



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

Agenda

North Clackamas School Board Governance
Thursday, May 6, 2021 - 6:00 PM
Board Room/Zoom
12400 SE Freeman Way
Milwaukie, OR 97222

Due to the coronavirus state-wide restrictions and in keeping with the efforts of social distancing to reduce the spread of the coronavirus, the meeting of the North Clackamas School Board will be conducted in person BUT LIMITED to only Board Members and a few staff.

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

GOVERNANCE SESSION

- | | | |
|------|--|----------|
| 6:00 | Call to Order - Native Land Acknowledgement | 2 |
| 6:05 | 1. Review Board Member Related Policies
Presenter: Steven Schroedl | 3 |
| 7:35 | 2. Board Attendance at Graduation Ceremonies
Presenter: Matt Utterback | |
| 7:45 | 3. Live Streaming In Person Board Meetings
Presenter: Matt Utterback | |
| 8:00 | Adjourn | |



Native Land Acknowledgment

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



Code: BBAA
Adopted: 6/19/86
Revised/Readopted: 1/20/11; 8/08/13; 5/25/17;
10/24/19
Orig. Code: BBAA

Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of their position only when the Board is in legal session.

No member of the Board has the authority to act in the name of the Board unless so authorized by the affirmative vote of the majority of members of the Board. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as their own.

Members shall inform themselves with information requested through Board action, information supplied by the superintendent, and information gained through attendance at district activities and by participating in Board professional activities.

Members of the Board will adhere to the following procedures in carrying out the responsibilities of Board membership:

1. Request for Information

Any individual member of the Board who desires that information be prepared by the administrative staff will make such a request to the superintendent. A copy of such material will be sent to each member of the Board.

2. Requests for Legal Opinions

Any member of the Board may request a free legal opinion from Oregon School Boards Association directly. A formal request for a legal opinion that may incur a cost will be made through the Board chair and vice chair to the superintendent. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests from staff, students or members of the public, such information is to be conveyed to the superintendent for action.

4. Board Member's Relationship to Administration

Individual Board members will become informed about the educational program of the district, may visit schools or other facilities to gain information required to become so informed, and may request information from the superintendent, but will not intervene in the administration of the district or its schools. No individual Board member may direct the superintendent to action without Board authorization.

5. Contracts or Agreements

All contracts or agreements of the district must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval. If a contract or agreement is made without authority of the Board, the individual making such contract or agreement shall be personally liable.

END OF POLICY

Legal Reference(s):

[ORS 332.045](#)
[ORS 332.055](#)

[ORS 332.057](#)
[ORS 332.075](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

Cross Reference(s):

BHD - Board Member Compensation and Expense Reimbursement



Code: BCB
Adopted: 6/19/86
Readopted: 1/20/11; 10/24/19
Orig. Code: BCB

Board Officers

At its first scheduled meeting in July, the Board will elect one of its members to serve as chair and one to serve as vice chair. No member of the Board may serve as chair more than two years in succession. If the Board member is unable to continue to serve as an officer, a replacement will be elected immediately. The replacement officer will serve the remainder of the officer's term until the following July. The replacement term for chair does not count against the two consecutive years of service for that office.

Board Chair

The Board chair will:

1. In consultation with the superintendent and vice chair, establish the meeting agendas;
2. Call special meetings when required;
3. Preside at all meetings of the Board and enforce the rules of order;
4. Sign official documents that require the signature of the chair;
5. Represent the district and the Board at official functions, unless this duty is delegated by the chair or the Board to another member of the Board;
6. Appoint all committees and make all liaison appointments unless otherwise ordered by the Board;
7. Have the right to discuss issues and vote.

Board Vice Chair

In the absence, incapacitation, or death of the chair, the vice chair will perform the duties of chair and, when so acting, will have the powers of the chair. The vice chair will perform such other functions as designated by the Board. If both are absent, the person with the longest period of service on the Board will conduct the meeting.

The vice chair will participate with the chair and the superintendent in agenda planning.

Board Secretary

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. The secretary to the Board will take notes at Board meetings, compile minutes and perform related work as assigned by the superintendent or requested by the Board chair. These duties may include, but not be limited to, the following:

1. Record the disposition of all matters on which the Board considered action;
2. Prepare and distribute minutes in advance for approval at the next Board meeting;
3. Maintain properly authenticated official copies of the minutes;
4. Maintain the official record of Board policies.

Board or District Spokesperson

The Board may appoint one of its members or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the position of the district should be articulated by a single voice.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)
[ORS 332.040](#)

[ORS 332.045](#)
[ORS 332.057](#)

[OAR 166-400-0010\(9\)](#)



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

Board Member Development

The Board places a high priority on the importance of a planned and continuing program of inservice education for its members.

In order for Board members to develop leadership capabilities, become informed about current issues in education, and improve their skills as members of a policymaking body, Board members will participate in opportunities for development that may include, but not be limited to, the following:

1. In-service activities planned by the Board and in-service planned by the administration for staff members, as appropriate;
2. Participation in school board conferences, workshops and conventions held by state and national school board associations and other educational organizations;
3. Subscriptions to publications addressed to the concerns of Board members.

In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

1. The superintendent will inform Board members, in a timely manner, of impending conferences, conventions, and workshops. The Board will decide which meetings appear to be most likely to produce the greatest benefit to the Board and the district;
2. Funds for participation at such meetings will be budgeted. When funds are limited, the Board will designate which of its members would be most appropriate to participate at a given meeting;
3. If authorized to attend, Board members will be reimbursed, upon request, for reasonable and necessary expenses actually incurred;
4. When a conference, convention or workshop is not attended by the full Board, those who do participate may be requested to share, by means of written or oral reports, information, recommendations and materials acquired at the meeting.

