



401 N Canyon City Blvd • Canyon City, OR 97820-6111

Phone: (541) 575-1280 • FAX: (541) 575-3614

# Board Meeting Agenda

Wednesday 11/20/2024 | 7:00PM

**ZOOM IN BY USING THE FOLLOWING ACCESS CREDENTIALS:**

<https://us02web.zoom.us/j/2595245851?pwd=ZjFIZ2w2eDNPMmhoT1VtS0wvbk1MZz09>

Meeting ID: 259 524 5851 | Passcode: HelloGSD3

**[\* = supplement enclosed]**

1) **PRELIMINARY BUSINESS:**

- 1.1 Call to order
  - 1.1.1 Board Attendance: \_\_\_ of 7
- 1.2 Pledge of Allegiance
- 1.3 Agenda Review
  - 1.3.1 Motion: \_\_\_\_\_; Second: \_\_\_\_\_; Unanimous: \_\_\_\_\_

2) **PUBLIC COMMENTS | 3-MINUTE LIMIT:**

- 2.1 Public Forum:
  - 2.1.1 1)
  - 2.1.2 2)
  - 2.1.3 3)

3) **STUDENT BODY REPORT(S):** TBA

4) **REPORTS:**

- 4.1 Financial/Business Manager/ MJE \*
  - 4.1.1 See: Board Meeting Packet – Addendum | Financial Report – October 2024
- 4.2 Current Enrollment | Average Daily Membership (ADM) Reporting) as of last day of previous month/ MW\*
- 4.3 Current Staffing/JY/MW
  - 4.3.1 GU = 39
  - 4.3.2 HES = 46
  - 4.3.3 SES = 4
  - 4.3.4 HCCC = 4
  - 4.3.5 DO = 4
  - 4.3.6 Transportation = 7
  - 4.3.7 **TOTAL: 104**
- 4.4 Administrator’s Reports | Previous Month:
  - 4.4.1 Principal, Justin Lieuallen | Vice Principal, Andy Lusco | GU \*
  - 4.4.2 SpEd Director, Shanna Northway | GU/HES \*
  - 4.4.3 Principal, Janine Attlesperger | Humbolt (HES)\*
  - 4.4.4 Principal, Janine Attlesperger | Seneca (SES) \*

**Board of Directors:**

Kris Beal | M.T. Anderson | Amy Charette, Vice Chair | Chris Labhart | Zac Bailey | Will Blood, Chair | Jake Taylor  
Superintendent: Mark W. Witty | Website: <https://www.grantschooldistrict.org/>



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4.4.5 Director, Trina Fell | Humbolt Child Care Center (HCCC) \*

4.5 Superintendent's Report/ Superintendent Mark Witty

4.5.1 Prospector Pride/January 2025 issue (PRINTING DATE: 12/01) | BOD written contribution request/K. Manitsas | Cliff Note: KM has requested the board to send her their perspective of contributions they have made as a board member

4.5.2 OSBA Conference

4.5.3 Early Learning Center

4.5.4 Engagement with Representative Owens & Senator McLane

4.5.5 "The Promised Land" David Manuel (artist) meeting with Larry DeCew

4.5.6 Support of local businesses

4.6 Construction/Capitol Projects Update/Budget Narrative/MW \*

4.6.1 GSD3 Project Tracker

4.7 PERS Impact on financial trend for district

4.8 Strategic Plan Progress update

4.9 Student Success Plan/SN

5) **CONSENT AGENDA:**

5.1 Recommend Approving 10/16/2024 Board Meeting Minutes \*

5.2 Recommend Accepting New Hires:

5.2.1 Cynthia "Cyndi" Walsh, Preschool Promise Teacher | Humbolt Child Care Center

5.3 Recommend Accepting Employment Role Transfer:

5.3.1 Hadley Boethin | Custodial/Maintenance Building transfer from GU → Humbolt Elementary School

5.4 Recommend Accepting Employment Role Addition:

5.4.1 Shanley Cobb, Assistant JH Girls Basketball Coach | Grant Union JR/SR High School

5.5 Recommend Accepting Employment Resignations:

5.5.1 Bri Lynn Combs, Humbolt Child Care Center

5.5.2 Jesse Gosnell, School Bus Driver | District Wide

5.6 Richard LaMountain, School Bus Driver | District Wide

5.7 Approval Consent Agenda (Entire Section): Motion: \_\_\_; Second: \_\_\_; Unanimous: \_\_\_

6) **NEW BUSINESS:**

6.1 2024 OSBA Election

6.2 Malheur Lumber Closure & Economic Impact Advocacy

6.3 Resolution #25-15 – Approval of Layoff\*

7) **FUTURE CALENDAR DATES | 2024 | ALL Meetings are held at District Office, unless otherwise specified:**

7.1.1 11/20 – Executive Session | 6:15PM

7.1.2 11/20 – Board Meeting | 7:00PM

7.1.3 12/10 – Humbolt | Gym | Fifth & Sixth Grade Band/Choir Concert | 5:30 – 6:30PM

7.1.4 12/12 – Board Meeting | 7:00PM (subject to change)

7.1.5 12/16 – Humbolt | Gym | K-Fourth Grade Holiday MOOSE-ical | 5:30 – 6:15PM

7.1.6 12/18 – Grant Union | Old/Aux Gym | Winter Concert | 6:30 – 7:30PM

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8) **BOARD REPORTS:**

- 8.1 **KB:**
- 8.2 **M.T. A:**
- 8.3 **AC:**
- 8.4 **CL:**
- 8.5 **ZB:**
- 8.6 **WB:**
- 8.7 **JT:**

9) **TOTAL IN ATTENDANCE:**

- 9.1 In Person: \_\_\_\_\_
- 9.2 Via Zoom: \_\_\_\_\_

10) **ADJOURNED: \_\_\_\_\_ PM**

[Board Packet posted on district web site at:  
https://grantsd3.schoolsites.com/](https://grantsd3.schoolsites.com/)

