

Policy Committee Meeting  
Monday, February 12, 2024 4:30 PM

Dr. Matthew Prophet Education Center  
501 N. Dixon St.  
Portland, OR 97227

## **Agenda**

1. Introductions
2. Public Comment - *5 Two-Minute slots \*To sign-up for public comment email PublicComment@apps.net or call 503-916-3741*
3. Policies for Revision - Discussion Only
  - 3.(a) Individual School or Program Fundraising
  - 3.(b) 6.10.030-P School Initiation and School Closure Policy
  - 3.(c) 6.20.043-P Military Recruitment, potential revisions
4. Policies for Revision - Discussion and Potential Action
  - 4.(a) 4.20.042-P Diploma Requirements
5. Policies in the Public Comment Period
  - 5.(a) 5.10.066-P Ethics and Conflict of Interest Policy
6. Adjourn

## 7.10.020-P Individual School or Program Fundraising

~~Parent groups functioning in various support and communications capacities have made important contributions to Portland schools. The Board recognizes that the assistance of parent organizations in cooperation with the schools is necessary and desirable to achieve the goals established for the schools. The school principals, supervising administrators and the office of the superintendent shall regard as an important aspect of their work cooperation with parent organizations in order to assure the most effective liaison between such organizations and the schools in behalf of good education for Portland children.~~

Parent and community-based organizations and individuals make important contributions to support PPS school communities and programs, as well as students and staff. One element of that support is fundraising to pay for a wide variety of activities and projects. Because the ability of a school community or program to fundraise for significant expenditures relating to staff and capital projects has historically varied greatly across the District, this policy is designed to enhance equity and inclusion across the District and within school communities or programs. Given our common mission and vision, the District encourages parents and community groups to fundraise and support district-wide initiatives as there are inherent economic disparities between school communities' ability to fundraise.

### **Local School Foundations and school or program fundraising:**

Unless otherwise designated by the Board, the District Foundation, the Fund for Portland Schools, shall serve as fiscal agent for the Local School Foundations (LSF). Fundraising for individual schools and programs also happens through other parent and community organizations, including independent non-profit organizations.

### **Equitable Fundraising for Staff and Contracted Staff:**

External fundraising for additional staff has the potential to create new inequities the District's equity staffing model is intended to address. Therefore, fundraising for staff is allowed only if these two conditions are met:

1. The District has a local option levy which benefits the entire District.
2. The Superintendent's budget provides a base of \$100,000 and up to \$11 per student per school for those schools that do not fund staff positions with school-based parent, foundation, or community fundraising.

Effective July 1, 2024, school-based parent, foundation, and community fundraising for staff is permitted only if a school community meets the following requirements:

- After the first \$10,000 raised annually for any purpose, a minimum of 30% of the amount expended on staffing (Staffing Funds) shall be deposited into a fund held at the District Foundation. Schools designated as Title schools are not required to make this contribution. Staffing Funds will be re-granted to certain schools based on a formula, which is annually reviewed by the District Foundation's Board of Directors.
- LSFs and other parent or community organizations may not raise funds for a staff or contracted position each school year in excess of a base of \$130,000 per school and an additional \$11 per student per school.

**Registration:** All groups or individuals affiliated with individual schools or programs that include fundraising as one of their activities and that raise Staffing Funds in a calendar year must register with the District by September 30 each year and, for organizations, provide organization officer names and contact information and 990 statements as they are filed.

**Other Requirements:** Fundraising groups that raise Staffing Funds shall:

- Include all in a school or program who wish to participate in any event or activity, regardless of ability to pay. For example, if the fundraising group hosts paid events, it shall provide at least 10% of the total anticipated admission tickets (or whatever percentage is needed to meet this policy) free of charge to the school or program for families who wish to attend but for whom the ticket price is a barrier.
- Not communicate expected per-family or per-student fundraising targets.
- Include and inform the broader school community about fundraising decision-making processes, especially including families for whom the educational equity programs are meant to benefit.
- Adhere to District policies, administrative directives and other requirements.
- Submit funds to pay for staff no later than (current date funds are due).
- Designate and pay actual cost for the wage and benefits for the staff member.

