

North Clackamas School Board

Thursday, July 1, 2021 6:30 PM

Board Room/Zoom, 12400 SE Freeman Way, Milwaukie, OR 97222

OPEN SESSION

6:30 Call to Order

Native Land Acknowledgement

Flag Salute

6:35 1. Selection of Chair/Vice Chair -
Action

Minutes - June 24, 2021

Consent Agenda

A. Employment Changes

B. Policy Revisions

6:45 2. Community Requests

6:55 3. Summer and Fall 2021 Update - Ready
Schools, Safe Learners, Resiliency Framework -
Report

7:10 4. Technology Chromebook Lease-Purchase
Agreement - Action

GOVERNANCE SESSION

7:20 5. Declarations of Actual, Potential or
Perceived Conflict of Interest - Governance

7:30 6. Protocols and Operating Agreements -
Governance

7:40 7. Board Liaison Committee Assignments
- Governance

7:50 8. Future Board Meetings - Governance

8:00 9. Mandatory Child Abuse Reporter
Training - Governance

8:05 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.

SELECTION OF BOARD CHAIR AND VICE CHAIR

ACTION
Agenda Item #1
July 1, 2021

SUPERINTENDENT'S RECOMMENDATION:

This time on the agenda is scheduled for the Board to select a chair and vice chair for 2021-22.

ORIGINATED BY:

This is an annual agenda item.

BACKGROUND:

As required by Oregon Revised Statutes (ORS 332.040), Board members must select a chair and vice chair for the year at the first meeting on or after July 1.

PRESENTER / STAFF CONTACT:

Shay James, Superintendent

**NORTH CLACKAMAS SCHOOL DISTRICT 12
CLACKAMAS COUNTY, OREGON
MINUTES — BOARD OF DIRECTORS REGULAR MEETING
June 24, 2021
Boardroom/Zoom/YouTube**

Open Session

With due notice having been given and a quorum present, Chair Libra Forde convened open session at 6:31 p.m. with the following members present:

Libra Forde	–	Chair
Mitzi Bauer	–	Vice Chair
Jena Benologa	–	Director
Kathy Wai	–	Director
Orlando Perez	–	Director
Steven Schroedl	–	Director (virtually on Zoom)
Tory McVay	–	Director (virtually on Zoom)
Matt Utterback	–	Superintendent
Sandra Henderson	–	Board Secretary

Also present virtually were Cindy Detchon, Derrick Brown, Gayellyn Jacobson, Khaliyah Williams-Rodriguez, Mark Moser, Petra Callin, Shay James, Shelly Reggiani, and Vivian Garrison. District employees and community members were provided a live stream on YouTube.

Vice Chair Mitzi Bauer read the Native Land Acknowledgement. Director Orlando Perez led the flag salute.

Minutes

R20/21-120 Kathy Wai moved, Jena Benologa seconded the motion to approve the minutes of the grievance hearing held June 9, 2021. Motion passed unanimously.

R20/21-121 Jena Benologa moved, Kathy Wai seconded the motion to approve the minutes of the regular Board meeting held June 10, 2021. Motion passed unanimously.

R20/21-122 **Consent Agenda** – Mitzi Bauer moved, Orlando Perez seconded the motion to adopt the consent agenda as recommended:

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

<i>Administrative</i>	–	appointments, transfers
<i>Licensed</i>	–	appointments, terminations

Alternative Placements 2021-2022 - Approve updated list of alternative placement facilities for the 2021-2022 school year.

Confidential/Non-Represented Group Memo of Understanding - Approve the Memorandum of Understanding (MOU) on compensation changes to the Confidential/Non-Representative Group, July 1, 2021 to June 30, 2022.

North Clackamas Administrators Association Employee Agreement (NCAA) 2021-2023 - Approve the NCAA Agreement for July 1, 2021 through June 30, 2023.

North Clackamas Employee Association (NCEA) Agreement 2021-2023 - Approve the NCEA collective bargaining agreement for July 1, 2021 through June 30, 2023.

Transportation Project Right-of-Way Dedications and Property Easements - Approve resolution to grant two public utility easements (approximately 2,560 sf and 2,248 sf) and two right of way easements (approximately 2,238 sf and 1,787 sf) to Clackamas County at the Transportation Department's site.

Motion passed unanimously.

Community Requests – None at this time.

Board Reports/ Declaration of Interest in Board Chair and Vice Chair – Board members made brief reports on activities and events they had attended and commented on Superintendent Matt Utterback's retirement. Libra Forde and Mitzi Bauer expressed interest in continuing their leadership positions during the 2021-2022 school year.

