

6:30 PM  
2023

Thursday, November 2,

**AGENDA**  
Business Meeting of the  
**BOARD OF DIRECTORS**  
Corvallis School District 509J

Meeting Details: Thursday, November 2, 2023, 6:30 PM in the Gymnasium at Lincoln Elementary School, 110 SE Alexander Avenue, Corvallis, OR 97333.

**Oregon law allows public meetings to be held entirely online; therefore, we will NOT have seating available at the meeting site. If you would like to watch live-streaming of the School Board meeting, please navigate to the District's YouTube channel: <https://www.youtube.com/channel/UC9Jtpte5dmilZI9kySBJbVQ?> A recording of the meeting will also be posted to that channel.**

- I. **CALL TO ORDER AND ROLL CALL (6:30 p.m.)\***
- II. **BOARD MEMBER REPORTS**
- III. **OREGON SCHOOL BOARDS ASSOCIATION AND NATIONAL SCHOOL BOARDS ASSOCIATION UPDATES (6:50 p.m.)\***
- IV. **SUPERINTENDENT'S REPORT**



# Corvallis

## SCHOOL DISTRICT

### **Superintendent's Report**

Shared with the Corvallis School Board during the November 2, 2023 meeting.

#### **Updated Sustainability Plan: Listening Session for Input**

The district is hosting an upcoming open listening session for staff, families, and community members to provide input to the district's updated sustainability plan. The session is Thursday, November 16, from 4:30 to 6:30 pm here at Lincoln Elementary.

Because this is open-house style, attendees can join for any portion of that time. It will happen immediately before our November 16 board meeting, so I encourage you all to attend. Information about this session will be shared with staff, families, and community members beginning early next week.

#### **School Improvement Plans**

At the November 16 board meeting, secondary principals will provide reports to board members on their individual school improvement plans. These improvement plans include identified strengths, areas for improvement, and strategies to help make those improvements.

Please be sure to review the school improvement plans before the board meeting. This will prepare you for a one-on-one discussion with our school leaders.

#### **Community Dialogue Meeting with LBCC**

Earlier this week, several representatives from CSD attended a community dialogue meeting with several community leaders and organizations. The focus of the meeting was strengthening connections with LBCC as they work to become a Hispanic-Serving Organization. While this was an initial meeting, I am looking forward to participating and advocating for clear pathways for our LatinX students graduating from CSD.

#### **Fall Activities**

As we move into state competition, we have a number of teams and individuals who continue to compete at a high level. Extracurricular activities are an important part of the school experience, and our students are finding success.

Board members were invited to a number of upcoming performances. On Tuesday, November 7, there will be an Orchestra concert at Corvallis High School. Please join me if you are able to attend.

#### **Inclement Weather Decisions**

We are entering the season of possible school delays and cancellations. We put the safety of students and staff first in these decisions. The decision to delay or close school is based on the ability of students, parents/guardians, and staff to get to our buildings safely, the suitability of our facilities for occupation, and the condition of local infrastructure.

In the event of the decision to delay or cancel school, staff, parents/guardians, and secondary students are notified with an automated text or phone call. In the event of icy or snowy roads, some regular bus routes will follow snow routes instead, which can be found on [our website](#).

### **AP and Honors Math**

I want to acknowledge the concerns we have heard in the last few weeks regarding AP and Honors math courses at our high schools. A theme from these concerns is that the district is getting rid of AP and Honors math.

Teachers in both high schools are making plans to add advanced math courses and building pathways that connect to local colleges and universities.

The paths teachers are creating will lead to more AP opportunities and students earning higher amounts of college credit before they graduate from high school. We know advanced (AP) courses prepare students to be successful in college. One pathway teachers are discussing will allow students to take honors geometry and have a pathway toward AP Precalculus and AP Calculus, leaving high school with 16 college credits.

V. **PUBLIC COMMENT (7:10 p.m.)\***

*NOTE: To indicate your desire to comment, please arrive several minutes before the meeting begins, and complete a request card; then, turn it in to the Board Secretary before the meeting begins. See the attached guidelines for providing input to the School Board.*  
*Virtual option: Please contact [kimberly.nelson@corvallis.k12.or.us](mailto:kimberly.nelson@corvallis.k12.or.us) by noon on the day of the Board Meeting to schedule public comment. Please include your name, address, the phone number you will call in from, and the topic of your public comment.*



**PROVIDING INPUT TO THE SCHOOL BOARD**

*(Revised 08-15-23)*

The Corvallis School Board values the opinions and input of students, staff, parents, and community members. Comments may be provided during certain meetings, and via written correspondence, as outlined below.

**Public Comment at School Board Meetings**

This option is available when *Public Comment* is an item on the agenda. To offer comments:

- A. Complete all of the requested information on a “Comment Request” card, which can be found on a table near the entrance to the meeting room, and give it to the Board Secretary at the head table **before** the meeting begins. Your testimony may be delayed until all of the information is provided.
- B. When you provide public comment, your name, address, and comments are matters of public record; however, students and staff do not need to provide their addresses.
- C. Keep your comments within the specified time allotted, usually three minutes, to allow time for others to comment. Please be respectful of those who wish to provide comments after you.
- D. Direct your comments to the School Board. The Board Chair will refer questions or requests for action to staff for response at a later date.
- E. If you read from a prepared statement, you may choose to leave your written comments with the Board Secretary to post online with the informational packet of the meeting and to file with the official minutes of the meeting. Handouts are not required but should you wish to provide them, please bring 13 copies and give them to the Board Secretary to distribute.
- F. Speakers may offer objective criticism of District operations and programs but the Board will not hear complaints concerning individual District personnel.
  - Complaints shall be handled following the steps outlined in Board Policy KL and Administrative Regulation KL-AR, copies of which are available at meetings and online at <http://policy.osba.org/corvall/kl/index.asp>.
  - Complaints regarding budget, programs, or other District issues also should be handled by first following the steps outlined in policy KL.
- G. Undue interruption or other interference with the orderly conduct of Board business cannot be allowed.
  - Defamatory or abusive remarks are always out of order.
  - The Board Chair may terminate a speaker’s privilege of address if, after being called to order, the speaker persists in improper conduct or remarks.

**Written Correspondence**

Letters, emails, and other written materials submitted to the School Board are considered public record. They may be submitted via U.S. mail to: Corvallis School Board, 1555 SW 35<sup>th</sup> Street, Corvallis, OR 97333. Emails sent to: [schoolboard@corvallis.k12.or.us](mailto:schoolboard@corvallis.k12.or.us), will reach all Board members as a group as well as the following District staff: Superintendent, Assistant Superintendent, Human Resources Director, Finance and Operations Director, Communications Coordinator, and Executive Assistant to the Superintendent and Board of Directors (also known as Board Secretary).

**Telephone Calls**

Luhui Whitebear	541-714-3305	Terese Jones	541-230-1673
Sami Al-Abdrabbuh	541-283-6611	Shauna Tominey	541-829-3411
Judah Largent	541-231-8415	Chris Hawkins	541-602-2045
Sarah Finger McDonald	541-908-3756		

**VI. BOARD GOALS - FIRST READING (7:30 p.m.)\***



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board  
Prepared by: Superintendent Noss  
Meeting Date: November 2, 2023

### **Adopt 2024-2029 Board Goals and Strategies – First Read**

**NO ACTION REQUIRED**

At the August 16, 2018, meeting, Board members adopted the 2018-2023 Board Goals and Strategies. Looking forward, the Board recognized the importance of creating space for community voice to inform and develop future Board goals. Over the 2022-23 school year, the Board prioritized community engagement in their work on the 2024-2029 Board Goals and Strategies. Staff, students, and community members were involved through a community survey, eight facilitated community engagement sessions, and the August 24, 2023, board retreat. At the October 12, 2023, meeting, board members recommended edits and additions to the 2024-2029 Board Goals and Strategies.

At the November 2, 2023, meeting, Board members will review the updated draft of the 2024-2029 Board goals. The packet includes the revised draft document based on feedback received at the October 19, 2023, board meeting. During our meeting, the idea of having a Profile of a Graduate for Goal #1 was discussed. An example of a Profile of a Graduate from the WA State Board of Education is included in the packet. While this profile may not encompass what the Board hopes to adopt, this sample will be the starting point for our discussion.



## **2024-2029 Board Goals**

*(Draft – 11/10/23)*

**Student voice is a core tenant of the Corvallis School Board. Student identity (race, culture, socioeconomic status, language, ability, gender, gender identity, gender expression, or sexual orientation) should not predict or predetermine success in school.**

### **Goal 1: Excellent Learning Experience**

**Vision:** We will create exceptional learning experiences where all students learn at high levels<sup>1</sup>. Taking into account identity, history, accessibility, and ability, academic **excellence rigor** will be achieved as students are challenged and supported to: **think critically, solve problems creatively, communicate effectively, and engage positively with the broader world.** **List the attributes of our profile of a graduate here.**

#### **Strategies:**

1. Adopt and implement culturally relevant curricula that integrate **communication, critical thinking, collaboration, creativity, problem-solving, and adaptability into learning experiences (List the attributes of our profile of a graduate here.)**
2. Implementation of the 5 Dimensions of Teaching and Learning Framework<sup>2</sup>.
- 2.3. **Track key academic indicators and growth targets from the Oregon Department of Education.**

### **Goal 2: Equitable Systems**

**Vision:** We will transform educational systems to be diverse, equitable, and inclusionary in **both our decisions and actions, and create belonging for all students, staff, and families.**

#### **Strategies:**

1. Elevate and center voices of institutionally underserved<sup>3</sup> students in both decisions and actions.
2. **Enhance student, family, and community engagement in meaningful ways to inform district decision-making.**
- 1.3. **Develop and implement an equity plan to support students and staff.**

---

<sup>1</sup> **Expectations for students are set at a level that challenges them to reach their full potential.**

<sup>2</sup> **A shared language for instruction that grounds teaching and learning in classroom environment and culture, student engagement, curriculum, assessment for student learning and purpose.**

<sup>3</sup> **A situation in which a specific group of individuals or communities is not adequately or equitably served or supported by an institution or a system.**

2.4. \_\_\_\_\_ Develop institutionally supported retention efforts of racially, culturally, linguistically, and gender-diverse staff.

### **Goal 3: Relevant and Engaging Learning**

**Vision:** Students will participate in relevant and engaging real-world learning experiences that prepare them for an evolving future.

#### **Strategies:**

1. Create and sustain strong career-technical, music, and art education.
2. Support learning that focuses on ecoliteracy<sup>4</sup>, stewardship, and sustainability.
- 1.3. \_\_\_\_\_ Support multiliteracy in our students and staff, multilingualism<sup>5</sup> across our school system.
- 2.4. \_\_\_\_\_ Create varied, accessible, and adaptable learning pathways toward graduation that are connected to student interests and their post-secondary plan.
- 3.5. \_\_\_\_\_ Create and, sustain, and maintain community partnerships that integrate relevant experiential learning in the community in all grades.

### **Goal 4: Healthy Communities**

**Vision:** We will Cultivating cultivate schools and a district that nurtures promote wellness through the social, emotional, mental, and physical health and well-being for of students, families, and staff by fostering personal growth, community care, and equitable systems that honor the rightful presence of identities and lived experiences, recognizing some students live independently of a family structure, so that every student belongs and feels safe and supported to thrive socially and academically.

#### **Strategies:**

1. Foster student and staff belonging through the implementation of SEL standards<sup>6</sup>.
- 1.2. \_\_\_\_\_ Student instruction Foster student education in areas of health and wellbeing.
- 2.3. \_\_\_\_\_ Foster student identity and agency.
- 3.4. \_\_\_\_\_ Foster growth of collaboration with families through education in the learning process.

---

<sup>4</sup> A deep comprehension of ecological systems, sustainability, and the ability to apply understanding in practical ways.

<sup>5</sup> Being able to read, write, and speak in more than one language.

<sup>6</sup> A set of guidelines or benchmarks that outline the social and emotional skills and competencies that students are expected to develop and demonstrate as part of their education.



**Corvallis**  
SCHOOL DISTRICT

DRAFT

*(Continued on next page.)*



## 2024-2029 Board Goals

*(Draft – 11/2/23)*

**Student voice is a core tenant of the Corvallis School Board. Student identity (race, culture, socioeconomic status, language, ability, gender, gender identity, gender expression, or sexual orientation) should not predict or predetermine success in school.**

### **Goal 1: Excellent Learning Experience**

Vision: We will create exceptional learning experiences where all students learn at high levels<sup>1</sup>. Taking into account identity, history, accessibility, and ability, academic rigor will be achieved as students are challenged and supported to: **List the attributes of our profile of a graduate here.**

#### **Strategies:**

1. Adopt and implement culturally relevant curricula that integrate **(List the attributes of our profile of a graduate here.)**
2. Implementation of the 5 Dimensions of Teaching and Learning Framework<sup>2</sup>.
3. Track key academic indicators and growth targets from the Oregon Department of Education.

