

Knappa School District No. 4 • Astoria, Oregon 97103

*The Knappa School District will Inspire all learners to Achieve  
academically and Thrive as independent and Productive citizens.*

**Board of Directors' Regular Board Meeting**

Wednesday, November 20, 2024

**Board Meeting**

<https://meet.google.com/gkq-ayjc-xfd>

Or dial: (US) +1 443-671-4825 PIN: 235 565 174#

6:30 p.m.

1. **Call to Order** – Chair Cullen Bangs

1.1 Flag Salute-6:30 p.m.

2. **Consent Agenda- (Motion for approval needed)**

2.1 Minutes from the October 23, 2024 Board Meeting

2.2 Transfer ASB and Lunch Accounts from Wells Fargo to Wauna Federal

2.3 Remove Diane Barendse as a signer from Umpqua Bank and add Interim CFO Nancy Hall as a signer

2.4 Personnel Update

3. **Communications and Hearing of Interested Parties**

*The Board welcomes visitors to our meetings, and values comments from district patrons that improve the quality of education for students. The Board, at their discretion, will recognize comments from the audience. We must require, however, that complaints be directed through the administration for resolution. Comments made during this session must be free of abusive language, personal attacks on district personnel, and not directed towards any department which, due to its low staffing, would amount to an attack by in affect naming district personnel. We also ask that presentations be limited to (3) minutes.*

4. **Superintendent Report-Dr. Fritz**

5. **Student Board Representative Reports-Mylie Lempea and Kirk Rohne**

6. **New Business**

6.1 **SPED Update-Director Brittany Norton-** (discussion)

6.2 **OSBA Elections N. Coast Region-**(motion needed)

1. Amends OSBA Dues Schedule.

2. Creates OSBA PRIDE Caucus and designates a seat on the OSBA Board of Directors and Legislative Policy Committee.

3. Adopts proposed amendments to the OSBA Bylaws.

6.3 **Knappa School Board Legislative Priorities-**(discussion and motion needed)

7. **District Reports**

7.1 **Financial Report-** (motion needed)

7.2 **Superintendent Reports**

- Hilda Lahti Elementary/Middle School
- Knappa High School

7. **Board Member Reports and Future Agenda Items**

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the District Office at 503-458-5993. This notice is provided in accordance with the provision of the Oregon open meeting law.*

*Knappa School District is an equal opportunity educator and employer.*

**Next Meetings** • Wednesday, December 18, 2024 Regular School Board Meeting 6:30 p.m.

Knappa School District No. 4 • Astoria, Oregon 97103

*The Knappa School District will Inspire all learners to Achieve  
academically and Thrive as independent and Productive citizens.*

**Board of Directors Regular Board Minutes**

Wednesday, October 23, 2024

6:30 p.m.

**NEW Middle School Hub**

**Present**

Cullen Bangs- Chair  
Will Isom-Director

Christa Jasper-Director  
Brian Montgomery-Vice-Chair

William Fritz-Superintendent  
Jennifer Morgan-Board Secretary

Paul Isom-KHS Principal  
Nancy Hall-Interim CFO

**Absent**

Michelle Finn-Director

Tammy McMullen-HLE Principal

1. **Call to Order** – Chair Cullen Bangs-6:30 p.m.
  - 1.1 Flag Salute-6:30 p.m.
2. **Consent Agenda- (Motion for approval needed)**
  - 2.1 Minutes from the September 25, 2024, Regular Board Meeting
  - 2.2 Personnel Update
  - 2.3 Cell Tower Funds Authorization
  - 2.4 Surplus Excess Furniture

Montgomery approved the consent agenda as presented, Isom seconded, moved to vote, approved unanimously.

3. **Communications and Hearing of Interested Parties**

*The Board welcomes visitors to our meetings, and values comments from district patrons that improve the quality of education for students. The Board, at their discretion, will recognize comments from the audience. We must require, however, that complaints be directed through the administration for resolution. Comments made during this session must be free of abusive language, personal attacks on district personnel, and not directed towards any department which, due to its low staffing, would amount to an attack by in affect naming district personnel. We also ask that presentations be limited to (3) minutes.*

Nothing at this time.