Student Social Emotional Supports – Executive Director of Equity and Instructional Services Shelly Reggiani and Director of Social Services Michael Ralls presented a report regarding district work related to the prioritization of student health and well-being during the 2020-2021 school year. Questions and comments from the Board were addressed.

Policy Revisions – Assistant Superintendent of Operations Cindy Detchon presented revisions to the following policies as recommended by the Policy Review Committee:

IIBGA – Electronic Communications System, revised as recommended by OSBA April 2021 Update regarding the e-rate program.

INDB – Flag Displays and Salutes, revised as recommended by OSBA April 2021 Update regarding to laws pertaining to the flying of POW/MIA flags.

R20/21-123

2021-2022 Organization Resolution – Chief Financial Officer Gayellyn Jacobson presented the proposed resolution for Board consideration.

Kathy Wai moved, Orlando Perez seconded the motion to designate Dr. Shay James, Superintendent, as the Chief Administrative Officer and District Clerk of the Board of Directors with designated powers as stated in Board Policy, including administration of all local, state and federal funds and programs; designate Gayellyn Jacobson, Chief Financial Officer, as the Budget Officer; designate Gayellyn Jacobson, Chief Financial Officer, as the Deputy Clerk; designate the depositories for school funds to be qualified depositories for public funds as approved by the Oregon State Treasury under ORS 295.002; designate the Superintendent (Shay James) and Chief Financial Officer (Gayellyn Jacobson) as custodian of funds and authorized to sign checks; designate Chief of Staff (Tiffany Shireman) and Assistant Superintendent of Operations (Cindy Detchon) authorized to sign checks; authorize facsimile signatures for checks written in amounts less than \$50,000; require checks of \$50,000 and over to have original signatures on a copy of the check (one for \$50,000 to \$99,999 and two for \$100,000 and over); authorize the State of Oregon Local Government Investment Pool as an investing agent for the North Clackamas School District No. 12, Clackamas County, Oregon; authorize Superintendent (Dr. Shay James) and Chief Financial Officer (Gayellyn Jacobson) to invest funds in accordance with district policy; designate Wilcox Arredondo & Co. as the independent audit firm for the North Clackamas School District; and designate the Clackamas Review as the official newspaper for the North Clackamas School District for the 2021-2022 school year; designate the Assistant Superintendent of Operations (Cindy Detchon), Chief Financial Officer (Gayellyn Jacobson) and Director of Business Operations (Kerensa Mauck) authority to enter into contracts. Motion passed unanimously.

R12/21-124

Appropriations Transfer for Fiscal Year 2020-2021 – Orlando Perez moved, Steven Schroedl seconded the motion to transfer of \$5,000 from Instruction to Enterprise and Community Service in the 2020-2021 Adopted Trust and Agency Fund Budget to meet budgeting requirements. Motion passed unanimously.

R12/21-125

Authorization to Purchase Library Books – Mitzi Bauer moved, Jena Benologa seconded the motion to grant advanced authorization to the superintendent to enter into contracts to purchase library books from Follett School Solution via a 1 Government Procurement Alliance (1GPA) cooperative contract. The amount of the purchases is a not-to-exceed \$300,000. Motion passed unanimously.

There being no further business to come before the Board, the meeting adjourned at 7:43 p.m.

Unapproved

POLICY REVISIONS

CONSENT B
July 1, 2021

SUPERINTENDENT’S RECOMMENDATION:

Approval of the attached revised policies.

COMMITTEE RECOMMENDATION:

The Policy Review Committee, with membership of both staff and Board, reviewed and recommends the following policy revisions.

BUDGET IMPACT/SOURCE OF FUNDS:

There are no known or anticipated increases to costs with the proposed policy change.

ATTACHMENTS:

Drafts of the following policies to review:

Policy	Title	Reason
IIBGA	Electronic Communications System	Policy and corresponding Administrative Regulation (Board Update Attachment C) were revised regarding e-Rate program as recommended in the April 2021 OSBA Update.
INDB	Flag Displays and Salutes	Changes recommended in the April 2021 OSBA Update due to law regarding flying of POW/MIA flags.

PRESENTER / STAFF CONTACT:

Cindy Detchon, Assistant Superintendent of Operations



Code: **IIBGA**
Adopted: 3/06/08
Revised/Readopted: 6/21/12; 6/25/15
Orig. Code(s): IIBGA

Electronic Communications System

The district's electronic communication system will be used to provide statewide, national and global communications opportunities for staff and students and for the advancement and promotion of teaching and learning.