Grant School District No.3 does not discriminate in employment, educational programs and activities, on the basis of race, national origin, color, creed, religion, gender, gender identification, sexual orientation or associational preference, age, disability, veteran status. The District also affirms its commitment to providing equal opportunities and equal access to its facilities. For additional information or assistance contact the District office at: (541)575-1280 | 401 N Canyon City Blvd, Canyon City, OR 97820-6111. For telecommunications relay services for the deaf, hearing or speech impaired call 1(800)735-2900 – thank you!

**Board of Directors:**

*Kris Beal | M.T. Anderson | Amy Charette, Vice Chair | Chris Labhart | Zac Bailey | Will Blood, Chair | Jake Taylor*  
Superintendent: *Mark W. Witty* | Website: <https://www.grantschooldistrict.org/>



## **Grant School District No. 3**

### **Board Meeting Supplements**

#### **Section 4:**

#### **Monthly Administration Reports**

**NOTES: OL = FTOL = Full-time On-line; enrollment is measured last day of each month | Report by: District Secretary/jm**

YEAR	GU J/S HS	HUMBOLT	SENECA	OL-GU	OL-H	OL-S	ADM TOTAL	G/L	HCCC	TOTAL
<b>2024/2025</b>										
JUN										
MAY										
APR										
MAR										
FEB										
JAN										
DEC										
NOV										
OCT	213	243	13	7	1	0	477	1	22	499
SEP	211	246	12	6	1	0	476	1	24	500
AUG	201	256	12	5	1	0	475	-15	24	499
<b>2023/2024</b>										
JUN	208	252	13	12	5	0	490	0	23	513
MAY	208	252	13	12	5	0	490	0	23	513
APR	209	251	13	12	5	0	490	0	21	511
MAR	211	251	11	12	5	0	490	4	17	507
FEB	204	254	11	17	*	*	486	3	17	503
JAN	204	254	13	12	*	*	483	-3	17	500
DEC	207	250	12	17	*	*	486	-3	23	509
NOV	207	253	12	17	*	*	489	-12	22	511
OCT	210	261	14	16	*	*	501	-3	21	522
SEP	233	257	14	0	*	*	504	-42	20	524
AUG	235	255	12	44	*	*	546	86	*	546
<b>2023/2024</b>	208	252	13	12	5	0	490	0	23	513
<b>2022/2023</b>	204	244	12	*	*	*	460	0	*	460
<b>2021/2022</b>	246	278	22	*	*	*	546	-21	*	546
<b>2020/2021</b>	254	289	24	*	*	*	567	-47	*	567
<b>2019/2020</b>	280	312	22	*	*	*	614	*	*	614

**KEYS:** ADM = Average Dailey membership;  
 G/L = Gain or Loss; GU-OL = GU online;  
 H-OL = HES online; S-OL = SES online;

## Grant Union JR/SR High School | November 2024 Board Meeting Report

### October 2024

#### District Mission Statement

Our Prospecter Promise: A place for every student to feel support, achieve success, and learn respect.

#### District Vision Statement

A Place Where Every Prospecter is Known, Empowered, and Ready for the World!

To: Superintendent Mark Witty | Grant School District 3 Board of Directors

From: Principal Justin Lieuallen | Grant Union Jr./Sr. High School

#### Strategic Goal #1: Recruit, train, and retain staff, able to implement, adjust and achieve excellence!

- October training and practice for Grant Union Jr./Sr. High School staff included our monthly fire drill held on October 2nd, Great ShakeOut Earthquake Drill Oct. 17th, QPR training, follow up Executive Functioning in-person training, Threat Zero training and a GESD lead ADHD/Executive Functioning & challenging behaviors workshop..
- Staff recognition for the month of October included district level recognition of Sara Wilson (GU Office Specialist) for her managing the many facets of our daily operations and her professionalism, efficiency, and dedication. Whether she's handling orders, preparing reports, organizing substitute coverage, or offering valuable support to our students, parents, and staff, her contributions are vital to the smooth functioning of our school. Building level recognition was provided to: Heather Rookstool for her managing the commons, Sp Ed. secretarial responsibilities, and always being available and willing to help with nearly anything and everything. Stephaine Riis for the counseling services she's providing to students, Jaclyn Lopez for her efforts to stabilize and strengthen our On-line program, and Kailee Oliver for her taking on the responsibility of student leadership and planning for many school events and opportunities for our students.
- Continue to work with the GU Leadership team on a walkthrough observation process that will ensure staff are receiving supportive feedback on a regular basis.
- 30 day interview meetings with new hired staff were completed mid-October. Documents have been finalized and provided to Mr. Witty.
- Have clearly communicated to staff expectations related to performance and evaluation. Staff are starting to submit self-assessments and goals for both themselves and students and some formal observations have already taken place.

#### Strategic Goal #2: Create a student focused environment where each student is known and prepared for success in life!

- Parent/Teacher conferences took place on Oct. 3rd and 4th. Attendance was lower than usual, possibly due to athletic events scheduled at the same time.
- Students with no unexcused absences or tardies were recognized with a certificate and snacks. Going forward we will be offering a Punctuality Party for students during their advisory period where they will get snacks, beverages, play trivia games, and win prizes.