Bangs asked to move the financial report under the superintendent report, approved.

4. **Information Update**-no discussion.

**Superintendent Report**- Dr. Fritz reviewed his report with the board.

He stated the state released last year's test scores, and we have seen growth. Isom asked about state testing how is growth possible without proficiency? Dr. Fritz stated the student(s) haven't passed over the threshold for proficiency but are making growth to reach that. Discussion followed.

The subfloor is installed, and the gym floor will be installed next week.

He introduced our interim CFO, Nancy Hall.

**Financial Report**-Interim CFO Nancy Hall explained how the revenues and expenditures are broken out. Isom moved to approve the financial report as presented, Montgomery seconded, moved to vote, approved unanimously.

6. **New Business**

6.1 **Board Student Representatives**-(introduction)-Dr. Fritz introduced the new reps Miley Lempea from KHS and Kirk Rohne from HLMS, Miley checked with Alt ED and all is well, Kirk introduced himself, Homecoming was good, and the board stated they are looking forward to working with them this year. No discussion.

6.2 **IG End of Year Report**-(discussion)-reviewed the plan with the board that was approved last year. Dr. Fritz stated we are starting to plan community engagement, student interviews, and a superintendent chat. No discussion.

6.3 **Division 22 Standards- (motion and approval needed)**-Dr. Fritz stated this is an annual requirement by ODE, and we check and make sure we meet all standards, which we do. No discussion. Isom moved to approve the 23-24 Division Standards 22 as presented, Jasper seconded, moved to vote, approved unanimously.

6.4 **Bus Driver Referral Incentive**-(discussion and **approval**)-Dr. Fritz stated he is asking the board to approve an increase to the hiring bonuses from \$1000 to \$1500 in hopes of attracting applicants. He is also requesting to offer a \$500 incentive for any employee who refers a bus driver and completes all of the required training, and a \$1500 bonus for bus drivers who are currently in the district who didn't receive a bonus. Bangs authorized the increase of the bonus and the \$500 employee incentive and to enter into agreements with the unions as discussed, Montgomery seconded, and approved unanimously.

6.5 **Fortis GMP Extension for Seismic Work**-(discussion and **approval**)- Fortis reviewed the changes that are needed to finish the project. Montgomery moved to approve the additional \$42,616, Jasper seconded, and moved to vote approved unanimously.

7. **District Reports**

7.1 **Financial Report – (motion needed) moved on the agenda**

- Hilda Lahti Elementary/Middle School-Dr. Fritz reviewed the HLE report. Isom thanked the assistance league for supporting our schools.

- Knappa High School-Isom reviewed his report, Miki Art Show Portland,

8. **Board Member Reports and Future Agenda Items**

**Jasper**-excited for the student reps

**Isom**-thanked staff for volunteering at school events, really appreciate the extra work and time

**Montgomery** agreed with Director Isom's statement

**Bangs**-would like to review the consortium agreements and meet the best interests of the districts and students. Dr. Fritz stated we will have Director Norton incorporate that discussion into her report next month.

**Adjourn-7:51**

**Next Meetings** • November 20, 2024 Regular School Board Meeting, 6:30 p.m., Knappa High School Library.

Knappa School District # 4

**Information Update  
November 20, 2024**

**The Superintendent recommends accepting the following:**

The retiring of Laura Germond as the Payroll/HR Clerk-11/30/24

The rehiring of Laura Germond as the Payroll/HR Clerk 12/1/24

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# Superintendent Report

## November 20, 2024

In Knappa, we have much to be thankful for!

Students are enjoying the new middle school space, and the library at HLE is finally in full operation.



The new student generated art work is installed. The gym and middle school dedication ceremony will occur before the middle school basketball game on December 11, 2024 at 3:15pm. This will be a true celebration.

The entry canopy is being constructed now, and the roof section at HLE will be installed in the fall.