The superintendent or designee will establish administrative regulations for the use of the district's electronic communication system including compliance with the following provisions of the Children's Internet Protection Act:

1. Technology protection measures, installed and in continuous operation, minimize exposure by both adults and minors to visual depictions that are obscene, include child pornography or, with respect to the use of the devices by minors, harmful to minors;
2. Educating minors about appropriate online behavior, including cyberbullying awareness and response, and about how to interact with other individuals on social networking sites and in chat rooms;
3. Monitoring the online activities of minors;
4. Denying access by minors to inappropriate matter on the Internet;
5. Ensuring the safety and security of minors when using email, social media, chat rooms and other forms of direct electronic communication;
6. Prohibiting unauthorized access, including so-called "hacking" and other unlawful activities by minors online;
7. Prohibiting unauthorized disclosure, use and dissemination of personal information regarding minors; and
8. Installing measures designed to restrict minors' access to materials harmful to minors.

Administrative Regulations shall ensure compliance with privacy rights under applicable federal and state laws and regulations, including but not limited to the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA) and the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

Administrative regulations will be consistent with sound guidelines as may be provided by the education service district, the Oregon Department of Education and/or the Oregon Government Ethics Commission, copyright law, and will include a complaint procedure for reporting violations.

Failure to abide by district policy and administrative regulations governing use of the district’s electronic communications system may result in the suspension and/or revocation of system access. Additionally, student violations may result in discipline up to and including expulsion. Staff violations may also result in discipline up to and including dismissal. Violations of law may be reported to law enforcement officials and may result in criminal or civil sanctions. Fees, fines or other charges may also be imposed.

END OF POLICY

Legal Reference(s):

[ORS 167.060 - 167.100](#)
[ORS Chapter 192](#)
[ORS 260.432](#)

[ORS 332.107](#)
[ORS 339.250](#)
[ORS 339.270](#)

[OAR 581-021-0050](#)
[OAR 581-021-0055](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Children’s Internet Protection Act, 47 U.S.C.§§ 254(h) and (l) (2018); 47 C.F.R. Section 54.520 (2019).
Copyrights, 17, U.S.C. §§ 101-1332 (2018); 19 C.F.R. Part 133 (2020).
Safe and Drug-Free Schools and Communities Act, 20 U.S.C.§§ 7101-7117 (2018).
Drug-Free Workplace Act of 1988, 41 U.S.C.§§ 8101-8107 (2018).34 C.F.R. Part 84, Subpart F (2020).
Controlled Substances Act, 21 U.S.C.§ 812, Schedules I through V (2018).21 C.F.R. §§ 1308.11-1308.15 (2020).
Americans with Disabilities Act of 1990, 42 U.S.C.§§ 12101-12213 (2018).29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).
Family Educational Rights and Privacy Act, 20 U.S.C.§ 1232g (2018).34 C.F.R. Part 99 (2020).
Every Student Succeeds Act, 20 U.S.C. § 7131 (2018).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

Cross Reference(s):

IIBGB - Web Pages



Code: **INDB**
Adopted: 10/06/05
Revised/Readopted: 9/20/12; 2/13/14; 6/23/16
Orig. Code(s): INDB

Flag Displays and Salutes

A United States (U.S.) flag and an Oregon State flag shall be displayed on or near each school building under the control of the Board or used by the district during school hours, except in unsuitable weather, and at any other time the Board deems proper.

A National League of Families' POW/MIA flag of appropriate size shall be displayed on or near each school building when required by state law¹ and in the same manner as a U.S. and Oregon State flag.

The district shall obtain and display a U.S. flag of an appropriate size for each classroom.

Students shall receive instruction in respect for the national flag, and be provided an opportunity to salute the U.S. flag at least once each week during the school year by reciting *The Pledge of Allegiance*.

A flag salute may be implemented at assemblies, before or after school, at lunch, special events, home room class, athletic contests or at other times deemed appropriate by the principal. Individual staff members and students who do not participate in the salute must maintain a respectful silence during the salute.

Upon request from an Oregon Sovereign tribal government, a flag representing the sovereign tribal government must be displayed on, near, or within a school building during school hours, under the control of the school district board during school hours except in unsuitable weather. The school district may determine the location of the flag.

END OF POLICY

Legal Reference(s):

[ORS 186.110](#)
[ORS 332.107](#)
[ORS 336.067](#)
[ORS 339.875](#)

[OAR 581-021-0043](#)

W. Va. St. Bd. of Educ. v. Barnette, 319 U.S. 624 (1943).

¹ The National League of Families' POW/MIA flag must only be displayed on or near buildings that have existing flagpoles or other infrastructure installed to properly display the U.S., Oregon State, and National League of Families' POW/MIA flags simultaneously. However, all district buildings on or near where it is customary and suitable to display the U.S. flag that are newly constructed on or after January 1, 2018 shall include sufficient infrastructure to properly display the U.S. flag, Oregon State flag, and National League of Families' POW/MIA flag simultaneously.

