

Board Work Session
Monday, August 10, 2026 4:20 PM Pacific

Banks Middle School Library
12850 NW Main Street
Banks, Or 97106

Ron Frame: Present
Corissa Mazurkiewicz: Present
William Moore: Present
Leslee Sipp: Present
Daniel Streblow: Present

Present: 5.

1. Facility Walkthrough
2. Preliminaries
 - 2.1. Call to Order
 - 2.2. Roll Call
 - 2.3. Approval of Agenda
3. Discussion Items
 - 3.1. Bond Update
4. Board Agreements, etc
5. Adjourn



Banks High School CMGC | Project No. 25002

P+C Quality Control Plan

Banks High School Addition

Overview

P+C applies a structured quality control approach to confirm, at every stage, that the work installed in the field matches the design intent and the contract documents. The building addition brings structural, architectural, and MEP systems together on one site, and P+C's QC approach is focused on verifying that these systems are installed correctly and that the interfaces between them hold up as each is built. The building envelope and waterproofing receive dedicated attention within this program, given their importance to the long-term performance of the building.

Quality control at P+C is a shared responsibility carried across the full project team rather than assigned to a single role. It includes bidding, buyout, and facilitating the subcontract process to capture project scope; submittal review and comparison against the drawings and specifications before they are forwarded to the design team for approval; and confirmation in the field by the superintendent, assistant superintendent, and foremen that the work is built per plan and consistent with proven construction practice. Design and its code compliance rest with the architect and their consultants for most of the project, and with licensed specialty engineers for deferred and delegated design items, which are designed and stamped by the responsible trade partner. P+C builds to these approved designs. The field team are the construction experts on site, and every member of the project team is responsible for verifying the work is installed per the project documents.

Quality Control Measures

- Field verification of installed work against the design set at each stage, confirming conditions on site rather than relying on paper review alone.
- Independent field confirmation of critical dimensions and conditions ahead of installation, so that key measurements are verified against actual site conditions before work is locked in place.
- Constructability review at each major trade handoff, focused on tie-ins, interfaces, and transitions between systems.
- Accessibility and code-related items coordinated with the architect and their consultants, who hold responsibility for design compliance, with P+C's field supervision supporting verification before those areas are closed in.
- **Building envelope and waterproofing verified through a dedicated process:** P+C performs and documents envelope QC to meet the specifications and the requirements of the independent building envelope consultant, who reviews, inspects, and documents mock-ups and envelope progress. Water testing is performed as required, and weather-resistive barrier, flashing, and waterproofing are inspected and photo-documented before they are covered by cladding or finishes.
- Mock-ups and field verification reviewed together before rough-in is finalized, so adjustments can still be made if something does not line up.

- QC findings documented, reviewed, and tracked to resolution, with issues escalated to the project team and design consultants as needed.

Focus Areas

The table below summarizes how QC is applied across the primary areas of the addition, with clear ownership and timing for each.

Focus Area	QC Approach	Timing	Owner
Tie-Ins	Field verification of existing structural and MEP tie-in points against the design set before each connection is made.	As each tie-in is reached in sequence	P+C Superintendent / Structural Engineer
Building Envelope & Waterproofing	P+C performs and documents envelope QC to spec and to the independent envelope consultant's requirements; consultant reviews, inspects, and documents mock-ups and envelope progress. Water testing per requirements. WRB, flashing, and waterproofing inspected and photo-documented before cover-up.	Throughout envelope install, before cover-up	P+C Superintendent & Field Team
Utilities	Utility routing and capacity confirmed on site with the civil engineer and utility providers before trenching and connection.	Prior to underground rough-in	P+C Superintendent / Civil Engineer
Procurement	Long-lead materials and equipment tracked on a shared log; deliveries verified against approved submittals before installation.	Ongoing through substantial completion	P+C Project Manager / Project Engineer
Submittals	P+C reviews submittals against the project drawings and specifications, then forwards them to the architect and their consultants for review and approval before materials are released for fabrication or installation.	Prior to fabrication / installation	P+C Project Engineer / Architect & Consultants
Mock-Ups	Physical mock-ups built and reviewed on site for critical assemblies, waterproofing, and finish transitions before full production begins.	Prior to rough-in / finish install, and as required per specification	P+C Superintendent & Field Team / Architect
Precon w/ Subs	Preconstruction meetings held with each major trade before mobilization, documenting critical dimensions, tolerances, and interface points.	Before each trade mobilizes, and as required per specification	P+C Superintendent
Documentation	QC checks recorded and issues logged, reviewed, and tracked to closure with the project team and consultants.	Ongoing through construction	P+C Project Engineer / Superintendent

Next Steps

- Complete field verification of structural and MEP tie-in points as each is reached in the construction sequence.
- Build and review mock-ups for envelope assemblies and finish transitions ahead of installation.
- Coordinate with the independent building envelope consultant on inspection and water testing milestones ahead of envelope installation.
- Hold preconstruction meetings with the remaining major trades ahead of mobilization.
- Confirm utility routing and connections on site with the civil engineer and utility providers ahead of underground rough-in.



BOND PROJECT UPDATES

1. PROJECT UPDATES

- Schedule / Scope

2. BUDGET UPDATES

- Executive Summary / Grand Summary Budgets

3. QUESTIONS & DISCUSSION

4. SITE TOUR

BANKS HIGH SCHOOL UPDATES

SCHEDULE

- Building pad work in progress
- Soils update: Contaminated soils have all been removed
- Soils update: Unsuitable soils have all been removed
- Majority of Permits have now been received
- BHS Addition Beneficial Occupancy remains 8/12/27
- Locker Room Renovations: wall framing complete, drywall installed, painting complete. Wall protection installed.
- Locker Room Substantial Completion remains 8/14/26
- Temp locker solution being installed, along with Temp lighting

BUDGET

- GMP update: Final LOA's and GMP has been established
- Pricing for additional over-excavation complete, and will be covered by savings from Permit budget.