By the time of this Board meeting, we should have the Temporary Certificate of Occupancy in hand for the gym and punch list items we be underway.

**Arts.** The band had a concert a few weeks ago. Students have begun their visual arts instruction through Sitka Center, and dance instruction continues for middle and high school students

**Literacy and Mathematics.** Teachers continue to refine their instruction in both literacy and mathematics. In literacy, teachers are embedding strategies they have learned in recent training aligned with the *science of reading*. Teachers continue to invest in helping their students develop connections between visual representations and symbolic representations in mathematics and are doing a great job of having students verbally explain their mathematical understandings.





**Athletics.** I had the opportunity to attend the state cross country meet. The boys placed a close second. This was the first time the girls have qualified for state since 2005. We are proud of both teams for their great efforts.

Wyatt Jacobson (2<sup>nd</sup>), Joshua Peterson (8<sup>th</sup>), Oskar Peitsch (11<sup>th</sup>), Gavin Jasper (14<sup>th</sup> PB), and Soren Brown (21<sup>st</sup>) did great work to score 44 points. This was three short of the first place team, and exceeded the third place team by a whopping 78 points.

Emma Jackson (Season Record), Aemilia Graham, Kiya Roe, Mylie Lempea, Zoey Lackey, and Kendall Jackson represented the Loggers in the girls' race (in that order).

Many thanks to Coaches Isom and Jacobson for their leadership of the teams.

**Staffing.** We have been able to bring on another bus driver and are interviewing one this week. This most recent applicant is tied to a staff referral! Transportation may still have a few "blips" due to trips and staffing, but the situation is better than it was. We are still seeking a permanent CFO, albeit Nancy Hall is doing quality work as our interim CFO.

**Community Engagement.** We will be starting our Integrated Guidance Community Engagement efforts shortly. This includes surveys, student interviews, and a superintendent chat which will take place in December and January.

Knappa School District  
Special Education Board Report  
Prepared by: Director Brittany Norton  
11/20/2024

**Current Special Education Staffing:**

District Level:

Director of Student Services- Brittany Norton  
Student Services Secretary- Rachel Justus  
Speech and Language Pathologist- Liz Jolley  
Behavior Intervention Specialist - Lisa Graham  
School Psychologist- Dixie Lee Davis (private contract)  
Occupational Therapist- Colleen Overman (private contract)  
Physical Therapist- Liza Thornburg (NWRESO)  
Autism Specialist- Stacie Sammons (NWRESO)  
DHH Teacher- Michawn Beeson (NWRESO)  
AAC Specialist - Samantha Stidham (NWRESO)

Knappa High School:

High School Learning Specialist- David Ramsey  
Youth Transition Specialist- Deanna Roscoe

Hilda Lahti Elementary/Middle School:

K-2 Learning Specialist- Helen Miller  
3-5 grade Learning Specialist- Brittany Norton  
Middle School Learning Specialist- Deirdre Welch

**Current Special Education Enrollment (as of 11/15/2024):**

Knappa High School:

Total Students enrolled: 129  
Total Students eligible for special education: 29  
Total students eligible speech only: 0  
Percentage of students eligible for special education: 22%  
Percentage of speech only students: 0

Hilda Lahti Middle School:

Total Students enrolled: 114  
Total Students eligible for special education: 32  
Total students eligible speech only:\*\*

Percentage of students eligible for special education: 28%  
Percentage of speech only students: 4%

Hilda Lahti Elementary School (grades K-5):

Total students enrolled: 180  
Total students eligible for special education: 44  
Total students eligible speech only: 15  
Percentage of students eligible for special education: 24%  
Percentage of speech only students: 8%

Consortium Placements:

6 students enrolled currently

Total Number of Students enrolled in Special Education:

105 students (25% of total enrollment)

Students in the district based on primary eligibility categories:

(some students may have more than one eligibility)

Specific Learning Disability- 45 students (43%)  
Speech or Language Impairment- 19 students (18%)  
Other Health Impairment- 15 students (14%)  
Autism Spectrum Disorder- 8 students (8%)  
Low Incidence Eligibilities\* - 12 students (11%)