## Grant Union JR/SR High School | November 2024 Board Meeting Report

- Continuing with student trackers and opportunities to get needed assistance (Flex) during MS Wheel elective period. Flex PLC meets weekly to discuss student support and any needed changes to practice. Working to improve collaborative interaction during the PLC meetings.
- Continued focus on core Advancement Via Individual Determination (AVID) strategies which are Writing, Inquiry, Collaboration, Organization and Reading (WICOR) and the Danielson Framework.
- We're offering several clubs for students to engage with peers and staff outside of regular school hours to increase their sense of connectedness to GU. Clubs include: Gaming, Homework, Math, JH & HS FBLA, JH Dance, and Oregon Battle of the Books.
- Band and Choir had their fall concert and recently participated in a competition in Pendleton.
- FFA Members attended National FFA Convention October 21st-29th
- State FFA Officers visited GU FFA classroom on November 3rd & 4th
- CTE Students attended TVCC open house November 6th
- Leadership has been hard at work planning school events
- ASB and FFA Officers attend a leadership conference in Baker
- Health Occupations Program:
  - produced four CPR certified students
  - three students doing job shadows at the hospital (Radiology, Nursing, and Ambulance)
  - accepted and thanked Providence Heart Institute for the new AED that will be in our school.
  - Will be taking 22 students to TVCC for the Healthcare Career and Job Fair
  - Four students have applied for the CNA program through TVCC and looking forward to all 4 of them being accepted.

### **Strategic Goal #3: Positive perceptions, community ownership and support for our district's facility improvements!**

- The intercom and speaker system is operating more consistently.
- We now have weekly Events & Facility Preparedness meetings to better ensure preparation for events is happening in a timely manner.
- We continue to dial in our security measures related to door and gate lock schedules and expectations.
- We hold monthly Safety Committee meetings (7 members)
- Our newly remodeled Library/Commons area is nearing completion. Next steps are to finish the display cases, install a ceiling feature, drop down screen and ceiling mounted projector.

# Grant Union JR/SR High School | November 2024 Board Meeting Report

## **Athletic Update:**

Fall Sports are starting to wrap up. It has been a busy time.

**Volleyball**-We are in the hunt for the District Tournament on October 26th.

10/17-Final home game and Senior Recognition

10/19- Final games at Heppner

10/26- District Tournament

**Soccer**- Currently we have 3 wins and a tie for the season (which is remarkable for a second year program), and are looking for a couple more wins.

10/15- Final home game and Senior Recognition

10/19- Final game at Umatilla

**Football**- Currently sitting at 3-2 and looking to earn a playoff spot.

11/1- Final game at home and Senior Recognition

**Cross Country**- Looking forward to competing at Districts for a chance at State.

10/24- Home meet for JH and HS and Senior Recognition.

11/1- District Meet

**Cheer Club**- Has performed at all home football games. It is nice to have them back.

11/18- First day of practice for high school winter sports.

## **Junior High Sports.**

10/17- Last Football game at home

10/17- Last Volleyball game at home

10/24- Last XC Meet at home

10/21- Boys and Girls Basketball starts.

11/1- First JH Basketball games



**November 2024**

### **District Mission Statement**

Our Prospector Promise: A place for every student to feel support, achieve success, and learn respect.

### **District Vision Statement**

A Place Where Every Prospector is Known, Empowered, and Ready for the World!

To: Mr. Mark Witty and Grant School District #3 Board of Directors

From: Shanna Northway, Special Programs Director

Strategic Goal #1: Recruit, Train, and Retain Staff to Implement, Adjust, and Achieve Excellence

- **Weekly Morning Trainings:** Weekly trainings are being held at Humbolt (Wednesdays) and Grant Union (Mondays) from 7:15-7:45 a.m. This month's focus was on This month we have focused on getting systems in place to support students with transition, use of common language, support students with redirection, and developing standards for fading supports as students make growth.
- **Crisis Prevention Institute (CPI) Training:** All new staff members were trained and certified in CPI.
- **MAP Growth Report Training:** All staff members participated in a comprehensive two-hour training session focused on understanding and interpreting MAP Growth reports. This training provided educators with the skills needed to effectively analyze MAP data, enabling them to make data-informed decisions that support student learning in their classrooms. Staff learned to identify individual student strengths and areas for improvement, track growth over time, and apply insights from the data to tailor instruction and interventions to meet each student's unique needs.
- **District Test Coordinator Training (DTC):** I recently completed the District Test Coordinator Training through the Oregon Department of Education (ODE) to prepare for the upcoming state testing window. This training has equipped me with essential knowledge and resources to oversee and facilitate testing procedures effectively within our district. In addition, I will be meeting with Heidi Sipe, Superintendent of the Umatilla School District, for a deeper look into their approach to state testing. Umatilla has taken an innovative approach by using MAP Growth assessments as their primary tool for monitoring student progress, with a reduced emphasis on state testing data.
- **What's Right in Education:** I recently attended a three-day professional development conference hosted by Studer Education, focused on the science of continuous improvement. This conference provided valuable insights on driving forward progress in our district while celebrating the successes and strengths we already have. The sessions emphasized the importance of data-driven decision-making to support student growth and performance, reinforcing the need to ground every initiative and improvement effort in measurable outcomes. This learning experience has given me new strategies and

## November 2024

frameworks to enhance our district's goals and ensure that each step we take is purposeful, data-based, and focused on fostering student success.