**Annual Review and Budgeting:** The Board of Education shall receive an annual report prior to the Superintendent's annual budget introduction with information about the current year distribution and quantity of fundraised staffing or contracted staff in each school, as well as information related to equity grants distributed to individual schools or programs.

**Other Provisions:** For purposes of this policy, District and contracted staff includes all manner of contracted and compensated positions if the position compensation exceeds \$10,000 in a school year.

The Staffing Funds must be transmitted to the District prior to staffing commitments being made.

The District Foundation shall have a Board of Directors representative of the broader school community and at-large members.

Legal Reference: ORS 332 \07

History: Adpt 6/7\; Amd 9/9/02; BA 2422; Amd \_\_\_\_\_/20\_\_\_\_ Portland Public Schools

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## 7.10.020-P Individual School or Program

### Fundraising

~~Parent groups functioning in various support and communications capacities have made important contributions to Portland schools. The Board recognizes that the assistance of parent organizations in cooperation with the schools is necessary and desirable to achieve the goals established for the schools. The school principals, supervising administrators and the office of the superintendent shall regard as an important aspect of their work cooperation with parent organizations in order to assure the most effective liaison between such organizations and the schools in behalf of good education for Portland children.~~

Parent and community-based organizations and individuals make important contributions to support PPS school communities and programs, as well as students and staff. One element of that support is fundraising to pay for a wide variety of activities and projects. Because the ability of a school community or program to fundraise for significant expenditures relating to staff and capital projects has historically varied greatly across the District, this policy is designed to enhance equity and inclusion across the District and within school communities or programs. Given our common mission and vision, the District encourages parents and community groups to fundraise and support district-wide initiatives as there are inherent economic disparities between school communities' ability to fundraise.

#### **Local School Foundations and school or program fundraising:**

Unless otherwise designated by the Board, the District Foundation, the Fund for Portland Schools, shall serve as district's Foundation and the fiscal agent for the Local School Foundations (LSF). Fundraising for individual schools and programs also happens through other parent and community organizations, including independent non-profit organizations.

#### **Equitable Fundraising for Staff and Contracted Staff:**

External fundraising for additional staff has the potential to create new inequities that the District's equity staffing model is intended to address. Therefore, fundraising and using foundation funds for staff will not be permitted after June 30, 2024.

**Registration:** All groups or individuals affiliated with individual schools or programs that include fundraising as one of their activities must register with the District by September 30 each year and, for organizations, provide organization officer names and contact information and 990 statements as they are filed.

**Other Requirements:** Fundraising groups that raise funds to support school activities shall:

- Include all in a school or program who wish to participate in any event or activity, regardless of ability to pay. For example, if the fundraising group hosts paid events, it shall provide at least 10% of the total anticipated admission tickets (or whatever percentage is needed to meet this policy) free of charge to the school or program for families who wish to attend but for whom the ticket price is a barrier.
- Not communicate expected per-family or per-student fundraising targets.

- Include and inform the broader school community about fundraising decision-making processes, especially including families for whom the educational equity programs are meant to benefit.
- Adhere to District policies, administrative directives and other requirements.

**Annual Review and Budgeting:** The Board of Education shall receive an annual report prior to the Superintendent's annual budget introduction with information about the current year distribution and quantity fundraised in each school.

**Other Provisions:** The District Foundation shall have a Board of Directors representative of the broader school community and at-large members.

Legal Reference: ORS 332 \07

History: Adpt 6/7; Amd 9/9/02; BA 2422; Amd \_\_\_\_/20\_\_ Portland Public Schools

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Draft

## Funding of school-based staff

**Draft Policy Goal:** As a public school district, the goal of policy changes is to ensure school-based staff are hired and retained in an equitable basis across our schools and advocacy for funding at the local or state level is a district-wide effort with a connection to all school communities.

Note: The primary funding for district staff is state funding, local option levy funds, and federal funds. The district currently has a transparent district staffing formula with an equity component; in addition, staff are also funded based on district, state and federal designations.

