



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

Agenda

North Clackamas School Board
 Thursday, November 14, 2024 5:30 PM
 Board Room/YouTube
 12400 SE Freeman Way
 Milwaukie, OR 97222

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

GOVERNANCE SESSION

5:30 Call to Order - Governance Session

5:30 1. Board Member Ethics
 Presenter: Jollee Patterson

5:55 2. Public Complaint Process
 Presenter: Jollee Patterson

6:15 Adjourn Governance Session

OPEN SESSION

6:30 Call to Order
Community Comments

Native Land Acknowledgment 3

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Minutes - October 24, 2024 5

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Consent Agenda

A. Employment Changes 9

B. Policy Revisions 26

C. Travel Request - Adrienne C. Nelson High School Boys Baseball 43

7:05 1. North Clackamas Education Association (NCEA) Featured Educator

7:15 2. Quarterly Financials - Report 38
 Presenter: Matt Makara

7:20 3. Legislative Agenda (2025 & 2026¹ Sessions) - Discussion 43

Presenter: Tiffany Shireman

7:35	4. Oregon School Board Association Election - Discussion	59
	Presenter: Kathy Wai	
7:40	5. Superintendent Evaluation Process - Discussion	91
	Presenter: Kathy Wai	
7:45	6. Contract Award: Six Propane Buses Using Funds From EPA Grant - Discussion/Action	97
	Presenter: Teresa Neff-Webster	
7:50	7. Budget Committee Appointments - Discussion/Action	99
	Presenter: Kathy Wai	
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.



Flag Salute

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

NORTH CLACKAMAS SCHOOL DISTRICT 12
CLACKAMAS COUNTY, OREGON
MINUTES — BOARD OF DIRECTORS MEETING
October 24, 2024
Board Room/YouTube

Open Session

With due notice having been given and a quorum present, Chair Kathy Wai convened open session at 6:30 with the following members present:

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

Also present were Tiffany Shireman, Michelle Riddell, Petra Callin, Patricia Ahrens, Matt Makara, Khaliyah Williams-Rodríguez, and Teresa Neff-Webster.

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

R24/25-23

Minutes - Tory McVay moved, Glenn Wachter seconded the motion to approve the minutes of the regular Board Meeting held October 10, 2024.

Motion passed unanimously, 7-0.

R24/25-24

Consent Agenda – Glenn Wachter moved, Mitzi Bauer seconded the motion to adopt the consent agenda as recommended:

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

- Licensed additional assignments and terminations

Travel Permission Request -

- Grant permission for 12 students from Clackamas High School to travel to Phoenix, AZ, December 17-22, 2024.

Motion passed unanimously, 7-0.

R24/25-25

Native American Heritage Month Proclamation - Mitzi Bauer moved, Tory McVay seconded the motion to adopt the proclamation recognizing November 2024 as Native American Heritage Month in North Clackamas School District.

Motion passed unanimously, 7-0.

Flavored Tobacco and Vaping in Oregon (Happy Valley Youth Council) - Chief of Staff Tiffany Shireman, member of Happy Valley Youth Council Dominic Pienovi, and member of Happy Valley Youth Council David Sharyan gave a presentation on the effect of vaping on our youth. Questions and comments from the Board were addressed.

Human Resources Hiring Update - Report - Chief of Human Resources & Business Services Michelle Riddell, Director of Human Resources Will Ruehle, Associate Director of Human Resources Alma Morales Galicia, and Associate Director of Recruitment, Retention, and Strategic Initiatives Keylah Boyer gave an update on licensed, classified, and administrative hiring for the 2024-25 school year. Questions and comments from the Board were addressed.

Integrated Programs: Annual Report - Chief of Student & Family Services Khaliyah Williams-Rodriguez and Director of Student & Family Services/Integrated Programs Jen Dove-Kiltow presented an annual report on integrated programs. Questions and comments from the Board were addressed.

Policy Revisions - Discussion - Chief of Staff Tiffany Shireman presented revisions to the following policies as recommended by the Policy Review Committee:

EBBA – Student Health Services

EBBB - Injury/or Illness Reports

GBEB - Communicable Diseases - in Schools

JHCA - Medical Requirements for School Sports Participation

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

JHC - Student Health Services and Requirements (Delete)

JHCC - Communicable Diseases - Students (Delete)

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

There being no further business to come before the Board, the meeting adjourned at 8:21 p.m.

Unapproved

Draft

**NORTH CLACKAMAS SCHOOL DISTRICT 12
CLACKAMAS COUNTY, OREGON
MINUTES — BOARD OF DIRECTORS MEETING
November 7, 2024
Board Room/YouTube**

Open Session

With due notice having been given and a quorum present, Chair Kathy Wai convened open session at 6:16 p.m. with the following members present:

Kathy Wai	–	Chair
Jena Benologa	–	Vice Chair
Mitzi Bauer	–	Director
April Dobson	–	Director
Paul Kemp	–	Director
Glenn Wachter	–	Director
Shay James	–	Superintendent
Donna Collingwood	–	Board Secretary

Also present were Ivonne Dibblee, Tiffany Shireman, Khaliyah Williams-Rodriguez, Michelle Riddell, and Matt Makara. District employees and community members were provided a live stream on YouTube.

Jena Benologa read the Native Land Acknowledgement. Paul Kemp led the Pledge of Allegiance.

Budget Committee Interviews - Board members interviewed the following candidates to fill Budget Committee position 14.

- Keith O'Brien
- Aaron Aab

Discussion - Time was made available for the Board to comment on the qualities of the candidates.

There being no further business to come before the Board, the meeting adjourned at 6:46 p.m.

Unapproved

POLICY REVISIONS

CONSENT B
November 14, 2024

REASON FOR BOARD CONSIDERATION:

A proposal of attached policy revisions and deletions.

RECOMMENDATION:

The Superintendent’s Policy Review Team, with representation of both staff and Board, reviewed and supports the following policy revisions.

BUDGET IMPACT/SOURCE OF FUNDS:

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

ATTACHMENTS:

Drafts of the following policies to review:

Policy	Title	Proposed Action / Reason
EBBA	Student Health Services	<p><u><i>PROPOSED REVISIONS TO THESE POLICIES</i></u> OSBA April 2024 Update, OAR 581-022-2220 requires the development of a written prevention-oriented health services plan for all students. Content from multiple policies and ARs is being reorganized with some content moving to the new required health services plan for students and other content moving to other policies.</p>
EBBB	Injury/or Illness Reports	
GBEB	Communicable Diseases - in Schools	
JHCA	Medical Requirements for School Sports Participation	
GBEBA	Staff - HIV, AIDS and HIV	<p><u><i>DELETE THESE POLICIES</i></u> OSBA April 2024 Update, OAR 581-022-2220 requires the development of a written prevention-oriented health services plan for all students. Content from multiple policies and ARs is being reorganized with some content moving to the new required health services plan for students and other content moving to other policies.</p>
JHC	Student Health Services and Requirements	
JHCC	Communicable Diseases - Students	
JHCCA	Students - HIV, HBV and AIDS	

Note: Following the first board reading and discussion of these policies on October 24, 2024, a redundant sentence was identified on policy JHCA and has been removed.

PRESENTER / STAFF CONTACT:

Tiffany Shireman, Chief of Staff



Code: EBBA
Adopted: 6/20/02
Readopted: 6/23/11
Orig. Code: EBB

Student Health Services**

Although the district's primary responsibility is to educate students, the students' health and general welfare is also an important Board responsibility. The Board believes school programs should be conducted in a manner that protects and enhances student and employee health and is consistent with good health practices. A health services plan shall be developed, implemented, and updated annually. The plan shall describe a health services program for all students at each facility that is owned or leased where students are present for regular programming.

The district shall maintain a written prevention-oriented health services plan for all students. The health services plan will¹:

1. Explain available health care space that is appropriately supervised and adequately equipped for providing health care and administering medication or first aid;
2. Refer to available communicable disease prevention and management plan that includes school-level protocols²;
3. Outline a district-to-school communication plan³;
4. Provide information about health screenings, including immunizations and TB certificate requirements;
5. Describe how services for all students, including those who are medically complex, medically fragile or nursing dependent, and those who have approved 504 plans, individual education program plans, and individualized health care plans or special health care needs are managed⁴;
6. Integrate school health services with school health education programs and coordinate with health and social service agencies, public and private;

¹ For exact language and complete requirement, see OAR 581-022-2220(1).

² For specific protocol content requirements, see OAR 581-022-2220(1)(b).

³ For requirements of this plan see OAR 581-022-2220(1)(c).

⁴ For more information regarding these requirements see ORS 336.201 and 339.869, OARs 581-021-0037, 581-015-2040, 581-015-2045, 851-045-0040 – 0060, and 851-047-0010 – 0030.

7. Describe how hearing, vision and dental screenings are managed and/or verified for required students⁵;
8. Include a process to assess and determine a student’s health services needs, including availability of a nurse to assess student nursing needs upon, during, and following enrollment with one or more new medical diagnose(s) impacting a student’s access to education, and implement a student’s individual health plan prior to attending school⁶;
9. Comply with OR-OSHA Bloodborne Pathogens Standards for all persons who are assigned to job tasks which may put them at risk for exposure to body fluids⁷;
10. Refer to adopted policy and procedures for medications in accordance with Oregon law⁸;
11. Include guidelines for the management of students who are medically complex, medically fragile, or nursing dependent as defined by ORS 336.201, including students with life-threatening food allergies and adrenal insufficiency while the student is in school, at a school-sponsored activity, under the supervision of school personnel, in before-school or after-school care programs on school-owned property, and in transit to or from school or school-sponsored activities⁹.

END OF POLICY

Legal Reference(s):

ORS 329.025	ORS 336.211 – 336.214	OAR 581-021-0590
ORS 332.107	OAR 581-021-0017	OAR 581-022-2050
ORS 336.201	OAR 581-021-0031	OAR 581-022-2220
ORS 336.204	OAR 581-021-0587	OAR 581-022-2515

Every Student Succeeds Act, 20 U.S.C. § 7928 (2018).
 Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (2018).

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

⁵ For vision screening or eye examination or dental screening information see ORS 336.211 and 336.213.