### Strategic Goal #2: Create a Student-Focused Environment Where Each Student is Known and Prepared for Success

- **Student Success Plan:** The team at Humbolt and I have created a streamlined plan using Google Sites as a central platform to house each student's information, which will carry over from year to year. This setup will allow teachers and parents to easily access critical student data, including learning styles, accommodations, career interests, essential skills, and academic progress. This collaborative approach will ensure continuity and a more personalized support system for each student's educational journey, ultimately enhancing student engagement and success across the district.
- **IEP/504 Meetings:** We continue to hold regular IEP/504 meetings to engage with families and ensure we are meeting the needs of our students.
- **TAG Evaluations:** We currently have 6 students in the pipeline for TAG evaluation. (2-2<sup>nd</sup> grade students and 4-5<sup>th</sup> grade students)

### Strategic Goal #3: Positive Perceptions, Community Ownership, and Support for District Facility Improvements

- **Survey Data:** I've been compiling data from our recent Employee, Parent, and Student surveys to identify themes and actionable insights. Our goal is to recognize common themes across all groups and pinpoint specific areas where we can make quick, positive changes based on the feedback. This analysis will help us focus on improvements that are meaningful to our school community and responsive to the needs and perspectives of students, families, and staff. Through this process, we aim to foster a more engaged and supportive environment that aligns with our commitment to continuous improvement.
- **Grant Union Commons:** The Grant Union Common has truly become a vibrant hub for both our school and the wider community, hosting multiple events each week. It's wonderful to see the space being used as it was intended, bringing people together and fostering a strong sense of connection and engagement. This level of activity highlights the value of the Common as a central gathering place, enriching our school culture and strengthening community ties.

### Strategic Plan Implementation Efforts

- **MAP Assessments Training:** MAP Growth Report training has been completed and MAP Reading Fluency Training is scheduled for November 22<sup>nd</sup>.
- **Studer Coaching Sessions:** Focusing on getting our scorecard set up in a manner that is easy to report progress to the board and community on our strategic plan. Working with coaches to develop a plan to roll our survey data to stakeholders.
- **Strategic Plan Poster:** Posters have been hung across all district buildings!!
- **Executive Functioning Curriculum:** Stephanie Riis and I have identified and purchased the *Real-Life Executive Functioning Workbook* to support students who would benefit from additional help developing executive functioning skills. This curriculum will be used in small group settings to provide targeted instruction in areas such as organization,

## November 2024

time management, and task initiation. We're excited to implement this resource to help students strengthen these essential skills, which are critical for their academic success and overall growth.

### District Wide Caseload/Staffing

<b>Humbolt 504</b>	2
<b>GU 504</b>	16
<b>GU IEP</b>	43
<b>Humbolt IEP</b>	42
<b>Seneca IEP</b>	1
<b>Students in Evaluation</b>	3

<b>Admin</b>	1 FTE
<b>Support Staff</b>	.5 FTE
<b>Certified</b>	5 FTE
<b>Classified</b>	13 FTE



## November 2024 Board Report for Humbolt Elementary School

### District Goals

- **Goal I: Recruit, train, and retain staff able to implement, adjust and achieve excellence!**
  - Completed individual goals meetings and 30 Day Evaluations
  - Shared virtual training in:
    - ADHD strategies in the classroom
    - Managing impulsive behavior
    - Improving students' listening skills
    - Oregon Tribal History
  - Dean of Students attended Restorative Justice training
  - Recognized Teacher of the Month and Volunteer of the Year
  - Staff received in-person Executive Functioning, Map Growth Reports, QPR, and CPI training
  - Certified staff attended a Student Learning and Growth Goals workshop and ThreatZero training
  - Team received Behavior Safety Assessment training
  - Administrator attended Studer Leadership Conference
  - Certified staff participated in Response to Intervention data meetings
  
- **Goal II: Create a student-focused environment where each student is known and prepared for success in life!**
  - Students are greeted by name each morning.
  - Students of the Month recognized for Academic Achievement and Respect
  - Students continued to earn self-manager status and Junior self-manager program launched
  - 3rd-6th grade students campaigned for Student Council
  - Kindergarten field trip to Fire Hall
  - Staff attended IEP, 504, SST, and IIBHT meetings
  - Student Clubs: Running, OBOB, Homework, ASL, Spanish
  - Students participated in the 2nd Annual Gold Rush Run
  - Students, parents, staff, and HCCC participated in a Halloween Costume Parade
  - Students participated in Veterans Day Celebrations
    - Served lunch at the John Day Senior Center
    - Invited veterans in for Q and A
    - Honored veterans at Afternoon Assembly
    - Shared experiences on Coffee Time
  
- **Goal III: Positive perceptions, community ownership, and support for our district's facility improvements!**
  - Continued use of ClassTag, SchoolMessenger, social media, and Reader Board.
  - Maintained transparency and open communication with parents when situations arise.
  - Distributed bimonthly Humbolt Happenings.
  - Collaborated with Advantage Dental, Elks vision, Senior Center, OSU extension, ESD, CCS, GU students and staff, and PTA for student supports and outreach.