### Current state of school and district-based fundraising\*

1. **Limits on funding the amount of staff at an individual school:** None
2. **Proportion of funds retained/donated to central foundation if the contributions raised fund staff:** 66% kept by individual school, 33% goes to central foundation and the Parent Equity Fund, which is distributed to some schools based on a formula.
3. **Proportion of funds retained/donated to central foundation if contributions fund items other than staff:** 100% retained at the school level. (Note: PPS Board created the Equitable Field Trip and Travel Fund to provide funds to HS/MS across the district for the past two years.)
4. **Requirements on type and amount of staff that can be funded by individual school communities:** None/limited.
5. **Requirements of type of staff provided to school if funded by the district or Title funds:** District staffing formula in most cases dictates the type of staff provided, and Title funding must be spent to benefit Title students.
6. **District, school or central foundation support for state or local funding and advocacy:** Primarily through association advocacy (eg. COSA, OSBA, OEA) or at a staff level versus broad based parent and community advocacy.
7. **Control of central foundation receiving school foundation equity dollars:** Funds directed to 501c3, managed/supported and led by district staff. Foundation board appointments are made by the current Foundation board members.

\*In the 2023-24 school year, one-time federal covid dollars provided all schools with additional funds to fund additional staff.

### Options menu – can be a hybrid. In all scenarios, PTAs, PTOs, Foundations can continue to raise funds.

1. Maintain the current system
2. Create a central foundation or assess leveraging existing foundation that supports district-wide staffing, advocacy and enrichment with no school-based funding of staff members allowed
3. Maintain the current system and require district to provide equitable amount of funds on a per capita basis to all schools who do not fund staff with school-based funds
4. 2024-25 phase out of system of individual schools funding staff
5. Set limits on the amount of fundraised dollars that can be spent on staff on a per student basis with the current 66/33% split

6. Set limits on the amount of staff that can be funded and increase/decrease the split
7. In 2024-25, phase out of system of individual schools funding staff and direct the district in 2025-26 to provide all schools funding to transition to a centralized foundation
8. For any district affiliated foundation receiving district funds or district-directed funds have Board policy or charter set the membership criteria with a focus on district-wide representation.
9. In policy, direct the district to create a transparent pool of FTE that schools with class sizes over a certain size can tap for additional support.
10. Require the district to create a broader base equity funding formula, with a hold harmless provision for schools receiving existing equity funds, that recognizes most schools have students who have been underserved in PPS and they are not accounted for in the current equity funding formula.

DRAFT

## **Board Policy**

### **Junior Reserve Officer Training Corps and Military Careers Recruitment**

#### **6.20.043-P**

The District does not prohibit a teacher, counselor or administrator in the district, at his or her professional discretion, from providing information to a student about career and educational opportunities in the military, or from referring a student to a recruitment office.

Schools will provide, at students' requests, transcripts, records and references to military offices and institutions to facilitate military scholarships and appointments or enlistment for military service.

A high school principal may establish a Junior Reserve Officer Training Corps program that aligns with PPS academic standards, policies and administrative directives.

History: Adopted 5/21/01, BA 1877, Amended 4/2023



## BOARD POLICY

# Diploma Requirements

**4.20.042-P**

Diploma requirements ~~are a significant indicator of~~ **reflect** the high expectations Portland Public Schools holds for every student. A student graduating from a Portland Public School District high school shall have completed all state requirements, as well as all ~~D~~-district requirements specified here. The Board will establish graduation requirements for the awarding of a high school diploma, modified diploma, extended diploma, and alternative certificate ~~which~~ **that** meet or exceed state requirements.

### I. High School Diploma Requirements

- A.** To earn a high school diploma from Portland Public Schools, the following credits and proficiencies are required.