⁶ For definitions for this policy see ORS 336.201.

⁷ OAR 437-002-0360 lists various health and safety regulations that apply in the employment setting.

⁸ Medication laws can be found in ORS 339.866 – 339.874 and OAR 581-021-0037; relevant Board policy includes JHCD/JHCDA - Medications.

⁹ For guideline requirements see OAR 581-022-2220(1)(k).



Code: EBBB
Adopted: 6/23/11
Revised/Readopted: 4/24/14; 10/12/17; 6/14/18

Injury or Illness Reports

All injuries or illnesses¹, sustained by the employee while in the actual performance of the duty of the employee, occurring on district premises, in district vehicles, at a district-sponsored activity or involving staff members who may be elsewhere on district business will be reported immediately to a supervisor. Staff members will report self-administered first-aid² treatment to an immediate supervisor. All accidents involving employees, students, visiting public, or district property will be reported immediately to a supervisor.

A written report will be submitted, in hard copy or electronically, within 24 hours to the district's risk management department. Reports will cover property damage as well as personal injury.

In the event of a work-related³ illness or injury to an employee resulting in in-patient hospitalization for medical treatment⁴ other than first aid, loss of an eye, amputation or avulsion⁵ the district's risk management department shall report the incident to the Oregon Occupational Safety and Health Division (OR-OSHA) within 24 hours after notification to the district of an illness or injury. Fatalities or catastrophes⁶ shall be reported⁷ to OSHA within eight hours.

¹ The Oregon Occupational Safety and Health Division provides: "Injury or illness" means an abnormal condition or disorder. Injuries include cases such as, but not limited to, a cut, fracture, sprain, or amputation. Illnesses include both acute and chronic illnesses, such as, but not limited to, skin disease, respiratory disorder, or poisoning (record injuries and illnesses only if they are new, work-related cases that meet one or more of the recording criteria). (OAR 437-001-0015(39))

² For employees, "first aid" means any one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, or similar injuries that do not ordinarily require medical care. Such one-time treatment and subsequent observation is considered first aid even though it is provided by a physician or registered professional personnel. (OAR 437-001-0015(34))

³ An injury or illness is work related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting injury or illness. (OAR 437-001-0700(6)).

⁴ "Medical treatment" is the management or care of a patient to combat disease or disorder. The following are not considered medical treatment: visits to a physician or other licensed health-care professional solely for observation or counseling; diagnostic procedures, such as x-rays and blood tests, including administering prescription medications solely for diagnostic purposes; or any procedure that can be labeled first aid according to OAR 437-001-0700(8)(d)(A)(iii).

⁵ Amputations and avulsions are only required to be reported if they result in bone loss. (OAR 437-001-0704(4))

⁶ "Catastrophe A "catastrophe" is an accident in which two or more employees are fatally injured, or three or more employees are admitted to a hospital or an equivalent medical facility. (OAR 437-001-0015(11))

⁷ Reporting must be done in person or by telephone. (OAR 437-001-0704(3))

All injuries or illnesses sustained by an employee, while in the actual performance of the duty of the employee or by a student or visiting public and accidents involving district property, employees, students or visiting public will be promptly investigated. As a result of the investigation any corrective measures needed will be acted upon.

The district risk management department will maintain records on injuries, illnesses, and accidents involving district property, employees, students or visiting public.

END OF POLICY

Legal Reference(s):

[ORS 339.309](#)

[OAR 437-001-0700](#)

[OAR 437-002-0360](#)

[OAR 437-001-0704](#)

[OAR 437-002-0377](#)

[OAR 437-001-0015](#)

[OAR 437-001-0760](#)

[OAR 581-022-2225](#)

Cross Reference(s):

EH - Electronic Data Management

GBE - Staff Health and Safety



Code: GBEB
Adopted: 5/02/13
Revised/Readopted:10/25/18; 12/10/20

Communicable Diseases – in Schools

The district shall provide reasonable protection against the risk of exposure to communicable disease for students and employees while engaged in the performance of their duties. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance for Schools* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA).

A student or employee may not attend school or work, respectively, while in a communicable stage of a restrictable disease or when an administrator has reason to suspect the student or employee has or has been exposed to any disease for which exclusion is required in accordance with law. The district may provide an educational program in an alternative setting. Services will be provided to students as required by law.

Employees shall comply with all other measures adopted by the district and with all rules adopted by Oregon Health Authority, Public Health Division and the local health department.

The district shall protect the confidentiality of each student’s and employee’s health condition and record to the extent possible and consistent with federal and state law. In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator may inform employees with a legitimate educational interest.

The district will include, as part of its general emergency plans, a description of the actions to be taken by district staff in buildings and by the district in response to medical emergencies.

END OF POLICY

Legal Reference(s):

ORS 332.107	ORS 433.110	OAR 333-019-0010
ORS 431.150 - 431.157	ORS 433.235 - 433.284	OAR 333-019-0014
ORS 433.001 - 433.004		OAR 581-022-2220
ORS 433.010	OAR 333-018	OAR 581-022-2225

OREGON DEPARTMENT OF EDUCATION and OREGON HEALTH AUTHORITY, *Communicable Disease Guidance for Schools*. Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2023).

Health Insurance Portability and Accountability Act of 1996, 42 U.S.C. §§ 1320d to -1320d-8 (2018); 45 C.F.R. Parts 160, 164 (2023).

Cross Reference(s):

JHCC - Communicable Diseases – Student



Code: JHCA
Adopted: 3/03/05
Revised/Readopted: 1/17/13; 4/24/14; 1/08/15;
12/12/16
Orig. Code: JHCA

Medical Requirements for School Sports Participation**

Students in grades 6 through 12 shall be required to have physical examinations performed prior to participation in extracurricular sports. Students who continue to participate in extracurricular sports in grades 7 through 12 shall be required to complete a physical examination once every two years, thereafter. Physical examination reports must be provided to the district using the School Sports Preparticipation Examination form¹ disseminated by the Oregon School Activities Association (OSAA) prior to their participation. "Participation," as used in this policy means participation in sports practices and interscholastic sports competition. The physical examination must be conducted by a physician possessing an unrestricted license to practice medicine, a licensed naturopathic physician, a licensed physician assistant, a certified nurse practitioner or a licensed chiropractic physician who has clinical training and experience in detecting cardiopulmonary diseases and defects.

Student medical/physical examinations will be waived for students whose religion opposes such examinations. Such written requests must be on file at the school prior to the student practicing and/or participating in interscholastic sports.

Any participant who has an injury, significant illness or major surgery and has been under the care of a physician must have a written release signed by the physician before participation.

A student who exhibits signs, symptoms or behaviors consistent with a concussion following an observed or suspected blow to the head or body, or who has been diagnosed with a concussion will not be allowed to participate in any athletic event or training on that day, unless an athletic trainer licensed by the Board of Athletic Trainers or a physician licensed pursuant to ORS 677.100 - 677.228 has determined the student has not suffered a concussion.² Except as allowed above, a student excluded for concussion reasons will not be allowed to return to participate in an athletic event or training until the following three conditions have been met:

1. It is not the same day as the student exhibited signs, symptoms or behaviors, experienced a blow to the head or body, or was diagnosed with a concussion;
2. The student no longer exhibits signs, symptoms or behaviors consistent with a concussion; and
3. The student has received a medical release form from a health care professional³.

¹ The required form is available at <https://www.osaa.org/governance/forms>, a copy may be obtained from a school office, or a form generated by the medical provider may be used if it meets requirements of law in OAR 581-021-0041.

² For more information regarding medical releases for students in grades 9-12, see OSAA rules.

³ “Health care professional” includes a chiropractic physician, a naturopathic physician, a psychologist, a physical therapist, an occupational therapist, a physician assistant or a nurse practitioner who is licensed or registered under the laws of Oregon.

END OF POLICY

Legal Reference(s):

[ORS 336.479](#)

[OAR 581-021-0041](#)

OREGON SCHOOL ACTIVITIES ASSOCIATION, OSAA HANDBOOK.

Cross Reference(s):

IGDJ - Interscholastic Athletics/Activities

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



Code: GBEB A
Adopted: 12/06/12
Revised/Readopted: 9/12/19

Staff - HIV, AIDS and HBV

The district will strictly adhere in its policies and procedures to Oregon law and Oregon Administrative Rules as they relate to staff infected with HIV, AIDS or HBV¹.

The district recognizes a staff member has no obligation under any circumstance to report a condition to the district and the staff member has a right to continue working.

If the staff member reports a condition to the district, strict adherence to written guidelines outlined by the staff member shall be followed.

These guidelines shall identify who may have the information, who will give the information, how the information will be given, and where and when the information will be given. All such information will be held in confidence in accordance with Oregon law.

Accommodations for a staff member infected with HIV, AIDS or HBV shall be the same as with any other illness.

END OF POLICY

Legal Reference(s):

¹ HIV - Human Immunodeficiency Virus; AIDS - Acquired Immune Deficiency Syndrome; HBV - Hepatitis B Virus

[ORS 243.650](#)
[ORS 342.850\(8\)](#)
[ORS 433.008](#)

[ORS 433.045](#)
[ORS 433.260](#)

[OAR 333-017-0000](#)
[OAR 333-018-0000](#)
[OAR 333-018-0005](#)
[OAR 581-022-2220](#)

DELETED

Student Health Services and Requirements

Student health services are provided to assist each student in learning, developing and maintaining a healthy body and mind.

While parents retain primary responsibility for the overall health of their children, during school they are assisted by the district's state-certified nurse, teachers, and administrators. The nurse, in collaboration with other educators, utilizes school health programs and services to contribute significantly to the attainment of full health and educational potential of each student.

The district shall provide:

1. One registered nurse or school nurse for every 125 medically fragile students;
2. One registered nurse or school nurse or one licensed practical nurse under the supervision of a registered nurse or school nurse for each nursing-dependent student; and
3. One registered nurse or school nurse for every 225 medically complex students.

The district may use the most cost effective means available to meet the above requirements.