### **Goal 2: Equitable Systems**

Vision: We will transform educational systems to be diverse, equitable, and inclusionary in our decisions and actions, and create belonging for all students, staff, and families.

#### **Strategies:**

1. Elevate and center voices of institutionally underserved<sup>3</sup> students in both decisions and actions.
2. Enhance student, family, and community engagement in meaningful ways to inform district decision-making.
3. Develop and implement an equity plan to support students and staff.
4. Develop institutionally supported retention efforts of racially, culturally, linguistically, and gender-diverse staff.

---

<sup>1</sup> Expectations for students are set at a level that challenges them to reach their full potential.

<sup>2</sup> A shared language for instruction that grounds teaching and learning in classroom environment and culture, student engagement, curriculum, assessment for student learning and purpose.

<sup>3</sup> A situation in which a specific group of individuals or communities is not adequately or equitably served or supported by an institution or a system.

### **Goal 3: Relevant and Engaging Learning**

Vision: Students will participate in relevant and engaging real-world learning experiences that prepare them for an evolving future.

#### **Strategies:**

1. Create and sustain strong career-technical, music, and art education.
2. Support learning that focuses on ecoliteracy<sup>4</sup>, stewardship, and sustainability.
3. Support multilingualism<sup>5</sup> across our school system.
4. Create varied, accessible, and adaptable learning pathways toward graduation that are connected to student interests and their post-secondary plan.
5. Create and sustain community partnerships that integrate relevant experiential learning in the community in all grades.

### **Goal 4: Healthy Communities**

Vision: We will cultivate schools and a district that promote wellness through the social, emotional, mental, and physical health and well-being of students, families, and staff by fostering personal growth, community care, and equitable systems that honor the rightful presence of identities and lived experiences, recognizing some students live independently of a family structure, so that every student belongs and feels safe and supported to thrive socially and academically.

#### **Strategies:**

1. Foster student and staff belonging through the implementation of SEL standards<sup>6</sup>.
2. Foster student education in areas of health and wellbeing.
3. Foster student identity and agency.
4. Foster collaboration with families in the learning process.

---

<sup>4</sup> A deep comprehension of ecological systems, sustainability, and the ability to apply understanding in practical ways.

<sup>5</sup> Being able to read, write, and speak in more than one language.

<sup>6</sup> A set of guidelines or benchmarks that outline the social and emotional skills and competencies that students are expected to develop and demonstrate as part of their education.

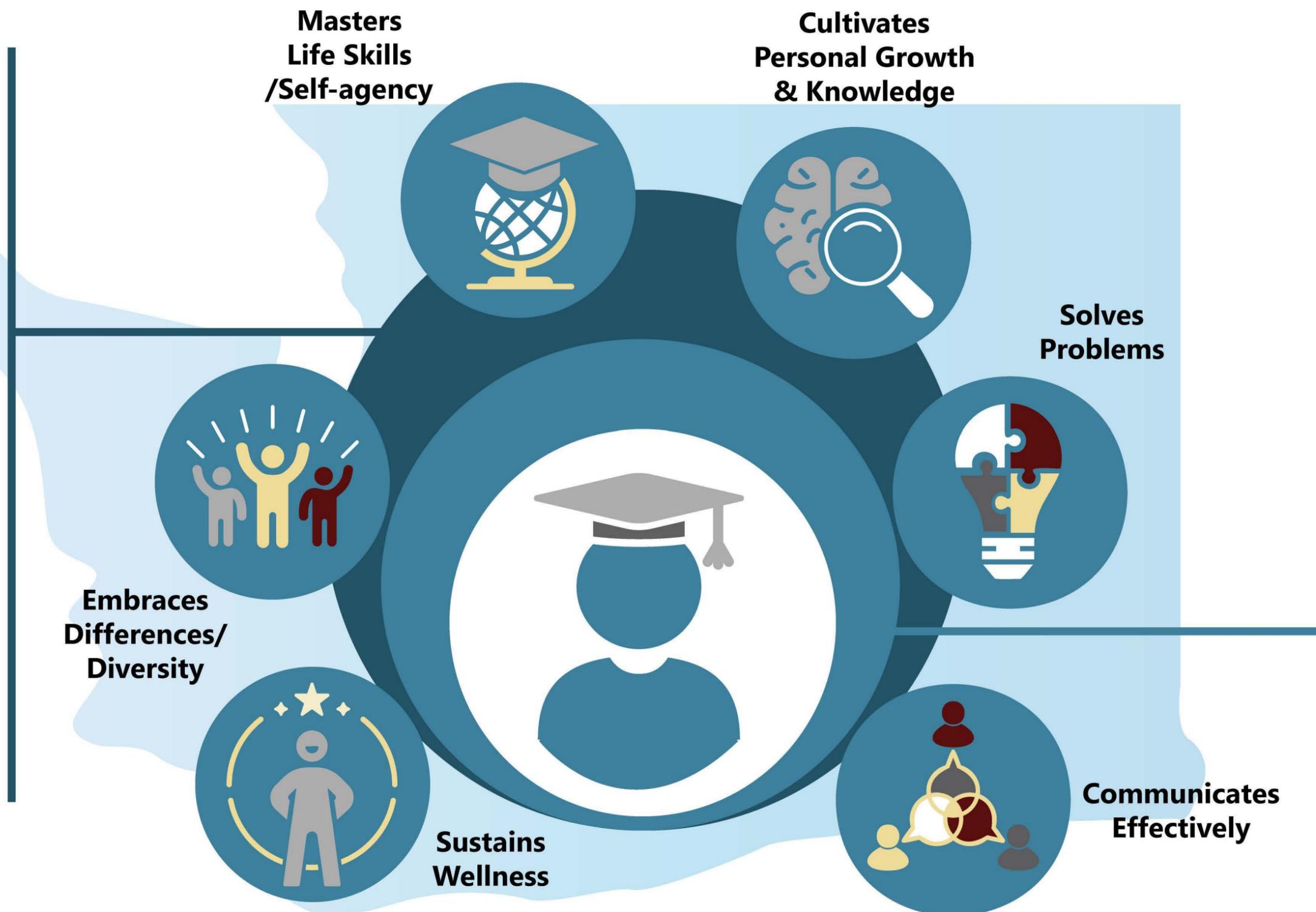
# Washington State | Profile of a Graduate



## Purpose of the Diploma:

Students are ready for success in postsecondary education, gainful employment, citizenship, and are equipped with the skills to be lifelong learners.

(See RCW 28A.230.090)



**Effective communication in multiple modes and to multiple audiences**

**Interdisciplinary application of core academic concepts and principles**

**Critical & creative reasoning and problem-solving**

**Navigation & exercise of life and civic responsibilities**

(See RCW 28A.150.210)



# Washington State | Profile of a Graduate



## A Washington State graduate...

### Cultivates Personal Growth & Knowledge



Shows confidence  
Applies learning  
Sets personally meaningful goals

### Solves Problems



Thinks critically  
Demonstrates resilience  
Embraces creativity

### Communicates Effectively



Works on a team  
Collaborates  
Navigates conflict

### Sustains Wellness



Cultivates physical and emotional well-being  
Fosters empathy  
Builds relationships

### Embraces Differences/Diversity



Participates in community  
Promotes global responsibility  
Shows cultural competency

### Masters Life Skills /Self-agency



Takes initiative  
Understands financial and digital literacy  
Accesses resources

**VII. OREGON SCHOOL BOARDS ASSOCIATION ELECTION AND RESOLUTIONS  
(8:00 p.m.)\***

- A. Oregon School Boards Association's Legislative Policy Committee Election -  
Position #10



# Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board  
Prepared by: Luhui Whitebear, Board Chair  
Meeting Date: November 2, 2023

## Oregon School Boards Association's Legislative Policy Committee Election – Position #10

## ACTION REQUESTED

### Background

Corvallis School District is a member of the Oregon School Boards Association (OSBA) and is represented by position #10 on the OSBA Legislative Policy Committee. That position is up for election, and the Corvallis school board is required to vote for the candidate they wish to represent them on the committee.

The candidate for position #10 on the OSBA Legislative Policy Committee is Sarah Finger McDonald.

Action during a public meeting is necessary to decide how the board as a whole will vote. Board Secretary Kim Nelson will submit the official vote on behalf of the board.

### **ACTION REQUESTED:**

Vote for Sarah Finger McDonald for position #10 on the OSBA legislative policy committee.

### **MOTION REQUESTED:**

“I move to vote for Sarah Finger McDonald for position #10 on the OSBA legislative policy committee.”

**NOMINATION FORM**  
**OSBA LEGISLATIVE POLICY COMMITTEE (LPC)**  
**REGIONAL MEMBER**

Date 9/21/23

TO: Sami Al-Abdrabbuh, OSBA President-Elect  
Oregon School Boards Association 1201 Court  
St NE, #400  
Salem, OR 97301  
Fax: 503-588-2813  
E-mail: [OSBAelections@osba.org](mailto:OSBAelections@osba.org)

**Nominations are due by 5 pm,  
September 29, 2023.**

Return this form and all candidate information  
forms to the OSBA office by email at  
[OSBAelections@osba.org](mailto:OSBAelections@osba.org), or mail to Oregon  
School Boards Association, 1201 Court  
St. NE, #400, Salem, OR 97301

Dear Sami Al-Abdrabbuh:

With this letter, our board nominates the candidate named below to a position on the OSBA Legislative Policy Committee for the Linn Benton Lincoln Region, Position # 10.

**LPC CANDIDATE INFORMATION**

Name: Sarah Finger McDonald  
District/ESD/Community College: Corvallis 509J  
Address: [REDACTED]  
City: [REDACTED] Oregon ZIP: 97330  
E-mail: sarah.finger.mcdonald@corvallis.k12.or.us Phone: 541 908 3756

This nomination was approved by official action of our board of directors at a duly called meeting on 9/21/23  
(date)

  
(Board Chair signature)

Board Chair name: Lubini Whitebear  
District: 509J-Corvallis School District  
Address: 1555 SW 35th Street  
City, State, Zip: Corvallis, OR 97333

# OSBA Legislative Policy Committee CANDIDATE QUESTIONNAIRE

Name: Sarah Finger McDonald

Date: Sept. 26, 2023

Address: [REDACTED]

City/Zip: \_\_\_\_\_

Business phone: 541 908 3756

Residence phone: 541 908 3756

Cell phone: 541 908 3756

E-mail: sarah.fingermcdonald@corvallis.k12.or.us

District/ESD/CC: Corvallis 509J

Term expires: June 30, 2027 Years on board: 6

Region: Linn, Benton, Lincoln

Insert your high-resolution digital photo (head shot):  
1) Open this doc in Adobe  
2) Click on Tools tab  
3) Click Edit PDF  
4) Click on Add Image  
5) Navigate to where photo is  
6) Position photo in this frame

Position #: 10

*I certify that if elected I will faithfully serve as a member of the OSBA Legislative Policy Committee. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.*

  
Name

9/28/2023  
Date

***Be brief; please limit your responses to 50 words per question.***

1. What do you want to accomplish by serving on the Legislative Policy Committee (LPC)?
  - Serve as a voice for boards in my region to shape the legislative priorities and agenda of the OSBA.
  - build on my relationship with members of the legislature to advocate for Oregon's students and public schools and ensure we have the long term support and resources we need
2. What leadership skills do you bring to the LPC? Give an example of a situation in which you demonstrated these skills.

I make connections and lead from behind to create opportunities for involvement and advocacy.  
Example = I serve on the board for an organization that is building alliances among disparate groups who may not agree on all issues but can be brought together to address a shared
3. What do you see as the two most challenging legislative issues faced by OSBA?
  1. Continued failure of the legislature to fund schools at a level needed to support our students' education and well-being
  2. Focusing on equitable, student centered legislation that addresses educational needs and mental health challenges, and prepares students to thrive and contribute to society
4. What do you see as the two most challenging legislative issues faced by your region?
  1. The same challenges faced by OSBA.
  2. The ability to support students and families with more and more diverse identities, challenges, and life experiences.
5. What is your plan for communicating with boards in your region about legislative issues?

Utilize OSBA communication tools to share legislative updates, issues, and advocacy opportunities with board members.

Email to [OSBAelections@osba.org](mailto:OSBAelections@osba.org), or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301  
Deadline: September 29, 2023, 5 p.m.

*Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.*

# OSBA Legislative Policy Committee

## CANDIDATE PERSONAL/PROFESSIONAL RESUME

**Work or service performed for OSBA or local district** (include committee name and if you were chair):

OSBA Legislative Policy Committee  
Corvallis 509J School Board, Chair (2021/22, 2022/23), Vice Chair (2019/20, 2020/21)  
Corvallis Public Schools Foundation, liaison for the school board (2021/22, 2022/23)  
Corvallis 509J Redistricting Committee, liaison for the school board 2019

**Other education board positions held/dates:**

LBL ESD Budget Committee 2017-current

**Occupation** (Include at least the past five years):

Employers:

Dates:

Academic Advisor, OSU Dept. of Horticulture

2015-current

**Schools attended** (Include official name of school, where and when):

High school: Yorktown HS, Arlington, VA

College: Univ. of Notre Dame, Virginia Tech, OSU

Degrees earned: BS, MS, PhD

**Education honors and/or awards:**

ARCO Swallow Research Fellowship

**Other applicable training or education:**

Social Justice Education Initiative training

Black Minds Matter

Courageous Conversations

Legislative advocacy training

**Activities, other state and local community services:**

OAGS board member

**Hobbies/special interests:**

Reading

Kayaking & paddle boarding

Knitting

**Business/professional/civic group memberships; offices held and dates:**

NCADA = professional association for academic advisors

**Additional comments:**

Email to [OSBAelections@osba.org](mailto:OSBAelections@osba.org), or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301

Deadline: September 29, 2023, 5 p.m.

*Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.*

- B. Oregon School Boards Association Resolution #1 - Creates the Oregon Rural School Board Members Caucus and designates a seat on the OSBA Board of Directors and Legislative Policy Committee



# Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board  
Prepared by: Luhui Whitebear, Board Chair  
Meeting Date: November 2, 2023

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

### **ACTION REQUESTED**

### **Background**

The Oregon School Boards Association (OSBA) is seeking to create the Oregon Rural School Board Members Caucus and designate a seat on the OSBA Board of Directors and Legislative Policy Committee.

Corvallis School District is a member of OSBA. The Corvallis school board must take action during a public meeting to decide how the board as a whole will vote on the resolution. Board Secretary Kim Nelson will submit the official vote to OSBA on behalf of the board.

### **ACTION REQUESTED:**

Adopt this resolution.

### **MOTION REQUESTED:**

"I move to adopt OSBA's Resolution to amend the bylaws relating to the composition of the Board of Directors.



---

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

---

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

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

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

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

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

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

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

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

*Submitted by: OSBA Board of Directors*

# **BYLAWS**

**OREGON RURAL SCHOOL BOARD MEMBERS CAUCUS**

**OF THE**

**OREGON SCHOOL BOARDS ASSOCIATION**

**DRAFT**

## TABLE OF CONTENTS

		Page
ARTICLE 1	CHARTER	1
ARTICLE 2	MISSION AND GOALS:	1
2.1	Mission	1
2.2	Goals	1
ARTICLE 3	MEMBERSHIP	2
3.1	Qualification	2
3.2	Members	2
3.3	Attendees	2
3.4	Membership List	2
ARTICLE 4	BUDGET	2
ARTICLE 5	MEETINGS	2
5.1	Annual Meetings	2
5.2	Regular and Special Meetings	2
5.3	Notice	3
5.4	Quorum	3
5.5	Organization	3
5.6	Records	3
5.7	OSBA Staff Liaison	3
ARTICLE 6	CAUCUS LEADERSHIP COUNCIL	3
6.1	Composition	3
6.2	Term	3
6.3	Nomination and Election	3
6.4	Designations	3
6.5	Resignation	4
6.6	Vacancies	4
6.7	Removal	4
ARTICLE 7	EXECUTIVE COMMITTEE	4
7.1	Composition	4
7.2	Responsibilities	4
7.3	Ratification	5
7.4	Administration	5
ARTICLE 8	COMMITTEES	5
ARTICLE 9	SEAT ON THE OSBA'S BOARD OF DIRECTORS	5
ARTICLE 10	GENERAL PROVISIONS	5
10.1	Amendment of Charter	5

## ARTICLE 1

### CHARTER

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

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

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

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

## ARTICLE 2

### NAME, MISSION AND GOALS:

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

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

**2.3 Goals:**

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

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

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

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

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

## ARTICLE 3

### MEMBERSHIP

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

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

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

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

## ARTICLE 4

### BUDGET

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

## ARTICLE 5

### MEETINGS

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

**5.2 Regular and Special Meetings.**

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

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

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

### 5.3 Notice.

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

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

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

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

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

## ARTICLE 6

### Rural Leadership Assembly

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

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

### 6.3 Nomination and Election

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

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

### 6.4 Designations

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

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

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

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

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

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

## ARTICLE 7

### EXECUTIVE COMMITTEE

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

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

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

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

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

**ARTICLE 8**

**COMMITTEES**

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

**ARTICLE 9**

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

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

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

**ARTICLE 10**

**GENERAL PROVISIONS**

**10.1 Amendment of Bylaws**

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

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

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

\*\*\*\*\*

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

C. Oregon School Boards Association Resolution #2 - Adopts the proposed amendments to the OSBA bylaws



# Corvallis

SCHOOL DISTRICT

Prepared for: Corvallis School Board  
Prepared by: Luhui Whitebear, Board Chair  
Meeting Date: November 2, 2023

## **Oregon School Boards Association's Resolution to Amend the OSBA's 2018 Bylaws**

## **ACTION REQUESTED**

### **Background**

The Oregon School Boards Association (OSBA) was formed in 1946 as a volunteer association of locally elected public school boards. The Bylaws were last amended in 2018. The OSBA Board of Directors supports the recommendation to amend the Bylaws as submitted to the membership for consideration during the 2023 OSBA election.

Corvallis School District is a member of OSBA. The Corvallis school board must take action during a public meeting to decide how the board as a whole will vote on the resolution. Board Secretary Kim Nelson will submit the official vote to OSBA on behalf of the board.

### **ACTION REQUESTED:**

Adopt this resolution.

### **MOTION REQUESTED:**

"I move to adopt OSBA's Resolution to Amend the OSBA's 2018 Bylaws."



## *Resolution*

---

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

---

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

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

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

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

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

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

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

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

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

*Submitted by: OSBA Board of Directors*



# BYLAWS

As Amended by the Membership: December 2018

Suggested Revisions: September 23, 2023

## TABLE OF CONTENTS

		Page
SECTION 1	PURPOSE .....	1
SECTION 2	MEMBERS .....	2
2.1	Admission .....	2
2.2	Dues .....	2
2.3	Reserved Powers of the Members .....	2
2.4	Voting Power .....	2
2.5	Process of Approval of Member Resolutions .....	3
2.6	Regional Election of Directors and LPC Members .....	3
2.7	Modification of Regions.....	4
2.8	Annual Meetings.....	4
2.9	Special Meetings.....	4
2.10	Telephonic/Video Meetings .....	5
2.11	Place of Meetings .....	5
2.12	Action by Written Ballot .....	5
2.13	<u>Quorum</u> Unanimous Written Consent.....	5
2.14	<del>Quorum and Voting</del> .....	5
SECTION 3	DIRECTORS.....	5
3.1	Powers.....	5
3.2	Qualifications.....	5
3.3	Number.....	6
3.4	Term.....	6
3.5	Composition.....	6
3.6	Vacancies .....	7
3.7	Resignation .....	8
3.8	Removal .....	8
3.9	Meetings .....	8
3.10	Notice of Meetings .....	8
3.11	Waiver of Notice .....	8
3.12	<del>Quorum and Voting</del> .....	8
3.13	<u>Voting</u> .....	<u>8</u>
<u>3.14</u>	<u>Presumption of Assent</u> .....	<u>8</u>

**TABLE OF CONTENTS**  
(continued)

	<b>Page</b>
3. <del>14</del> <u>15</u> Compensation.....	9
3. <del>15</del> <u>16</u> Director Conflict of Interest.....	9
SECTION 4 COMMITTEES AND CAUCUSES.....	9
4.1 Standing Committees .....	<u>9</u>
4.2 Other Board Committees.....	10
4.3 Advisory Committees.....	11
4.4 Caucuses .....	11
4.5 Administration .....	11
SECTION 5 OFFICERS OF THE BOARD OF DIRECTORS.....	11
5.1 Appointment.....	11
5.2 Designation .....	<del>11</del> <u>12</u>
5.3 <u>Eligibility.....</u>	<u>12</u>
<del>5.4</del> Compensation and Term of Office .....	<del>11</del> <u>12</u>
5. <del>4</del> <u>5</u> Removal and Resignation .....	<del>11</del> <u>12</u>
5. <del>5</del> <u>6</u> Officers.....	12
SECTION 6 NONDISCRIMINATION .....	13
SECTION 7 GENERAL PROVISIONS .....	13
7.1 Amendment of Bylaws.....	13
7.2 Inspection of Books and Records.....	<del>13</del> <u>14</u>
7.3 Checks, Drafts, Etc .....	<del>13</del> <u>14</u>
7.4 Deposits .....	<del>13</del> <u>14</u>
7.5 Loans or Guarantees.....	<del>13</del> <u>14</u>
7.6 Execution of Documents.....	<del>13</del> <u>14</u>
7.7 Insurance .....	14
7.8 Fiscal Year .....	<del>14</del> <u>15</u>
7.9 Severability .....	<del>14</del> <u>15</u>

## SECTION 1 PURPOSE

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

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

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

~~D.C.~~ To work for the most efficient and effective organization of public schools of this state. “Public schools” include local school districts, education service districts, the State Board of Education and community colleges classified as a political subdivision.

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

~~F.E.~~ To study all legislation which affects the public schools of Oregon and to support and work for that which appears to be desirable and to keep members informed thereof. To propose and work for the enactment of proper educational legislation.

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

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

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

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

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

~~L.K.~~ To do such other things as the member boards or board of directors may deem appropriate for the accomplishment of these and other purposes which tend to improve public education.

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

## SECTION 2 MEMBERS

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

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

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

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

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

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

**2.4 Voting Power.**

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

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

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

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

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

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

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

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

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

- (a) Eastern Region includes all of the members located in the counties of Baker, Grant, Malheur, Union, Wallowa, and Wheeler.
- (b) Gorge Region includes all of the members located in the counties of Gilliam, Morrow, Sherman, Umatilla, and Wasco.
- (c) Central Region includes all of the members located in the counties of Crook, Deschutes, and Jefferson.
- (d) Southeast Region includes all of the members located in the counties of Harney, Klamath, and Lake.
- (e) Southern Region includes all of the members located in the counties of Jackson and Josephine.
- (f) Lane Region includes all of the members located in the county of Lane.
- (g) Clackamas Region includes all of the members located in the county of Clackamas and Hood River.
- (h) Douglas/South Coast Region includes all of the members located in the counties of Coos, Curry, and Douglas.
- (i) Linn, Benton, Lincoln Region includes all of the members located in the counties of Benton, Lincoln, and Linn.
- (j) Marion Region includes all of the members located in the county of Marion.

(k) Yamhill, Polk Region includes all of the members located in the counties of Polk and Yamhill.

(l) North Coast Region includes all of the members located in the counties of Clatsop, Columbia, and Tillamook.

(m) Washington Region includes all of the members located in the county of Washington.

(n) Multnomah Region includes all of the members located in the county of Multnomah.

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

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

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

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

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

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

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

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

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

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

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

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

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

## **SECTION 3 DIRECTORS**

**3.1 Powers.** Except as provided under Section 2.2, all corporate powers shall be exercised by or under the authority of and the affairs of, are managed under the direction of a-the board of directors. The board of directors shall adopt policies defining specific obligations of the board of directors.

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

**3.3 Number.** The board of directors shall consist of not fewer than three nor more than 24-25 persons. The number of directors may be fixed or changed periodically, within the minimum, and maximum by the members.

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

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

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

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

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

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

- (a) Clackamas Region shall elect two directors;
- (b) Marion Region shall elect two directors;
- (c) Washington Region shall elect three directors; and
- (d) Multnomah Region shall elect three directors.
- (e) Provided, however, that if the president or immediate past president of the board of directors is a representative director from a region that elects only one director, that region shall elect an additional director or directors to serve for the duration of the president and/or the immediate past president's term.

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

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

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

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

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

**3.6 Vacancies.** In the event that any director position<sub>7</sub> other than the immediate past president is vacant during the term of office, the remaining directors may appoint an interim director from the same region to serve until December 31 of the same year. If the board of directors cannot recruit a candidate from the region<sub>2</sub>, they may appoint a person from a contiguous region to serve as director representing the open region. An individual appointed as a director from a contiguous region is not eligible to serve as an officer of the board. The members shall elect, using the procedures in Section 3.5.2, an interim director to serve from January 1 of the next year until the end of the remaining term. If there is a vacancy in ~~an OSBA caucus-designated director position~~~~the Members of Color Caucus' director position~~, then the ~~Caucus-caucus~~ shall, as set forth in Section 3.5.3, appoint a new ~~Caucus caucus officer-representative~~ to serve the remaining term.

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

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

**3.9 Meetings.** An annual meeting of the board of directors shall be held immediately after, and at the same place as, the annual meeting of members. If the time and place of any other directors' meeting is regularly scheduled by the board of directors, the meeting is a regular meeting. All other meetings are special meetings. A special meeting of the board of directors may be called by the president or the president-elect or 20 percent of the board of directors. The board of directors may hold annual, regular or special meetings at any location in ~~or out of~~ the State of Oregon.