### **Recent/Upcoming Events**

- 10/21-10/24: Leadership Conference
- 10/24: Elementary Gold Rush Run
- 10/25: Grading Day; BSAT Training
- 10/30: QPR Training, Title I-A  
Parent Annual Meeting
- 10/31: Halloween Costume Parade
- 11/1: Response to Intervention data  
meetings, Map Growth Reports  
training
- 11/6-11/8: Dean of Students at  
Restorative Justice Training
- 11/6: QPR training
- 11/7: Veterans Day Celebration &  
Assembly
- 11/8: Teacher Non-Contract Day
- 11/11: Veterans Day–No School
- 11/12: Coffee Time: Veterans Events
- 11/15: Student Friday School;  
Assembly: Character Awards, 100  
Book Club, & Gold Rush Run Awards
- 11/19: Review Studer Survey Results
- 11/20: School Board Meeting
- 11/21: Maintenance Meeting;  
Assembly: Academic Awards
- 11/22: Strategic Planning; Map  
Fluency Training; QPR Training;  
MAC Training; Ninja Night
- 11/27-12/1: Thanksgiving Break
- 12/4-12/5: Visit Early Learning  
Centers; AVID Showcase
- 12/4-12/6: COSA Law Conference
- 12/6: LETRS Early Literacy  
Training; Seneca Christmas Party
- 12/7: Elks Hoop Shoot
- 12/9-12/13: MAC Survey Week
- 12/10: 5th & 6th Grade Band & Choir  
Concert @ GU
- 12/13: Response to Intervention;  
HCCC Preschool Christmas Concert
- 12/16: K-4 Music Program @ GU
- 12/20-1/5: Christmas Break
- 1/10: LETRS Early Literacy Training

Once a Seneca Kid, Always a Seneca Kid!

## SENECA ELEMENTARY SCHOOL

101 Park Ave | Seneca, OR 97873-8724

Phone: (541) 542-2542 | Fax: (541) 575-3614

### November 2024 Board Report for Seneca Elementary School

#### District Goals

- **Goal I: Recruit, train, and retain staff able to implement, adjust and achieve excellence!**
  - Completed certified goals meetings.
  - Scheduled observations.
  - 30 day evaluation for new employees.
  - Shared virtual training in:
    - ADHD strategies in the classroom
    - Managing impulsive behavior
    - Improving student's listening skills
    - Oregon Tribal History
  - Team Building
  - All staff meeting
  - Planned Thanksgiving Feast, Seneca Christmas Party, and Christmas Program planned.
  - Teaching mentoring for K-2 and leadership mentoring for lead teacher.
  
- **Goal II: Create a student-focused environment where each student is known and prepared for success in life!**
  - Working with Shanna Northway to tailor a special education plan for 4th grade.
  - Guest speaker and presentation by Forest Service Wildlife Biologist Ryan McKnab about BATS. Students constructed bat houses which addressed science and art standards.
  - Student presentations on National Parks with maps, slide shows and embedded links.
  - Student of the Month presented at the Halloween Party
  - Fire Drill
  - Red Ribbon Week: Life is a Movie; Film Drug Free!
  - Gold Rush Run participation
  - Music Club started with Lavana James
  - Student learning and growth goals in process.
  
- **Goal III: Positive perceptions, community ownership, and support for our district's facility improvements!**
  - Carrie's Coffee Time describing project based learning, Seneca School culture, and Camp Hancock.
  - Halloween Festival: well attended, 4 stations, all school and parent assembly with Student of the Month, costume strut in Seneca, costume contest, and social time.
  - New kindergarten student who lives in John Day commuting to Seneca!
  - Bathroom fixed in k-2 room.
  - New locks and keys for exterior doors.

#### Recent/Upcoming Events

- |   |   |
|---|---|
| ○ 10/21 - 10/24: Leadership Conference                              | ○ 11/22: QPR Suicide Prevention Training                              |
| ○ 10/24: GoldRush run   | ○ 11/22: NWEA MAP Fluency Training                                    |
| ○ 10/25 Grading Day; BSAT   | ○ 11/26: Seneca Thanksgiving Feast                                    |
| ○ 11/1: CPI Training, NWEA MAP Growth<br>Essential Reports Training | ○ TBD: Seneca Holiday Tea Party<br>(reinvigorating Seneca traditions) |

- o 12/6: Seneca Staff Christmas Party
- o 12/17: Seneca Christmas Program



# Humbolt Child Care Center

329 N Humbolt St | Canyon City, OR 97820-6123

Phone: (541) 575-1280 Ext: 3155

## Monthly Report | November 2024

### Staff Report: (7)

- Director (1) | Trina Fell
- Teachers (2) | Ashley & Brilynn
- Teacher's Assistants (1) | Emelie
- Substitute Teacher (1) | Sophia
- Substitute Teacher Assistant (1) | Stacey
- Preschool Promise Teacher (1) Cynthia

### Enrollment: (22)

- Breakdown of Children Enrolled
  - School Age: 5
  - Preschool: 9
  - Toddlers: 3
  - Infants: 5

### Financial Report | this report is a rough draft | banking financial ledgers will be ready at a later date:

- Income: \$ 12,621
- Payroll: 26,347
- Expenses: 566
- Bottom Line: (14,292)

Summary of Care: Current building could service max of 8 infant spots, 5 toddler spots, and 18 preschool/school age spots. This would require 8 staff (3 teachers, 3 Aides, 1 Float, 1 Director). Each classroom is licensed with the Department of Early Learning and Care. The child care is going through improvements to meet standards set forth in accepting 4 Preschool Promise Slots.

Mission Statement: At Humbolt Child Care Center, we are committed to providing every child with a safe, nurturing, and interactive environment. We believe in offering affordable and high-quality care to all children, regardless of their background. Our goal is to support each child's social, emotional, cognitive, and physical needs while they play, learn, and grow with us.

District Goals: 1. Recruit, train, and retain staff, able to implement, adjust, and achieve excellence. 2. Create a student focused environment where each child is known and prepared for success in life. 3. Positive perceptions, community ownership, and support for our district's facility improvements.

Special Note: The contents of this report are based on data and financial figures, as of the last day of the previous month.