OTHER:

- Discussion of ADA Ramp at BHS Locker room, and plan to address the slope and threshold at the gym tie-in

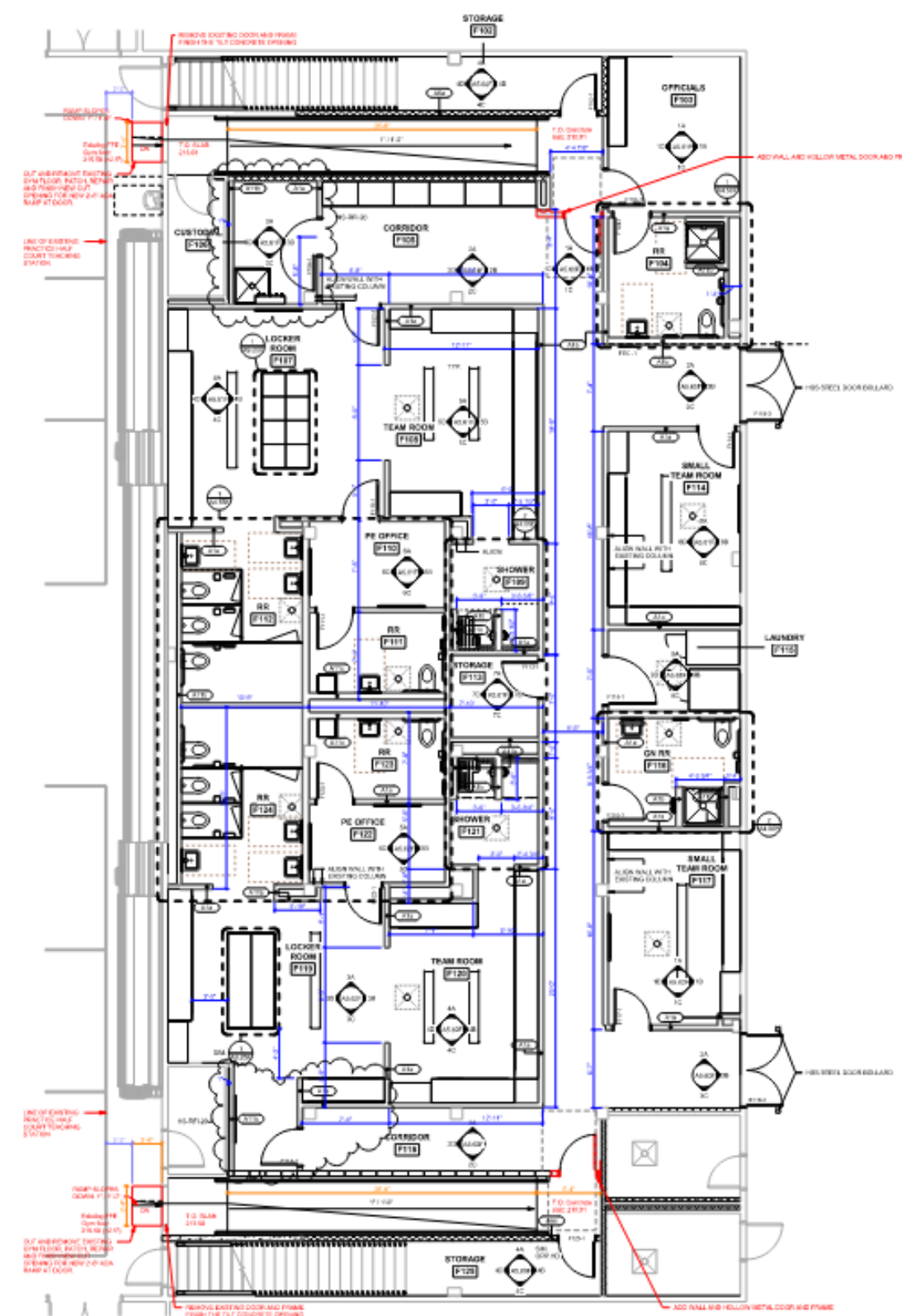
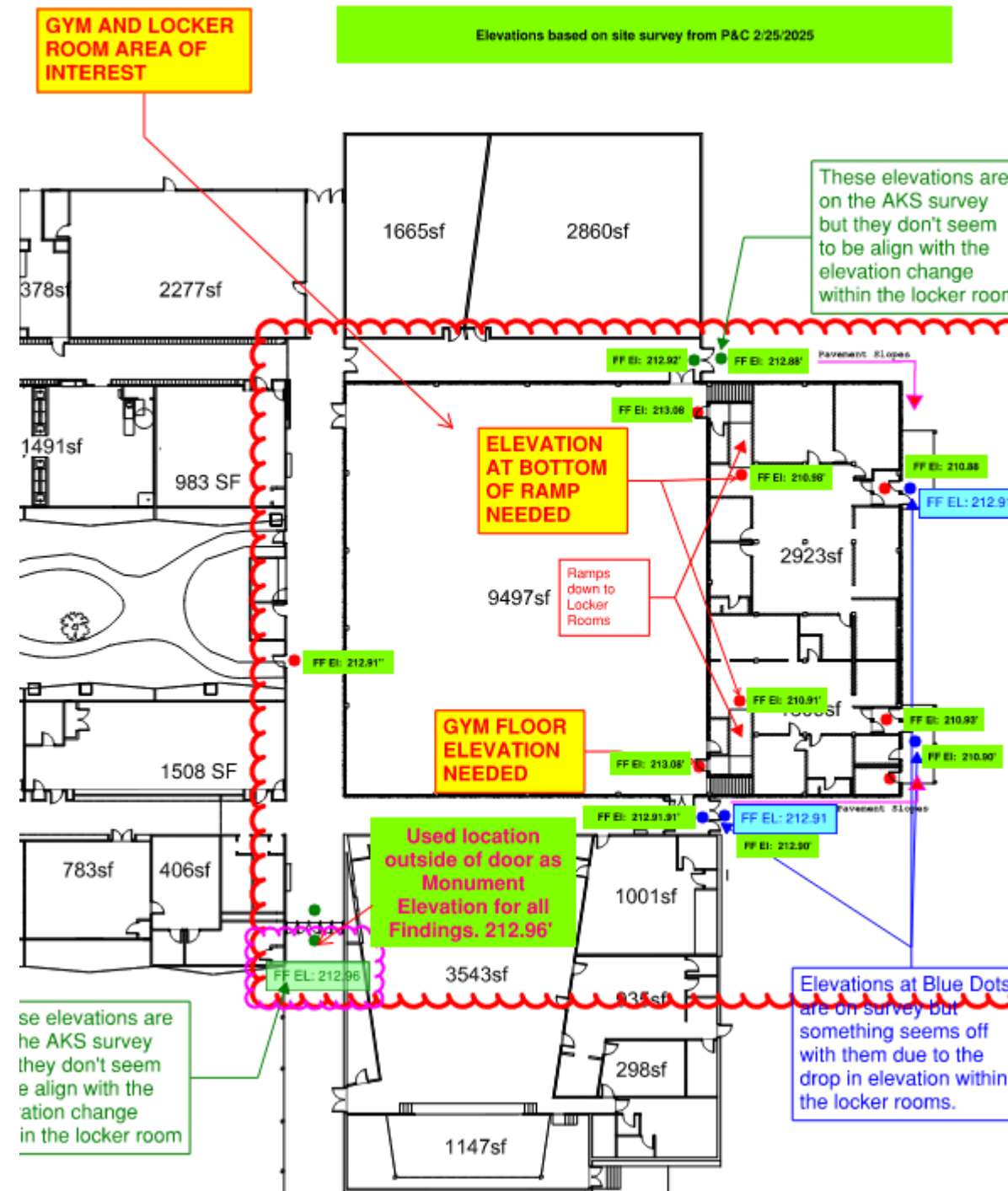


BANKS HIGH SCHOOL UPDATES

BHS Locker Room – ADA Ramp Update

Status

- Survey misunderstanding discovered during ramp formwork.
- Constructability concern identified during formwork (ramp was low 1.5" low at landing to gym).
- No tolerance for normal shrinkage/curling — risk of exceeding ADA limit and full tear-out
- Concrete placed at 7.4%–7.9% after curing (8.33% ADA maximum)
- Reviewed all potential solutions over a week to work with the slope.