<b>Subject</b>	<b>Credits</b>
Language Arts	4
Math (Algebra 1 and Above)	3
Science (Must include Scientific Inquiry and Lab Experiences as outlined in the standards)	3
Social Studies (including ½ credit of Civics <del>beginning with the class graduating in 2026</del> and inclusive instruction in Tribal History/Shared History, Holocaust/Genocide, and Ethnic Studies)	3
Physical Education	1
Health Education	1
World Language (2 credits in same language)	2



BOARD POLICY

**4.20.042-P**

**Diploma Requirements**

Career and Technical Education, the Arts, or a third credit of World Language	3
Personal Financial Education (beginning with the class of 2027)	0.5
Higher Education and Career Path Skills (beginning with the class of 2027)	0.5
Electives	4
<b>Total Credits</b>	<b>24</b>



## BOARD POLICY

### Diploma Requirements

**4.20.042-P**

1. In addition to the above credit requirements, students must:
  - a. Develop a Personal Education Plan and build an education profile,
  - b. ~~Demonstrate Career Related Learning Standards,~~
  - c. ~~Complete~~ Participate in ~~two~~ Career Related Learning Experiences,
  - d. ~~Complete a Resume, and~~
  - e. Complete an Extended Application/~~My Plan Project.~~
2. World language credit may be awarded for a language course that teaches a language other than the student's primary language. The World Language definition is based both on the individual student's linguistic background and the standards/content coverage of the course.

~~**B. Credit Requirements:** Requirements and procedures for awarding credit will be specified in an accompanying Administrative Directive approved by the Superintendent.~~

**C. Proficiency credit:** Proficiency credit will be awarded in accordance with State law and District guidelines.

**D.** If the District requires diploma requirements beyond the state requirements, the District shall grant a waiver for those requirements to any student who, at any time from grade 9 to 12, was:

1. A foster child;
2. Homeless;
3. A runaway;
4. A child in a military family covered by the Interstate Compact on Educational Opportunity for Military Children;
5. A child of a migrant worker; or
6. Enrolled in the Youth Corrections Education Program or the Juvenile Detention Education Program.

For any student identified above, the District shall accept any credits earned by the student in another district or public charter school, applying those credits toward the state requirements for a diploma if the credits satisfied those requirements in that district or public charter school.



## BOARD POLICY

**4.20.042-P**

### **Diploma Requirements**

#### **E. ~~Essential Skills:~~**

~~Essential skills credit will be awarded in accordance with State law<sup>1</sup> and District guidelines.~~

- ~~1. The District allows English Language Learner (ELL) students to demonstrate proficiency in all required Essential Skills in the student's primary language.~~
- ~~2. The District will provide and administer Essential Skills assessments in the ELL student's primary language, and they will be scored by a qualified rater.~~

#### **F. ~~Students may appeal the denial of a diploma based on the Essential Skills graduation requirement through the Formal Public Complaint process found in 4.50.032-P. The District will retain student work samples and student performance data to ensure that sufficient evidence is available in the event of an appeal.~~**

## **II. Modified Diploma Requirements**

- A.** A modified diploma will be awarded to students who have demonstrated the inability to meet the full set of academic standards established by the State Board of Education and the ~~Portland Public Schools' District's~~ Board of Education for a diploma while receiving reasonable modifications and accommodations.
- B.** To be eligible for a modified diploma a student must:
  1. Have a documented history of an inability to maintain grade--level achievements due to significant learning and instruction barriers; or
  2. Have a documented history of a medical condition that creates a barrier to achievement.
  3. Earn 24 credits between grade nine through the completion of high school, which shall include the following credits:

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~~<sup>1</sup>The State of Oregon has suspended the Essential Skills requirement for the classes graduating in 2022, 2023, and 2024.~~



# BOARD POLICY

## Diploma Requirements

**4.20.042-P**

Subject	Credits
Language Arts	3
Mathematics	2
Science (Must include Scientific Inquiry and Lab Experiences as outlined in the standards)	2
Social Studies (including ½ credit of Civics beginning with the class graduating in 2026)	2
Physical Education	1
Health Education	1
Career and Technical Education, the Arts, or World Language	1
Electives	12
<b>Credits</b>	<b>24</b>