END OF POLICY

Legal Reference(s):

[ORS 332.018\(3\)](#)

[ORS 332.107](#)

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008)

Cross Reference(s):

BH/BHA - Orientation of New Board Members

BHD - Board Member Compensation and Expense Reimbursement



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

Orientation of New Board Members

Board and staff will assist new members to become informed about the Board's functions, policies, procedures and issues. In the interim between appointment and assuming office, the new Board member(s) will be assisted in the following ways:

1. The electee or appointed Board member will be given materials as an overview on the roles and responsibilities of a school board member;
2. The electee will be invited to attend open Board meetings to observe the operation of the Board;
3. The electee or appointed Board member will be directed to Board policies;
4. The superintendent will supply material pertinent to meetings;
5. The incoming member will be invited to meet with the superintendent and other administrative personnel, by arrangement with the superintendent, to discuss services they perform for the district.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Cross Reference(s):

BHB - Board Member Development

ORS 332.005¹

Directors as district school board

- **oath**

- (1) The directors of a school district in their official capacity shall be known as the district school board.
- (2) Directors must qualify by taking an oath of office before assuming the duties of office. [1965 c.100 §127; 1983 c.350 §168; 1983 c.379 §5]

¹ Legislative Counsel Committee, *CHAPTER 332—Local Administration of Education*, https://www.oregonlegislature.gov/bills_laws/ors/ors332.html (2019) (last accessed May 16, 2020).

NORTH CLACKAMAS SCHOOL DISTRICT

Oath of Office

I, _____, being duly sworn, promise to uphold the Constitution and Laws of the United States of America and of the State of Oregon, and the policies of the North Clackamas School District.

AND as a member of the **Board of Directors**, I will faithfully discharge the duties of that position to the best of my ability.

Subscribed and sworn to before me this ____ day of _____, 20__.

Clerk of the Board
North Clackamas School District 12

Public Records and Public Meetings FAQ

Public Records

[Close All](#)

[What is a public record?](#)

With a few exceptions, all government records of any kind are considered public records. A public record is any writing with information about the conduct of public business that is prepared, owned, used or retained by a public body.

[Who is subject to Public Records Law?](#)

The law applies to every public body, including every state officer, agency, department, bureau, board, and commission, as well as every county and city governing body, school district, special district, municipal corporation, or any board, department, commission, council or agency thereof.

[How do I request a public record?](#)

You must make a public records request to the government agency or official who has or controls the record. You may submit your request in writing, including email. All public bodies in Oregon must have a written procedure for making public records requests. You may [submit a Public Records Request »](#) electronically for records in the possession of the Oregon DOJ.

[Can a government agency charge citizens for copies of public records?](#)

Public agencies may charge a fee to recover the cost of fulfilling a records request. You may be required to cover the costs of compiling records up front. Fees are sometimes waived or reduced if doing so is in the public interest. You can appeal a public agency's refusal to waive the fee.

[Are all public records subject to disclosure?](#)

Most public records are subject to disclosure, but there are exemptions. Records related to an active criminal investigation are exempt from disclosure until the case is resolved. Confidential communications between government officials and government lawyers are also exempt from disclosure. Public agencies that deny public records requests must show that their denials are consistent with the law. For a list of exemptions and a discussion of their application, visit the [Attorney General's Public Records and Meetings Manual](#).

[What can I do if a government agency denies my request for public records?](#)

If a state agency has denied your request for public records, you may file an appeal to the Oregon Attorney General using the [Petition For Public Records Order »](#).

Denial by a local government must be appealed to the county District Attorney. If your appeal is denied, you may file a lawsuit challenging the ruling in Circuit Court.

[What can I do if my records request is denied by an elected official?](#)

If an elected official denies your request for public records, you cannot appeal to the Attorney General or District Attorney. To challenge the decision, you must file the lawsuit in Circuit Court.

Public Meetings

[Close All](#)

[What is a public meeting?](#)

A public meeting is any meeting conducted by a state, regional or local governing body to decide or consider any matter.

[What agencies are required to hold public meetings?](#)

The public meetings law applies to the governing body of any state agency, regional government, city, county, school district, special district or municipal corporation. It also applies to their subcommittees.

[What are the notice requirements for public meetings?](#)

A governing body must give appropriate notice to inform all interested parties about the time, place and agenda of public meetings.

[Can public meetings be conducted by telephone or other electronic means?](#)

Public meetings may be conducted electronically as long as the public has adequate notice and access.

[Can members of the public be excluded from a public meeting?](#)

A meeting can be closed to the public if a governing body goes into Executive Sessions. Executive Sessions are designed to allow a public body to have confidential discussions, but all decisions must be made in public. Journalists may attend most Executive Sessions, but cannot report or broadcast what is said. For a list of exempt meetings and reasons for Executive Sessions, see the [Attorney General's Public Records and Meetings Manual](#).

[What are the rules for keeping minutes?](#)

Public bodies must keep a record of their public meetings. Written minutes, audio and video recordings are acceptable. Minutes must include the members present, all motions, resolutions, votes taken and the substance of any discussion.

[How does the public enforce violations of the Public Meetings Law?](#)

If you believe that a public body has violated the Public Meetings Law, you can file a lawsuit in Circuit Court. If you believe that a public official has violated Executive Session provisions of the law, you may file a complaint with the Oregon Government Ethics Commission.

Note: This summary is not intended to be complete and is not legal advice or an opinion of the Attorney General. For more information, see the official [Attorney General's Public Records and Meetings Manual](#).