**SUMMER AND FALL 2021 UPDATE - READY SCHOOLS,
SAFE LEARNERS, RESILIENCY FRAMEWORK**

REPORT
Agenda Item #3
July 1, 2021

REASON FOR BOARD CONSIDERATION:

Time is set aside on the agenda to update the Board regarding the state’s new guidance regarding reopening schools in the fall and the impact of these changes on summer programs.

BACKGROUND:

The draft guidance of Ready Schools, Safe Learners, Resiliency Framework was published by the Oregon Department of Education (ODE) on Friday, June 25, 2021. The following timeline outlines the required actions needed to prepare for reopening schools in the fall.

Draft timeline:

July 1, 2021	Present the new changes to the School Board
July 2021	Work on draft plan for the 2021 - 2022 school year
July 22, 2021	ODE to release final guidance
July 22, 2021	Revise plan as necessary, based on the ODE guidance document
July 26 - 30, 2021	ThoughtExchange survey for staff, families, students, and the community
July 30, 2021	ThoughtExchange feedback to inform the final draft plan
August 12, 2021	The final draft presented to the School Board

ATTACHMENTS:

- [Ready Schools, Safe Learners Resiliency Framework for the 2021-22 School Year](#)
- Presentation Slides

PRESENTER / STAFF CONTACT:

Shay James, Superintendent

Summer and Fall 2021 Update Ready Schools, Safe Learners Resiliency Framework



July 1, 2021

What we know...

- New **DRAFT** guidance from Oregon Department of Education (ODE) released on June 25
- Governor's Executive Orders for COVID-19 restrictions and protocols expired June 30
- Updated guidance from ODE will be released July 22
- ODE DRAFT guidance may be implemented for Summer programming
- All restrictions or requirements are now advisory as "highly recommended" for schools in collaboration with
 - Local Health Authorities (LHA) & Oregon Occupational Safety and Health Administration (OSHA)
- Return to full-time, in-person instruction for all students
- Commitment to prioritize equity when making decisions, keeping the safety, health, and wellness of our students at the center and cultivate connection

Requirements

- Districts must submit an Operational Plan
- Focus on Recovery Services for students experiencing disabilities
- Maintain Communicable Disease Management Plans
- Meet prior Division 22 requirements including instructional time, curriculum adoptions, state assessment plans, as well as other prior reporting requirements such as enrollment and attendance procedures
- Plan and provide mental health supports

COVID Response Data During Hybrid Learning

Week ending	Employees Isolated	Students Isolated	Total	Employees Quarantined	Students Quarantined	Total
4/10/21	11	33	44	12	79	91
5/7/21	0	23	23	12	256	268
5/14/21	5	13	18	5	106	111
5/21/21	3	12	15	0	22	22
5/28/21	4	25	29	3	96	99
6/4/21	2	17	19	1	10	11
6/11/21	0	10	10	2	8	10
6/18	2	5	7	0	31	31
TOTAL	27	138	165	35	608	643

Summer Programming

- 335 high school students in sessions June 24 - August -13
- 250 middle school students in NCSD Enrichment classes and 21st Century enrichment programs with Boys & Girls Club June 30- August 20
- 1350 elementary students in Title 1 Summer School, CARE, Jump Start, 21st Century, Boys & Girls Club, ESY etc June 30 - August 20
- 200+ NCSD staff operating these programs

Recommendations for Summer Programs

- Maintain cohorting models to the extent possible
- Maintain 3-foot distancing between people to the extent possible
- Maintain all cleaning and disinfecting protocols
- Maintain air ventilation protocols
- Continue with visual screening for student or staff illness
- Masks voluntary for all but highly recommended for those who are not vaccinated
 - Masks required on buses as 3-foot distancing is not possible
 - Masks may be required with partner programs

Recommendations for Fall 2021

- Ready Schools, Safe Learners Resiliency Framework final guidance
 - July 22
- Create draft NCSD operational plan for 2021-2022 school year
 - July 26th
- ThoughtExchange for staff, students, family and community feedback
 - Through July 30th
- Final NCSD operational plan complete
- Present final NCSD operational plan at Board Meeting on August 12th

Virtual Online Program

- Enrollment as of June 28
 - K-5 = 231
 - 6-8 = 150
 - 9-12 = 205
 - Total = 586

*Approximately 108 special education students
- Ongoing enrollment
 - Families have the option to enroll via a new Google Form that opened in early June.
 - 88 students have submitted their request as of June 28.
 - Once the data is verified the students will be added to the above enrollment of 586.