The district shall maintain a prevention-oriented health services program which provides:

1. Pertinent health information on the students, as required by Oregon statutes or rules;
2. Health appraisal to include screening for possible vision or hearing problems;
3. Health counseling for students and parents, when appropriate;
4. Health care and first-aid assistance that are appropriately supervised and isolates the sick or injured child from the student body;
5. Control and prevention of communicable diseases as required by Oregon Department of Human Services, Health Services, and the county health department;
6. Assistance for students in taking prescription and/or nonprescription medication according to established district procedures;
7. Services for students who are medically fragile or have special health care needs;
8. Integration of school health services with school health education programs.

In accordance with the requirements of the No Child Left Behind Act of 2001 (NCLBA):

The district recognizes its responsibility to notify parents in advance of any nonemergency, invasive physical examination¹ or screening that is required as condition of attendance; administered and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students.

Notification will be provided at least annually at the beginning of the school year or when enrolling students for the first time in school and will include the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

Parents shall have the opportunity to request their students be exempt from participation in vision or hearing screening. The district will abide by those requests. (OAR 581-022- 1910)

END OF POLICY

Legal Reference(s):

¹The term “invasive physical examination,” as defined by law, means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision or scoliosis screening. The term does not include any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parental notification.

[ORS 329.025](#)

[OAR 581-022-0705](#)
[OAR 581-022-1420](#)
[OAR 581-022-1440](#)

Protection of Pupil Rights, 20 U.S.C. § 1232h (2006); Student Rights in Research, Experimental Programs and Testing, 34 C.F.R. Part 98 (2006).

DELETED



Code: JHCC
Adopted: 1/17/13
Revised/Readopted: 10/25/18; 12/10/20

Communicable Diseases – Student

(Recommend delete: the requirement for this policy was found in OAR 581-022-2220, which has since been revised and requirement removed in lieu of a new requirement for a Communicable Disease Plan. Refer to policy GBEB and GBEB-AR.)

The district shall provide all students reasonable protection against the risk of exposure to communicable diseases. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the *Communicable Disease Guidance* published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA).

A student will not attend school in a district school or facility while in a communicable stage of a restrictable disease or when an administrator has reason to suspect that a susceptible student has or has been exposed to any disease for which the student is required to be excluded in accordance with law and per administrative regulation JHDD-AR – Communicable Diseases – Students. If the disease is a reportable disease, the school nurse will report the occurrence to the local health department and alert the building administrator. The administrator will also take whatever reasonable steps necessary to organize and operate programs in a way which both furthers the education and protects the health of students and others.

The district may provide an educational program in an alternative setting for the protection of both the student who has a restrictable disease and the exposed student.

The district will include, as a part of its emergency plan, a description of the actions to be taken by district personnel in the case of a declared public health emergency or other catastrophe that disrupts district operations.

The district shall protect the confidentiality of each student’s health condition and record to the extent possible and consistent with federal and state law. In cases when a restrictable or reportable disease is diagnosed and confirmed for a student, the administrator shall inform the appropriate employees with a legitimate educational interest to protect against the risk of exposure.

The superintendent or designee will develop administrative regulations necessary to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 431.150 - 431.157](#)
[ORS 433.001 - 433.526](#)

[OAR 333-018](#)
[OAR 333-019-0010](#)
[OAR 333-019-0014](#)

[OAR 333-019-1000](#)
[OAR 437-002-0360](#)
[OAR 437-002-0377](#)
[OAR 581-022-2220](#)

OREGON DEPARTMENT OF EDUCATION and OREGON HEALTH AUTHORITY, *Communicable Disease Guidance* (2020).
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2019).

Cross Reference(s):

GBEB - Communicable Diseases – Staff

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Code: JHCCA
Adopted: 1/17/13
Revised/Readopted: 10/24/13

Students - HIV, HBV and AIDS**

(Recommend delete: the requirement for this policy was found in OAR 581-022-2220, which has since been revised in lieu of a new requirement for a Communicable Disease Plan.)

The district will adhere strictly in policies and procedures to the Oregon Revised Statutes and the Oregon Administrative Rules as they relate to a student infected with HIV or HBV or diagnosed with AIDS¹.

The district recognizes a parent/guardian (student) has no obligation to inform the district of an HIV, HBV or AIDS condition and that the student has a right to attend school. If the district is informed of such a student, written guidelines shall be requested of the parent/guardian (student). These guidelines shall include who may have the information, who will give the information, how the information will be given and where and when the information will be given.

When informed of the infection, and with written permission from the parent/guardian (student), the district will develop procedures for formulating an evaluation team. The team shall address the nature, duration and severity of risk as well as any modification of activities. The team shall continue to monitor the student's condition.

Notification of alternative education programs shall be made to the parent or eligible student, if an HIV, HBV or AIDS student withdraws from school.

END OF POLICY

Legal Reference(s):

E

¹ HIV - Human Immunodeficiency Virus; HBV - Hepatitis B Virus; AIDS – Acquired Immune Deficiency Syndrome

[ORS 326.565](#)
[ORS 326.575](#)
[ORS 332.061](#)
[ORS 336.187](#)

[ORS 339.030](#)
[ORS 339.250](#)
[ORS 433.008](#)
[ORS 433.045](#)

[OAR 333-018-0000](#)
[OAR 333-018-0005](#)
[OAR 581-022-0705](#)
[OAR 581-022-1660](#)

OREGON SCHOOL HEALTH SERVICES MANUAL: COMMUNICABLE DISEASES APPENDIX IV. GUIDELINES FOR SCHOOLS WITH CHILDREN WHO HAVE BLOODBORNE PATHOGENS, OREGON DEPARTMENT OF EDUCATION 2012.

E L E T E

TRAVEL PERMISSION REQUEST

Adrienne C. Nelson High School Baseball

CONSENT C

November 14, 2024

SUPERINTENDENT'S RECOMMENDATION:

Board approval of the request to travel.

BACKGROUND:

Adrienne C. Nelson High School is requesting permission for 16 students and 4 chaperones to travel to the Coach Bob National Invitational baseball tournament in Phoenix, Arizona, March 23-28, 2025. This trip will cost approximately \$1,077.50 per student with funds being covered by parents, fundraisers and a booster club donation. Fundraisers include bottle drop, car wash, and local restaurant sales. The students will not miss any school due to school being out for Spring Break.

SOURCE OF FUNDS:

See attached Application for Permission to Travel

ATTACHMENTS:

Application for Permission to Travel and required attachments

STAFF CONTACT:

Petra Callin, Executive Director of Secondary Programs

Section II – Budget Information – Cost per Student

Expenses (per student)

- 1. Transportation \$ 634.00
- 2. Lodging (no home stays) \$ 340.00
- 3. Meals \$ 190.00
- 4. Fees/Event Expense \$ 183.00
- 5. Other \$ 140.00

Description of other expenses: coaches' travel expenses - *Booster club will cover this

6. **Total cost per student (total lines 1 through 5):** \$ 1487.00

7. # of chaperones 4

8. # of students 16

9. **Total # of students + chaperones** 20

10. **Total cost of participation (Line 6 x Line 9):** \$ 29740.00

11. Substitute Teachers: (rates are effective 2024-2025)

a. 0 # Full-Day Substitute(s) x # of Days @ \$302.95 = \$ 0

b. 0 # Half-Day Substitute(s) x # of Days @ \$151.48 = \$ 0

c. **Total Sub Cost** \$ 0

TOTAL COST OF FIELD TRIP/TRAVEL (Line 10 plus line 11c.): \$ 29740.00

Funding for Planning Purposes (estimates only)

1. Does your current account balance cover this trip? no

a. If no, please explain

Monies will come from parents, fundraising and booster club donation

2. Amount of fund balance allocated for this trip: 0.00

3. Projected fundraising income*: 2500.00

4. Projected contributions (donations)*: 10,000.00

5. OUT OF POCKET (per student): 1077.50

Total Funding Resources – including fund raising, student out-of-pocket, contributions, school budget (totals should match): \$ 29740.00

*Describe projected fund-raising activities and contributions:

See attached.

No students will be denied participation due to lack of funds. Adequate sources of revenue must be made available to all students.

Section III – Transportation and Lodging Information

Transportation: NCS D bus Nondistrict commercial transportation (bus, train, plane)
 NCS D mini bus (Type 20) Private/personal vehicles (Must have parent/guardian release form)
 Rental Vehicle* (no rental of 15-passenger vans allowed)

For use of NCS D minibus, please identify the NCS D current certified mini-bus drivers:

Name of minibus Driver(s): _____

NCS D mini buses cannot be used for trips which total more than 600 miles round trip.

Number of miles round trip: _____

*Drivers of rental vehicles must be approved via the District’s driver certification process. Contact Risk Management to complete the certification process (allowing a minimum of two weeks for processing with the State DMV).

Name of rental vehicle Driver(s): _____

Name the type(s) of non-district transportation to be used (including to and from airport) and company name:

See attached.

Name and location of lodging and description of room arrangements (chaperones may not share rooms with students; see item #2 under Chaperone Guidelines). Students are not allowed to stay with host families without written permission from Superintendent or designee. This is in accordance with Volunteer Policy IICC-AR(1):
We have reservations for a VRBO home rental (4049717) in Phoenix, Arizona. The home address is 13829 North 11th Street, Phoenix, Arizona 85022. The home has 8 bedrooms. Coaches will each have their own rooms, (with one bed in them) and the players will share the other 4 bedrooms (which have multiple beds in them). Players will be divided into groups of no more than 2 players per bed.

For all travel requests, transportation details and a pre-trip driver requirements forms (If driving a Type 20 NCSD minibus must be included).

I have read and understand all trip guidelines.

Cameron Sheets

10/4/24

Trip Leader Signature

Date

Section IV – Required Attachments for building level approval only.

The following attachments must accompany this application:

- Detailed Itinerary which includes **all** planned activities and outline of student expectations specific to the trip.
- Pre-trip Driver Requirements (NCSD minibus-Type 20) upon departure.
- Copy of Permission Release Forms and Emergency Information
- List of chaperones and verification of current background check on file.

Section V – Required Attachments to be sent to district level. (All other forms stay at the building.)

- Detailed itinerary which includes **all** planned activities and outline of student expectations specific to the trip.
- List of chaperones and verification of current background check on file.