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

**3.11 Waiver of Notice.** A director may at any time waive any notice required by these bylaws. A director's attendance at or participation in a meeting waives any required notice to the director of the meeting unless the director, at the beginning of the meeting or promptly upon the director's arrival, objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to any action taken at the meeting. Except as provided in the preceding sentence, any waiver must be in writing, must be signed by the director entitled to the notice, must specify the meeting for which the notice is waived, and must be filed with the minutes or the corporate records.

~~**3.12 Quorum and Voting.** A quorum of the board of directors shall consist of a majority of the number of directors in office immediately before at the time the meeting begins. If a quorum is present when a vote is taken, the affirmative vote of a majority of the directors present when the action is taken is the act of the board of directors except to the extent that the articles of incorporation, these bylaws, or applicable law require the vote of a greater number of directors.~~

~~**3.123.13 Voting:** If a quorum is present when a vote is taken, the affirmative vote of a majority of the directors present when the action is taken is the act of the board of directors except to the extent that the articles of incorporation, these bylaws, or applicable law require the vote of a greater number of directors.;~~

~~**3.133.14 Presumption of Assent.** A director who is present at a meeting of the board of directors when corporate action is taken is deemed to have assented to the action taken unless:~~

- (a) The director objects at the beginning of the meeting, or promptly upon the director's arrival, to holding the meeting or transacting the business at the meeting; and
- (b) The director's dissent from the action taken is entered in the minutes of the meeting.

**3.143.15 Compensation.** Directors and members of committees may receive reimbursement of such expenses as may be determined by resolution or policy of the board of directors to be just and reasonable. Directors shall not otherwise be compensated for service in their capacity as directors.

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

## SECTION 4 COMMITTEES AND CAUCUSES

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

**4.1.1 Executive Committee.** The executive committee shall consist of five officers of the board of directors: the president as chairman, the president-elect, the vice president, the secretary-treasurer and the immediate past president. The executive committee may act, pursuant to delegation of authority to such committee by the board of directors, in place and instead of the board of directors between board meetings on all matters except those specifically reserved to the board under the terms of the bylaws. Actions of the executive committee shall be reported to the board by mail, email or at the next board meeting.

**4.1.2 Finance Committee.** The finance committee shall be appointed by the president and shall be composed of members from Oregon public school districts, education service districts, and community colleges with boards that meet all criteria to be Association voting members. The members shall include, but are not limited to, the Association secretary/treasurer and vice president, one Association board director from the PACE board, one district business official and one at-large board member. ~~The finance committee shall operate within the guidelines of the corporation's investment policy and the Finance Committee Operating Manual.~~

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

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

**4.1.24.1.3 Legislative Policy Committee.** The board of directors shall maintain a Legislative Policy Committee (LPC).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## SECTION 5 OFFICERS OF THE BOARD OF DIRECTORS

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

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

**5.2 Designation.** The officers of the Association shall be a president, president-elect, past president, vice president, a secretary-treasurer, and such other officers as the board of directors may appoint.

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

**5.4 Removal and Resignation.** Any officer may be removed, either with or without cause, at any time by action of the board of directors. An officer may resign at any time by delivering notice to the board of directors, the president, or the secretary-treasurer. A resignation is effective when the notice is effective under ORS 65.034 unless the notice specifies a later effective date. If a resignation is made effective at a later date and the Association accepts the later effective date, the board of directors may fill the pending vacancy before the effective date if the board of directors provides that the successor does not take office until the effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors. No removal or resignation shall prejudice the rights of any party under a contract of employment.

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

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

**5.5.2 President-elect:** In the absence of the president, the president-elect shall assume the powers and duties of the president, and when a vacancy occurs in the office of president, shall serve in that capacity for the remainder of the term. The president-elect shall automatically serve as president for the following term, even if required to fill an uncompleted term as president. In addition, the president-elect shall assume duties related to the oversight of Association member elections and resolutions processes and such other administrative duties as are assigned by the president. The president-elect serves for a term of one calendar year.

**5.5.3 Vice president:** In the absence of the president-elect shall assume the powers and duties of the president-elect. The vice president shall also serve as the chair of the LPC. The vice president serves for one calendar year.

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

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

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

## **SECTION 6 NONDISCRIMINATION**

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

## **SECTION 7 GENERAL PROVISIONS**

### **7.1 Amendment of Bylaws.**

**7.1.1** Amendments to the bylaws may be initiated by the board of directors or submitted by a member to the board of directors. ~~Amendments must be approved by a vote of two-thirds majority of the members at any regular or special meeting. The board of directors shall provide written notice to the members containing a statement that the members will be asked to approve the amendment and a copy of the proposed amended bylaws. Such notice shall be provided by US mail or email at least 15 days prior to the member meeting at which the vote will take place.~~

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

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

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

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

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

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

**7.3 Checks, Drafts, Etc.** All checks, drafts, and other orders for payment of money, notes, or other evidences of indebtedness issued in the name of or payable to the Association shall be signed or endorsed by such person or persons and in such manner as shall be determined by resolution of the board of directors.

**7.4 Deposits.** All funds of the Association not otherwise employed shall be deposited to the credit of the Association in those banks, trust companies or other depositories as the board of directors or officers of the Association designated by the board of directors select, or be invested as authorized by the board of directors.

**7.5 Loans or Guarantees.** The Association shall not borrow money and no evidence of indebtedness shall be issued in its name unless authorized by the board of directors. This authority may be general or confined to specific instances. Except as explicitly permitted by ORS 65.364, the Association shall not make a loan, guarantee an obligation or modify a pre-existing loan or guarantee to or for the benefit of a director or officer of the Association.

**7.6 Execution of Documents.** The board of directors may, except as otherwise provided in these bylaws, authorize any officer or agent to enter into any contract or execute any instrument in the name of and on behalf of the Association. Such authority may be general or confined to specific instances. Unless so authorized by the board of directors, no officer, agent, or employee shall have any power or authority to bind the Association by any contract or engagement, or to pledge its credit, or to render it liable for any purpose or for any amount.

**7.7 Insurance.** The Association may purchase and maintain insurance on behalf of an individual against liability asserted against or incurred by the individual who is or was a director, officer, employee, or agent of the Association, or who, while a director, officer, employee, or agent of the Association, is or was serving at the request of the Association as a director, officer, partner, trustee, employee, or agent of another foreign or domestic business or nonprofit corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise; provided, however, that the Association may not purchase or maintain such insurance to indemnify any director, officer, or agent of the Association in connection with any proceeding charging improper personal benefit to the director, officer, or agent in which the director, officer, or agent was adjudged liable on the basis that personal benefit was improperly received by the director, officer, or agent.

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

**7.9 Severability.** A determination that any provision of these bylaws is for any reason inapplicable, invalid, illegal or otherwise ineffective shall not affect or invalidate any other provision of these bylaws.

\* \* \* \* \*

The foregoing bylaws were approved by the membership of the Oregon School Boards Association on December 14, 2018. The original bylaws were duly adopted by the Board of Directors of OSBA on September 15, 2017, and approved by the membership on December 15, 2017.

DRAFT

**VIII. CONSOLIDATED ACTION (8:15 p.m.)\***

**A. Amendment to Transportation Agreement**



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board  
Prepared by: Olivia Meyers Buch, Finance and Operations Director  
Kim Patten, Director of Facilities and Transportation  
Meeting Date: November 2, 2023

### **Amendment to Transportation Agreement**

### **ACTION REQUESTED**

#### **Background**

In 2019, the district entered into an agreement with Student Transportation of America (STA) to provide student transportation services. The initial term of the agreement began on July 1, 2019 and ends on June 30, 2024. Under the terms of the agreement, the agreement may be extended by mutual agreement for additional terms in increments of one to five years, no later than January 31 of the final year of the contract.

At this time, the district would like to proceed with extending the agreement for an additional five years and, with mutual agreement of STA, make the following amendments to the agreement:

- Increase the average age of all buses from eight (8) years to ten (10) years. Increase the maximum age for conventional small buses or vans from eight (8) years to ten (10) years.
- Rates for each year of the extended term will be revised to reflect the percent change in the Consumer Price Index for All Urban Consumers (CPI-U), All Items, U.S. City Average as of March of each year of the term, not to be less than 1.50% or exceed 6.00%.
- In 2024-25, the fixed cost rate will increase by 4.70% in addition to the rate increase attributable to the percent change in CPI-U.

#### **ACTION REQUESTED:**

Approve extending the agreement with the proposed amendments.

#### **MOTION REQUESTED:**

“I move that the board approve extending the agreement with STA with the amendments proposed.”

B. Minutes

1. October 12, 2023

**MINUTES**  
Business Meeting of the  
**BOARD OF DIRECTORS**  
Corvallis School District 509J

**I. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 6:33 p.m. in the Gymnasium of Lincoln Elementary School, 110 SE Alexander Avenue, Corvallis, OR 97333. The secretary recorded those present as listed below.

<p><u>BOARD MEMBERS PRESENT</u>  Luhui Whitebear, Ph.D., Chair  Shauna Tominey, Ph.D., Co-Vice Chair  Terese Jones, Co-Vice Chair  Sarah Finger McDonald, Ph.D.  Chris Hawkins  Judah Largent*  Sami Al-Abdrabbuh, Ph.D.</p> <p><i>*Joined the meeting via Zoom.</i></p>	<p><u>EXECUTIVE STAFF PRESENT</u>  Ryan Noss, D.Ed., Superintendent  Melissa Harder, Assistant Superintendent  Jennifer Duvall, Human Resources Director  Olivia Meyers Buch, Finance and Operations Director</p> <p><u>STUDENT REPRESENTATIVES PRESENT</u>  Eileen Lewis, CHHS</p>
--	---

A quorum was present, and due notice had been published.

**II. ACKNOWLEDGEMENT OF LGBTQI2S+ HISTORY MONTH**

Board members read aloud Resolution Number 21-1001 – Acknowledgement of LGBTQI2S+ History Month, celebrated annually during October. (The document is posted online with the information packet of this meeting and will be filed with the official 2023-24 board records.)

**III. BOARD MEMBER REPORTS**

Board members provided brief updates regarding the committees to which they liaise, their visits to schools, and their attendance at school events.

**IV. OREGON SCHOOL BOARDS ASSOCIATION AND NATIONAL SCHOOL BOARDS ASSOCIATION UPDATES**

Chair Whitebear shared that Director Al-Abdrabbuh had a conflict and was running late and would share his update when appropriate later in the meeting.

The Board debriefed the Oregon School Boards Association Legislative Roadshow event and shared appreciation for the opportunity to hear from other regional Board members.

## V. SUPERINTENDENT'S REPORT

Superintendent Noss read from a written report. Highlights included the 100-year celebration for the Harding building, National School Lunch Week, and the upcoming work session with the Corvallis Public Schools Foundation. (The report is posted online with the informational packet of this meeting and will be filed with the official 2023-24 board records.)

## VI. PUBLIC COMMENT

Elliot Paulson, Lincoln Elementary School staff member, expressed frustration as an education assistant navigating behavior issues that fall to classified staff and that they often feel disconnected and an afterthought.

Scott Fairbanks, Corvallis, shared concerns regarding the number of library books weeded in the district last year, a lack of transparency, concerns about censorship, and that information was difficult to access.

Leonne Bannister, Kathryn Jones Harrison Elementary School staff member, read from a prepared statement regarding Dr. Sara Johnson's positive attributes and strong leadership to begin the school year. (Ms. Bannister's letter is posted online with the information packet of this meeting and will be filed with the official 2023-24 board records.)

John Swanson, Corvallis, read from a prepared statement regarding adding sustainability and eco-literacy to the Board goals. (Mr. Swanson's letter is posted online with the information packet of this meeting and will be filed with the official 2023-24 board records.)

Director Al-Abdrabbuh joined the meeting at 7:12 p.m.

Dana Zachary, Corvallis, former district librarian, shared her support for the weeding in the district based on copyright dates, packed shelves, circulation statistics, and keeping libraries relevant.

## VII. BOARD GOALS – FIRST READ

Superintendent Noss referred to a draft of the Board Goals that were provided to the Board before the meeting. (The document is posted online with the informational packet of this meeting and will be filed with the official 2023-24 board records.)

The Board suggested revisions to the document. The revisions will be brought to the Board for action at a future date.

The board took a break, and then the meeting resumed.

## VIII. SCHOOL CALENDAR REVISIONS – 2024-25

Kim Johnson, Middle School Coordinator, and Amy Lesan, Elementary Coordinator, referred to a report provided before the meeting and answered questions from the Board. (The report is posted online with the information packet of this meeting and will be filed with the official 2023-24 Board

records.)