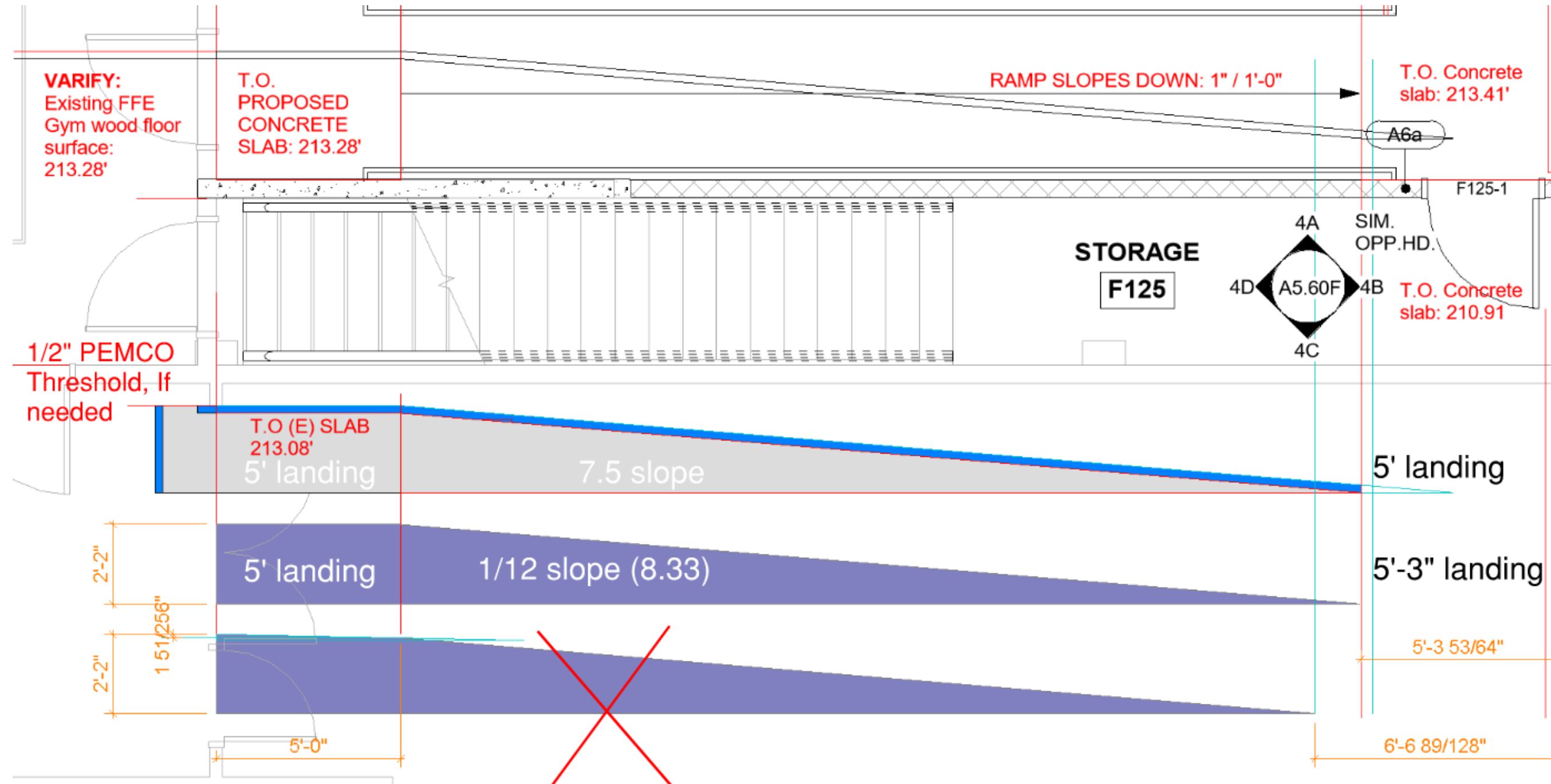


BANKS HIGH SCHOOL UPDATES

BHS Locker Room – ADA Ramp Update

Path Forward

- Corrective approach being finalized with design engineer and concrete subcontractor
- Work scheduled next summer to avoid school-year disruption
- Locker rooms remain open and accessible; inspector confirmed no impact to occupancy
- Correction completed with no added cost to Banks School District



BANKS HIGH SCHOOL UPDATES



BHS Addition – Quality Control

QC Measures

- Field verification of installed work against the design set (approved materials)
- Independent confirmation of critical dimensions before installation
- Constructability review at each major trade handoff
- Envelope & waterproofing: third-party consultant, water testing, photo-documented
- Findings documented and tracked to resolution, escalated as needed
- Consultant site reports and site reviews

Next Steps

- Verify structural and MEP tie-ins as the sequence reaches them
- Mock-ups for envelope assemblies and finish transitions ahead of install
- Envelope inspection and water-testing milestones with the consultant
- Preconstruction meetings with remaining trades; utility routing confirmed





BANKS HIGH SCHOOL UPDATES

BHS Addition – Quality Control

RFI's

Submittals (correct materials/details)

Procurement Tracking

Permit Tracking

Preconstruction Installation Meetings

Consultant Site Visits

Phased Exterior Mock-Up

(envelope consultant)