Section VI – Approval

Principal Level: Approved
 Denied

D. Allen 10.21.2024
Principal Date

District Level: Approved
 Denied

[Signature] 10/27/24
Executive Director of Elementary/Secondary Date

Date of Board Approval: _____

Purpose of travel:

The purpose of a high school baseball team's trip to the Coach Bob Spring Break Tournament is multi-faceted. First and foremost, it provides athletes with a valuable opportunity to compete against a diverse range of teams, helping them sharpen their skills and gain experience in a tournament setting.

Additionally, the trip fosters team bonding and camaraderie, allowing players to develop stronger relationships both on and off the field. This experience can enhance teamwork, communication, and leadership skills, which are essential for both athletic and personal growth.

Furthermore, participating in this tournament can boost players' confidence as they face new challenges and learn to adapt to different playing styles. It also allows coaches to evaluate player performance in a competitive environment, aiding in strategic development for the upcoming season.

Overall, the Coach Bob Spring Break Tournament serves as an essential part of the team's development, preparing them for the season ahead while creating lasting memories and promoting a love for the game.

What specific responsibilities have been assigned to the chaperones?

All chaperones are on the coaching staff. The assistant coaches will help be responsible for:

1. Supervision and Safety- Ensure the safety and well-being of all players.
2. Monitor behavior to maintain a positive and respectful environment.
3. Transportation- Organize and oversee transportation to and from the tournament venue. Ensure all players arrive on time for games and scheduled activities.
4. Accommodation Management- Check in and manage rental home accommodations, ensuring all players are assigned to rooms appropriately. Monitor rooming assignments and enforce curfews.
5. Communication- Serve as a point of contact for parents and guardians. Keep open lines of communication with all other coaches regarding any issues or concerns.
6. Emergency Preparedness- Carry a first aid kit and be prepared to handle minor injuries. Familiarize themselves with emergency procedures and contact information for local medical facilities.
7. Game Day Responsibilities- Arrive early to ensure the team is prepared for games. Help set up any necessary equipment.
8. Encouragement and Support- Actively cheer on the team and maintain a positive attitude. Foster sportsmanship among players, encouraging respectful interactions with opponents and officials.
9. Meal Coordination- Assist in planning and organizing meals for the team, ensuring players have proper nutrition. Monitor dietary restrictions or preferences among players.
10. Activity Planning- Organize team-building activities during downtime, fostering camaraderie and team spirit. Ensure players have opportunities for relaxation and recreation between games.
11. Reporting- Keep track of attendance at games and events. Report any issues or incidents to the coaching staff promptly.
12. Documentation- Maintain copies of important documents (medical forms, travel itineraries) and ensure they are easily accessible.

***Describe projected fundraising activities and contributions:**

The players will have the ability to participate in fundraising activities.

The team will host a local car wash (local parking lot) to earn money towards their costs.

The players will also solicit bottle donations to be taken to Bottle Drop for fundraising collection.

Average earned per bag of bottles/cans is \$10.00.

A dinner night will also be coordinated at a local restaurant to earn funds from the restaurant sales that evening.

Rental Vehicle drivers/Chaperones:

Cameron Sheets, Rob Kennewell, Connor Yegge and Chad Nichols

Name the type(s) of non-district transportation to be used and company name:

Sport Van Rentals in Phoenix, Arizona will be the provider of the rental vehicles. We have requested mini-vans to utilize to and from the airport, as well as for transportation to events and tournament games. We will be purchasing a group airline reservation for the 16 players and 4 coaches to travel (prices are still fluctuating and we have not reserved the group yet. Looking at Southwest or Frontier airlines.)



Nelson Hawks Baseball Itinerary
 March 23rd - March 28th
 Coach Bob National Invitational
 Phoenix, Arizona

Day 1: March 23, 2025

TIME	ACTIVITY	LOCATION
1:45 PM	Arrival at PDX airport for flight	PDX airport
6:15 - 7:15 PM	Arrival at Phoenix airport, deboard plane, collect luggage, and get rental vans	PHX airport
7:30 - 8:30 PM	Dinner	Local restaurant near rental home
8:45 PM	Arrival/check-in at rental home	Phoenix rental home
8:45 - 10:00 PM	Assign beds & load luggage into house, unpack, discuss tournament schedule	Phoenix rental home
10:00 PM	Bed time	Phoenix rental home

Day 2: March 24, 2025

TIME	ACTIVITY	LOCATION
7:00 AM	Wake up	Phoenix rental home
7:30 - 8:15 AM	Breakfast	Phoenix rental home
8:15 - 9:00 AM	Morning team workout-light weights, stretching and jog around neighborhood (on path)	Phoenix rental home
9:00 - 9:30 AM	Prepare to leave to game-shower, pack baseball gear	Phoenix rental home

	bags and load vans	
9:30 - 10:00 AM	Travel to game location	Local Phoenix high school
10:00 - 11:00 AM	Pre-game team warm-up at field	Local Phoenix high school
11:00 - 1:30 PM	Day 1 game	Local Phoenix high school
1:30 - 2:00 PM	Lunch	Nearby restaurant
2:00 - 2:30 PM	Travel to rental home	
2:30 - 4:30 PM	Snack, putt putt games	Rental home
4:30 - 5:30 PM	Basketball game- 4 vs. 4	Rental home
5:30 - 7:00 PM	Cook dinner- team participates in cooking, setting table and clean-up	Rental home
7:00 - 8:00 PM	Arcade/board games- players and coaches	Rental home
8:00 - 9:30 PM	Movie- watch a movie at the house (PG-13)	Rental home
9:30 - 10:00 PM	House clean up- put away games and food. Prep for bed	Rental home
10:00 PM	Bed time	Rental home

Day 3: March 25, 2025

TIME	ACTIVITY	LOCATION
7:00 AM	Wake up	Phoenix rental home
7:30 - 8:15 AM	Breakfast	Phoenix rental home
8:15 - 9:00 AM	Morning team workout- light weights, stretching and jog around neighborhood (on path)	Phoenix rental home
9:00 - 9:30 AM	Prepare to leave to game- shower, back baseball gear bags and load vans	Phoenix rental home
9:30 - 10:00 AM	Travel to game location	Local Phoenix high school

10:00 - 11:00 AM	Pre-game team warm-up at field	Local Phoenix high school
11:00 - 1:30 PM	Day 2 game	Local Phoenix high school
1:30 - 2:00 PM	Lunch	Nearby restaurant
2:00 - 2:30 PM	Travel to rental home	
2:30 - 3:00 PM	Change clothes and prepare to leave for Castles 'n' Coasters park	Rental home
3:00 - 3:20 PM	Travel to Castles 'n' Coasters park	
3:30 - 6:30 PM	Play mini golf, arcade and rides at park	Castles 'n' Coasters park
6:30 - 8:00 PM	Team dinner	Local restaurant
8:00 - 8:30 PM	Travel to rental home	
8:30 -10:00 PM	Arcade games, basketball and putt putt	Rental home
10:00 PM	Bed time	Rental home

Day 4: March 26, 2025

TIME	ACTIVITY	LOCATION
7:00 AM	Wake up	Phoenix rental home
7:30 - 8:15 AM	Breakfast	Phoenix rental home
8:15 - 9:00 AM	Morning team workout-light weights, stretching and jog around neighborhood (on path)	Phoenix rental home
9:00 - 9:30 AM	Prepare to leave to game-shower, back baseball gear bags and load vans	Phoenix rental home
9:30 - 10:00 AM	Travel to game location	Local Phoenix high school
10:00 - 11:00 AM	Pre-game team warm-up at field	Local Phoenix high school
11:00 - 1:30 PM	Day 3 game	Local Phoenix high school

1:30 - 2:00 PM	Lunch	Nearby restaurant
2:00 - 2:30 PM	Travel to rental home	
2:30 - 3:00 PM	Change clothes and prepare to leave for Museum of Illusions Scottsdale	Rental home
3:00 - 3:20 PM	Travel to Museum	
3:30 - 5:30 PM	Visit museum exhibits and illusion rooms	Museum of Illusions Scottsdale
5:30 - 5:50 PM	Travel to rental home	
6:00 - 7:30 PM	Cook dinner- team participates in cooking, setting table and clean-up	Rental home
7:30 - 9:30 PM	Arcade games, basketball and putt putt	Rental home
9:30 - 10:00 PM	House clean up- put away games and food. Prep for bed	Rental home
10:00 PM	Bed time	Rental home

Day 5: March 27, 2025

TIME	ACTIVITY	LOCATION
7:00 AM	Wake up	Phoenix rental home
7:30 - 8:15 AM	Breakfast	Phoenix rental home
8:15 - 9:00 AM	Morning team workout- light weights, stretching and jog around neighborhood (on path)	Phoenix rental home
9:00 - 9:30 AM	Prepare to leave to game- shower, back baseball gear bags and load vans	Phoenix rental home
9:30 - 10:00 AM	Travel to game location	Local Phoenix high school
10:00 - 11:00 AM	Pre-game team warm-up at field	Local Phoenix high school

11:00 - 1:30 PM	Day 4 game	Local Phoenix high school
1:30 - 2:00 PM	Lunch	Nearby restaurant
2:00 - 2:30 PM	Travel to rental home	
2:30 - 3:00 PM	Change clothes and prepare to leave for MLB Spring training game	Rental home
3:00 - 3:30 PM	Travel to MLB game	
3:30 - 7:00 PM	Watch MLB spring training game- Cubs vs. Arizona and eat dinner at stadium	Salt River field
7:00 - 7:30 PM	Travel to rental home	
7:30 - 9:30 PM	Arcade games, basketball and putt putt	Rental home
9:30 - 10:00 PM	House clean up & pack suitcases	Rental home
10:00 PM	Bed time	Rental home

Day 6: March 28, 2025

TIME	ACTIVITY	LOCATION
7:00 AM	Wake up	Rental home
7:30 - 8:15 AM	Breakfast	Rental home
8:15 - 9:00 AM	Clean house, put away games, load vans and check out of house	Rental home
9:00 AM	Depart for airport	
9:30 AM	Arrive at airport, return rental vans, check in luggage for flight	PHX airport
2:15 PM	Arrival in Portland	PDX
2:15 PM	Collect luggage and meet parents at arrivals for pick-up	

QUARTERLY FINANCIAL REPORT

REPORT

Agenda Item # 2
November 14, 2024

SUPERINTENDENT'S RECOMMENDATION:

Information presented for review and discussion

BACKGROUND:

Financial Highlights:

The 2024-25 General Fund ending balance is projected to be approximately \$72.3 million, or 20.73% of revenues and \$12.6 million less than the prior year. The district is currently in a stable financial position as we start the fiscal year as a result of increased state funding, healthy reserves, and the support of our community in the form of our Local Option Levy.