Virtual Online Program Demographics 2021-2022

Ethnicity

Native Hawaiian...

0.7%

Two or More

8.1%

Black / African A...

2.2%

Asian

18.6%

Hispanic

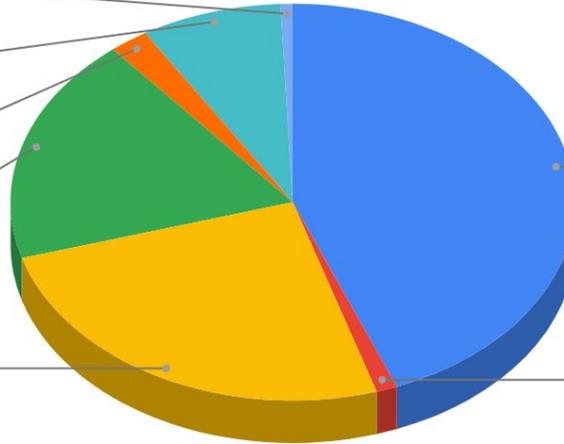
25.3%

White

44.0%

American Indian...

1.2%





Questions?

TECHNOLOGY CHROMEBOOK LEASE-PURCHASE AGREEMENT

ACTION
Agenda Item #4
July 1, 2021

SUPERINTENDENT'S RECOMMENDATION:

Board approval to utilize the Board-adopted competitive cooperative purchasing rules to purchase approximately 9,700 additional Chromebooks for students in grades 6-12, costing up to \$4,000,000.

REASON FOR BOARD CONSIDERATION:

Providing Chromebooks supports student learning, instructional strategies and learning outcomes. This purchase will be the first step to ensure a comprehensive best practice for a sustainability plan for students in grades 6-12.

BUDGET IMPACT/SOURCE OF FUNDS:

This purchase will be refunded 100% through the Emergency Connectivity Fund under the Federal Communication Commission's E-Rate Program.

BACKGROUND:

The school district's goal is to have a device for every student, particularly at the secondary level. Prior to COVID, devices were in a mobile cart in the classroom within every school. The goal and objectives are to ensure all devices meet the best practice and technical specifications and requirements to support online learning and access to digital curriculum. This starts with having a sustainability plan and devices covered under warranty and receive routine updates and security patches as needed.

The North Clackamas School District (NCS D) distributed approximately 12,000 Chromebooks to students and staff for Comprehensive Distance Learning from March 2020 to June 2021. NCS D estimates up to 40% (4,800 Chromebooks) could be returned with damage beyond repair or not returned at all. In addition, NCS D will surplus approximately 8,900 Chromebooks this summer because they are beyond their useful life (i.e. the operating system and security is no longer supported nor in compliance).

The district made three Chromebook purchases in the 2020-21 school year for a total of 9,000 touchscreen Chromebooks. This new program to purchase additional Chromebooks will help the district meet the 1-1 goal and will be fully refunded.

Recommended Purchase (see attachments for details)

- Purchase 9,700 Chromebooks
- Create a split 4-year/5-year refresh sustainability plan for secondary student devices
- Consider ADP (accidental damage protection) or identify on-going funding to support loss, damage or theft of student devices or power cords.

ATTACHMENTS:

Chromebook Lease-Purchase Project Summary

PRESENTER / STAFF CONTACT:

Derrick Brown, Executive Director ~ Technology and Information Services

(TIS) Technology Information Services – Chromebook Lease-Purchase

Project Summary

June 23, 2021

Project name	Secondary student device refresh
Objective	Replace all 6-12 grade Chromebooks Benefits: <ul style="list-style-type: none"> • 100% federally funded • Same device for every student
Executive sponsor(s)	Derrick Brown, TIS (Technology Information Services)
Project sponsor(s)	Teaching & Learning

Stated Impact to Learning/Student Achievement:

Continue student, teacher and family engagement by providing new, in warranty and fully supported learning devices. This replacement ensures continuity, minimizes technology disruptions and aligns with the district's commitment to have a comprehensive sustainability plan.

Stated Impact to Enterprise Wide Applications / Infrastructure / O&M

New hardware (devices) will have a seamless integration with digital instructional ecosystem.