Quality Control Plan Available

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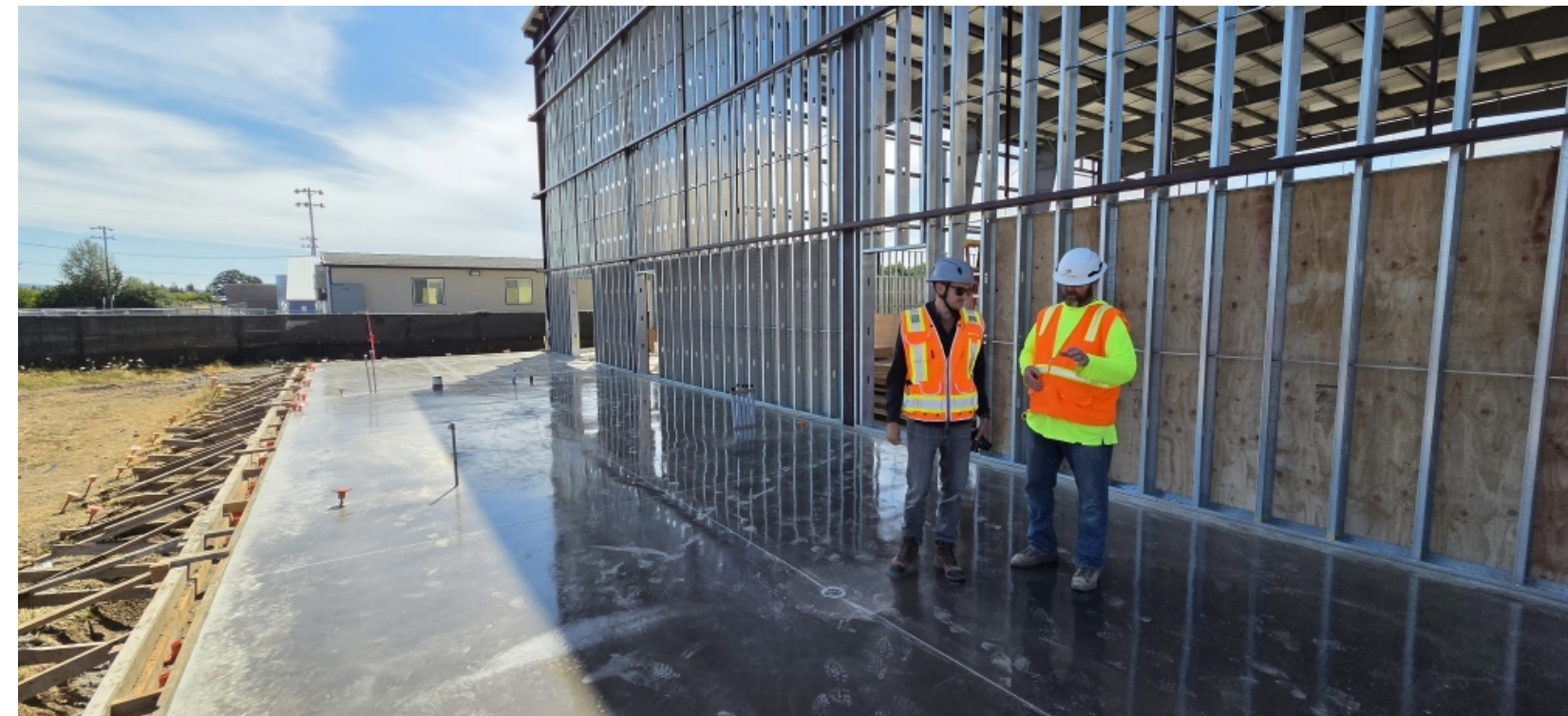
AUXILIARY GYM UPDATES

SCHEDULE

- Slab on grade was poured for main building & team rooms
- Steel erection has been completed
- Insulated roof panels have been installed
- CMU block for restroom building complete
- Onsite storm water detention system in progress
- Substantial Completion for Aux Gym remains 12/23/26

BUDGET

- GMP has been established, tracking within established budget
- Culvert repair at fields estimate will be updated when design is completed





Bond Program Executive Budget Summary

EXECUTIVE SUMMARY of Project Budgets

Banks School District

DRAFT

Date: 8/4/28

A		B	C	D	E	F	G	H	K
Budget		Description	Original Budget	Current Budget	Committed to Date	Paid to Date	Uncommitted Budget (D-E)	Remaining to be Paid (E-F)	Notes
Original budget #									
1	BHS		\$ 47,059,269	\$ 47,618,919	\$ 45,537,253	\$ 10,781,702	\$ 2,081,666	\$ 34,755,551	
2	AUX GYM		\$ 6,375,033	\$ 7,405,033	\$ 7,219,642	\$ 2,871,113	\$ 185,391	\$ 4,348,529	
3	Banks ES Maintenance		\$ 153,750	\$ 935,209	\$ 880,711	\$ 376,861	\$ 54,498	\$ 503,850	
4	ROOF ES		\$ 785,109	\$ -	\$ -	\$ -	\$ -	\$ -	
5	PARKING		\$ 559,650	\$ -	\$ -	\$ -	\$ -	\$ -	
6	SAFETY		\$ 372,383	\$ 428,538	\$ 401,980	\$ 389,033	\$ 26,558	\$ 12,946	
		Subtotal	\$ 55,305,194	\$ 56,387,699	\$ 54,039,587	\$ 14,418,710	\$ 2,348,112	\$ 39,620,877	
A	District Costs		\$ 2,919,018	\$ 1,056,513	\$ 772,236	\$ 768,898	\$ 284,276	\$ 3,339	
B	Program Contingency		\$ -	\$ 882,000					
C	Other Additional Funds		\$ -	\$919,177					
D	BSD Program Totals		\$ 58,224,211	\$ 59,245,388	\$ 54,811,823	\$ 15,187,608	\$ 2,632,388	\$ 39,624,216	

Approved by:

Brian Sica

Superintendent

6/4/2024

Date:



Bond Program Grand Summary Budget

Grand Summary		PROJECT BUDGET			Date			8/4/2026	
Banks School District		Location Code							
Bond 405	Summer 2027	Architect:	BRIC						
Description	Original Budget	Current Budget	Committed to Date	Paid to Date	Uncommitted Budget	Remaining to be Paid	Current % Paid		
1.0 Architect/Engineer (383)	\$5,182,553	\$5,578,754	\$5,574,874	\$4,246,398	\$3,880	\$1,328,476	76%		
2.0 Professional Services (390)	\$1,578,500	\$1,989,442	\$1,825,127	\$1,249,086	\$164,315	\$576,041	63%		
3.0 Building Construction (520)	\$40,597,800	\$45,889,390	\$45,734,071	\$8,074,036	\$155,319	\$37,660,035	18%		
4.0 Site / Off-Site Construction (530)	\$3,780,800	\$7,975	\$8,771	\$7,331	-\$796	\$1,440	92%		
5.0 Hazardous Material Abatement (322)	\$250,000	\$0	\$0	\$0	\$0	\$0	0%		
6.0 Furniture/Fixtures/Equipment (480, 481)	\$800,000	\$745,905	\$88,442	\$38,570	\$657,463	\$49,872	5%		
7.0 Permits / PIP/PUP Fees / SDCs / TDCs (6	\$1,248,000	\$884,086	\$808,302	\$803,290	\$75,784	\$5,013	91%		
8.0 Owner's Costs	\$0	\$0	\$0	\$0	\$0	\$0	0%		
9.0 Owner Contingency	\$1,867,541	\$1,292,147	\$0	\$0	\$1,292,147	\$0	0%		
10.0 Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	0%		
11.0 TOTAL BUDGET	\$55,305,194	\$56,387,699	\$54,039,587	\$14,418,710	\$2,348,112	\$39,620,877	26%		
Total Budget +/-		\$1,082,505							
Rev 2022-01									