4. In addition to the above credit requirements, students must:
  - a. Develop a Personal Education Plan and build an education profile,
  - b. ~~Demonstrate Career Related Learning Standards,~~
  - c. ~~Complete~~ Participate in ~~two~~ Career Related Learning Experiences,
  - d. Complete a ~~resume and n-Extended Application,~~
  - e. ~~Complete an Extended Application/My Plan Project. Demonstrate proficiency in the Essential Skills with reasonable modifications and accommodations.~~
- C. ~~Requirements and procedures for awarding credit will be specified in an accompanying Administrative Directive approved by the Superintendent.~~



## BOARD POLICY

### Diploma Requirements

**4.20.042-P**

- D. Proficiency credit may be awarded in accordance with State law and ~~D-d~~ district guidelines.
- E. Students may earn units of credit through regular education with or without accommodations or modifications and through modified courses.

### III. Extended Diploma Requirements

- A. An extended diploma will be awarded to students who have met specific requirements established by the State Board of Education and have demonstrated the inability to meet the full set of academic standards even with reasonable accommodations and modifications.
- B. To be eligible for an extended diploma a student must:
  1. Have participated in an alternate assessment beginning no later than grade six and lasting for two or more assessment cycles; or
  2. Have a serious illness or injury that occurs after grade eight, that changes the student's ability to participate in grade--~~level~~ level activities and that results in the student participating in alternate assessments; ~~or~~
  3. Have a documented history of an inability to maintain grade level achievement due to significant learning and instructional barriers; or
  4. Have a documented medical condition that creates a barrier to achievement.



## BOARD POLICY

### Diploma Requirements

**4.20.042-P**

5. Earn the following 12 credits between grade nine through the completion of high school:

<b>Subject</b>	<b>Credits</b>
Language Arts	2
Mathematics	2
Science	2
Social Studies	3
Physical Education	1
Health Education	1
Career and Technical Education, the Arts, or World Language	1
<b>Credits</b>	12

- ~~C. Requirements and procedures for awarding credit will be specified in an accompanying Administrative Directive approved by the Superintendent.~~

#### IV. Alternative Certificate Requirements

- A.** Alternative certificates shall be awarded to students who meet the minimum requirements established by the District, but do not satisfy the requirements for a high school diploma, modified diploma, or extended diploma.
- B.** An alternative certificate will be awarded based on a student's needs and achievement.



## BOARD POLICY

### Diploma Requirements

**4.20.042-P**

- C. Requirements and procedures for awarding the certificate will be specified in an accompanying Administrative Directive approved by the Superintendent.
- D. Beginning in grade five or beginning after a documented history to qualify for an alternative certificate, the District shall annually provide to the parents or guardians of the student, information about the availability and requirements of an alternative certificate.

#### V. Additional Information

##### A. Exceptions to PPS-specific Graduation Requirements

The Superintendent ~~shall~~ may grant exceptions to PPS diploma requirements in excess of State diploma requirements. The Superintendent will establish a Diploma Exceptions Committee to meet quarterly to consider these requests. The Superintendent will report annually to the Board on the number and nature of waivers granted for the school year.

##### B. Graduating in Less Than Four Years:

1. The District will award a diploma to a student fulfilling graduation requirements in less than four years upon the request of the student and, if required, the consent of the student's parent or guardian.

2. A student may satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years but not less than three years. To satisfy the requirements for a modified diploma, an extended diploma or an alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18 must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the Superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

- C. **Participation in Graduation:** All students who receive a high school diploma, modified diploma, extended diploma, or alternative certificate have the option of participating in a high



## BOARD POLICY

**4.20.042-P**

### **Diploma Requirements**

school graduation ceremony with the student's class unless the student is deemed ineligible due to discipline violations.

- D. Issuance of Diplomas to Veterans:** As specified in Oregon statute, the ~~d~~District will issue a high school diploma, upon request, to a person who served in the Armed Forces if:
1. The person was discharged or released under honorable conditions, and
  2. Has received either a General Education Development, a post-secondary degree, or has received a minimum score on the Armed Services Vocational Aptitude Battery, ~~and~~
  3. Resides within the boundaries of the ~~school~~District or is a resident of this state and attended a ~~District~~ high school ~~of the school district~~, and

4. Served in the Armed Forces during wartime or was physically present in areas designated as combat zones by the President of the United States, and
5. Did not graduate from a high school because the person was serving in the Armed Forces of the United States.