The 2023-24 ending fund balance becomes the 2024-25 beginning fund balance. The beginning fund balance on the attached Quarterly Financial Report has been adjusted to reflect the fund balance changes between the Budget, which was the best estimate during the budget development process in the spring, and the Activity columns. The projected ending fund balance for 2024-25 continues to be above the minimum required by Board Policy.

Notes:

Some potential activities not reflected in this report that may impact the Budget in the course of the fiscal year are the potential for increased Investment Income, additional positions that may be added to address emerging needs, possible support for deferred maintenance, and changes in student enrollment.

Investment Report:

Investment of Funds is outlined in NCSD Policy DFA, requiring quarterly investment information reporting to the Board. The Local Government Investment Pool (LGIP) is one of the primary institutions used for district investments, producing the highest interest rate for short-term investments at this time. The current interest rate is .55% as of September 30, 2024, which is unchanged from the last quarterly presentation.

The Investment Portfolio Summary report is a summary of all fixed income investments, the LGIP, bank checking accounts and bank "money market" account balances. The combined portfolio contained \$149.9 million at a weighted average

nominal rate of return of .30%. This report recaps the percentage of the portfolio invested in each category (i.e. US Government Treasury investments, US Government Agency investments, Corporate Notes) and compares to policy percentage restrictions. As of September 30, 2024 all categories were in compliance with Board Policy. This report also provides the weighted average yield by issuer.

ATTACHMENTS:

Quarterly Financial Report
Investment Portfolio Summary
Investments by Maturity Date

PRESENTER / STAFF CONTACT:

Matt Makara, Executive Director of Finance and Business Services

North Clackamas School District No. 12
Quarterly Financial Report
General Fund
For the Period Ended June 30, 2025

	Budget	2024 - 2025 Activity			
	Adopted Budget 2024-25	YTD Actuals Through 6-30-2025	Encumbrances Through 6-30-2025	Actuals Including Encumbrances	Forecast Through 6-30-2025
REVENUES:					
Beginning Fund Balance (BFB)	\$ 58,237,027	\$ 84,878,590	\$ -	\$ 84,878,590	\$ 84,878,590
State School Fund:					
State Funds	139,562,307	46,803,925	-	46,803,925	139,562,307
Property Taxes	86,040,933	493,113	-	493,113	86,040,933
Local Option Levy	24,093,939	127,472	-	127,472	24,093,939
Common School Fund	1,951,011	-	-	-	1,951,011
High Cost Disability Grant	1,800,000	-	-	-	1,800,000
Investment Earnings	2,575,000	488,299	-	488,299	2,575,000
Intermediate Sources-CESD	2,920,320	43,929	-	43,929	2,920,320
Other Services and Fees	4,987,073	280,591	-	280,591	4,987,073
Transfers-in	-	-	-	-	-
Subtotal Revenues excluding BFB	\$ 263,930,583	\$ 48,237,329	\$ -	\$ 48,237,329	\$ 263,930,583
Total Revenues including BFB	\$ 322,167,610	\$ 133,115,919	\$ -	\$ 133,115,919	\$ 348,809,173
EXPENDITURES:					
Salaries	\$ 140,915,162	\$ 16,931,629	\$ 114,209,377	\$ 131,141,006	\$ 140,915,162
Benefits	80,327,765	9,202,537	63,540,699	72,743,237	80,327,765
Purchased Services	37,159,075	8,396,050	15,349,410	23,745,460	37,159,075
Supplies & Materials	9,631,933	3,086,531	3,452,297	6,538,828	9,631,933
Capital Outlay	370,000	5,617	41,445	47,062	370,000
Dues and Fees	2,015,695	1,906,548	46,233	1,952,781	2,015,695
Transfers-out	6,069,922	-	-	-	6,069,922
Subtotal Expenditures	\$ 276,489,552	\$ 39,528,913	\$ 196,639,460	\$ 236,168,374	\$ 276,489,552
CONTINGENCY:	\$ 45,678,058	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 322,167,610	\$ 39,528,913	\$ 196,639,460	\$ 236,168,374	\$ 276,489,552
*Projected Ending Fund Balance on 6-30-25					\$ 72,319,621
Projected Ending Fund Balance as a Percentage of Forecasted Revenue at 6-30-2025					20.73%



Investment Portfolio Summary

8/31/2024

Issuer	Book Value	Percentage of Portfolio	Maximum allowed per Policy	Over	Weighted Ave Yield
US Gov't Treasuries					
US Gov't Treasury	\$ 54,497,399.26	36.34%	100%		0.26%
Sub Total	\$ 54,497,399.26	36.34%	100%		
Municipalities					
	\$ -	0.00%	25%	N/A	
Sub Total	\$ -	0.00%	25%		
US Gov't Agencies					
Federal Home Loan Mortgage	\$ -	0.00%	25%	N/A	0.00%
Sub Total	\$ -	0.00%	100%	N/A	0.00%
Corporate Notes					
	\$ -	0.00%	5%	N/A	0.00%
Sub Total	\$ -	0.00%	35%	N/A	0.00%
Total Investment Portfolio					
	\$ 54,497,399.26	36.34%			0.26%
Banks/Money Market					
US Bank - Bond Checking	\$ 3,228,273.40	2.15%			
Washington Federal MMKT - Fund 100	\$ 13,734.33	0.01%			0.15%
US Bank - General Checking	\$ 34,766,183.98	23.18%			
Sub Total - banks	\$ 38,008,191.71				
			LGIP Limit	Under/Over	
LGIP 3581 Bond Fund 420	\$ 4,540,315.13				0.55%
LGIP 4904 General Fund 100	\$ 52,929,998.36				0.55%
Total Cash and Equivalents	\$ 57,470,313.49	38.32%	\$ 59,847,000	2,376,687	
Grand Total					
	\$ 149,975,904.46				0.30%



Investment By Fund and Maturity Date
9/30/2024

Fund	Type	Settlement	Maturity Date	Total days held	Coupon	Purchase Price	Yield	Original Cost	Remaining balance	Par Amount	Amortized Cost
100	US Treas	8/13/2024	10/8/2024	56	0.000%	99.00	5.190%	14,939,100.00	-41,325.00	15,000,000.00	14,958,675.00
100	US Treas	8/13/2024	11/7/2024	86	0.000%	98.80	5.070%	19,674,072.22	-257,710.30	20,000,000.00	19,742,289.70
100	US Treas	8/13/2024	12/10/2024	119	0.000%	98.37 0.00	4.990%	19,760,155.56	-203,565.44	20,000,000.00	19,796,434.56
Total General Fund										<u>55,000,000.00</u>	<u>54,497,399.26</u>
Grand Total										<u>55,000,000.00</u>	<u>54,497,399.26</u>

LEGISLATIVE AGENDA (2025 & 2026 SESSIONS)

DISCUSSION

Agenda Item #3
November 14, 2024

BOARD CONSIDERATION:

Review the proposed legislative agenda.

REASON FOR BOARD CONSIDERATION:

Unified district approach to establishing legislative priorities for advocacy.

BACKGROUND:

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

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

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

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

This discussion provides an opportunity for the Board to review the proposed document and provide feedback for edits prior to adoption, which is scheduled for December 12, 2024.

ATTACHMENTS:

Attachment A: [Proposed Legislative Agenda \(2025 & 2026\)](#)

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

Attachment C: [Presentation Slides](#)

PRESENTER / STAFF CONTACT:

Mitzi Bauer, NCS D Board Director and Legislative Liaison

April Dobson, NCS D Board Director and Legislative Liaison

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

Tiffany Shireman, NCS D Chief of Staff

Glenn Wachter, NCS D Board Director and Legislative Liaison

2025 & 2026 Legislative Stance

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

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

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

2025 & 2026 Legislative Agenda Priorities

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

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

- **Student Experience & Success**

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

- **People & Culture**

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

- **Family & Community Collaboration**

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

- **Resources & Services**

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



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

Board Legislative Action

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

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

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

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Legislative Agenda 2025 & 2026



School Board Meeting
11/14/24

LEGISLATIVE AGENDA 2025 & 2026

Tonight:

- Development of proposed Legislative Agenda
- Review proposed Legislative Agenda
- Discussion



LEGISLATIVE AGENDA DEVELOPMENT

- Coordination of the development
 - Planning Team
- Initial legislative priorities identified
- Community Engagement
 - Other districts and organizations
 - Group Input Session: Youth Equity Advisory
 - Group Input Session: Educational Equity Advisory
 - Survey
- Refined Priorities
- Drafted Proposed Legislative Agenda



NCSD PROPOSED LEGISLATIVE AGENDA

Student Experience & Success



We prepare each student through engagement, effective instruction, empowerment, and skill development in order to succeed in life and career

People & Culture



We foster a welcoming and affirming environment through intentional, culturally inclusive practices where each student and employee is equipped to perform at their highest level

Resources & Service



We maximize resources and services through strategic investment, innovative practices, and continuous improvement processes to strengthen the school community and advance student outcomes

Family & Community Collaboration



We elevate student achievement and well-being through collaboration and active partnership with families and community



Proposed Legislative Stance

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

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

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

Adequate, Reliable & Flexible Funding

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

Student Experience & Success

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

People & Culture

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

Family & Community Collaboration

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

Resources & Services

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

NEXT STEPS

Tonight:

Discussion

December 12, 2024:

Proposed NCSD Board Action

Mid December to
Early January, 2025:

Share NCSD Legislative Agenda
with legislators, staff and others

January 21, 2025:

Oregon Legislature convenes



LEGISLATIVE AGENDA 2025 & 2026

Discussion?

Feedback?