\*Low incidence eligibilities include Intellectual Disability, Deaf or Hard of Hearing, Emotional Behavior Disability, Orthopedic Impairment, Deafblindness, Visual Impairment, Traumatic Brain Injury, and Developmental Delay

\*\* Total number of students too low to report but is greater than 0

## **Clatsop County Consortium Classrooms/Programs**

The consortium is made up of the Knappa, Jewel, Astoria, and Warrenton-Hammond School Districts. Established over 20 years ago, it was created to support Clatsop County students with low-incidence disabilities or those requiring higher levels of support than a small, rural district could typically provide on its own. Currently, the consortium operates five specialized classrooms, all located within either the Astoria or Warrenton-Hammond School Districts.

The consortium is funded by its member school districts, with each district contributing a percentage of the total cost based on the number of students they have enrolled in the programs. The consortium is billed for employee-related costs, such as salaries and benefits, as well as student-specific expenses for equipment and supplies. The district hosting the classroom covers the cost of furniture and classroom-related expenses, such as heating and lighting.

For the 2023-24 school year, the cost per "slot" was \$40,992.02. This amount is prorated when a student moves in or out of the classroom. The total cost of the consortium for the 2023-24 school year was \$1.599 million. Knappa School District's total cost for the year was \$241,852, based on 5.9 slots. This cost is somewhat offset using funds allocated to Clatsop County by Northwest Regional ESD (Knappa's annual offset is about \$20,000).

### **Description of each classroom/program:**

#### **Developmental High Needs Classroom at Warrenton Grade School**

This classroom serves up to 11 students in grades Kindergarten through 2nd grade, all of whom require a high level of adult support throughout the school day. The adult-to-student ratio is no more than 3:1. Currently, the classroom supports students with a range of disabilities, including Autism Spectrum Disorder, Other Health Impairments (such as being medically fragile), and Intellectual Disabilities.

#### **Behavior Support Classroom at Warrenton Grade School**

This classroom serves up to 10 students in grades Kindergarten through 5, specifically for those diagnosed with severe behavioral challenges that hinder their success in the general education setting. To be eligible, students must have a Behavior Support Plan that has been developed and updated at least three times. Additionally, students in this program typically require Intensive Behavior Interventions, such as alternate placements outside of general education or 1:1 adult support. Most students placed in this classroom are eligible under Emotional Behavioral Disability or Other Health Impairment categories.

#### Developmental High Needs Classroom at Lewis and Clark Elementary

This classroom serves up to 8 students in grades 3 through 5, all of whom require a high level of adult support during the school day. The adult-to-student ratio is no more than 3:1. Currently, the classroom supports students with a range of disabilities, including Autism Spectrum Disorder, Other Health Impairments (such as medically fragile), and Intellectual Disabilities. Some students have transitioned from the Developmental High Needs classroom at Warrenton Grade School.

#### Developmental High Needs Classroom at Astoria Middle School

This classroom accommodates up to 11 students in grades 6 through 8, all of whom require a high level of adult support during the school day. The adult-to-student ratio is 3:1 or lower. Currently, the classroom serves students with a variety of disabilities, including Autism Spectrum Disorder, Other Health Impairments (such as medically fragile), and Intellectual Disabilities. Some students have transitioned from the Developmental High Needs classroom at Lewis and Clark Elementary.

#### Developmental High Needs and Transition Classroom at Astoria High School

This classroom serves up to 11 students, ranging from 9th grade through age 21, who require a high level of adult support throughout the school day. The students in this program have a variety of disabilities, including Autism Spectrum Disorder, Other Health Impairments (such as being medically fragile), and Intellectual Disabilities. Some students in this classroom previously attended the Developmental High Needs classroom at Astoria Middle School.

The focus of this program is to help students prepare for life after high school by developing skills that will support their success in adulthood. In addition to academics, students work on key areas such as job readiness, employability skills, independent living, social skills, and self-advocacy.



