Effective January 1, 2026, to hold an officer position on the Board of Directors other than the immediate past president, candidates and officers must be a voting member of the OSBA Board of Directors.

5.12 **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.

5.23 **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.

5.34 ~~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~~completes ~~athe~~ term ~~for~~of another officer who was unable to complete ~~atheir~~ term, and is then voted into the same position the following year. The secretary-treasurer may serve up to two consecutive one-year terms.

5.5 Compensation

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

5.46 **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.

5.57 Officers. The officers of the Association are as follows:

- 5.57.1 President: The president shall preside at all member meetings of the Association and of the board of directors; shall appoint, any committees positions not otherwise designated in these bylaws or OSBA adopted policy, subject to the approval of the board of directors; shall call all regular and special meetings as provided herein; shall be an ex-officio voting member of all committees established under sections 4.1 and 4.2 of these bylaws. The president shall automatically serve as immediate past president for the following term. The president serves for a term of one calendar year.
- 5.57.2 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.
- 5.57.3 Vice president: In the absence of the president-elect, the vice president shall assume the powers and duties of the president-elect. The vice president shall also serve as the chair of the LPC. The vice president serves for one calendar year.
- 5.57.4 Secretary-treasurer: The secretary-treasurer shall be responsible for keeping ~~in a suitable minute book~~ accurate minutes of all board of director meetings in electronic format in accordance with OSBA's record retention schedule; shall carry on official correspondence of the Association; shall arrange for proper banking facilities; ~~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~~ approved by the board of directors; and shall give an itemized and detailed report of the financial condition of the Association at each annual meeting and at such other times as may be required by the board of directors. Such duties of the secretary-treasurer as may be specified by the board of directors may be delegated to the executive director or a designated member of the staff. The secretary-treasurer serves for a term of one calendar year.
- 5.57.5 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.
- ~~5.57.6 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 identity, race, creed, marital status, sex, sexual orientation, religion, color, age, disability, or national origin.

SECTION 7 OSBA PROPERTY AND CASUALTY FOR EDUCATION TRUST

PACE Trustees. The board of directors shall appoint the trustees of the OSBA Property and Casualty Coverage for Education Trust ("PACE") as provided in 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.

It is the policy of OSBA with respect to PACE trustees taking office on or after January 1, 2023, that such trustees will be appointed to no more than may serve three consecutive three-year terms and, if eligible, may return after a one-year hiatus.

SECTION ~~7~~8 GENERAL PROVISIONS

~~7~~8.1 Amendment of Bylaws.

- ~~7~~8.1.1 Amendments to the bylaws may be initiated by the board of directors or submitted by a member to the board of directors.
- ~~7~~8.1.2 The board of directors shall provide written notice to the members containing a statement that the members will be asked to approve the amendment and a copy of the proposed amended bylaws.
- ~~7~~8.1.3 Action by Written Ballot: The Association will deliver a written ballot to every member entitled to vote on the matter. The ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action and specify a reasonable time by which a ballot must be received by the Association in order to be counted. Once delivered, a ballot may not be revoked.
- ~~7~~8.1.4 Approval: Approval by written ballot shall be valid only when the number of votes cast by ballot equals or exceeds a quorum of the members, and the number of approvals equals or exceeds two-thirds majority of the number of the returned ballots.
- ~~7~~8.1.5 Quorum: A quorum of the members shall consist of a majority of members in good standing at the time the ballots are to be returned to the Association.
- ~~7~~8.1.6 Whenever an amendment or new bylaw is adopted, it shall be ~~copied in the minute book~~saved in electronic format in accordance with OSBA's record retention schedule with the original bylaws in the appropriate place. If any bylaw is repealed, the fact of repeal and the date on which the repeal occurred shall be stated in such book and place.

~~7~~8.2 Inspection of Books and Records. All books, records, and accounts of the Association shall be open to inspection by the directors in the manner and to the extent required by law.

- 78.3 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.
- 78.4 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.
- 78.5 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.
- 78.6 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.
- 78.7 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.
- 78.8 Fiscal Year.** The fiscal year of the Association shall begin on the first day of July and end on the last day of June in each year.
- 78.9 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.

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The foregoing bylaws were approved by the membership of the Oregon School Boards Association on December 15, 2023. 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.