#### Board of Directors:

**Kris Beal | M.T. Anderson | Amy Charette, Vice Chair | Chris Labhart | Zac Bailey | Will Blood, Chair | Jake Taylor**



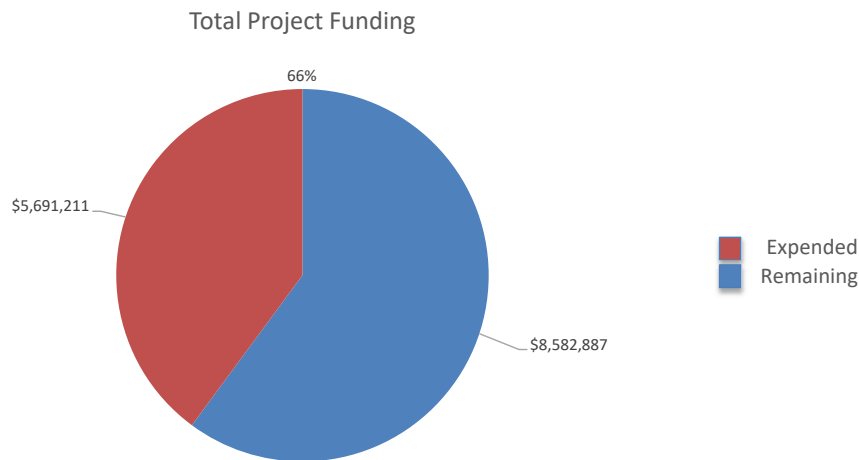


# Grant School District 3

## Project Tracker

Thursday, November 14, 2024

Project	Project No.	Funding Source	Start Date	Months in Progress	Work Status	Budgeted Cost	Current Spend	% Expended
Humbolt Greenhouse/Chicken Coop/Landscaping	2024-06	Fund 400 - Cap Projects	Jun-24	5	In-Progress	\$355,000	\$109,306	31%
GU TAP 2024 Seismic	2024-07	Fund 400 - Cap Projects	Jul-24	5	In-Progress	\$25,000	\$11,620	46%
Grant Union HVAC	2023-04	ESSER III	Jul-23	17	In-Progress	\$2,335,000	\$71,930	3%
District Maintenance Facility	2023-04	Fund 400 - Cap Projects	Sep-23	15	On-Hold	\$268,783	\$68,207	25%
GUHS Replacement Feasibility Study	2022-04	DAS HB5202	Jul-22	28	In-Progress	\$250,000	\$102,634	41%
GUHS Student Commons	2023-02	ESSER III & Brownfield Grant	May-23	18	In-Progress	\$343,653	\$339,349	99%
Humbolt HVAC	2022-02	DAS HB5202	Jul-22	29	In-Progress	\$1,183,731	\$1,166,443	99%
Humbolt Playground Equipment	2023-03	ESSER II/III	Sep-23	13	Completed	\$405,672	\$405,672	100%
GU Window Replacement	2024-04	Fund 400 - Cap Projects	Jun-24	4	Completed	\$62,250	\$62,250	100%
GU Courtyard & Grounds	2024-02	Fund 400 - Cap Projects	Jun-24	4	Completed	\$115,705	\$115,705	100%
PA System	2023-09	Fund 400 - Cap Projects	Jan-24	9	Completed	\$27,488	\$27,488	100%
Pressbox @ 7th Street	2022-04	Fund 400 - Cap Projects	Dec-22	23	Completed	\$141,300	\$141,300	100%
Humbolt Seismic - Phase 2	2022-01	Business Oregon Seismic Grant	May-21	32	Completed	\$1,286,460	\$1,286,460	100%
Grant Union Roof Repairs (Seismic)	2022-03	DAS HB5202	Jul-22	14	Completed	\$1,089,877	\$1,089,877	100%
School District 3 Fencing	2023-01	SIA & Fund 400 - Cap Projects	Jun-23	7	Completed	\$284,878	\$284,878	100%
Humbolt Paving	2023-05	Fund 400 - Cap Projects	Aug-23	3	Completed	\$114,055	\$114,055	100%
GU Paving	2023-06	Fund 400 - Cap Projects	Aug-23	3	Completed	\$35,670	\$35,670	100%
Humbolt SpED	2023-07	Fund 400 - Cap Projects	Jul-23	3	Completed	\$15,947	\$15,947	100%
Building Access, Security & Alarms	2023-08	Fund 400 - Cap Projects	Sep-23	13	Completed	\$242,419	\$242,419	100%
<b>Total All Projects (Sum/Avg./In-Progress)</b>	<b>19</b>			<b>13</b>	<b>12</b>	<b>\$8,582,887</b>	<b>\$5,691,211</b>	<b>66%</b>



Fund 400 - Capital Projects	
Total	\$4,429,080
Expended	\$1,425,429
Remaining	\$3,003,652
<b>% Remaining</b>	<b>68%</b>

DAS HB5202 Grant Funding	
Total	\$2,250,000
Expended	\$2,358,954
Match	(\$108,954)
<b>% Remaining</b>	<b>-5%</b>

2022 SEISMIC Grant Funding	
Total	\$1,089,877
Expended	\$1,089,877
Remaining	\$0
<b>% Remaining</b>	<b>0%</b>

ESSER II/III Grant Funding	
Total	\$813,930
Expended	\$816,951
Remaining	-\$3,021
<b>% Remaining</b>	<b>0%</b>