Election - OSBA 2024 - North Coast (14)

**2024 OSBA Election**

**\* 1. Resolution 1 - Amends the OSBA dues schedule**

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

**\* 2. 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

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

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

**\* 4. Type the name of the district, ESD, or community college board that officially made this vote.**

**\* 5. Type the meeting date when the board officially made this vote.**

**\* 6. Type your name and title.**

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

Done

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## Resolution to Amend the OSBA Dues Schedule

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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.

*Submitted by: OSBA Board of Directors*



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)



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

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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

Contents

ARTICLE 1. 3

CHARTER. 3

ARTICLE 2. 3

NAME, MISSION AND GOALS. 3

ARTICLE 3. 4

MEMBERSHIP. 4

ARTICLE 4. 4

BUDGET. 4

ARTICLE 5. 4

MEETINGS. 4

ARTICLE 6. 5

CAUCUS LEADERSHIP COUNCIL. 5

ARTICLE 7. 6

EXECUTIVE COMMITTEE. 6

ARTICLE 8. 7

COMMITTEES. 7

ARTICLE 9. 7

SEAT ON THE OSBA'S BOARD OF DIRECTORS. 7

GENERAL PROVISIONS. 7

# 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.

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



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## Resolution to Amend the OSBA 2023 Bylaws

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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 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**

As Amended by the Membership: December 2023

Proposed Edits: September 14, 2024

DRAFT

## 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 minimum<sup>7</sup> and maximum<sup>2</sup> 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~~<sup>22</sup> 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 at 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.~~5~~6 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 ~~at the~~ term ~~for of~~ another officer who was unable to complete ~~at their~~ 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.

# Knappa School Board Legislative Priorities

## Establish More Accurate Methods for Calculating the Cost of Running Schools

1. We urge lawmakers to advance Governor Kotek's recommendations for the Current Service Level (CSL) calculation to more accurately account for inflation, employment costs, and other cost increases experienced by school districts. We also urge lawmakers to update the CSL calculation to reflect the increase in the final PERS rate adopted by the Board in October (a \$565 million increase to 2025-27 expenses from when the April rate was used for calculations).

*The current methodology for computing current service level does not cover the real annual additional costs for Knappa School District.*

2. We oppose unfunded mandates and urge lawmakers to address existing unfunded mandates – starting with unemployment insurance for classified employees.

*As an example, the unfunded mandate related to unemployment insurance has cost approximately \$50,000 in the current fiscal year, and is anticipated to increase as rates increase, salaries increase, and more people apply for unemployment.*

# Support the Success of Students with Intensive Needs

1. We support an addition of \$500 million to the State School Fund to increase the cap for students in special education from 11% to 15%.

*Knappa School District's current special education percentage is 18%. Some assert that increasing the cap creates an incentive to over-qualify students for special education. This is not true. Students can only be qualified for special education if they meet one or more of the 13 federally recognized qualifying factors. Additionally, for each student it costs more to educate the student than the additional resources districts receive. Over-qualification, even with the raised cap, is an economic detriment to the district's general fund budget.*

2. We request an increase of \$150 million to the State School Fund to reimburse school districts for the full cost of students with high cost disabilities.

*Knappa has eight current students who trigger high cost disability funds (>\$35,000/year for services), but the actual additional cost is only currently 40% funded. The proposed change would fund approximately 90% of the extra cost.*



## Knappa School District No. 4

William Fritz Ph.D.-Superintendent

November 20, 2024  
Board Meeting

**TO: BOARD OF DIRECTORS**  
**FROM: NANCY HALL, INTERIM CFO**  
**TOPIC: FINANCIAL REPORT**

### **Discussion**

Attached is the October 2024 Financial Report. As a reminder, the format has changed slightly to include Revenue broken out by major category, and Expenditures listed by major Object. I have also added back in Expenditures by Major Function in the General Fund at the bottom of the report as we are required by Local Budget Law to make sure expenditures don't exceed those appropriations adopted in the budget.