**MOTION 1:**

**It was moved by Director Al-Abdrabbuh and seconded by Director Finger McDonald to change the first day of school from September 4, 2023, to September 4, 2024. The motion passed by unanimous consent.**

**MOTION 2:**

**It was moved by Director Al-Abdrabbuh and seconded by Director Finger McDonald to adopt the revised 2024-25 school calendar. The motion was voted on and passed unanimously.**

**IX. DIVISION 22 REPORT AND ACTION**

Assistant Superintendent Harder referred to a written report provided to the Board before the meeting and answered questions from the Board. (The report is posted online with the informational packet of this meeting and will be filed with the official 2023-24 Board records.)

**MOTION:**

**It was moved by Director Jones and seconded by Director Al-Abdrabbuh to approve the Division 22 report for submission to ODE and to be published on the District website and authorize the district to include up to 30 hours of professional development time, up to 30 hours for parent-teacher conferences, and up to 60 hours of recess for students in grades kindergarten through grade 3 for calculation of instructional hours. The motion was voted on and passed unanimously.**

**X. CONSOLIDATED ACTION**

Board members asked questions regarding item A and received answers from staff.

**MOTION:**

**It was moved by Director Finger McDonald and seconded by Director Al-Abdrabbuh to approve the Consolidated Action items. The motion was voted on and passed unanimously.**

- A. School Construction Excise Tax Rates** – (This document is posted online with the informational packet of this meeting and will be filed with the official 2023-24 Board records.)
- B. Minutes** – September 7, 2023; September 21, 2023 – (These documents are posted online with the informational packet of this meeting and will be filed with the official 2023-24 Board records.)
- C. Licensed Personnel Action** – (This document is posted online with the informational packet of this meeting and will be filed with the official 2023-24 Board records.)

## **XI. CONSOLIDATED INFORMATION**

Policy JGE was pulled from Consolidated Information by Chair Whitebear, who asked for more time to review language and provide clarity. Board members asked questions regarding items A and D and received answers from staff. Item D will be pulled for additional work before being presented for a second reading at a future meeting.

- A. Policy AC-AR — Discrimination Complaint Procedure – Revised – First Reading**
- B. Policy JFCF-AR —  
Hazing/Harassment/Intimidation/Menacing/Bullying/Cyberbullying/Teen Dating  
Violence Complaint Procedures – Student – Revised – First Reading**
- C. Policy JGE — Expulsion – Revised – First Reading**
- D. Policy JBC — Gender Expansive Students - Nondiscrimination on the Basis of  
Gender Identity – Revised – First Reading**

## **XII. BOARD MEMBER COMMENTS**

Director Al-Abdrabbuh shared the following comments:

- Appreciation for the District's statement regarding the events in Israel and Gaza.
- Hearing concerns regarding holocaust instruction causing trauma during difficult times.
- Attended several of the Oregon School Boards Association Legislative Roadshow regional events; humbling to hear about the consistency of challenges and common needs across districts.

Board member comments made regarding Policy JBC:

- It is important to remember that whatever language is landed on, it needs to be clear whom we are talking about.
- There is power in language. Transgender is a word used across the country in conjunction with a loss of rights at the community and state levels.
- Gender expansive may not mean much to people who do not pay attention to this subject.
- Monday, November 20th, is Transgender Day of Remembrance to honor transgender and non-binary folks killed because of their identity.
- The Board's work on this policy is violence prevention; it is essential and merits the thoughtfulness and thoroughness invested into it.
- Appreciate the work we have already done, but also acknowledge we need to do better.

Director Jones shared that she was excited to learn that ABC House had visited middle school health classes; they do important work with youth who have experienced sexual violence. Kudos to the district for providing age-appropriate teaching.

Director Largent expressed gratitude for the accommodation and accessibility of being able to join the meeting virtually.

Director Tominey shared appreciation for the work the Board has done on Working Agreements and Norms. The revised language regarding public comments seemed more welcoming to the

community.

**XIII. ADJOURNMENT**

There being no further business before the Board, Chair Whitebear adjourned the meeting at 9:17 p.m.

---

Luhui Whitebear, Ph.D., Board Chair

---

Ryan Noss, D.Ed., Superintendent

Prepared By: Kim Nelson

S:\DO\Super\Kim\BOARD\MINUTES\2023\10-12-23 Minutes - DRAFT.DOCX

DRAFT

2. October 19, 2023

**MINUTES**  
 Special Meeting of the  
**BOARD OF DIRECTORS**  
 Corvallis School District 509J

**I. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 6:34 p.m. in the Gymnasium of Lincoln Elementary School, 110 SE Alexander Avenue, Corvallis, OR 97333. The secretary recorded those present as listed below.

<p><u>BOARD MEMBERS PRESENT</u>                  Luhui Whitebear, Ph.D., Chair                  Shauna Tominey, Ph.D., Co-Vice Chair                  Terese Jones, Co-Vice Chair                  Sarah Finger McDonald, Ph.D.                  Chris Hawkins                  Judah Largent                  Sami Al-Abdrabbuh, Ph.D.*</p> <p><i>*Joined the meeting via Zoom at 7:23 p.m.</i></p>	<p><u>EXECUTIVE STAFF PRESENT</u>                  Ryan Noss, D.Ed., Superintendent                  Melissa Harder, Assistant Superintendent</p> <p><u>STUDENT REPRESENTATIVES PRESENT</u>                  Eileen Lewis, CHHS                  Zoe DeAmicis, CVHS                  Vibhav Javali, CVHS</p>
--	--

A quorum was present, and due notice had been published.

**II. ACKNOWLEDGEMENT OF NATIVE AMERICAN HERITAGE MONTH**

Board members and student representatives read aloud Resolution Number 21-1003 – Acknowledgement Native American Heritage Month, celebrated annually during November. (The document is posted online with the information packet of this meeting and will be filed with the official 2023-24 board records.)

**III. STUDENT REPRESENTATIVE REPORTS**

Student representatives provided brief updates regarding their schools.

**IV. CORVALLIS PUBLIC SCHOOLS FOUNDATION WORK SESSION**

(The work session agenda and slide presentation are posted online with the information packet of this meeting and will be filed with the official 2023-24 Board records.)

Chair Whitebear welcomed the Corvallis Public Schools Foundation (CPSF). Executive Director Angela Hibbard was joined by Erika Seirup and board members Mindy Hamlin, Nina Erlich Williams, Susan Gardner-Dunlea, Mark Goheen, Salam Althahabi, Kevin Dougherty, Wanda Arp, and Rick Wallace.

Ms. Hibbard and the Corvallis Public Schools Foundation board members shared a foundation update.

Superintendent Noss shared information regarding the ongoing work on the 2024-2029 Board goals and divided the group into small breakout groups to discuss the current draft document. Following the breakouts, the group reconvened, shared feedback, and expressed appreciation for the alignment between the two organizations.

The Corvallis Public Schools Foundation exited the meeting following the work session.

The Board took a short break and then resumed the meeting.

## **V. POLICY REVIEW UPDATE**

Superintendent Noss presented information provided by the Oregon School Boards Association on policies that the Board might consider for review. (The slides are posted online with the information packet of this meeting and will be filed with the official 2023-24 board records.)

## **VI. BOARD MEMBER COMMENTS**

Director Finger McDonald shared that after the goals discussion at the last board meeting, community members had reached out in support of clarifying the language and providing a profile of a graduate that helps define what it means to be a graduate of the District.

Director Hawkins attended the Crescent Valley vs. Corvallis High School football game. She shared it was encouraging to see the cheerleaders from the rival schools perform a dance together, building positivity and promoting cohesiveness.

Director Largent expressed gratitude for the invitations from educators to attend events and have the opportunity to see the wonderful things students are doing.

Chair Whitebear expressed appreciation for teachers and the work they are doing to prepare for upcoming conferences.

Director Al-Abdrabbuh expressed gratitude to Chair Whitebear for the work done behind the scenes responding to community member emails.

## **VII. ADJOURNMENT**

There being no further business before the Board, Chair Whitebear adjourned the meeting at 8:37 p.m.

---

Luhui Whitebear, Ph.D., Board Chair

---

Ryan Noss, D.Ed., Superintendent

Prepared By: Kim Nelson

S:\DO\Super\Kim\BOARD\MINUTES\2023\10-19-23 Minutes - Draft.DOCX

## C. Licensed Personnel Action



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board  
Prepared by: Jennifer Duvall, Human Resources Director  
Meeting Date: Nov 2nd, 2023

### Licensed Personnel Action

### ACTION REQUESTED

#### Recommendation to Hire

Name	Position	FTE	Building	Start Date	Contract Status
Feser, Kathleen	Sustainability Specialist	.50	District Office	10/11/2023	Probationary Non-Rep
Viramontes, Aimee	Special Education Teacher	1.0	Crescent Valley High	11/1/2023	Temporary Teacher

#### Termination/Resignation/Layoff/Retirement

Name	Position	FTE	Building	Effective	Notes
Johnson, Sara	Principal	1.0	Kathryn Jones Harrison Elementary	10/13/2023	Resigned

#### MOTION REQUESTED:

“I move to approve the Licensed Personnel action as submitted.”

**IX. CONSOLIDATED INFORMATION (8:25 p.m.)\***

**A. Virtual Charter School Enrollment Calculation**



Prepared for: Corvallis School Board  
Prepared by: Kristin Mahoney & Melissa Harder  
Meeting Date: November 2, 2023

## Virtual Charter School Enrollment

## NO ACTION REQUIRED

### Background

Board Policy LBEA requires district staff to semiannually calculate the percentage of the number of students residing in the district, who are enrolled in a virtual public charter school not sponsored by the district. Calculations are to be conducted utilizing data collected for state reporting purposes in Fall and Spring of each year. Please note, these numbers do not include students who are on an Interdistrict Transfer to another district, such as Nyssa or Colton, which host online programs in which students attend remotely.

When the established percentage is more than three percent (3%), the district will request direction from the Board as to its intent to approve or deny additional resident students enrollment to a virtual public charter school outside of the district boundary, subject to the requirements in Oregon Administrative Rule (OAR) 581-026-0305(2). Such direction will be in effect until the next semiannual review date for the upcoming academic term.

As the calculated percentage is less than 3%, no action is requested of the Board.

Virtual Charter 3% Calculation  
Per LBEA/OAR 581-026-0305

Data	Number	% of Total	Reference
Students enrolled within the district	6175	77.8%	District Enrollment as of 10-24-23
Students enrolled in public charter schools located in the district	107	1.35%	MCCS Enrollment as of 10-24-23
Students residing in the district enrolled in virtual public charter schools not located in the boundary	171	2.2%	Most recent individual enrollment reports voluntarily shared by virtual charter schools
Home-schooled students who reside in the district who are registered with the educational service district	232	2.92%	Active Home School Enrollments with LBL ESD as of October 2023
Students enrolled in private schools located within the school district	1,248	16.2%	As surveyed (pulled 10-24-23)
TOTAL	7,933		

B. September 2023 Financial Summary (unaudited)



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board  
Prepared by: Olivia Meyers Buch, Finance and Operations Director  
Meeting Date: November 2, 2023

### **September Financial Summary (Unaudited)**

**NO ACTION REQUIRED**

#### Background

The Financial Summary for the General Fund for the period ending September 30, 2022 and September 30, 2023 follow this report. Year-to-date operating revenues through the end of September 2023 total \$15.5 million or 17.25% of total budgeted operating revenues as compared to \$14.9 million or 16.46% through the end of September 2022. As usual, revenues from the state school fund constitute the majority of funds received at this point in the year.

Year-to-date operating expenditures through the end of September 2023 total \$13.6 million or 14.73% of total budgeted operating expenditures as compared to \$14.7 million or 16.38% through the end of September 2022. This variance is primarily due to payments associated with new computer hardware leases that were later reclassified to federal grant funds.

Projected resources and requirements through June 30, 2023 will be provided beginning with the October financial summary. Please contact me with questions or if you would like any additional information.