Thursday, November 14, 2024	Grant School District 3 Project Updates		Project Schedule		
			Start	End	Months
GUHS	Student Commons	We are 99% complete. All metalwork is done except the upper area over the bookshelves (the north wall with the heater), which is still being fabricated. We'll then hang the artwork and the project will be finished.	Sep-23	Dec-24	16
	GU HVAC	CM/GC Contract and GMP Amendment Awarded. Scheduling for construction in summer 2025. ASHRAE Level 2 Energy Audit was awarded and we are doing the data gathering for that effort.	Jul-23	Aug-26	39
	Maintenance Building	Project on hold	Jul-23	Jul-25	25
	Feasibility Study	In progress; final site selected and team is working on the site design plans.	Jul-22	Jun-25	37
	GU TAP 2024 Seismic	In progress	Jul-24	Jun-25	12
Humbolt	Humbolt HVAC	We are 99% complete. We awarded the contract for the final balancing this month and have receiving the final inspection report from the State. There are two items that need to be completed before the Air Balance System Test can be performed and then this project will be closed out. <ul style="list-style-type: none"> <li>- High Voltage Electrical Power Supply for the 1200 CFM Lossnay ERV in the Custodial Room.</li> <li>- High Voltage Power Supply with Interlock to Kitchen Hood for Dishwasher; pending commissioning and balancing report</li> </ul>	Jun-23	Dec-24	19
	Greenhouse/Chicken Coop/Landscaping	This project is 30% complete. Site prep is finished and we awarded a change order for the slab on grade foundation, radiant floor heating, hot water, and plumbing. We currently have the construction out for bid. All materials are now on site at Humbolt.	Jun-24	May-25	12
Completed Projects	Playground Equipment	Completed September 2024.	May-24	Sep-24	6
	PA System	Completed August 2024.	Jun-24	Aug-24	3
	GU Window Replacement	Completed August 2024.	Jun-24	Aug-24	3
	GU Courtyard	Completed August 2024.	Jun-24	Aug-24	3
	Fencing	Completed Fall 2023.	Jun-23	May-24	12
	Access Control & Rekeying	Completed in May 2024.	Nov-23	May-24	7
	7th Street Crow's Nest	Completed in April 2024.	Oct-23	Apr-24	7
	Seismic	Completed in December 2023.	Jun-23	Dec-23	7
	Rekeying	Completed in February 2024.	Nov-23	Dec-23	2
	East 7th Street Parking	Completed first week in November 2023.	Oct-23	Nov-23	2
	GU Pavement Resealing	Completed in October 2023.	Aug-23	Oct-23	3
	Humbolt ADA Concrete	Completed in October 2023.	Aug-23	Oct-23	3
	Seismic (Roof Repairs)	Completed in September 2023.	Jun-23	Sep-23	4
	GU Staff Room	Completed in August 2023	Jun-23	Aug-23	3
Humbolt Pavement Reseal	Completed in August 2023.	Aug-23	Aug-23	1	
Humbolt SpED Remodel	Completed in November 2023.	Aug-23	Aug-23	1	

Projections for 2025-26

Fund	Old PERS rates	New PERS rates
100 General Fund	330,051	1,053,543
216 High School Success	5,358	17,103
222 SIA	26,432	84,372
240 Title IA	8,433	26,920
243 Medicaid	1,809	5,775
250 Preschool	15,903	50,764
253 Cafeteria	8,203	26,184
260 IDEA	5,145	16,424

401,335      1,281,085

879,750	Total PERS
424,836	Salary and associated payroll costs
112,341	Health insurance

\$ 436,596 11.28B State School Fund Allocation (SSF)

\$ 980,332.03 Impact at 11.28B in SSF

\$55,917.00 11.28B SSF w/ the potential increase of 85 million currently being discussed

\$ 924,415.03 Impact of 11.28B +85 million SSF

Proposed Reductions

1 FTE Admin / 1 Confidential      (250,000.00)

\$ 730,332.03 11.28B SSF after reductions

\$ 674,415.03 11.28B + 85 million SSF after reductions



## **Grant School District No. 3**

### **Board Meeting Supplements**

### **Section 5:**

### **Consent Agenda**



*401 N Canyon City Blvd • Canyon City, OR 97820-6111*

*Phone: (541) 575-1280 • FAX: (541) 575-3614*

# Board Meeting Minutes

**Wednesday 10/16/2024 | 7:00PM**

## ZOOM IN BY USING THE FOLLOWING ACCESS CREDENTIALS:

<https://us02web.zoom.us/j/2595245851?pwd=ZjFIZ2w2eDNPMmhoT1VtS0wvbk1MZz09>

Meeting ID: 259 524 5851 | Passcode: HelloGSD3

**[\* = supplement enclosed]**

### 1) PRELIMINARY BUSINESS:

- 1.1 Call to order
  - 1.1.1 Board Attendance: **6 of 7** – Will Blood excused
- 1.2 Pledge of Allegiance
- 1.3 Agenda Review – Correction Trey Thompson position should be Assistant Baseball not Basketball Assistant Coach. Motion to approve with correction.
  - 1.3.1 Motion: CL; Second: MTA; Unanimous: YES
- 1.4 Community Partners Award Presentation: Cornerstone Christian Fellowship – Presented by Shanna to representatives Aaron and Janita Finley for community members/businesses that give a lot to Grant School District. Cornerstone Christian Fellowship sponsors free coffee teacher appreciation week, catered meals during in- service and PTC, support the back-to-school barbeque, announce at sporting events, organize the Christmas hat parade and the graduation parade at Humboldt, volunteer in the classroom, serve as members of the strategic planning committee, as well as sub in classrooms throughout the district, and much more. They are our go to community members who fill in the gaps and holes when needed and provide strong role models for all our students.