Stated Impact and Alignment with 2018-2022 Strategic Plan

- Student Success: advance student learning by focusing on each student's experience, well-being and potential
- Equity: Cultivate belongings and inclusion with the expectation of success for each student
- Equality: Ensure consistent, high quality in each program and service
- Stewardship: Develop and manage the resources and assets entrusted to the district

Expected 5-year Cost Summary: **100% funded by Emergency Connectivity Fund**

	Year 1	Year 2	Year 3	Year 4	Year 5
SW Licensing	\$32 Per FTE (estimated cost is \$311,000K)	\$0	\$0	\$0	\$0
HW Purchase	\$3.9M	\$0	\$0	\$2M (refresh 5,000 devices)	\$1.9M (refresh 4,700 devices)
Implementation (One-time set-up)	NA	NA	NA	NA	NA
Support/Maintenance	In-house support	In-house support	In-house support	In-house support	In-house support

What is the Emergency Connectivity Fund? [Presentation](#) from Willamette ESD

**DECLARATIONS OF ACTUAL, POTENTIAL OR PERCEIVED
CONFLICTS OF INTEREST**

GOVERNANCE
Agenda Item #5
July 1, 2021

SUPERINTENDENT'S RECOMMENDATION:

This time on the agenda is scheduled for Board members to declare any actual, potential or perceived conflicts of interest.

ORIGINATED BY:

This is an annual agenda item.

BACKGROUND:

Board policy BBFA requires that Board members publically announce the nature of any potential, actual or perceived conflict of interest during open session of a Board meeting at the first board meeting every July.

ATTACHMENT:

[Policy BBFA - Board Member Ethics and Conflicts of Interest](#)

PRESENTER / STAFF CONTACT:

Shay James, Superintendent

BOARD PROTOCOLS AND OPERATING AGREEMENTS

GOVERNANCE

Agenda Item #6

July 1, 2021

SUPERINTENDENT'S RECOMMENDATION:

This time on the agenda is scheduled for the Board to review the Board Protocols and Operating Agreements.

ORIGINATED BY:

Annual agenda item.

ATTACHMENTS:

Board Protocols and Operating Agreements

PRESENTER:

Board Chair

NORTH CLACKAMAS BOARD OF DIRECTORS OPERATING AGREEMENTS

1. The Board will focus on governing through policy and strategic direction in support of student achievement.

2. The Board is committed to an ongoing, open dialogue with the community regarding student education.

3. The leadership and direction of district staff and the management of the school district is the direct responsibility of the superintendent, not the Board or any individual Board member. The Board and superintendent will work together to maintain open and honest communication based upon trust.

4. The Board acknowledges the primary responsibility of the superintendent, supported by administrative staff, is to achieve the strategic direction and accompanying goals set by the Board of Directors in collaboration with the Superintendent. Board members will work with the Superintendent's office in their interactions with staff.

5. The Board, representing the community members of the district, establishes strategic direction and goals. The Board assures the superintendent determines the data needed to measure and monitor the process, progress, and goals.

6. The Board commits itself individually and collectively to maintain standards of conduct, to "speak with one voice" once decisions are made, to maintain a positive culture and orderly decision-making processes, and to do its work openly.

BOARD PROCESS AND PROTOCOLS

1. All data and information provided by the district to one Board member will be provided to all board members.
2. Decisions made by the Board will not be made the first time an issue is brought before the Board except under exceptional circumstances.
3. Board member requests during open session will be recorded by the Superintendent, and will be acted upon in the most appropriate manner as ascertained by the Superintendent and Board Chairs.
4. 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.
5. Board members will strive to make decisions in an orderly fashion at meetings, expressing positions once during debate and using motions to end debate when discussions become repetitive.
6. Board members will share their perspectives succinctly and respect differing opinions.
7. Board members will refer community members with issues of concern regarding school district operations to the proper staff member or administrator directly responsible for the operational activity. In areas of major concern, Board members will refer community members to the Superintendent and copy the Board Chairs.
8. A copy of any written legal opinion regarding Board business, Board actions, or potential future Board actions or regarding any Board member(s) that is provided to the Board Chair or Superintendent will be provided to all Board members.
9. Board members and staff are respectful toward members of the community who address the Board.
10. 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.
11. Board members agree that during meetings they will strive to:
 - a) Avoid springing surprises on each other.
 - b) Avoid hidden agendas.
 - c) Use Robert's Rules of Order Newly Revised to govern its deliberations and to control the meeting.
 - d) State their position and vote their conscience.
 - e) Treat all present with respect.
 - f) Attack issues, not attack people.
 - g) Refrain from debating issues with members of the audience.
 - h) Use discretion when addressing issues presented to the Board.
 - i) Direct questions or comments to the Board Chair when responding to issues presented to the Board by the public.
 - j) Limit deliberations/activities to Board work and not administrative/staff work.
 - k) Ensure only one person speaks at a time and that each member has an equal opportunity to participate.
 - l) Listen to each other and refrain from side conversations.
 - m) Refrain from long speeches.
 - n) Model the behaviors the Board expects of students, staff, and community members.
 - o) Maintain decorum and avoid using aggressive tactics.
 - p) Refrain from taking a position on an agenda item or issue until all relevant information is presented.
 - q) Praise publicly and challenge respectfully.
 - r) Monitor meeting process for compliance with laws and policy.
12. The Board may perform an annual self-evaluation.
13. The Board Chair may summarize action items & wrap up following official meetings.