#### Supplementary Materials

1. General Fund Financial Summary as of September 30, 2023
2. Schedule of Investments as of September 30, 2023

# General Fund | 2023 - 2024 Financial Summary | First Quarter

For the Period Ending September 30, 2023

	2022 - 2023 YTD Actual	Prior Year % of Actual	2023 - 2024 Adopted Budget	2023 - 2024 YTD Actuals	% of Budget
<b>RESOURCES</b>					
<b>Operating Revenues</b>					
State School Fund	\$ 13,579,610	34.19%	\$ 41,180,916	\$ 14,652,633	35.58%
Other State School Fund	55,255	0.16%	35,776,287	179,328	0.50%
<b>State School Fund Formula</b>	<b>13,634,865</b>	<b>18.34%</b>	<b>76,957,203</b>	<b>14,831,961</b>	<b>19.27%</b>
Local Sources	969,231	7.38%	11,301,908	647,355	5.73%
Intermediate Sources	-	0.00%	696,903	-	0.00%
State Sources	-	0.00%	650,000	-	0.00%
Federal Sources	90,559	31.99%	190,000	11,520	6.06%
Other Sources	170,351	13.96%	-	2,625	
<b>Total Operating Revenues</b>	<b>\$ 14,865,006</b>	<b>16.46%</b>	<b>\$ 89,796,014</b>	<b>\$ 15,493,462</b>	<b>17.25%</b>
<b>Beginning Fund Balance</b>	13,638,940	100.00%	12,030,826	13,992,955	116.31%
<b>TOTAL RESOURCES</b>	<b>\$ 28,503,946</b>	<b>27.42%</b>	<b>\$ 101,826,840</b>	<b>\$ 29,486,417</b>	<b>28.96%</b>
<b>REQUIREMENTS</b>					
<b>Operating Expenditures</b>					
Salaries	\$ 5,296,363	12.20%	\$ 45,671,961	\$ 5,872,427	12.86%
Associated Payroll Costs	2,865,064	11.75%	25,799,672	2,763,530	10.71%
Purchased Services	1,468,714	10.91%	13,513,900	1,642,065	12.15%
Supplies and Materials	986,220	18.75%	4,096,062	1,986,125	48.49%
Capital Outlay	47,675	12.77%	120,000	8,449	7.04%
Other Objects	4,068,254	216.06%	1,665,566	1,340,979	80.51%
Transfers	-	0.00%	1,558,540	-	0.00%
<b>Total Operating Expenditures</b>	<b>\$ 14,732,290</b>	<b>16.38%</b>	<b>\$ 92,425,701</b>	<b>\$ 13,613,576</b>	<b>14.73%</b>
Contingencies	-		6,734,701	-	0.00%
Unappropriated Ending Fund Balance	-		2,666,438	-	0.00%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 14,732,290</b>	<b>16.38%</b>	<b>\$ 101,826,840</b>	<b>\$ 13,613,576</b>	<b>13.37%</b>

Corvallis School District 509J  
Schedule of Investments  
September 30, 2023

Type of Investment	Investment Date	Maturity/ Call Date	No. of Days	Bond Equivalent Yield	Purchase Price	Par (Maturity) Value
U.S. Treasury Obligations:	11/25/22	05/15/24	537	4.500%	\$94.01	5,000,000
US Government-Sponsored Enterprises:	05/06/22	11/06/23	549	2.349%	\$96.92	5,000,000
	11/25/22	12/18/23	388	4.550%	\$100.21	5,000,000
	12/09/22	02/15/24	433	4.320%	\$97.49	5,000,000
	11/25/22	03/08/24	469	4.581%	\$98.35	5,065,000
	02/28/23	06/14/24	472	5.030%	\$99.79	3,000,000
<b>Total Investments Outside of Local Government Investment Pool:</b>						<b>\$ 28,065,000</b>
Local Government Investment Pool:				Rate		
General Account				4.80%		\$ 1,391,669
Debt Service Account - GO 2020 Bond Series				4.80%		-
<b>Total Investments Inside of Local Government Investment Pool <sup>1</sup></b>						<b>\$ 1,391,669</b>
<b>Total Investments</b>						<b>\$ 29,456,669</b>

<sup>1</sup> The maximum amount (in any combination of accounts) that the Local Government Investment Pool (LGIP) allows in an account is \$59,847,000

**Compliance with Investment Policy**

Type of Investment	Maximum % of Portfolio per Policy DFA	Current Percent
U.S. Treasury Obligations	100.0%	17.0%
U.S. Government Agency Securities and Instrumentalities of Government-Sponsored Corporations	90.0%	78.3%
State of Oregon Local Government Investment Pool (LGIP)	100.0%	4.7%
Bankers Acceptances	25.0%	0.0%
Repurchase Agreements	25.0%	0.0%
Certificates of Deposits	50.0%	0.0%
Commercial Paper	10.0%	0.0%
State of Oregon and Oregon Local Government Securities	25.0%	0.0%
<b>TOTAL</b>		<b>100.00%</b>

**Benchmarks as of 9/30:**

3 Month U.S. Treasury Yield Curve Rate	5.55%
3 Month Jumbo Certificate of Deposit Rate	4.60%

## C. World Language - French Update



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board  
Prepared by: Nikki McFarland, High School Coordinator  
Meeting Date: November 2, 2023

## Corvallis School District French Curriculum Update

**NO ACTION REQUIRED**

### Background

As a requirement of Division 22, if a district chooses to select materials that are not on the ODE approved list, they must conduct an independent adoption, and provide the school board with the following information prior to placing the curriculum into use:

1. The subject, category, and grade level(s) in which the instructional materials will be used;
2. The title of the instructional materials;
3. The publisher of the instructional materials;
4. The copyright date of the instructional materials;
5. The date on which the district intends to install the instructional materials for use in the school system;
6. A statement that a completed criteria checklist showing the degree to which the instructional materials meet the criteria established by the State Board of Education is on file in the district office; and
7. A statement of assurance that the independently adopted instructional materials will comply with the most current National Instructional Materials Accessibility Standard (NIMAS) specifications regarding accessible instructional materials.

In the spring of 2023, new world language materials were adopted. The French materials selected by the French teacher in our district were not on the ODE-approved list, constituting an independent adoption. Although the board was presented with a description of the materials (items 1-5 above), the materials adopted were not identified as independent, and items 6 and 7 were not addressed in the board presentation.

The teacher reviewed the materials using the ODE world language adoption criteria, and the publisher sent an accessibility assurance.

The independent review and assurance are on file in the Assistant Superintendent's office.

D. Board Policies -- **FOR INFORMATION**

1. Policy EFA — Local Wellness — First Reading



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board  
Prepared by: Melissa Harder & Kristin Mahoney  
Meeting Date: November 2, 2023

### **NO ACTION REQUIRED**

#### Board Policy EFA—Local Wellness—Revised—First Reading

##### Background

Federal law requires local education agencies to “establish a local school wellness policy for all schools participating in the National School Lunch Program and/or School Breakfast Program...”. The law describes the policy as “a written plan that includes” various components intended to improve student wellness. This policy is designed to meet the requirements for a wellness policy and provide the framework for the district’s plan.

Previously many of these requirements were split between the policy and an administrative regulation (AR). All required and/or related content is now included in the policy, so the edits are extensive. The result is a revised policy and a recommendation to rescind the administrative regulation if it is present in the district’s board policy manual. In addition, House Bill 3199 (2023) revised physical education requirements for upper elementary grades from 225 minutes down to “an average of 150 minutes during each school week, as calculated over the duration of the school year.” This is updated in Policy EFA.

##### Involvement

Staff members: Melissa Harder & Kristin Mahoney

##### Cost Impact

None.

##### Function

Discussion.



# Corvallis

## SCHOOL DISTRICT

Code: EFA  
Adopted: 12/10/07  
Readopted: 2/8/16, 1/10/19

### **Local Wellness Policy/~~Nutrition Program~~**

The district is committed to the optimal development of every student and believes that a positive, safe, and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental and social success.

To help ensure that students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board's commitment to providing adequate time for instruction that fosters healthy eating through nutrition education and promotion, serving healthy and appealing foods at district schools, developing food-use guidelines for staff, and establishing liaisons with nutrition service providers, as appropriate.

~~The input of staff (including, but not limited to, physical education and school health professionals), students, parents, the public, the Board, school administrators, representatives of the school food authority and public health professions will be encouraged in the development of wellness policy. The superintendent or designee will develop administrative regulations as necessary to implement the goals of this policy throughout the district.~~

### WELLNESS POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY, AND COMMUNITY ENGAGEMENT

#### **Implementation Plan**

~~The district shall develop and maintain a plan to manage and coordinate the implementation of this wellness policy.~~

The plan will:

The district shall manage and coordinate the implementation of this local wellness policy.

Implementation will consist of, but not be limited to, the following:

1. Delineate roles, responsibilities, actions, and timelines specific to each school;
2. Generating and disseminating information about who will be responsible to make what change, by how much, where and when;
3. Establishing standards for all foods and beverages provided (but not sold) to students during the school day on participating school campuses;
4. Establishing standards and nutrition guidelines for all foods and beverages sold to students during the school day on participating school campuses that meet state and federal nutrition standards for NSLP and SBP, competitive foods, permit marketing of same that meets the competitive food nutrition standards, and promotes student health and reduces child obesity; and
5. Establishing specific goals for nutrition promotion and education, physical activity and other school-based activities that promote student wellness.

~~2. Include information about who will be responsible to make what change, by how much, where, and when;~~

~~3. Include specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, and in food and beverage marketing; and~~

~~4. Include specific goals and objectives for nutrition promotion and education, physical activity, physical and mental health education, and other school-based activities that promote student wellness.~~

In an effort to measure the implementation of this policy, the ~~The~~ Board designates the superintendent or superintendent's designee as the person who will be responsible for ensuring each school meets the goals outlined in this policy.

### **Record Keeping**

The district will retain the following records to document compliance with the requirements of the wellness policy at the district's administrative offices:

- ~~1. The written wellness policy;~~
- ~~2. Documentation demonstrating that the policy has been made available to the public;~~
- ~~3. Documentation of efforts to review and update the local wellness policy, including an indication of who is involved in the update and the methods used to make stakeholders aware of their ability to participate;~~
- ~~4. Documentation to demonstrate compliance with the annual public notification requirements;~~
- ~~5. The most recent assessment on the implementation of the local wellness policy;~~
- ~~6. Documentation demonstrating that the most recent assessment on the implementation of the local wellness policy has been made available to the public.~~

## **Annual Notification of Policy**

~~The district will make available to the public annually, an assessment of the policy's implementation, including the extent to which the schools are in compliance with policy, how the policy compares to model policy and a description of the progress being made in attaining the goals of the policy. The district will make this information available through the district website and/or districtwide communications. The district will also publicize the name and contact information of the district or school official(s) leading and coordinating the policy, as well as information on how the public can get involved with the local wellness policy.~~

The district will inform the public about the content and implementation of the local wellness policy, and post the policy and any updates to the policy on the district website annually. Included will be, if available, the most recent assessment of the implementation, and a description of the progress being made in attaining the goals of the policy.

The district will publicize the name and contact information of the district or school official(s) leading and coordinating the policy and information on how the public can get involved with the local wellness policy. This information will be published on the district's website and in district communications.

## **Triennial Progress Assessments**

~~At least once every three years, the district will evaluate compliance with the local wellness policy, to assess the implementation of the policy and produce the implementation of this policy and its progress with a triennial assessment and produce a progress report that will include:~~

1. The extent to which schools under the jurisdiction of the district are in compliance with the policy;
2. The extent to which the district's policy compares to model wellness policy; and
3. A description of the progress made in attaining the goals of the district's policy.

The district will actively notify households/families of the availability of the triennial progress report.

## **Revisions and Updating the Policy**

~~The district will update or modify the local wellness policy based on the results of the annual School Health Index and triennial assessments and/or as district priorities change; community needs change; wellness goals are met; new health science, information, and technology emerge; and new federal or state guidance or standards are issued. The local wellness policy will be assessed and updated as indicated at least every three years following the triennial assessment.~~

## **Community Involvement, Outreach, and Communications (Review of, and Updating Policy)**

The district will actively communicate ways in which the community can participate in the development, implementation, and periodic review and update of the local wellness policy through a variety of means appropriate for the district. The district will also ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that

~~the district and individual schools are communicating important school information with parents.~~

Parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general public will be solicited to participate in the periodic review and update of the local school wellness policy.

## NUTRITION PROMOTION AND NUTRITION EDUCATION

Nutrition promotion and nutrition education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, by creating food environments that encourage healthy nutrition choices that support healthy nutrition choices, and by encouraging participation in school meal programs. ~~Students and staff will receive consistent nutrition messages throughout the school environment.~~

To promote nutrition education in the schools, the principal is responsible for ensuring the following goals are implemented:

1. Nutrition education is provided throughout the student's school years as part of the district's age-appropriate, comprehensive nutrition program and is aligned and coordinated with the Oregon Health Education Standards and school health education programs.
2. Nutrition education will include culturally relevant, participatory activities that include social learning strategies and activities that are aligned and coordinated with the Oregon Health Education Standards and school health education programs.

Nutrition promotion also includes including marketing and advertising nutritious foods and beverages to students, and is most effective when will be implemented consistently through a comprehensive and multi-channel approach by staff, teachers, parents, students, and the community.

### **School Meals**

To the maximum extent possible, all district schools will participate in available federal school meal programs (including the SBP, NSLP, and Child Adult Care Food Program).

The district's available meal program(s) will operate to meet meal pattern requirements and dietary specifications in accordance with the Healthy, Hunger-Free Kids Act and applicable federal laws and regulations.

The principal will support nutrition and food services operations as addressed in Board policy EFAA – District Nutrition and Food Services and its accompanying administrative regulation EFAA-AR – Reimbursable Meals and Milk Programs

### **Staff Qualifications and Professional Development**

~~All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA Professional Standards for Child Nutrition Professionals.~~

## **Water**

Free, safe, unflavored, drinking water will be available to all students throughout the school day and throughout every school campus. The district will make drinking water available where school meals are served during mealtimes.