OREGON SCHOOL BOARDS ASSOCIATION ELECTION

DISCUSSION
Agenda Item #4
November 14, 2024

SUPERINTENDENT'S RECOMMENDATION:

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

ORIGINATED BY:

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

BUDGET IMPACT/SOURCE OF FUNDS:

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

BACKGROUND:

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

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

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

ATTACHMENTS:

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

PRESENTER:

Kathy Wai, Board Chair



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

Election - OSBA 2024 - Clackamas (07)

2024 OSBA Election

* 1. Board of Directors position 7

Vote

No candidate filed for Board of Directors Position 7



* 2. Resolution 1 - Amends the OSBA dues schedule

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

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

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

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

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

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

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

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

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



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Resolution to Amend the OSBA Dues Schedule

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

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

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

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

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

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

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

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

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

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

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

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

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

**Reflects an estimated CPI increase of 4%

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

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



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

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

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

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

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

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

WHEREAS, the Oregon LGBTQIA2S+ School Board Members Advisory Committee has respectfully requested that the Board of Directors submit a resolution to the membership creating the Oregon School Board Members PRIDE Caucus (OSBM PRIDE) and designate a seat on the OSBA Board of Directors and Legislative Policy Committee.

THEREFORE, BE IT RESOLVED by the OSBA Board of Directors that the proposed bylaws amendment designating an Oregon School Board Members PRIDE Caucus representative as a voting member of the OSBA Board of Directors and Legislative Policy Committee be submitted to the membership for consideration during the 2024 OSBA election; and

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

Submitted by: OSBA Board of Directors

BYLAWS

OREGON SCHOOL BOARD MEMBERS PRIDE CAUCUS
OF THE OREGON SCHOOL BOARDS ASSOCIATION

DRAFT

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ARTICLE 1

CHARTER

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

OSBA is aware and acknowledges that diversity is a core value of OSBA. OSBA desires to identify areas of concern and causation, convene a caucus of stakeholders, and create a plan to better promote and support the success of students, school staff and school board members who identify as part of the LGBTQIA2S+ communities.

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

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

ARTICLE 2

NAME, MISSION AND GOALS

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

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

2.3 Goals.

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

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

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

2.3.4 Serving as a resource.

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

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

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

ARTICLE 3

MEMBERSHIP

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

3.2 Members. The Caucus members may include any elected or appointed member of any public board of education in Oregon who are active members in good standing with the Oregon School Boards Association and identify as a member of the LGBTQIA2S+ communities. Caucus members may participate in all discussions, vote, and serve as an officer of the Caucus. Members must attend the meeting in person, via telephone, or via virtual meeting platform (e.g., Zoom) to vote. Voting by proxy shall not be permitted.

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

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

ARTICLE 4

BUDGET

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

ARTICLE 5

MEETINGS

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

5.2 Regular and Special Meetings.

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

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

5.2.3 Place of Meetings. Regular and special meetings of the Caucus shall be held at any location within Oregon, by virtual meeting platform, or a combination of the two, as designated by the President or the Executive Committee.

5.3 Notice.

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

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

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

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

5.6 Records. The President shall see that all correspondence, minutes, agendas, and Charter be sent to and kept on file with OSBA.

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

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

ARTICLE 6

CAUCUS LEADERSHIP COUNCIL

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

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

6.3 Nomination and Election

6.3.1 Nomination. Leadership Council members may be nominated by either the nominating committee or a caucus member at the annual meeting.

6.3.2 Election. The members shall elect the Leadership Council by majority vote at the annual meeting in even numbered years.

6.4 Designations

6.4.1 President. The President shall preside at all meetings of the Caucus and the Executive Committee. The President shall appoint all standing and special committees and shall be an ex-officio member of all committees, except the nominating committee, with voting power. The President shall sign all official reports of the Caucus. Two persons may share the position of President, or one person may serve as President and another as Vice President.

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

6.4.3 Immediate Past President. The Immediate Past President shall advise and counsel with other officers. The Immediate Past President chairs the officer succession planning process. The past president serves for two calendar years.

6.4.4 Secretary. The Secretary shall keep the minutes and records, maintain a roster of the current membership, and shall see that all notices are duly given in accordance with the provisions of law and this Charter, and such other duties as from time to time may be assigned by the Executive Committee.

6.4.5 Treasurer. The Treasurer shall have the responsibility for receiving and disbursing all funds related to the Caucus in coordination with the OSBA liaison. The Treasurer shall report regularly to the Executive Committee, shall prepare a written yearly financial

report to be distributed to the members at each annual meeting, and shall perform other duties assigned by the Executive Committee.

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

Future positions:

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

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

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

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

ARTICLE 7

EXECUTIVE COMMITTEE

7.1 Composition. There shall be an Executive Committee made up of the President(s), Vice President, Immediate Past President, Secretary, and Treasurer.

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

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

(e) The Executive Committee shall act as the Nominating Committee and nominate a candidate for each office of the Caucus. A nominating committee report will be included in the notice of the annual meeting of the membership.

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

7.4 Administration. The Executive Committee may use the guidance of Robert's Rules of Order for all procedures. The Executive Committee shall keep regular minutes of its proceedings and all actions by the Executive Committee shall be reported promptly to the membership. Such actions shall be subject to review by the membership, provided that no rights of third parties shall be affected by such review.

ARTICLE 8

COMMITTEES

The President or Executive Committee may establish committees of two or more members to serve at the discretion of the President or the Executive Committee. These committees may consist of such persons and perform such duties as the President designates from time to time. The committees may not act on behalf of the Caucus but may make recommendations to the Caucus for approval. The Chair of any such committee shall be a member of the Executive Committee.

ARTICLE 9

SEAT ON THE OSBA'S BOARD OF DIRECTORS

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

ARTICLE 10

GENERAL PROVISIONS

10.1 Amendment of Bylaws

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

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

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

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

10.2.1 The Caucus shall appoint one caucus member to serve as liaison to the OSBA Legislative Policy committee and to be a member of the LPC. The appointee must be an elected or appointed member of any public board of education in Oregon who is an active member in good standing with the Association.

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



Resolution to Amend the OSBA 2023 Bylaws

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

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

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

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

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

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

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

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

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

Submitted by: OSBA Board of Directors



BYLAWS

As Amended by the Membership: December 2023

Proposed Edits: September 14, 2024

SECTION 1 PURPOSE

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

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

SECTION 2 MEMBERS

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

- 2.1.1 ~~Local~~ School District as defined under ORS Chapter 332;
- 2.1.2 Education Service District as defined under ORS Chapter 334;
- 2.1.3 Community College District as defined under ORS Chapter 341;
- 2.1.4 State Board of Education as defined under ORS Chapter 326; and

2.1.5 Any other governmental educational organization qualifying as a political subdivision, as approved by resolution of the board of directors.

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

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

2.3.1 Election and removal of directors except as set forth in Section 3.8;

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

2.3.3 Approval of resolutions to effectuate any of the following:

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

(b) Modification to the region descriptions set forth in Section 2.6.1; and ~~the~~

(c) Dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association’s assets.

2.4 Voting Power.

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

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

(a) K-12 Local Districts with an ADMr between 15,600 and 23,400 shall have two votes.

(b) K-12 Local Districts with an ADMr between 23,400.1 and 31,200 shall have three votes.

(c) K-12 Local Districts with an ADMr between 31,200.1 and 39,000 shall have four votes.

(d) K-12 Local Districts with an ADMr of 39,000.1 or more shall have five votes.

2.5 Process of Approval of Member Resolutions.

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

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

2.6 Regional Election of Directors and LPC Members.

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

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

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

2.6.23 Regional elections shall be determined ~~taken~~ by a majority of votes cast by members within of the members within the region.

- 2.7 Modification of Regions.** A formal review of the regional organizations described in Section 2.6.1 shall be conducted by the board of directors at least every three years commencing with 2017. Any recommended changes to the regional organization shall be submitted to the members in the form of a resolution in accordance with the provisions of Section 2. ~~445.~~
- 2.8 Annual Meetings.** An annual meeting of members shall be held in November of each year unless a different date or time is fixed by the board of directors and stated in the notice of the meeting. Failure to hold an annual meeting on the stated date shall not affect the validity of any corporate action. At the annual meeting, the president and secretary-treasurer of the board of directors, and any other officer or person whom the president may designate, shall report on the state of the Association, ~~the its~~ activities, and its financial condition ~~of the Association.~~
- 2.9 Special Meetings.** A special meeting of members shall be held upon the call of the president or 25 percent of the board of directors. All members shall be officially notified of a special meeting by written notice, mailed via U.S. mail or electronic mail, to all members at least 15 days prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the members, the place and time of the meeting, and instructions describing the method by which members can participate by telephone or video. Notice shall also comply with all procedures and include any information as required by ORS Chapter 192.
- 2.10 Telephonic/Video Meetings.** The board of directors may permit any member to participate in any annual or special meeting of the membership, or conduct the meetings through, the use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A member participating in the meeting by this means is deemed to be present ~~in person~~ at the meeting.
- 2.11 Place of Meetings.** Meetings of the members shall be held at any place, in ~~or out of~~ Oregon, designated by the board of directors. If a meeting place is not designated by the board of directors, the meeting shall be held at the Association's principal office.
- 2.12 Action by Written Ballot.** Any action required of the members will be taken by written ballot, and the Association will deliver a written ballot to every member entitled to vote on the matter. Once delivered, a written ballot may not be revoked.
- 2.13 Quorum.** A quorum of the members shall consist of a majority of members in good standing at the time the ballots are to be returned to the association.
- 2. ~~13.114~~ Approval:** With the exception of approving amendments to the Association's bylaws, ~~which is as~~ outlined in Section 7.1 ~~of these bylaws,~~ and with the exception of regional elections outlined in 2.6.3, approval by written ballot is effective ~~when~~ at the end of the voting period when:
- (a) The number of votes cast by ballot equals or exceeds a quorum of the members; and
 - (b) The number of approvals equals or exceeds a majority of the number of returned ballots.