BOARD LIAISON COMMITTEE ASSIGNMENTS

GOVERNANCE

Agenda Item #7

July 1, 2021

SUPERINTENDENT'S RECOMMENDATION:

This time on the agenda is scheduled for board members to discuss committee liaison assignments for the 2021-2022 school year.

ORIGINATED BY:

Annual agenda item.

ATTACHMENTS:

District and Board Committees

2021-2022 Committee Liaison Assignment Worksheet

2020-2021 Board Committee Liaison Assignments

[Policy BCE/BCF](#)

PRESENTER:

Board Chair

Bond Community Oversight Committee

Meets quarterly on a third Wednesday, 6:30-8:30 p.m. throughout the bond to review bond progress and compliance with bond commitment. Final meetings will be held on August 18, 2021 and October 20, 2021. Current Liaisons: Mitzi Bauer, Jena Benolga, and Orlando Perez to remain on committee.

Community Equity Committee

Meets at least quarterly, 4:30 – 6:30 p.m. on Monday evenings.

The purpose: Continued conversations with community regarding the district’s on-going equity work.

Employee Benefits

Typically meets monthly on the first Monday at 3:45-5:45 p.m. to review the health plan and other benefits. Except for September with no meetings in December and January.

Health Curriculum Committee (ad hoc)

Meets as needed (evenings) to review curriculum materials. Reviews supplemental health materials and makes a recommendation to the Board for their use.

Legislative Advocacy Committee

Every other fall/winter prior to the long legislative session, Board liaisons would work with district staff and community members to draft the District’s Legislative Agenda. After Legislative Agenda board adoption, Board liaisons would provide legislative outreach and advocacy throughout both legislative sessions in accordance and in alignment with the Board adopted Legislative Agenda.

NCEA/Collaborative Communications

Meets on the second Monday each month 4:30-5:15 p.m. Provides a forum to discuss major topics the District is working on which can involve our teaching staff.

OSEA/Labor Management Meetings

Meets on the third Wednesday each month at 5:00-5:45 p.m. to clarify contract interpretation and other employment issues with classified employees.

Policy Review Committee

Meets twice monthly on the first and third Tuesday at 2:00-3:30 p.m., or as needed, to discuss revisions to Board policies.

Wellness Committee

Meets on the second Wednesday each month at 3:45 – 5:15 p.m. Committee researches programs and oversees grants to promote wellness for employees.

BOARD COMMITTEE - Superintendent Evaluation Committee

This committee is responsible for drafting the superintendent's evaluation. The evaluation is drafted over 1-2 meetings in February. As this is a Board Committee it is subject to Oregon’s Open Meeting Law.



2021-2022 COMMITTEE LIAISON ASSIGNMENT WORKSHEET

Yellow = 2020-2021 Assignment

Green = 2020-2021 Alternate

Committee	Jena	Kathy	Libra	Mitzi	Orlando	Steven	Tory
Bond Community Oversight Committee	Yellow			Yellow	Yellow		
Community Equity Committee	Yellow	Yellow			Yellow		
Employee Benefits Committee						Yellow	Yellow
Health Curriculum Committee	Yellow						
Legislative Advocacy Committee		Yellow		Yellow	Yellow		
NCEA Collaborative Communications				Green		Yellow	Yellow
OSEA Collaborative Communications	Yellow		Yellow				Yellow
Policy Review Committee	Yellow			Green	Yellow	Yellow	
Wellness Committee	Yellow				Yellow		
BOARD SUB-COMMITTEE Superintendent Evaluation	Yellow		Yellow	Yellow			

Bond Community Oversight Committee

Meets quarterly on a third Wednesday, 6:30-8:30 p.m. throughout the bond to review bond progress and compliance with bond commitment.

Liaisons = Mitzi Bauer, Orlando Perez

Community Equity Committee

Meets at least quarterly, 4:30 – 6:30 p.m. on Monday evenings
The purpose: Continued conversations with community regarding the District’s on-going equity work.