The current projected Beginning Fund Balance of \$604,752 is pending the issuance of the audit. Final work started the week of October 28 and has been completed. We are waiting for the final report to be issued by Pauly, Rogers LLC. This amount will continue as an estimate until the final audit report is received.

Anticipated Revenues and Expenditures are calculated on items that have been encumbered, items that are known to be coming in such as the State School Fund, and projections based on historical activity. I will begin implementing a program called Forecast5 that the district has access to. It will calculate projections based on 5 years of actual history. I hope to have that report ready for the Board at the December meeting.

The Special Reserve Funds, broken out in the Revenue section of the General Fund, are Funds 102 Technology Reserve, 104 Textbook Reserve, and 106 Maintenance Reserve. Those funds were changed with Board approval from Funds 292, 293, and 296. A resolution will come to the Board at a later date to transfer those beginning fund balances into the new Fund numbers.

**Knappa School District 4**  
**2024-2025 Expenditure/Revenue Report (All Funds, Unaudited)**  
**For Period Ending October 31, 2024**

Fund/Appropriation	Adopted Budget	Increase/	Final	YTD	Favorable/	Anticipated	Favorable/	Explanation
	<i>Budget</i>	(Decrease)	Budget	Expenses/Revenues	(Unfavorable)	Expenses/Revenues	(Unfavorable)	
				<i>Revenues</i>	Budget	<i>Revenues</i>	Budget	
<b>General Fund Revenues</b>								
Local Sources	1,619,000		1,619,000	250,319	1,368,681	1,550,000	181,319	More in interest
Intermediate Sources	583,000		583,000	0	583,000	583,000	0	County SF/ESD Rev
State Sources	4,756,280		4,756,280	1,897,846	2,858,434	2,885,640	27,206	More in State Timber
Special Reserve Funds	315,000		315,000	-	315,000	327,547	12,547	Estimate-Unaudited
Beginning Fund Balance	700,000		700,000	604,752	95,248	-	(95,248)	Estimate until final audit complete
<b>Total General Fund Revenues</b>	<b>\$ 7,973,280</b>	<b>\$ 0</b>	<b>\$ 7,973,280</b>	<b>\$ 2,752,917</b>	<b>\$ 5,220,363</b>	<b>\$ 5,346,187</b>	<b>\$ 125,824</b>	
<b>General Fund Expenditures By Major Object</b>								
Salaries	3,709,733		3,709,733	963,355	2,746,378	2,654,773	91,605	Anticipated amounts based on encumbrances and projections
Benefits	1,842,934		1,842,934	456,875	1,386,059	1,256,527	129,532	
Purchased Services	969,150		969,150	105,008	864,142	858,839	5,303	
Supplies (includes Special Reserve funds)	436,500		436,500	116,245	320,255	303,836	16,419	
Other	173,150		173,150	211,409	(38,259)	7,266	(45,525)	Insurance higher than anticipated
Transfers	267,000		267,000	0	267,000	267,000	0	
Unappropriated Ending Fund Balance	574,813		574,813	0	574,813	574,813	(0)	Estimate - Unaudited
<b>Total General Fund Expenditures</b>	<b>\$ 7,973,280</b>	<b>\$ 0</b>	<b>\$ 7,973,280</b>	<b>\$ 1,852,892</b>	<b>\$ 6,120,388</b>	<b>\$ 5,923,054</b>	<b>\$ 197,333</b>	
<b>Special Revenue Fund Revenues/Beg Balance</b>	<b>2,845,460</b>	<b>-</b>	<b>2,845,460</b>	<b>1,084,323</b>	<b>1,761,137</b>	<b>1,761,137</b>	<b>0</b>	\$926,988 in Beg Fund Bal
<b>Special Revenue Fund Expenditures (200's)</b>								
Salaries	1,094,892	-	1,094,892	205,314	889,577	840,011	49,566	State/Fed/Local Grants
Benefits	479,079	-	479,079	94,453	384,626	365,801	18,825	Anticipated amounts based on encumbrances and projections
Purchased Services	280,358	-	280,358	25,793	254,565	210,406	44,159	
Supplies	609,132	-	609,132	87,935	521,197	431,907	89,290	Major grants include: SIA; HSS; SB1149; Title IA; IDEA
Capital Outlay	116,000	-	116,000	-	116,000	116,000	-	
Other	64,000	-	64,000	11,017	52,983	22,657	30,326	
Contingency	202,000	-	202,000	-	202,000	-	202,000	
<b>Total Special Revenue Fund Expenditures</b>	<b>\$ 2,845,460</b>	<b>\$ 0</b>	<b>\$ 2,845,460</b>	<b>\$ 424,512</b>	<b>\$ 2,420,949</b>	<b>\$ 1,986,782</b>	<b>\$ 434,167</b>	
<b>Debt Service Fund 300 Revenues/Beg Balance</b>	<b>742,000</b>		<b>742,000</b>	<b>27,234</b>	<b>714,766</b>	<b>735,239</b>	<b>(20,473)</b>	\$24,689 in Begin Fund Bal
<b>Debt Service Fund Expenditures (Fund 300)</b>								
Debt Service	742,000		742,000	0	742,000	742,000	0	Principal & Interest
<b>Total Debt Service Fund Expenditures</b>	<b>\$ 742,000</b>	<b>\$ 0</b>	<b>\$ 742,000</b>	<b>\$ 0</b>	<b>\$ 742,000</b>	<b>\$ 742,000</b>	<b>\$ 0</b>	
<b>Capital Project Fund Revenues/Beg Balance</b>	<b>12,600,000</b>	<b>0</b>	<b>12,600,000</b>	<b>9,989,939</b>	<b>2,610,061</b>	<b>2,610,000</b>	<b>61</b>	\$9,924,637 in Begin Fund Bal
<b>Capital Project Funds (400's)</b>								
Support Services	250,000		250,000	34,418	215,582	215,582	0	
Facilities Acquisition & Construction	12,350,000		12,350,000	6,604,058	5,745,942	2,902,945	2,842,997	Anticipate summer projects
Transfers								
<b>Total Capital Project Fund Expenditures</b>	<b>\$ 12,600,000</b>	<b>\$ 0</b>	<b>\$ 12,600,000</b>	<b>\$ 6,638,476</b>	<b>\$ 5,961,524</b>	<b>\$ 3,118,527</b>	<b>\$ 2,842,997</b>	