SECTION 3 DIRECTORS

- 3.1 Powers.** Except as provided under Section 2. ~~23,~~ all corporate powers shall be exercised by or under the authority of ~~and the affairs of, are managed under the direction of~~ the board of

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

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

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

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

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

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

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

3.5 Composition. The board of directors will be comprised of up to ~~23~~²² regionally elected directors, one designated director as defined in the bylaws of the Oregon School Board Members of Color Caucus, ~~and~~ one designated director as defined in the bylaws of the Oregon Rural School Boards Members Caucus, ~~and one designated director as defined in the bylaws of the -Oregon school board members PRIDE caucus and ex-officio nonvoting members advisors as delineated in Section 3.5.4.~~

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

(a) Clackamas Region shall elect two directors;

(b) Marion Region shall elect two directors;

(c) Washington Region shall elect three directors; and

(d) Multnomah Region shall elect three directors.

(e) ~~Provided, however, that i~~ If the president or immediate past president of the board of directors is a representative director from a region that elects only one director, that region shall elect an additional director or directors to serve for the duration of the president and/or the immediate past president's term.

3.5.2 Regional Election.

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

(b) Each regional candidate for a director position shall be nominated by a member within the region by means of a nomination form. ~~The board of directors shall distribute notice of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions.~~ To nominate a director candidate, one or more of the members in the region must timely submit to the board of directors a formal resolution or motion of the member and the completed nomination form(s). Nominations in regions where there is more than one open director position shall indicate the numbered position for which the nomination is being submitted.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3.9 Regular Meetings. An annual meeting of the board of directors shall be held immediately after, and at the same place as, the annual meeting of members. The board of directors may schedule additional regular meetings to occur during a calendar year. ~~If the time and place of any other directors' meeting is regularly scheduled by the board of directors, the meeting is a regular meeting.~~ All other meetings are special meetings.

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

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

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

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

3.1114 Waiver of Notice. A director may at any time waive any notice required by these bylaws. A director's attendance at or participation in a meeting waives any required notice to the director of the meeting unless the director, at the beginning of the meeting or promptly upon the director's arrival, objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to any action taken at the meeting. Except as provided in the preceding sentence, any waiver must be in writing, must be signed by the director entitled to the notice, must specify the meeting for which the notice is waived, and must be filed with the minutes or the corporate records.

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

3.1316 Voting. If a quorum is present when a vote is taken, the affirmative vote of a majority of the directors present when the action is taken is the act of the board of directors except to the extent that the articles of incorporation, these bylaws, or applicable law require the vote of a greater number of directors.

3.1417 Presumption of Assent. A director who is present at a meeting of the board of directors when corporate action is taken is deemed to have assented to the action taken unless:

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

3.1518 Compensation. Directors and members of committees may receive reimbursement of such expenses as may be determined by resolution or policy of the board of directors to be just and reasonable. Directors shall not otherwise be compensated for service in their capacity as directors.

3.1619 Director Conflict of Interest. The Association shall maintain a Conflict of Interest policy, the terms of which comply with ORS 65.361 and ORS Chapter 244. The board of directors shall annually review and notify ~~its members and the~~ directors of the current Conflict of Interest policy. ~~Each director shall annually complete and return a Conflict of Interest statement.~~

SECTION 4 COMMITTEES AND CAUCUSES

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

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

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

~~Finance committee members serve for a term of two (2) years unless they are appointed to replace a member who left the committee before finishing their two-year term, in which case the member will serve the remainder of the two-year term. The trustee from the PACE board is recommended by the PACE Board of trustees, appointed by the President, subject to approval by the Board, and will serve a two-year term, with no term limits. The district business official and the at-large board member will be recommended by OSBA staff, appointed by the President, subject to approval by the Board, will serve two-year terms, with no term limits, and staggered start dates starting in January.~~

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

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

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

(b) Composition. The LPC shall be composed of the voting members of the board of directors, the President as an ex-officio voting member pursuant to section 5.5.1 of the Bylaws, ~~and the~~ regional representatives elected under the procedures defined in Section 4.1.3(c) and (d), ~~and~~ one designated voting member as defined in the bylaws of the Oregon School Board Members of Color Caucus, ~~and one designated~~

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

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

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

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

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

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

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

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

4.2 Other Board Committees. The board of directors may create one or more committees of the board of directors and appoint directors and representatives of members to serve on such committee. The creation of a committee and the appointment of directors and member representatives to the committee must be approved by a majority of all directors in office when the action is taken. The provisions of these bylaws governing meetings, action without meetings,

notice and waiver of notice, and quorum and voting requirements of the board of directors shall apply to committees and their members as well. Committees of the board of directors may, to the extent specified by the board of directors, exercise the authority of the board of directors; provided, ~~however,~~ that no committee of the board of directors may:

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

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

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

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

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

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

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

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

4.4.5.1 The caucus is meeting regularly;

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

4.4.5.3 Identified officers and current bylaws;

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

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

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

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

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

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

SECTION 5 OFFICERS OF THE BOARD OF DIRECTORS

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

~~5.12~~ **Appointment.** The board of directors shall elect officers by majority vote ~~at least 10 days~~ prior to the November member meeting. In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes, a second ballot shall be required between the two candidates receiving the highest number of votes. The one receiving a majority of the votes is elected.

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

~~5.34~~ ~~Compensation and~~ **Term of Office.** Officer terms are one calendar year. No officer, except the secretary-treasurer, shall serve two consecutive terms in the same office, unless the director ~~completed~~completes ~~athe~~ term ~~for~~of another officer who was unable to complete ~~atheir~~ term, and is then voted into the same position the following year. The secretary-treasurer may serve up to two consecutive one-year terms.

5.5 Compensation

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

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

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

- 5.57.1 President: The president shall preside at all member meetings of the Association and of the board of directors; shall appoint ~~any committees~~ positions not otherwise designated in these bylaws or OSBA adopted policy, subject to the approval of the board of directors; shall call all regular and special meetings as provided herein; shall be an ex-officio voting member of all committees established under sections 4.1 and 4.2 of these bylaws. The president shall automatically serve as immediate past president for the following term. The president serves for a term of one calendar year.
- 5.57.2 President-elect: In the absence of the president, the president-elect shall assume the powers and duties of the president, and when a vacancy occurs in the office of president, shall serve in that capacity for the remainder of the term. The president-elect shall automatically serve as president for the following term, even if required to fill an uncompleted term as president. In addition, the president-elect shall assume duties related to the oversight of Association member elections and resolutions processes and such other administrative duties as are assigned by the president. The president-elect serves for a term of one calendar year.
- 5.57.3 Vice president: In the absence of the president-elect, the vice president shall assume the powers and duties of the president-elect. The vice president shall also serve as the chair of the LPC. The vice president serves for one calendar year.
- 5.57.4 Secretary-treasurer: The secretary-treasurer shall be responsible for keeping ~~in a suitable minute book~~ accurate minutes of all board of director meetings in electronic format in accordance with OSBA's record retention schedule; shall carry on official correspondence of the Association; shall arrange for proper banking facilities; ~~and~~ shall receive, account for, and disburse funds in a businesslike manner as provided for by the board of directors; shall see that the minutes of the previous meetings are ~~read~~ approved by the board of directors; and shall give an itemized and detailed report of the financial condition of the Association at each annual meeting and at such other times as may be required by the board of directors. Such duties of the secretary-treasurer as may be specified by the board of directors may be delegated to the executive director or a designated member of the staff. The secretary-treasurer serves for a term of one calendar year.
- 5.57.5 Immediate past president: The immediate past president shall advise and counsel ~~with~~ other officers. The immediate past president chairs the officer succession planning process. The past president serves for one calendar year.
- ~~5.57.6 Assistants: The board of directors may appoint or authorize the appointment of an assistant to the secretary treasurer. Such assistant may exercise the powers of the secretary treasurer, as the case may be, and shall perform such duties as are prescribed by the board of directors.~~

SECTION 6 NONDISCRIMINATION

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

SECTION 7 OSBA PROPERTY AND CASUALTY FOR EDUCATION TRUST

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

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

SECTION ~~7~~8 GENERAL PROVISIONS

~~7~~8.1 Amendment of Bylaws.

~~7~~8.1.1 Amendments to the bylaws may be initiated by the board of directors or submitted by a member to the board of directors.

~~7~~8.1.2 The board of directors shall provide written notice to the members containing a statement that the members will be asked to approve the amendment and a copy of the proposed amended bylaws.

~~7~~8.1.3 Action by Written Ballot: The Association will deliver a written ballot to every member entitled to vote on the matter. The ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action and specify a reasonable time by which a ballot must be received by the Association in order to be counted. Once delivered, a ballot may not be revoked.

~~7~~8.1.4 Approval: Approval by written ballot shall be valid only when the number of votes cast by ballot equals or exceeds a quorum of the members, and the number of approvals equals or exceeds two-thirds majority of the number of the returned ballots.

~~7~~8.1.5 Quorum: A quorum of the members shall consist of a majority of members in good standing at the time the ballots are to be returned to the Association.

~~7~~8.1.6 Whenever an amendment or new bylaw is adopted, it shall be ~~copied in the minute book~~saved in electronic format in accordance with OSBA's record retention schedule with the original bylaws in the appropriate place. If any bylaw is repealed, the fact of repeal and the date on which the repeal occurred shall be stated in such book and place.