Grand Summary

Approved by: Brian Sica Superintendent

Date: 6/4/2024



Questions and Discussion

BANKS SCHOOL DISTRICT – BOARD MEETING

August 10TH, 2026

BOND PROJECT UPDATES



1. PROJECT UPDATES

- Schedule / Scope

2. BUDGET UPDATES

- Executive Summary / Grand Summary Budgets

3. QUESTIONS & DISCUSSION

4. SITE TOUR

BANKS SCHOOL DISTRICT – BOARD MEETING

BANKS HIGH SCHOOL UPDATES



SCHEDULE

- Building pad work in progress
- Soils update: Contaminated soils have all been removed
- Soils update: Unsuitable soils have all been removed
- Majority of Permits have now been received
- BHS Addition Beneficial Occupancy remains 8/12/27
- Locker Room Renovations: wall framing complete, drywall installed, painting complete. Wall protection installed.
- Locker Room Substantial Completion remains 8/14/26
- Temp locker solution being installed, along with Temp lighting

BUDGET

- GMP update: Final LOA's and GMP has been established
- Pricing for additional over-excavation complete, and will be covered by savings from Permit budget.

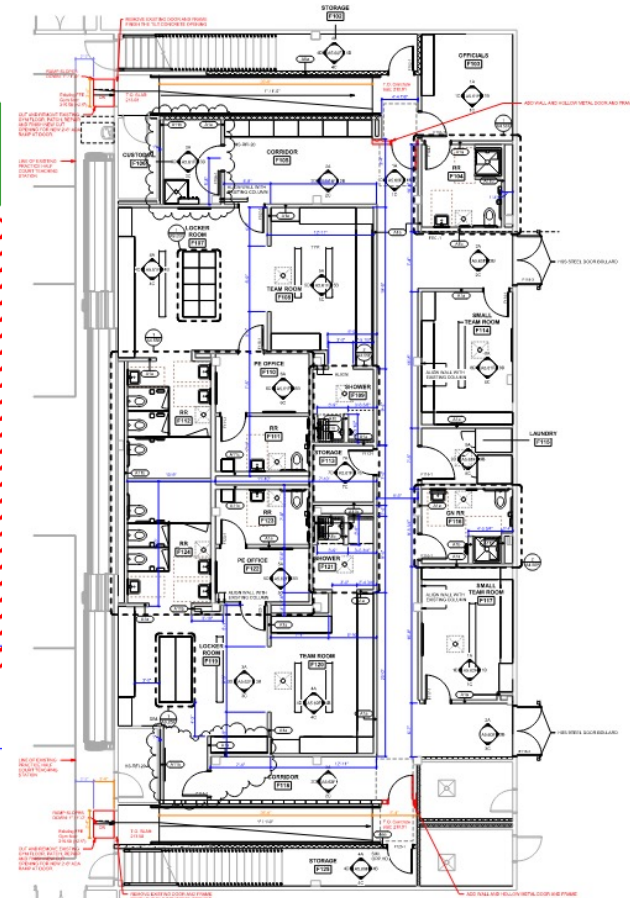
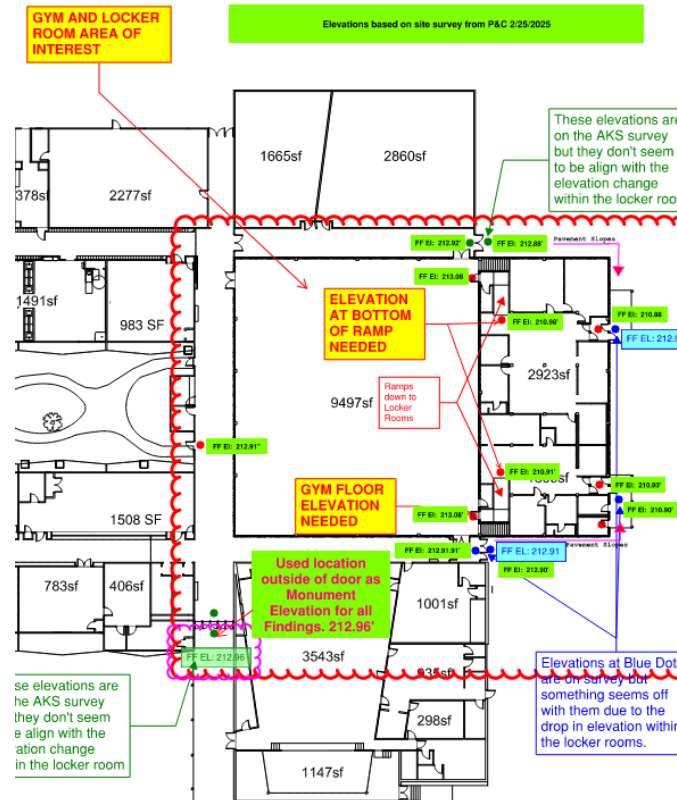
OTHER:

- Discussion of ADA Ramp at BHS Locker room, and plan to address the slope and threshold at the gym tie-in



BHS Locker Room – ADA Ramp Update

- Survey misunderstanding discovered during ramp formwork.
- Constructability concern identified during formwork (ramp was low 1.5" low at landing to gym).
- No tolerance for normal shrinkage/curling — risk of exceeding ADA limit and full tear-out
- Concrete placed at 7.4%–7.9% after curing (8.33% ADA maximum)
- Reviewed all potential solutions over a week to work with the slope.