**Legal Reference(s):** ORS 329.095, ORS 329.451, ORS 332.107, ORS 332.114, ORS 339.115, ORS 343.295, OAR 581-021-0071, OAR 581-022-0615, OAR 581-022-1130, OAR 581-022-1210, OAR 581-022-1350, HB 2061 (2009), HB 2507 (2009)

History; Adpt. 6/71; Amd. 10/72; Amd. 6/72; Amd. 5/76; Amd. 10/76; Amd. 2/84; Amd. 9/9/02, BA 2420; Amd and combined with 4.20.040-P Graduation 5-23-2005 (BA3313); Amd. 2/10; Amd 1/18; Amd 1/20; Amd \_\_/22; Amd \_\_/24



# Board Policy

~~x.xx.xxx~~5.10.066-P

## Ethics and Conflict of Interest Policy

### 1. Purpose

Board members and employees are expected to perform the District's business with integrity and accountability to the law and the community we serve; as responsible stewards of the District's resources; and without undue or the perception of undue influence in the performance of our jobs. Board members and employees have been entrusted with the important task of educating our community's children and should strive to live up to the highest ethical standards.

This policy establishes ethical standards of conduct for Board members and employees, whether elected or appointed, paid or unpaid, and sets forth conduct that is incompatible with such standards. Violations of this policy may subject employees to discipline, up to and including dismissal.

### 2. Definitions

"Actual Conflict of Interest" means any action, decision, or recommendation by a person acting in a capacity as a District representative, the effect of which is to the private financial benefit or avoidance of financial detriment to the person or the person's relative(s) or any business with which the person or a relative of the person is associated unless the financial benefit or detriment arises out of the following:

- a) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.
- b) Any action in the person's official capacity, which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged.
- c) Membership ~~in or membership~~ on the board of directors of or service in a nonremunerative capacity for a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

"Confidential Information" means specific information, rather than generalized knowledge, that is shared only with a specific person or persons within the District, including information made confidential by law.



## Board Policy

~~x.xx.xxx~~5.10.066-P

### Ethics and Conflict of Interest Policy

“District action” means (i) a decision, determination, finding, ruling, purchase order, grant, payment, award, license, contract, transaction, sanction, approval or denial, authorization, or other similar action, or (ii) any proceeding, application, submission, request for a ruling or other determination, contract, claim, case, or other such matter that the Board member or employee believes, or has reason to believe, is one to which the District is, or will be a party or is one in which the District has a direct and substantial interest.

“Gift or Gratuity” means anything with an aggregate value in excess of \$50 to a Board member or District employee from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision, authorization, or vote of that Board member or District employee.

“Member of household” means any person who resides with the District employee or Board member.

“Potential Conflict of Interest” means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private financial benefit or detriment of the person or the person’s relative, or a business with which the person or the person’s relative is associated, unless the financial benefit or detriment arises out of the following:

- a) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.
- b) Any action in the person’s official capacity, which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person’s relative or business with which the person or the person’s relative is associated, is a member or is engaged.
- c) Membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

“Participate” means to personally and substantially consider, investigate, advise, recommend, approve/disapprove, authorize, decide, or take other similar action.

“Reasonable travel expenses” are those expenses that either (1) do not exceed the District-established per diem for travel or (ii) are otherwise reimbursable under District policy.



## Board Policy

~~x.xx.xxx~~5.10.066-P

### Ethics and Conflict of Interest Policy

“Relative” means spouse or domestic partner, child, step-child, parent, step-parent, sibling, step-sibling, child-in-law of the employee; or the parent, step-parent, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the employee. Relative also includes any individual for whom the employee has a legal support obligation, whose employment provides financial benefits to the employee, or who receives any direct benefit from the employee’s public employment.