**General Fund Function Information:**

General Fund Expenditures By Major Function								
Instruction	4,082,316		4,082,316	881,608	3,200,708	3,200,000	708	This section has been added in order to monitor compliance with Local Budget Law
Support Services	3,049,151		3,049,151	971,284	2,077,867	1,996,054	81,813	
Other	267,000		267,000	0	267,000	267,000	0	
Contingencies	114,813		114,813	0	114,813	-	114,813	
Unappropriated Ending Fund Balance	460,000		460,000	0	460,000	460,000	0	
<b>Total General Fund Expenditures</b>	<b>\$ 7,973,280</b>	<b>\$ 0</b>	<b>\$ 7,973,280</b>	<b>\$ 1,852,892</b>	<b>\$ 6,120,387</b>	<b>\$ 5,923,054</b>	<b>\$ 197,333</b>	



## HLE Board Report - November 2024

24-25	Sept	Oct	Nov	Jan	Feb	Mar	Apr	May	June
PreK	16	16	18						
K	23	25	25						
1	31	31	31						
2	21	21	21						
3	36	36	36						
4	34	34	34						
5	29	30	29						
6	41	41	40						
7	35	34	34						
8	37	37	37						
KVA	7	8	8						
Total*	294	297	295						
23-24 K-8	307	306	306	305	306	306	304.5	303.5	<b>303.5</b>
<u>22-23</u>	317	310	314	313	315	316	312	315	311

\* PreK and consortium is not included in this #.

First quarter is complete! Second quarter is in full swing. Attendance has improved over this time last year, especially in middle school. Fall sports finished and winter sports began. The gym and playshed are full most evenings, and we are eagerly anticipating the opening of the new gym.