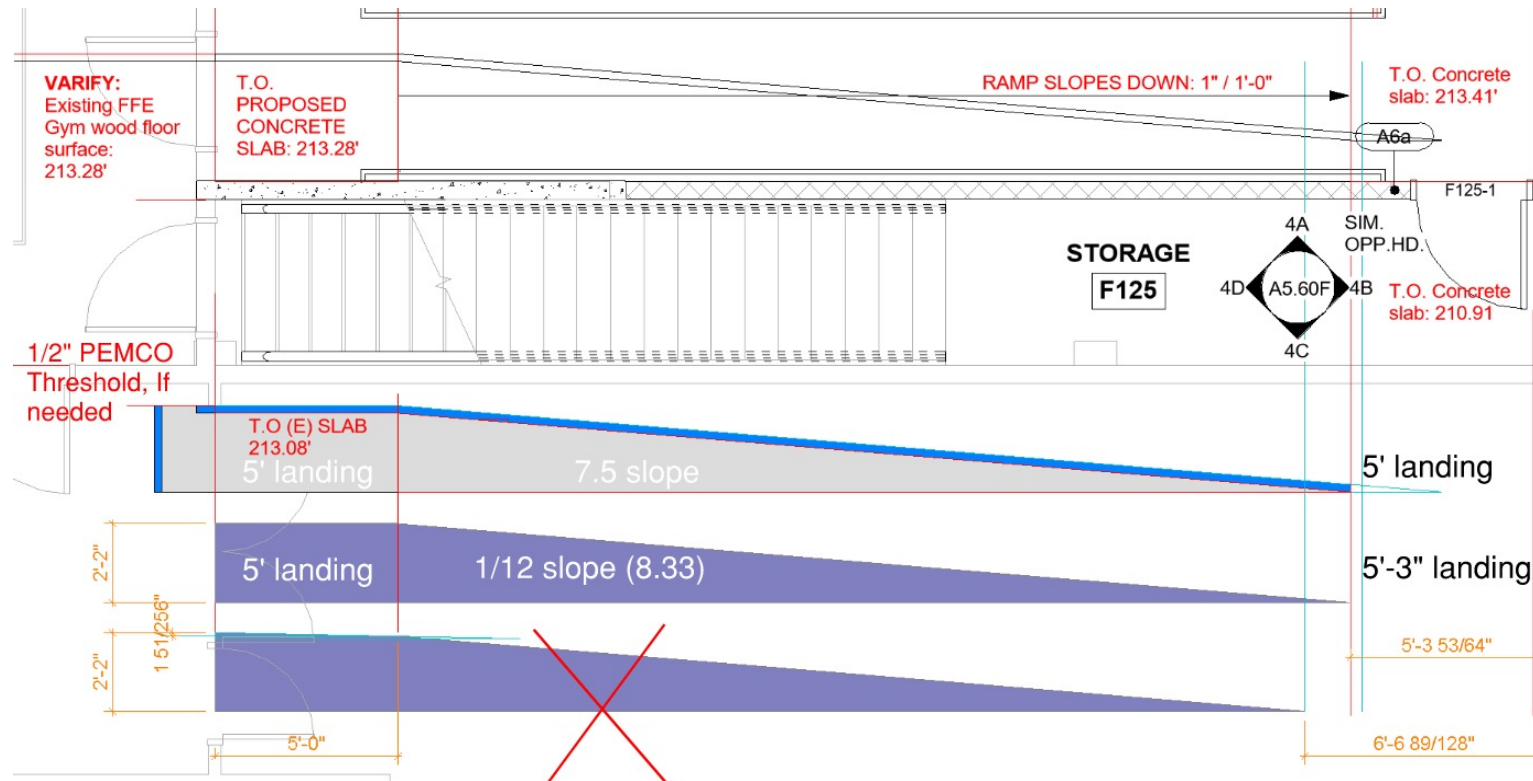


BANKS HIGH SCHOOL UPDATES

BHS Locker Room – ADA Ramp Update

Path Forward

- Corrective approach being finalized with design engineer and concrete subcontractor
- Work scheduled next summer to avoid school-year disruption
- Locker rooms remain open and accessible; inspector confirmed no impact to occupancy
- Correction completed with no added cost to Banks School District



BANKS HIGH SCHOOL UPDATES



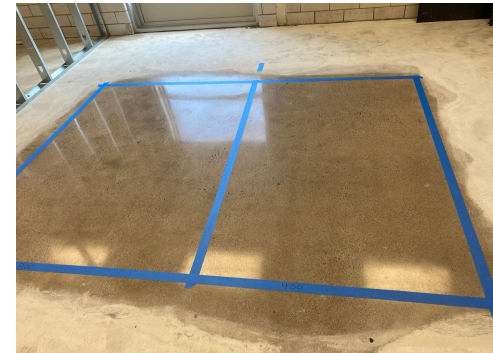
BHS Addition – Quality Control

QC Measures

- Field verification of installed work against the design set (approved materials)
- Independent confirmation of critical dimensions before installation
- Constructability review at each major trade handoff
- Envelope & waterproofing: third-party consultant, water testing, photo-documented
- Findings documented and tracked to resolution, escalated as needed
- Consultant site reports and site reviews

Next Steps

- Verify structural and MEP tie-ins as the sequence reaches them
- Mock-ups for envelope assemblies and finish transitions ahead of install
- Envelope inspection and water-testing milestones with the consultant
- Preconstruction meetings with remaining trades; utility routing confirmed



BANKS HIGH SCHOOL UPDATES



RFI's

Submittals (correct materials/details)

Procurement Tracking

Permit Tracking

Preconstruction Installation Meetings

Consultant Site Visits

Phased Exterior Mock-Up

(envelope consultant)

Quality Control Plan Available

BHS Addition – Quality Control

RFI's

Submittals (correct materials/details)

Procurement Tracking

Permit Tracking

Preconstruction Installation Meetings

Consultant Site Visits

Phased Exterior Mock-Up

(envelope consultant)

Quality Control Plan Available

1	Spec Sect	Spec Name	Submittal	Submittal Title	Submittal Type	Responsible Contractor	Status	Comments	Submit By	2 Week Warning	Submittal Date	Returned	Distribute Date	Architect Review (days)	Lead Time (days)	Need on Site	
33	26 24 13	Switchboards	1	1	Switchboards	Product Data	PECI	Approved	ARRIVING ON 9/4	10/23/2026	10/9/2026	5/5/2026	5/5/2026	5/5/2026	14	63	1/8/2027
34	26 24 13SW25-1	Switchboards and Panelboards	1	1	Switchboards	Product Data?	PECI	Approved		2/13/2027	1/9/2027	2/24/2026	3/2/2026	14	63	5/1/2027	