Liaisons = Jena Benologa, Kathy Wai, Orlando Perez

Employee Benefits

Typically meets monthly on the first Monday at 3:45-5:45 p.m. to review the health plan and other benefits. Except for the following dates; Sept. 17, October 19, and November 16 with no meetings in December and January.

Liaisons = Steven Schroedl, Tory McVay

Health Curriculum Committee (ad hoc)

Meets as needed (evenings) to review curriculum materials. Reviews supplemental health materials in areas that are possibly controversial and makes a recommendation to the Board for their use.

Liaisons = Jena Benologa

Legal Counsel Contract (ad hoc)

This committee will be responsible to review the Request for Information (RFI) responses and determine which legal firms will be interviewed by the full Board.

Liaisons = Kathy Wai, Libra Forde, Mitzi Bauer

Legislative Advocacy Committee

Every other fall/winter prior to the long legislative session, Board liaisons would work with district staff and community members to draft the District’s Legislative Agenda. After Legislative Agenda board adoption, Board liaisons would provide legislative outreach and advocacy throughout both legislative sessions in accordance and in alignment with the Board adopted Legislative Agenda.

Liaisons = Kathy Wai, Mitzi Bauer, Orlando Perez

NCEA/Collaborative Communications

Meets on the second Monday each month 4:30-5:15 p.m. Provides a forum to discuss major topics the District is working on which can involve our teaching staff.

Liaisons = Steven Schroedl, Tory McVay, (Mitzi Bauer - Alternate)

OSEA/Labor Management Meetings

Meets on the third Wednesday each month at 5:00-5:45 p.m. to clarify contract interpretation and other employment issues with classified employees.

Liaisons = Jena Benologa, Libra Forde, Tory McVay

Policy Review Committee

Meets twice monthly on the first and third Tuesday at 2:00-4:00 p.m., or as needed, to discuss revisions to Board policies.

Liaisons = Jena Benologa, Orlando Perez, Steven Schroedl, (Mitzi Bauer - Alternate)

Wellness Committee

Meets on the second Wednesday each month at 3:45 – 5:15 p.m. Committee researches programs and oversees grants to promote wellness for employees.

Liaisons = Jena Benologa, Orlando Perez

BOARD COMMITTEE - Superintendent Evaluation Committee

This committee will be responsible for drafting the superintendent's evaluation. The evaluation is drafted over 1-2 meetings in February. As this is a Board Committee it is subject to Oregon's Open Meeting Law.

Members = Jena Benologa, Libra Forde, Mitzi Bauer

FUTURE BOARD MEETINGS

GOVERNANCE

Agenda Item #8

July 1, 2021

SUPERINTENDENT'S RECOMMENDATION:

This time on the agenda to discuss how to conduct future board meetings, (in person, hybrid, online, etc.) for the 2021-2022 school year.

BACKGROUND:

Beginning March 23, 2020 through March 11, 2021 Board meetings were held electronically as per requirements outlined in Governor Brown's Executive Orders 20-08 and 20-16 and then subsequently under House Bill 4212 (2020) in response to COVID-19 public health concerns.

Hybrid meetings have been held beginning on April 8, 2021. Board members along with the Superintendent and Board Secretary have been meeting in person while all other participants have been provided access through Zoom or YouTube.

At the May 6, 2021 governance session, Board members discussed live streaming and reached consensus to add cameras to the boardroom audio/visual system for livestreaming in person meetings. Installation will hopefully be completed during the month of July.

Currently Oregon School Boards are working under the following guidance:

***School Board Meetings Indoors:** Fully vaccinated staff, school board members, and community are not required to wear face coverings or physically distance inside at school board meetings if children are not present only when vaccination status is checked by the school. Most children in Oregon are not yet vaccinated.*

ATTACHMENTS:

[Policy BD/BDA – Board Meetings](#)

[Policy BDDH – Public Comment at Board Meetings](#)

PRESENTER / STAFF CONTACT:

Board Chair

MANDATORY REPORTER TRAINING

GOVERNANCE

Agenda Item #9

July 1, 2021

SUPERINTENDENT'S RECOMMENDATION:

This time on the agenda is scheduled for Board members to review expectations regarding mandatory reporting of suspected abuse of a child.

BACKGROUND:

The Board on February 27, 2020 adopted Policy BBFC – Reporting of Suspected Abuse of a Child due to Senate Bill (SB) 415 (2019) which designates members of a school district board as mandatory reporters of suspected child abuse.

ATTACHMENTS:

[Board Policy BBFC](#)

Training Handout

PRESENTER / STAFF CONTACT:

Shay James, Superintendent