## **Competitive Foods and Beverages**

All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet and or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards<sup>1</sup>. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores, and snack or food carts. The district controls the sale of all competitive foods. All foods and beverages outside the reimbursable school meal programs that are **sold** to students on the school campus during the school day will meet or exceed Smart Snacks Standards.

## **Celebrations and Rewards**

All foods offered on the school campus should **will** meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, classroom snacks brought by parents, rewards, and incentives.

## **Fund Raising**

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fund raisers on the school campus during the school day.

## **Food and Beverage Marketing in Schools**

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards.

~~“Food and beverage marketing” is defined as advertising and other promotion in schools. Food and beverage marketing often includes an oral, written or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.~~

## PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

~~Physical activity should be included in the school’s daily education program for grades pre-K through 12 and include regular, instructional physical education, as well as co-curricular activities and recess.~~

~~The Board realizes that a quality physical education program is an essential component for all students to learn about and participate in physical activity. The district will develop and assess student performance~~

---

<sup>1</sup>[Oregon Smart Snacks Standards](#)

~~standards and program minute requirements in order to meet the ODE's physical education content standards and state law.~~

A quality physical education program is an essential component for all students to learn about and participate in physical activity. The district will develop and assess student performance standards and program minute requirements in order to meet ODE's physical education content standards and state law.

Physical activity should be included in the school's daily education program for grades K through 12 and include regular, instructional physical education, as well as co-curricular activities and recess.

In order to ensure students are afforded the opportunity to engage in physical education and physical activity in the school setting, the following goals are established:

1. Instruction, provided by adequately prepared teachers, i.e., licensed or endorsed to teach physical education, will meet the state adopted academic content standards for physical education (Oregon Revised Statute (ORS) 329.045). Teachers of physical education shall regularly participate in professional development activities annually.
2. Every public school student in kindergarten through grade 8 shall participate in physical education for the entire school year. Students in kindergarten through grade 5 shall participate for a least 150 minutes during each school week, and students in grades 6 through 8 for at least an average of 150 minutes during each school week, as calculated over the duration of a school year;
3. Physical activity will be integrated across curricula and throughout the school day. Movement will be made a part of all classes or courses as part of a well-rounded education.
4. Physical activity during the school day (including, but not limited to, recess, classroom physical activity breaks or physical education) will not be used as a punishment for any reason.
5. At least 50 percent of the weekly physical education class time in grades K through 8 shall be devoted to actual physical activity.

### **Other Activities that Promote Student Wellness**

The district will integrate wellness activities throughout the entire school environment (districtwide), ~~not just in cafeterias, other food and beverage venues, and physical activity facilities.~~ The district will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complimentary, not duplicated, and work toward the same set of goals and objectives to promote student well-being, optimal development, and strong educational outcomes.

The district will provide the following activities and encourage the following practices which promote local wellness:

1. Safe Routes to Schools Program.
2. Physically active family and community engagement activities for families to learn about healthy eating or to practice being active together (e.g., skate night, fun run, dance night).
3. Nonfood-related fund raisers.

4. Intramural sports.
5. Use of alternates to food as rewards in the classroom.
6. Integration of social, emotional and mental health supports into school programs.

## Employee Wellness

The district encourages school staff to pursue and maintain a healthy lifestyle that contributes to individual improved health, improved morale, and a greater personal commitment to the school's overall wellness program.

The district will work with community partners to identify programs, services and resources to enrich district-wide wellness.

The district's Employee Wellness Program may include the following:

1. Health education and health promoting activities that are based on employees' needs and interests.
2. Safe, supportive social and physical environments that improve and/or maintain individual and district-wide wellness.
3. Access to resources such as employee assistance programs, emergency care and benefit programs that help employees balance work life and family life.
4. Education and resources to help employees make decisions about health care.
5. Nutrition and fitness educational opportunities that may include but are not limited to, the distribution of educational and informational materials, and the arrangement of presentations and workshops that focus on healthy lifestyles, health assessments, fitness activities and other appropriate nutrition and physical activity related topics.

## DEFINITIONS

"Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act available for sale to students on the school campus during the school day.

"Food and beverage marketing"<sup>[1]</sup> is defined as advertising and other promotion in schools. Food and beverage marketing often includes an oral, written or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.

"Oregon Smart Snacks Standards"<sup>[2]</sup> means the State's minimum nutrition standards for competitive foods and beverages (ORS 336.423).

"School day" means, for the purpose of competitive food standards implementation, the period from the midnight before, to 30 minutes after the end of the official school day[, i.e., at the conclusion of afternoon

student activities, such as athletic, music or drama practices, clubs, academic support and enrichment activities].

“School campus” means, for the purpose of competitive food standards implementation, all areas of property under the jurisdiction of the school that are accessible to students during the school day.

END OF POLICY

---

**Legal Reference(s):**

[ORS 327.531](#)

[ORS 327.537](#)

[ORS 329.496](#)

[ORS 332.107](#)

[ORS 336.423](#)

[OAR 581-051-0100](#)

[OAR 581-051-0305](#)

[OAR 581-051-0306](#)

[OAR 581-051-0310](#)

[OAR 581-051-0400](#)

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b (2018).

National School Lunch Program, 7 C.F.R. Part 210 (2022).

School Breakfast Program, 7 C.F.R. Part 220 (2022)

[House Bill 3199](#) (2023).

---

[1] [This term includes, but is not limited to, the following: brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container; displays, such as on vending machine exteriors; corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: Immediate replacement of these items is not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance.); corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, student assignment books or school supplies displayed, distributed, offered or sold by the district; advertisements in school publications or school mailings; free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.]

[2] Oregon Department of Education, [Oregon Smart Snacks Standards](#)

2. Policy EFA-AR — Local Wellness/Nutrition Program — Delete



# Corvallis

## SCHOOL DISTRICT

Prepared for: Corvallis School Board  
Prepared by: Melissa Harder & Kristin Mahoney  
Meeting Date: November 2, 2023

### **NO ACTION REQUIRED**

#### Board Policy EFA-AR—Local Wellness/Nutrition Program—Deleted

##### Background

Policy EFA is designed to meet the requirements for a wellness policy and provide the framework for the district's plan. Previously these requirements were split between the policy and an administrative regulation (AR). All required and/or related content is now included in the policy EFA, therefore OSBA recommends deleting the AR if the district previously included it in the board's policy manual.

##### Involvement

Staff members: Melissa Harder & Kristin Mahoney

##### Cost Impact

None.

##### Function

Discussion.



Code: EFA-AR

Revised/Reviewed: 11/05/07; 2/08/16; 12/13/18

## **Local Wellness/Nutrition Program**

### **District Wellness Council**

The school district will create a district wellness council to assist the superintendent in the implementation and future revisions of the Local Wellness/Nutrition Program. The council also will serve as a resource to school sites for implementing such policies. The wellness council will meet annually and consist of a group of individuals appointed by the superintendent representing the school and community and should include a:

1. Parent;
2. Student;
3. Representative of the school food authority;
4. Member of the School Board;
5. School administrator;
6. Staff member (including but not limited to physical education and school health care professionals);
7. Health professional;
8. Member of the public or public stakeholder.

### **Definitions**

1. “Accompaniment foods” means food items served along with another food to enhance palatability such as butter, jelly, cream cheese, salad dressing, croutons, and condiments.
2. “Combination foods” means products that contain two or more components representing two or more of the recommended food groups: fruit, vegetable, dairy, protein, or grains.
3. “Competitive foods” means any food or drink sold in competition with the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) during the school day.
4. “Dietary Guidelines for Americans” means the current set of recommendations of the federal government that are designed to help people choose diets that will meet nutrient requirements, promote health, support active lives, and reduce chronic disease risks.
5. “Entree item” means an item that is either:
  - a. A combination food of meat or meat alternate and whole grain rich food; or
  - b. A combination food of vegetable or fruit and meat or meat alternate; or
  - c. A meat or meat alternate alone with the exception of yogurt, low-fat or reduced fat cheese, nuts, seeds and nut or seed butters, and meat snacks (such as dried beef jerky); or
  - d. Grains only when served in the SBP.

6. “Food service area” means any area in which NSLP or SBP meals are either served or eaten.
7. “Meal period” means the period(s) during which breakfast or lunch meals are served and eaten, and as identified on the school schedule.
8. “Nutrition education” means a planned sequential instructional program that provides knowledge and teaches skills to help students adopt and maintain lifelong healthy eating habits.
9. “Oregon Smart Snacks”<sup>1</sup> means the minimum nutrition standards for competitive foods and beverages.
  - a. Food items, including accompaniment foods, must:
    - b. Be a grain product that contains 50 percent or more whole grains by weight or have as the first ingredient a whole grain (e.g., flour, flake or meal); or
    - c. Have as the first ingredient, one of the non-grain major food groups: fruits, vegetables, dairy or protein foods (e.g., meat, beans, poultry, seafood, eggs, nuts, seeds); or
    - d. Be a combination food that contains one-quarter cup of fruit and/or vegetable; or
    - e. Have one of the food items above as a second ingredient if water is the first ingredient; and
    - f. Contain 10 percent of the Daily Value of a nutrient of public health concern based on the most recent *Dietary Guidelines for Americans* (e.g., calcium, potassium, vitamin D, or dietary fiber)<sup>2</sup>; and
    - g. Meet all the competitive food nutrient standards:
      - (a) Calories:
        - (i) Snacks contain no more than:
          - 1) 150 calories as packaged or served for elementary level;
          - 2) 180 calories as packaged or served for middle school level;
          - 3) 200 calories as packaged or served for high school level.
        - (ii) Entrees contain no more than 350 calories as packaged or served.
      - (b) Total fat: contains 35 percent or less of total calories from fat per item as packaged or served. Exemptions to the total fat standard are granted for reduced fat cheese and part-skim mozzarella cheese, nuts, seeds, nut or seed butters, products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat, and seafood with no added fat.
      - (c) Saturated fat: contains no more than 10 percent of total calories from saturated fat per item as packaged or served. Exemptions to the saturated fat standard are granted for reduced fat cheese and part-skim mozzarella cheese, nuts and products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fat.
      - (d) Transfat: contains 0 grams of trans fat per item as packaged or served.
      - (e) Sugar must be no more than 35 percent by weight. Exempt from the

---

<sup>1</sup> Oregon Department of Education, [www.ode.state.or.us](http://www.ode.state.or.us)

<sup>2</sup> Effective for the period through June 30, 2016. Effective July 1, 2016, this criterion is obsolete and may not be used to qualify as a competitive food.

sugar standard are:

- (i) Dried fruits or vegetables; and
- (ii) Dried fruits with nutritive sweeteners that are required for processing and/or palatability purposes (i.e., cranberries, blueberries, tart cherries).

(f) Sodium: Snacks contain no more than 230 mg sodium<sup>3</sup> per item as packaged or served. Entrees contain no more than 480 mg sodium per item as packaged or served.

(g) Caffeine free, except for naturally occurring trace amounts, for elementary and middle school level.

(h) Exempt from all nutrients standards on any day are:

- (i) Fresh, canned, and frozen fruits or vegetables with no added ingredients except water;
- (ii) Fruit packed in 100 percent juice, extra light or light syrup;
- (iii) Canned vegetables that contain a small amount of sugar for processing purposes;
- (iv) Entrees in same or smaller portion served on the day or the day following in the NSLP or SBP are exempt from the nutrient standards for:
  - (i) Calories;
  - (ii) Total fat;
  - (iii) Saturated fat;
  - (iv) Transfat;
  - (v) Sodium; and
  - (vi) Sugar.

h. Beverages must be:

(1) For elementary level students:

- (a) Plain water, carbonated or uncarbonated, with portion size unlimited;
- (b) Low-fat milk (unflavored), with portion size not to exceed 8 ounces and 150 calories;
- (c) Nonfat milk (including flavored), with portion size not to exceed 8 ounces and 150 calories;
- (d) Nutritionally equivalent milk alternatives, portion size not to exceed 8 ounces and 150 calories;
- (e) Full strength fruit or vegetable juices, portion size not to exceed 8 ounces and 120 calories;
- (f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 8 ounces and 120 calories;
- (g) Caffeine free, except for naturally occurring trace amounts.

(2) For middle school level students:

- (a) Plain water, carbonated or uncarbonated, with portion size unlimited;
- (b) Low-fat milk (unflavored), portion size not to exceed 10

---

<sup>3</sup>On July 1, 2016, the sodium standard will reduce to 200 mg per item as packaged or served.

- ounces and 190 calories; (c) Nonfat milk (including flavored), portion size not to exceed 10 ounces and 190 calories;
- (d) Nutritionally equivalent milk alternatives, portion size not to exceed 10 ounces and 190 calories;
- (e) Full strength fruit or vegetable juices, portion size not to exceed 10 ounces and 150 calories;
- (f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 10 ounces and 150 calories;
- (g) Caffeine free, except for naturally occurring trace amounts.