#### 3. Code of Ethics

All Board members and District employees shall act with trust, equity, and accountability.

a. Trust. All Board members and District employees shall treat their office as a public trust. They should avoid the appearance of impropriety and conflicts of interest, and take District Actions and implement policies in good faith as equitably as possible.

b. Equity. Board members and District employees will create an inclusive environment that reflects and supports the racial and ethnic diversity of our student population, employees, and community.

c. Accountability. Board members and employees will strive to carry out their work efficiently and transparently.

#### 4. Gifts

State law limits Gifts and Gratuities to Board members or employees, their relatives, and members of their household. Gift or gratuity does not include the following items:

- a. Anything of value that is received as District property and used for District purposes (such as textbooks and classroom supplies);
- b. Discounts available to an individual as a member of an employee group, occupation or similar broad-based group;
- c. A plaque, trophy, or other honoraria;
- d. Unsolicited awards for professional achievement;



## Ethics and Conflict of Interest Policy

- e. Reimbursement to the District for enrollment and course fees and reasonable travel expenses incurred by the District in connection with a Board member's or employee's speech, presentation, or appearance made in an official capacity; provided that the reimbursement is memorialized in writing;
- f. Campaign contributions that are solicited or received and reported by an elected official or candidate in accordance with applicable law; and
- g. Employee or Board compensation.

### 5. Conflicts of Interest.

All Board members and District employees must disqualify themselves from participating in District Actions in which they have an actual conflict of interest.

This means, among other things, that:

- a. Use of Position. Board members and District employees may not use their position to obtain financial gain or avoidance of financial detriment for themselves, as well as for their relatives and members of their households. Additionally, Board members are prohibited from being compensated by the District as an employee or contractor, and no Board member or employee may benefit under any District contract for which they participated in the authorization for two years following Board service or employment, respectively.
- b. Sale of instructional or training materials. Employees may not claim, promote, or sell instructional, training, or other materials and/or equipment to third parties developed on District time or District property nor may they promote or sell instructional, training, or other materials they developed on their own time to the District. Exceptions may be granted under exceptional circumstances with the written consent of the Superintendent.
- c. Confidential Information. Board members and employees may not use confidential information gained in the course of or by reason of their position or activities for personal gain or advantage to them or their relatives or members of their household.



## Ethics and Conflict of Interest Policy

- d. Interest in Contracts. Board members and employees, along with their relatives and members of their household, may not take District Action related to any District contract for which they have a financial interest.
- e. Use of District Time. A District employee may not perform any duties related to an outside job during their regular scheduled or actual working hours unless leave is approved pursuant to District procedures; nor may an employee use any District facilities, equipment, resources or materials in performing outside work.

**Retaliation Prohibited.** Retaliation or threats of retaliation, both direct and indirect, for good-faith reporting of possible violations of this policy or ORS chapter 244 are prohibited. Any employee found to have engaged in any such conduct shall be subject to disciplinary action.

### Notice.

1. Board Member. If a Board member has a potential or actual conflict of interest, they should state the conflict at the meeting when the agenda item is raised.
2. Employee. If an employee has an actual conflict of interest, they must notify a supervisor in writing of the nature of the conflict. The supervisor should assume responsibility for or reassign the matter creating the conflict. If an employee has a potential conflict of interest, they should notify a supervisor in writing of the nature of the potential conflict of interest, and the supervisor will determine if any reassignment of the matter creating the potential conflict is appropriate.

### 6. **Avoiding the Appearance of Conflicts of Interest**

Board Members and District employees should avoid the appearance of a conflict of interest when feasible.

### 7. **Complaints Against Employees**

Concerns that an employee is engaged in a District Action for which they have an actual conflict of interest shall be reported to the employee's supervisor (who should report it to Human Resources) or Human Resources. If the employee is the Superintendent, the concern shall be raised to the Board Chair.



## Board Policy

~~x.xx.xxx~~5.10.066-P

# Ethics and Conflict of Interest Policy

### 8. Annual Training for Board Members and Senior District Leadership

Each year, Board members and senior District staff members shall complete a District-sponsored training on ethics, including conflicts of interest, public meetings laws, and public records laws. Each Board member and senior District staff shall certify in writing completion of the training.

Legal Reference: ORS [Chapter 244](#)

History: Adopted \_\_/2024