BANKS SCHOOL BOARD MEETING

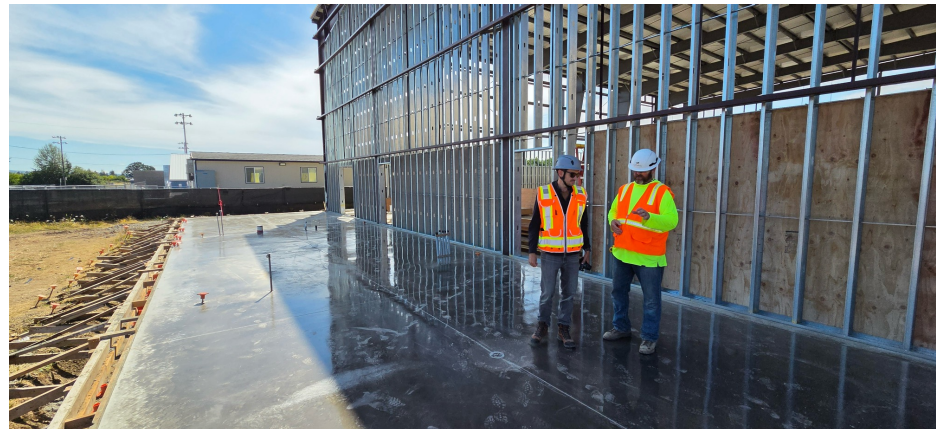
AUXILIARY GYM UPDATES

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- CMU block for restroom building complete
- Onsite storm water detention system in progress
- Substantial Completion for Aux Gym remains 12/23/26

BUDGET

- GMP has been established, tracking within established budget
- Culvert repair at fields estimate will be updated when design is completed





Bond Program Executive Budget Summary

EXECUTIVE SUMMARY of Project Budgets

Banks School District

DRAFT

Date: 8/4/26

A Budget		B Description	C Original Budget	D Current Budget	E Committed to Date	F Paid to Date	G Uncommitted Budget (D-E)	H Remaining to be Paid (E-F)	K Notes
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Approved by:

6/4/2024

Brian Sica

Superintendent

Date:



Bond Program Grand Summary Budget

Grand Summary

PROJECT BUDGET

Date 8/4/2026

Banks School District

Location Code

Bond 405

Summer 2027

Architect:

BRIC

Description	Original Budget	Current Budget	Committed to Date	Paid to Date	Uncommitted Budget	Remaining to be Paid	Current % Paid
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Total Budget +/-		\$1,082,505					

Rev 2022-01

Grand Summary

Approved by:

6/4/2024

Brian Sica

Superintendent

Date:



Questions and Discussion



P+C CONSTRUCTION

Banks High School CMGC | Project No. 25002

Locker Room ADA Ramp: Summary & Path Forward

Status

As part of managing the locker room ramp work, P+C identified a constructability concern before the ramps were placed. The existing space is tight, and the slope shown in the drawings, while ADA-compliant at 8.33%, was at the maximum allowable slope with no allowance for the shrinkage and curling that naturally occurs as concrete cures. Pouring to that exact maximum carried a real risk that the finished slope could exceed the ADA limit after curing, which would have required removing and replacing both ramps.

To protect against that outcome and the added disruption a full tear-out would cause the District, P+C made a deliberate decision to place the ramps at a slope that leaves appropriate tolerance below the ADA maximum, following common concrete practice, and then apply a corrective measure for the resulting variance once the concrete had cured and could be accurately measured. The ramps were placed at 7.5%, measured slopes have since verified in the 7.4% to 7.9% range consistent with normal curing, and the top landing currently sits approximately 2" below the gym floor. Correcting that transition is the final step, and P+C is addressing it.

Path Forward

P+C is finalizing the corrective approach with the design team to bring the ramps into full ADA compliance with an appropriate transition between the top landing and the gym floor. P+C is confirming the specific method with the concrete subcontractor and design engineer to ensure a durable, code-compliant result that holds up over the life of the building.

P+C will complete the ADA-compliant ramps next summer, timing the work to mitigate its potential impact on the upcoming school year, and the locker rooms will remain available and accessible to students as planned. P+C has already confirmed with the building inspector that this approach will not affect occupancy. The correction will be completed within the GMP.

Banks School District

Board Agreements

The Banks School District welcomes ALL students onto our campuses and into our programs. We strive to ensure that each student feels loved, seen and represented by our actions and efforts. We are committed to making sure that all of our policies and actions align to these values.

General Board Meeting & Work Session Agendas

- The Board Chair, Vice Chair and Superintendent will set the board agenda. A draft agenda will be available approximately 2 weeks prior to each regular scheduled meeting
- Individual board members may request that items be added to the agenda by contacting the Superintendent, Board Chair, or Board Secretary or discussing their desire in public session.
- Items will not be added to the current agenda by individual board members unless the majority of the present board members vote to approve the addition at the meeting.
- The Board and Superintendent will seek to include multiple perspectives on agenda items of key concern for the community in order to provide for balanced conversation.
- The Board Chair, with assistance from the Superintendent, will act as parliamentarian at board meetings to help ensure each motion is clear and there is no missing or misunderstood information.

Before Meetings

- Board members will come prepared for the meeting by having read all packet materials. If additional items are provided during the meeting, the Board will take time to review them before voting.
- Always abstain from conducting Board business or decision-making outside of board meetings or executive sessions.
- The board packet will normally be available via Boardbook to board members on the Wednesday before regularly scheduled board meetings. The Board will be notified if there is a delay. If requested, a printed copy may be provided.
- Board members will contact the Superintendent prior to meetings with any questions on agenda items. When an individual board member asks the Superintendent a substantive question about an agenda item, the response will be shared with all board members.

Norms for Public Meetings

- The Board and Superintendent will strive to have no surprises at board meetings
- All questions will be directed towards the superintendent or the board chair
- Each board member has an opportunity to be heard
- Come prepared having read the information provided
- Stay engaged in the meeting at all times
- Discussions between members of the Board will serve as a model for positive and constructive public dialogue
- Honor the right of individual members to express opposing viewpoints and vote their convictions
- Regardless of one's vote, support the decision of the majority
- Respect executive session confidentiality

- The Board is elected to represent all members of the community
- Board members will strive to show respect at board meetings and refrain from surprising or embarrassing other board members, administrators, staff members or the audience.

Board Communications (external)

The Board values transparency and recognizes its role as a representative of the community.

Board members will make an effort to understand the perspectives of their constituents and help clarify misunderstandings when appropriate.

If a community member's concern requires a detailed or extended response, Board members should refer them to the Superintendent. When communicating publicly, Board members should clarify that they are speaking as individuals, not on behalf of the Board.

When a collective Board response is necessary, the Superintendent and Board Chair will collaborate on the message. All media inquiries should be directed to the Superintendent and copied to the Board Chair.