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

- 78.3 Checks, Drafts, Etc.** All checks, drafts, and other orders for payment of money, notes, or other evidences of indebtedness issued in the name of or payable to the Association shall be signed or endorsed by such person or persons and in such manner as shall be determined by resolution of the board of directors.
- 78.4 Deposits.** All funds of the Association not otherwise employed shall be deposited to the credit of the Association in those banks, trust companies, or other depositories as the board of directors or officers of the Association designated by the board of directors select, or be invested as authorized by the board of directors.
- 78.5 Loans or Guarantees.** The Association shall not borrow money and no evidence of indebtedness shall be issued in its name unless authorized by the board of directors. This authority may be general or confined to specific instances. Except as explicitly permitted by ORS 65.364, the Association shall not make a loan, guarantee an obligation, or modify a pre-existing loan or guarantee to or for the benefit of a director or officer of the Association.
- 78.6 Execution of Documents.** The board of directors may, except as otherwise provided in these bylaws, authorize any officer or agent to enter into any contract or execute any instrument in the name of and on behalf of the Association. Such authority may be general or confined to specific instances. Unless so authorized by the board of directors, no officer, agent, or employee shall have any power or authority to bind the Association by any contract or engagement, or to pledge its credit, or to render it liable for any purpose or for any amount.
- 78.7 Insurance.** The Association may purchase and maintain insurance on behalf of an individual against liability asserted against or incurred by the individual who is or was a director, officer, employee, or agent of the Association, or who, while a director, officer, employee, or agent of the Association, is or was serving at the request of the Association as a director, officer, partner, trustee, employee, or agent of another foreign or domestic business or nonprofit corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise; provided, however, that the Association may not purchase or maintain such insurance to indemnify any director, officer, or agent of the Association in connection with any proceeding charging improper personal benefit to the director, officer, or agent in which the director, officer, or agent was adjudged liable on the basis that personal benefit was improperly received by the director, officer, or agent.
- 78.8 Fiscal Year.** The fiscal year of the Association shall begin on the first day of July and end on the last day of June in each year.
- 78.9 Severability.** A determination that any provision of these bylaws is for any reason inapplicable, invalid, illegal, or otherwise ineffective shall not affect or invalidate any other provision of these bylaws.

* * * * *

The foregoing bylaws were approved by the membership of the Oregon School Boards Association on December 15, 2023. The original bylaws were duly adopted by the Board of Directors of OSBA on September 15, 2017, and approved by the membership on December 15, 2017.

SUPERINTENDENT EVALUATION PROCESS

DISCUSSION

Agenda Item #5
November 14, 2024

ORIGINATED BY:

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

BUDGET IMPACT/SOURCE OF FUNDS:

Not applicable.

BACKGROUND:

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

ATTACHMENTS:

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

CONTACT:

Kathy Wai, Board Chair

SUPERINTENDENT EVALUATION TIMELINE AND PROCESS

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

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

ARTICLE 7 EVALUATION

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

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

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

ARTICLE 8 PERFORMANCE GOALS

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



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

Qualifications and Duties of the Superintendent

Qualifications and Reporting

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

The superintendent is directly responsible to the Board.

Duties of the Superintendent

The superintendent:

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

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

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

END OF POLICY

Legal Reference(s):

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

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

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

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

Cross Reference(s):

CBG - Evaluation of the Superintendent



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

Evaluation of the Superintendent

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

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

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

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

END OF POLICY

Legal Reference(s):

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

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

[OAR 581-022-1720](#)

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

Cross Reference(s):

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

CONTRACT AWARD:
SIX PROPANE BUSES USING FUNDS FROM EPA GRANT

DISCUSSION/ACTION
Agenda Item #6
November 14, 2024

SUPERINTENDENT'S RECOMMENDATION:

Board approves the purchase of 6 Special Needs, 24-passenger buses with wheelchair lifts at approximately \$206,759.00 each from Western Bus Sales via Salem Keizer School District contract RFP 442, Amendment 5 for a total of approximately \$1,240,554.00.

BUDGET IMPACT/SOURCE OF FUNDS:

To manage costs effectively, NCS D is working toward an 11-15 year bus replacement cycle. This approach is supported by a 70% reimbursement of state funds over a 10-year depreciation period. Furthermore, NCS D was awarded a federal EPA grant of \$270,000.00 which helps cover replacement costs.

BACKGROUND:

NCS D is committed to maintaining a safe and reliable bus fleet while reducing maintenance costs. Older buses are not only more expensive to repair but also less reliable due to frequent breakdowns.

NCS D Fleet Makeup:

- 154 total buses
- 19 Type 10 vehicles (vans).
- 10 Type 20 (coach) buses.

Age of the fleet

- 21 buses are over 13 years old;
 - 17: 2008 General Transportation buses.
 - 4: 2008 Specialized buses.

EPA Grant Application and Approval:

The district submitted an application for the U.S. Environmental Protection Agency Clean School Bus Program grant, seeking funding to upgrade and enhance its fleet with more environmentally sustainable options. This grant application was presented to the Board on January 25, 2024, with support for pursuing funds aimed at reducing emissions and promoting student health.

Grant Award Details:

On October 7, 2024, the EPA grant was awarded to the district, providing a total of \$270,000.00 to support the purchase of clean energy buses. This funding will cover both initial vehicle costs and additional support for infrastructure improvements to accommodate the new buses.

Prioritization of Specialized Education Buses:

In prioritizing bus types, the district is committed to ensuring accessibility and inclusivity for all students. Specialized buses will be prioritized for replacement or upgrade based on specific needs such as wheelchair accessibility, specialized seating, and increased safety measures to support students with disabilities.

Purchasing Considerations:

- Compliance with district and EPA grant requirements for vehicle emissions and energy efficiency.
- Evaluation of vendor options for reliability, warranty, and service support.
- Availability of infrastructure support and training for staff on clean energy vehicle operation.
- Long-term cost-effectiveness, including fuel savings and maintenance cost projections.

Looking ahead, NCSD must also plan for future enrollment changes, which may require additional buses. Key factors in choosing new buses include:

- Compliance with emissions regulations,
- Availability of alternative energy vehicle funding,
- Warranty and service support,
- Maneuverability (turning radius),
- Visibility and safety features.

By planning proactively, NCSD ensures a modern, efficient, and environmentally friendly fleet that meets both current and future needs.

PRESENTER / STAFF CONTACT:

Teresa Neff-Webster, Chief of Operations
Kathy Calkins, Director of Transportation

BUDGET COMMITTEE APPOINTMENTS

DISCUSSION/ACTION

Agenda Item #7
November 14, 2024

BOARD CONSIDERATION:

Appoint new Budget Committee members to Positions 13 and 14 on North Clackamas School District's Budget Committee.

- Position 13: Reappoint Ankur Doshi or postpone appointment to a later date.
- Position 14: Nominate and elect a Budget Committee Member.

BUDGET IMPACT/SOURCE OF FUNDS:

There will be no budget impact from appointing budget committee members, as budget committee members cannot receive compensation.

BACKGROUND:

The Board declared Budget Committee Positions 13 and 14 vacant at its September 26, 2024, meeting due to expired terms and previously declared vacancy. New appointees will serve three-year terms expiring June 30, 2027.

Position 13

In November 2023, the Educational Equity Advisory Committee appointed the following person to serve on the school district budget committee, as required by Board policy and Oregon law:

- Ankur Doshi

The Board may either reappoint or appoint a new Educational Equity Committee delegate to the Budget Committee at a future meeting.

Position 14

The district announced the opening to the public through local newspapers, Facebook, Parent Square, and posting on the district website, setting a deadline of October 18, 2024. The Board received 13 applications. The Board independently reviewed applications that had been submitted and invited the following 2 candidates to interview on November 7, 2024:

- Keith O'Brien
- Aaron Aab

ATTACHMENTS:

NCSB Board Policy DBEA
Candidates' applications

PRESENTER:

Kathy Wai, Board Chair

OTHERS NOTIFIED OF ITEM:

Budget Committee Applicants



Code: DBEA
Adopted: 10/16/08
Revised/Readopted: 9/16/10; 3/17/11; 9/27/18;
5/11/23
Orig. Code: DBEA

Budget Committee

By law, the budget committee is charged with making recommendations concerning financial priorities.

The budget committee will have the responsibility for reviewing the financial programs of the district, reviewing the proposed district budget as presented by the superintendent, and recommending an annual district budget in keeping with the provisions of applicable state laws.

Educational policy decisions are the responsibility of the Board, not the budget committee.

The committee does not have the authority to add programs or to approve additional personnel or increase salaries. While the committee may, in effect, delete programs because of a fund decrease, the committee is charged primarily with a fiscal evaluation of programs. The committee may, alternatively, set an amount that changes the recommended budget and may request the administration make such changes in accordance with priorities set by the Board.

The following will govern the make-up and process of establishing the district's budget committee:

1. The budget committee consists of seven members appointed by the Board plus the elected Board members of the district. To be eligible for appointment, the appointive member must:
 - a. Live and be registered to vote in the district;
 - b. Not be an officer, agent or employee of the district.
2. At least one member of the budget committee must be a member of the district's educational equity advisory committee.
3. No budget committee member may receive any type of compensation from the district;
4. At a regular meeting, the Board will identify vacant budget committee positions which must be filled by appointment of the Board. The Board will announce the vacancies and receive applications from interested persons. Such applications will include a signed statement that the applicant is willing to serve as a member of the budget committee and to adhere to the policies of the district. The Board may appoint budget committee members to as many consecutive terms as deemed appropriate;
5. At a regular Board meeting, the Board will review the names of persons filing applications and names of those persons who have served previously and are willing to be reappointed. At a subsequent regular Board meeting, the Board will appoint persons to fill the vacant positions;

6. The appointive committee members of a budget committee in a district that prepares an annual budget will be appointed for three-year terms. The terms will be staggered so that, as near as practicable, one-third of the appointive members' terms end each year.
7. If any appointive member is unable to complete the term for which the member was appointed, the Board will announce the vacancy at the first regular Board meeting following the committee member's resignation or removal. An appointment to fill the position for its unexpired term will be made at a subsequent regular Board meeting.

Budget Committee Responsibilities

The following items explain the budget committee responsibilities:

At its first meeting after appointment, the budget committee will elect a presiding officer from among its members. It may also establish other ground rules as necessary for successful operation of the committee;

1. A majority of the constituted committee is required for passing an action item. Majority for a 14-member budget committee is 8. Therefore, if only 8 members are present, a unanimous vote is needed for passing an action;
2. The budget committee shall hold one or more meetings to receive the budget message, receive the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all meetings, as provided by law. All meetings of the budget committee are open to the public;

The budget committee may request any information used in the preparation of or for revising the budget document from the superintendent or Executive Director of Finance and Business Services. The committee may request the attendance of any district employee at its meetings. The budget committee will approve the budget document as submitted by the Superintendent or as subsequently revised by the committee;

After approval of the original or revised budget document, the budget committee's duties cease. The hearing on the approved budget is held by the Board.

END OF POLICY

Legal Reference(s):

[ORS 174.130](#)
[ORS 192.610 - 192.695](#)

[ORS 294.305 - 294.565](#)
[ORS 329.711](#)

[ORS 433.835 - 433.875](#)