(3) For high school level students:

- (a) Plain water, carbonated or uncarbonated, with portion size unlimited;
  - (b) Lowfat milk (unflavored), portion size not to exceed 12 ounces and 225 calories; (c) Nonfat milk (including flavored), portion size not to exceed 12 ounces and 225 calories;
  - (d) Nutritionally equivalent milk alternatives, portion size not to exceed 12 ounces and 225 calories;
  - (e) Full strength fruit or vegetable juices, portion size not to exceed 12 ounces and 180 calories;
  - (f) Fruit and vegetable juice that is 100 percent juice diluted with water, carbonated or uncarbonated, and no added sugar or sweeteners with portion size not to exceed 12 ounces and 150 calories;
  - (g) Low or no calorie beverage is less than 5 calories per 8 ounce serving or less than or equal to 10 calories per 20 fluid ounces, portion size not to exceed 20 ounce serving;
  - (h) Other beverages are not to exceed 40 calories per 8 fluid ounces (or 60 calories per 12 fluid ounces) with portion size not to exceed 12 ounces.
- i. Use the nutrient standard for the lowest grade group when mixed grades have open access to competitive foods.

10. “School day” means a student education day beginning at midnight and ending at the conclusion of afternoon student activities, such as athletic, music or drama practices, clubs, academic support and enrichment activities.

11. “Snack” means a food that is generally regarded as supplementing a meal and includes, but is not limited to, chips, crackers, onion rings, nachos, french fries, doughnuts, cookies, pastries, cinnamon rolls, and candy.

### **Nutrition Promotion and Nutrition Education**

To develop the skills and knowledge necessary to maintain lifelong healthy eating and physical activity patterns, all students in grades K-12 will receive annual, skills-based nutrition education as part of their comprehensive health education curriculum.

1. This will be offered to all students in grades K-12 as part of a sequential, comprehensive, and standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health.

2. Health education programs will be delivered by a certified health educator or an appropriately trained elementary educator in order to meet Oregon Department of Education (ODE) content and assessment standards.
3. All curriculum material used in health education will be evidence or research based.
4. Nutrition education and nutrition promotion will be supported by all staff working in the Corvallis School District.

### **Nutrition Guidelines and Food Services Operation**

In order to support the school's nutrition and food services operation as an essential partner in the educational mission of the district and its role in the district's comprehensive nutrition program, the principal is responsible for ensuring:

1. The school encourages all students to participate in the school's NSLP and SBP meal opportunities.
2. The school notifies families of need-based programs for free or reduced-price meals and encourages eligible families to apply.
3. The school's NSLP and SBP maintain the confidentiality of students and families applying for or receiving free or reduced-priced meals in accordance with the National School Lunch Act.
4. The school's NSLP and SBP operate to meet dietary specifications in accordance with the Healthy, Hunger-Free Kids Act of 2010 and applicable state laws and regulations.
5. Food prices set by the district are communicated to students and parents. District pricing strategies will encourage students to purchase full meals and nutritious items.
6. Procedures are in place for providing to families, on request, information about the ingredients and nutritional value of the foods served.
7. Modified meals are prepared for students with special food needs:
  - a. The district will provide substitute foods to students with disabilities upon written parental permission and a medical statement by a physician that identifies the student's disability, states why the disability restricts the student's diet, identifies the major life activity affected by the disability, and states the food or foods to be omitted and the food or choice of foods that must be substituted;
  - b. Such food substitutions will be made for students without disabilities on a case-by-case basis when the parent submits a signed request that includes

a medical statement signed by a physician, physician assistant, registered dietitian or nurse practitioner. The medical statement must state the medical condition or special dietary need that restricts the student's diet and provide a list of food(s) that may be substituted in place of the lunch or breakfast menu being served.

8. Food service equipment and facilities meet applicable local and state standards concerning health, safe food preparation, handling and storage, drinking water, sanitation, and workplace safety.
9. Students are provided adequate time and space to eat meals in a pleasant and safe environment. School dining areas will be reviewed to ensure:
  - a. Tables and chairs are of the appropriate size for students;
  - b. Seating is not overcrowded;
  - c. Students have a relaxed environment;
  - d. Noise is not allowed to become excessive;
  - e. Rules for safe behavior are consistently enforced;
  - f. Tables and floors are cleaned between meal periods;
  - g. The physical structure of the eating area is well maintained;
  - h. Appropriate supervision is provided.
10. The guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to subsections (a) and (b) of section 10 of the Child Nutrition Act (42 U.S.C. 1779) and sections 9(f)(1) and 17(a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758(f)(1), 1766(a)), as those regulations and guidance apply to schools.

### **Competitive Food Sales**

In keeping with federal regulations, the district controls the sale of all competitive foods. Accordingly, the district will select food items that meet the Oregon Smart Snacks nutrition standards. The sale of foods and beverages in competition with the district's NSLP and SBP meals shall be permitted when all income from the food sales accrues to the benefit of the district's nutrition and food services operation or a school or student organization as approved by the Board.

### **Other Foods Offered or Sold**

Foods and beverages sold or offered in classrooms (e.g., celebrations, rewards) or school-sponsored activities during the school day shall follow the Oregon Smart Snacks standards unless otherwise exempt by state law. Food and beverage items sold after the school day as part of an approved school fund-raising event are not required to meet minimum state requirements. Foods sold to the public as part of a fundraising event must meet Benton County Health Department regulations.

## **Family and Community Involvement**

1. The district/school will support parents' efforts to provide a healthy diet and daily physical activity for their children.
2. The district/schools should encourage parents to pack healthy lunches and snacks that meet the above nutrition standards for individual foods and beverages.
3. The district will have information available for parents and students about the nutritional content of meals. Schools will disseminate this information to parents.
4. The district/school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports may include sharing information about physical activity and physical education through websites, newsletters, physical education homework, or event announcements.

## **Safe Routes to School**

1. The district will work with community partners, including city transportation, public safety, police, and health departments regarding infrastructure and non-infrastructure efforts.
2. The district will explore the availability of local, state, and federal "safe routes to school" program funds to support and sustain active transportation to and from schools.

## **Physical Education/Activity**

1. Daily Physical Education K-8
  - a. All students in grades K-8 will be provided weekly physical education for the entire school year.
  - b. Physical education programs will be delivered by a certified physical education teacher or an appropriately trained elementary educator in order to meet ODE content and assessment standards.
  - c. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.
2. Daily Physical Education 9-12
  - a. All students in grades 9-12 must complete a minimum of two one-credit classes in order to meet graduation requirements. Successful completion of classes developed within the district physical education curriculum

meet this two-credit requirement.

- b. Students may elect to take an approved alternate route in earning their second physical education credit. To be considered for credit the learning experience must compare with normal requirements of a traditional, classroom-based class in terms of time, effort, content

(ODE standards met), and level of difficulty. Students will develop a learning contract that outlines how the state standards will be addressed and how they will demonstrate proficiency. c. All physical education programs will be delivered or evaluated by certified physical education teachers in order to meet ODE content and assessment standards.

### 3. Integrating Physical Activity into the Classroom Setting

For students to receive the nationally-recommended amount of daily physical activity (i.e., at least 60 minutes per day) and for students to practice regular physical activity as healthy behavior, students need opportunities for physical activity beyond physical education class. Opportunities include:

- a. Classroom health education will complement physical education by reinforcing the knowledge and skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities (e.g., electronics use);
- b. Integrated opportunities for physical activity are encouraged through its incorporation into other subject lessons;
- c. Classroom teachers will be encouraged to provide short physical activity breaks between lessons or classes, as appropriate; and
- d. Extended periods of inactivity should be discouraged (i.e., periods of two or more hours). When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, schools should give students moderate physical activity breaks.

### 4. Daily Recess

All elementary schools will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools encourage-verbally and through the provision of space, equipment, and activities-moderate to vigorous physical activity.

### 5. Physical Activity and Punishment

- a. Staff will not use physical activity (e.g., running laps, pushups) or regularly withhold students from recess as punishment.
- b. Community personnel hired by the district will use physical activity to improve fitness and develop athletic skills.

## 6. Physical Activity Opportunities Before and After School

The district will offer, or partner with community organizations to offer, extracurricular physical activity programs, such as physical activity clubs, intramural programs, or interscholastic sports when appropriate and if at all possible.

- a. After-school child care and enrichment programs will provide and encourage-verbally and through the provision of space, equipment, and activities-daily periods of moderate to vigorous physical activity for all students.
- b. Enrichment programs that do not easily provide opportunities for moderate to vigorous physical activity, such as chess club, will reinforce that physical activity needs to be included in the pursuit of interests or hobbies.

## School Employee Wellness

The district's school employee wellness program may include the following:

1. Health promoting activities that are based on employees' needs and interests.
2. Supportive social and physical environments that improve and/or maintain individual and district wide wellness.
3. Access to resources such as employee assistance programs, emergency care, and benefit programs that help employees balance work and family life.
4. Education and resources regarding health care decisions.
5. Wellness opportunities that may include, but are not limited to, health assessments, informational materials, presentations and workshops on healthy behaviors, and programs that promote fitness, healthy eating, and stress management.

The district encourages participation from all employees. The Staff Wellness Team will meet quarterly to review program objectives and actions plans, evaluate, and update as needed.

## Monitoring and Policy Review

### 1. Monitoring

The superintendent or designee will annually assess compliance with established district-wide nutrition and physical activity wellness plan.

- a. In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or designee.

- b. School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent or designee (or if done at the school level, to the school principal).

## 2. Wellness Council

The superintendent or designee will work with the district wellness council to develop a summary report every two years using the information collected by the superintendent's policy compliance assessment with the district's established nutrition and physical activity wellness policies. The wellness council will offer resources to compliance concerns that are assessed by the superintendent. Schools, programs, and/or school-community partnerships that exceed policy requirements will be highlighted in the report to the Board. That report will be provided to the School Board and posted on the district website.

X. **BOARD MEMBER COMMENTS (8:35 p.m.)\***

XI. **ADJOURNMENT (9:00 p.m.)\***

\*All times are approximate.

*Note: The Chair of the Board may alter the order of business as they deem proper and necessary.*

Agendas – Agendas and supporting materials are available online at <https://v3.boardbook.org/Public/PublicHome.aspx?ak=1000829> a few days before each School Board meeting. For more information, please contact Julie Catala at [kimberly.nelson@corvallis.k12.or.us](mailto:kimberly.nelson@corvallis.k12.or.us).

Communication With The School Board – Communication with the Board can be made by telephone, letter, e-mail and public testimony. Letters may be addressed to individual Board members or the Board as a whole and sent to 1555 SW 35<sup>th</sup> Street, Corvallis, OR 97333. E-mail may be sent to [schoolboard@corvallis.k12.or.us](mailto:schoolboard@corvallis.k12.or.us) and will be sent to all board members simultaneously as well as to key District Office staff. For more information, please contact Kim Nelson at [kimberly.nelson@corvallis.k12.or.us](mailto:kimberly.nelson@corvallis.k12.or.us).

Consolidated Action Agenda – The purpose of the consolidated action agenda is to expedite action on routine agenda items. All agenda items that are not held for discussion at the request of a Board member or staff member will be approved/accepted as written as part of the consolidated motion. Items designated or held for discussion will be acted upon individually.

Public Comment –

Guidelines are at: <https://www.csd509j.net/about-us/school-board/provide-input-and-be-informed/>

Executive Session – Permissible purposes of Executive Sessions include: ORS 192.660(2)(a) – Employment of Public Officers, Employees and Agents; ORS 192.660(2)(b) – Discipline of Public Officers and Employees; ORS 192.660(2)(d) – Labor Negotiator Consultations; ORS 192.660(2)(e) – Real Property Transactions; ORS 192.660(2)(f) – Exempt Public Records; ORS 192.660(2)(h) – Legal Counsel; ORS 192.660(2)(i) – Performance Evaluations of Public Officers and Employees; ORS 192.660(2)(j) – Public Investments.

<b>SCHOOL BOARD MEMBERS</b>			
Judah Largent	541-231-8415	Terese Jones, Co-Vice Chair	541-230-1673
Sami Al-Abdrabbuh	541-283-6611	Shauna Tominey, Co-Vice Chair	541-829-8411
Chris Hawkins	541-602-2045	Luhui Whitebear, Chair	541-714-3305
Sarah Finger McDonald	541-908-3756		

<b>EXECUTIVE STAFF MEMBERS</b>	
Ryan Noss, Superintendent	541-757-5841
Melissa Harder, Assistant Superintendent	541-766-4857
Olivia Meyers Buch, Finance and Operations Director	541-757-5874
Jennifer Duvall, Human Resources Director	541-757-5840
Kim Nelson, Executive Assistant to the Superintendent; Board Secretary	541-757-5841