Lego Robotics!

The middle school house system seems to be engaging students, and we are seeing students work to encourage each other to be to class on time and do well. The LSU Tigers won the first quarter trip to the movies. They ended up taking the lead at the very end with extra points by having the fewest green referrals as a house. All students who earned a GPA of 3.0 and up, 90% attendance, and 0/1 referrals have earned the privilege of a potluck during 4th period, and an ice cream treat. As we are always hopeful that students will intrinsically desire to do well, not all are motivated internally.



Student created artwork for the new gym.

This past week, I confiscated 6 vape devices from our students. It is very disheartening, but we are working to help these students understand the effects. Clatsop County Health Department will be coming in January to do some classes with our students.

Preschool is full, and we are listed on the Employment Related Day Care site as a participating facility. We are close to a final inspection for licensing. Many of our preK students are taking the bus which created its own challenge with the lack of bus drivers.



Our primary teachers are working with a literacy coach to integrate high yield phonemic practices in their routines in the classroom. We continue to see growth, and their hard work is paying off!!

SMILE club, a STEM afterschool program, started this month. We have two clubs, middle school and 4th/5th grade. Students are excited and there is a waitlist for the clubs.

Our Playworks, Junior Coaches, are encouraging positive play during lunch recesses. Rachel Milligan is leading this group. Thirty-six students applied to be a Junior Coach. We chose fifteen coaches with three alternates/substitutes.

The final two days of school before Thanksgiving break will be fun, and you are welcome to come enjoy some of the activities with us. Tuesday, Nov 26, 2024, the Cross Country team will be leading a Turkey Trot fundraiser throughout the day. Students will have about 30-45 minutes to run as many "laps" as they can to raise money for our field day and middle school athletics.

The next month or so is a busy time with a lot of activities as well as interruptions. Our staff will continue to work hard to engage students in meaningful learning while having fun around the holiday season.



Respectfully submitted,

Tammy McMullen

Principal

Hilda Lahti Elementary and Knappa Middle School



# Knappa High School

*All learners prepared to rise to the opportunities and challenges of the world*

**Paul Isom**  
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## **November 2024** **KSD Board Report**

### **Enrollment 2024-25**

Grade	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
9		34	34	34							
10		30	30	29							
11		37	37	37							
12		30	30	30							
Total		131	131	130							

### **2023-24**

Grade	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
9	34	35	35	33	33	34	32	32	32	32	31
10	36	34	33	33	33	31	31	31	31	30	30
11	34	34	34	33	33	32	32	31	31	31	30
12	35	36	36	35	35	36	36	36	36	36	35
Total	139	139	138	134	134	133	131	130	130	129	126

### **2022-23**

Grade	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
9	36	37	37	36	34	34	35	34	35	35	35
10	39	35	33	33	33	33	33	33	33	33	33
11	39	35	35	36	34	34	35	35	34	34	34
12	34	36	37	37	36	36	35	35	35	35	35
Total	148	143	142	142	137	137	138	137	137	137	137



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Thank you to all the parents who came to parent teacher conferences earlier this month. I know our teachers were happily surprised by the amount of parents who attended.

The fall sports season concluded up with our Cross Country teams heading to the State Meet on November 9th. Our girls qualified for state for the first time since 2005! The boys finished 2nd in the state for the 2nd year in a row. Congratulations to the teams and Coach Isom on a great season!

Our first home events of the winter season are quickly approaching. The wrestling team will host a meet on December 4th. The basketball teams will host Warrenton on December 6th.

With the quarter wrapping up we had our first class attendance winner. The freshmen class won the competition with a 93% attendance rate and earned a dessert courtesy of Dairy Queen at a lunch last week.

At the end of October we had visits from Portland State, University of Oregon, and Linfield. We also had a group of students go with our TRIO program to visit Oregon State. Next month that group will head to Western Oregon University. Mr Rathfon will also be taking students to Neah-Kah-Nie High School next month for a career development event focusing on natural resources.

Respectfully,

Paul Isom

Principal, KHS