Public Comment

1. We are committed to providing an opportunity for Banks School District citizens to make public comments. Public comment / input will be scheduled at regular Board Meetings and is limited to its designated place on the agenda, and while time allows. The Board will limit the public's participation to the public comment section of the agenda. There should not be cross-discussion between the Board and the public during other agenda items.
2. The board will not tolerate any audience comments from staff, students or community members that violate the Banks School District's anti-discrimination policies, including but not limited to statements that are false, untrue, racist, or discriminatory toward or against the district, or any person or group. If an individual makes a comment that violates District policy, the speaker will be told that their comment violates district policy and that they must refrain from making statements that violate District policy. If the speaker refuses to comply, the board may request that the individual leave the board room. If the meeting is taking place virtually, the speaker may be muted if their comments continue to violate District policy.
3. A person wishing to provide public comment, if an opportunity is provided by the Board during a meeting open to the public, will do so as directed prior to the Board meeting. A request to give public comment in-person or electronically does not guarantee time will be available.
4. A person giving public comment is limited to an established time limit of five minutes. Statements should be brief and concise. If a person has more comments than time allows or is unable to comment due to time constraints, the person is encouraged to submit additional written comments to the Board through the district office as directed.

5. Each public speaker will identify themselves by name, will state if they are a resident of the district, and if speaking for an organization / group, the name of the organization / group. Each public speaker will submit a form with basic contact information to the Board Secretary before they are recognized to speak.
6. Groups with a common purpose will designate a spokesperson so the same issue is not repeated.
7. A person speaking during the public comment portion of the meeting may comment on a topic not on the published agenda.
8. All public comment is to be directed respectfully to the Board through the Chair. Comments will not be directed at any individual board member.
9. Public comment is not a cross-discussion with the Board. However, the board may ask for clarifying questions of the commenter. The Board will not answer questions during the meeting, but will refer questions to the administration or board chair for answer at a later time.
10. All material an audience speaker wants to distribute to Board members must be submitted along with the request to speak submission. No materials will be accepted during or after the speaker's comments. Any material that violates District policy will not be distributed.
11. Comments and inquiries from the public during the designated portion of the agenda will not generally be responded to immediately by the Board Chair, although Board members may ask clarifying questions, keeping dialogue to a minimal amount of time. Comments and inquiries may be referred to the superintendent for reply at a later date. The Board will not respond to inquiries that are expected to be addressed during another designated portion of the agenda.
12. A person speaking during the designated portion of the agenda for public comment may offer objective criticism of district operations and programs. The Board will not hear complaints regarding any individual district staff members in public. All complaints must go through the structure detailed in Policy KL ("Public Complaints") and Procedure KL-AR ("Complaint Form"). The Board chair will direct the public commenter to the procedures in Board policy KL - Public Complaints for consideration of a legitimate complaint involving a staff member. Any association contract governing the employee's rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, a supervisor and the Board. *This statement shall be made in writing on the agenda, or by the board chair as an announcement at the beginning of the public comment session.*

Example: "The Banks School District Board of Directors requests comments be limited to five (5) minutes per speaker. Speakers will state their name and city of residence for the record. The

Board appreciates community members sharing information during public comments. While the Board does not respond to public comment, following the meeting, the Chair, Vice Chair, and Superintendent will together determine the appropriate level response. Speakers may offer objective criticism of district operations or programs but the Board will not hear complaints concerning specific Banks School District personnel.”

13. The Board will clearly explain the 'rules' for public comment in writing on the meeting agenda and verbally by the chair at the start of the public comment section of the meeting.

Example: “The meeting will now be open to receive public comment. The Board appreciates community members sharing information during public comments. The Board will listen, and possibly ask clarifying questions but generally will not comment on information we hear from the audience. However, following the meeting, the chair, vice chair and superintendent will together determine the appropriate response. The response may be in a public way, a private way or the issue will be added to a future board meeting or work session agenda. Please note that speakers will have five minutes to express their thoughts.”

EXECUTIVE SESSIONS

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action, except for specific instances pertaining to student matters. Executive sessions may be held during regular, special or emergency meetings for any reason permitted by law.

Content discussed in executive sessions is confidential. Members of the media may attend executive sessions, except in specific instances (Board Policy BDC and BDD).

The Board may be called to meet in executive session or decide to go into executive session at any time during a regular, special or emergency meeting to discuss certain matters. By Oregon law, the chair may call a Board into executive session without a vote of the Board.

Whenever an executive session is called, the presiding officer must identify the section and subsection of ORS 192.660 (listed reasons) or 332.061 (expulsion or medical records of a minor student) that authorize the executive session's purpose.

Purposes for which executive session may be called:

- To consider the employment of a public officer, employee, staff member or individual agent. ORS 192.660(2)(a)
- To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she requests an open meeting. ORS 192.660(2)(b)
- To conduct deliberations with persons designated to carry on labor negotiations. ORS 192.660(2)(d)
- To conduct deliberations to negotiate real property transactions. ORS 192.660(2)(e)
- To consider records exempt by law from public inspection. ORS 192.660(2)(f)
- To consult with counsel concerning current or possible litigation. ORS 192.660(2)(h)
- To review and evaluate the performance of the superintendent or any other public officer, employee or staff member, unless that person requests an open hearing. ORS 192.660(2)(i)
- Conduct a hearing on the expulsion of a student or to review a student's confidential medical records. ORS 332.061(1)

Boards may never meet in executive session to conduct the following business:

- Fill a vacancy in an elective office
- Fill a vacancy on any public committee, commission or other advisory group
- Consider general employment policies
- Discuss an employee's performance, unless that employee has been notified and has been given the option of having the discussion held in public
- Hire the superintendent or any other employee if the vacancy has not been advertised, hiring procedures have not been adopted by the board, and there has been no opportunity for public input about the hiring

Board Participation on Committees

List of Committees - At least annually and any time at the request of the Board, the Superintendent will provide a list of all Superintendent Advisory Committees. The list will denote any current board representation.

Timing. Preferably at the annual organizational meeting, but at any time deemed necessary by Board leadership (in consultation with the Superintendent), the Board will denote director assignments to superintendent advisory committees for the ensuing year. Board Advisory Committees will follow Policy BCE.

Method. Board members may indicate their interest in serving on committees by notifying the Board Chair and Superintendent. Each committee may include no more than two Board members. If more than two members express interest in serving on the same committee, the Board Chair will work with the members to reach an informal resolution. If the matter cannot be resolved, the full Board will determine the appointments by majority vote..

OR

~~{ Board Chair, after consulting all members on interests and availability, will propose assignments; appointments are finalized by consensus or a majority vote of the Board. No more than two Board members shall serve on any committee. }~~

Equity & rotation. Assignments should provide a **balanced workload** and, when feasible, **rotate annually** to broaden experience.

Role clarity. Board liaisons **serve in a non-voting, observer/connector role**, do not direct staff or committee work, and **report back** to the full Board as needed.

Vacancies. The Chair may make **interim appointments** to fill vacancies, subject to subsequent Board confirmation.

Posting. Final assignments will be **listed in the meeting minutes** and posted on the district website (where applicable).