### 2) PUBLIC COMMENTS | 3-MINUTE LIMIT:

- 2.1 Public Forum: No public comments
  - 2.1.1 1)
  - 2.1.2 2)
  - 2.1.3 3)

### 3) STUDENT BODY REPORT(S):

Baron Huerta, ASB Activities Director, reported that there will be a Veteran’s Assembly on November 7<sup>th</sup> at 10:23 am. They will provide coffee and breakfast for the veterans, then a parade with introductions and flags, and a guest speaker. The ASB attended Elks Lodge coffee time to invite veterans. It is suggested that the ASB use the radio for public service announcements to publicize the event and invite all veterans. The public is invited to the assembly. ASB will ask veterans if they or their families need help, such as stacking wood, and will then organize students in breakout groups to help where needed on November 11<sup>th</sup>. So far, five veterans are attending.

### 4) REPORTS:

- 4.1 Financial/Business Manager/ MJE \*
  - 4.1.1 See: Board Meeting Packet – Addendum | Financial Report – September 2024 Mary Jo Evers reports that the audit begins on Monday, October 21<sup>st</sup>. There is a new report in the board packet; it includes an estimate of the ending fund balance on June 30, 2025. The report will be updated monthly along with changes in projections. The district is currently in a healthy position. Witty comments that he and Evers

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are working on a five-year projection, which will help with decisions on what type of investments to make, as well as navigating through potential tough times.

4.2 Current Enrollment | Average Daily Membership (ADM) Reporting) as of last day of previous month/ JM \*

4.3 Current Staffing/JY/jm

4.3.1	GU =	39
4.3.2	HES =	46
4.3.3	SES =	4
4.3.4	HCCC =	4
4.3.5	DO =	4
4.3.6	<u>Transportation =</u>	<u>7</u>
4.3.7	<b>TOTAL: 104</b>	

4.4 Administrator's Reports | Previous Month:

- 4.4.1 Principal, Justin Lieuallen | Vice Principal, Andy Lusco | GU \*
- 4.4.2 SpEd Director, Shanna Northway | GU/HES \*
- 4.4.3 Principal, Janine Attlesperger | Humbolt (HES)\*
- 4.4.4 Principal, Janine Attlesperger | Seneca (SES) \*
- 4.4.5 Director, Trina Fell | Humbolt Child Care Center (HCCC) \*

Board Member M.T. Anderson asked about Aviation Day; Principal Justin Lieuallen reported that 8<sup>th</sup> graders participated in Aviation Day. Presentations and stations were there for students that included the forest service helitack, fire responders, emergency responders, and college recruiting. Presenters showed examples of how equipment worked. The event exposed students to different careers in aviation. Didgette McCrackin and Hayley Walker organized. This was a regional event with an estimated 100 students attended. Mrs. Walker is working on bringing pilot licensing program to the area.

Seneca 4-6 grade attended Camp Hancock – 2 nights 3 days – started with team orientation and communication skill challenge. 5-mile hike on day one and saw the largest petrified tree in Oregon. Presentation on jaw and leverage of predators versus prey.

Humbolt – October 24<sup>th</sup> Gold Rush Run – Lavona James reported that runners club started up last year at Humbolt with rewards. Younger cross-country clubs are being included in high school meets. Home Cross Country meet next Thursday – Middle School now has 16 with most being 6<sup>th</sup> graders. The high school meet and finale is the Humbolt and Seneca 1 mile.

Amy – appreciates reports and acknowledges the time. Noted that the reports tie nicely to the strategic plan.

4.5 Superintendent's Report/ Superintendent Mark Witty

- 4.5.1 The district received a grant to go on a tour of early learning visitation. On Dec 4-5<sup>th</sup>, a team of 15 people will tour Baker Early Learning Center, Pendleton Early Learning Center, and the Boardman Early Learning Center. This information will be utilized to work with community partners in building the vision for an early learning center. The district is targeting \$4.1mil in community-initiated project grants to build a structure, \$125K from Ford Family, \$125K from Oregon Community Foundation, and \$125k from Marie Lamfrom Foundation, and looking at other grantors. By January the district should know if we were

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awarded the first grant phase of the community initiative project; if we get that, Witty feels like other grants will be awarded. As a superintendent, it became clear that early learning is a major aspect and component for educational success.

- 4.5.2 OSBA Fall Regional Road Show | Prairie City School cafeteria | 10/28/2024 – 6 – 8:00PM Mr. Witty leaving at 5:30 – Chris, Will, Amy, Kris, MT will attend.
  - 4.5.3 OSBA Convention | Portland, OR | 11/08 – 11/09/2024 – Jake Taylor comments that seminars at the convention are good, but networking is valuable. Need to know by end of October if others can attend. Amy Charette will attend, comments on the rural caucus where rural issues are discussed, she will take issues the district feels strongly about to the meeting.
  - 4.5.4 October 2024 Audit Thanks to Mary Jo, the district is on track for the audit.
  - 4.5.5 PERS Estimate 2025/2026 School year – Handout – explained PERS rate changes in relation to SSF increase. SSF slated to go to \$11.28B record increase but PERS increase will take most of the increase. The district will advocate with executive directors at ODE, consider side accounts, bonding, and other options to try to manage PERS increases. The state is admitting that they made a mistake on how they funded the district from 2018-2024, and will grant one time money of 1.2mil.
  - 4.5.6 ODE Workforce Engagement – Rep Owens created a bill from the meeting that will let us use CTE pathway to get science licensure.
  - 4.5.7 Update Board Advocacy/Malheur Closure – Wyden and Merkley are very much involved in the situation. Malheur, Iron Triangle and Prairie Wood all put in for a transportation grant and will know by the end of the month if they received the grant. The biomass plant at Malheur Lumber is controlled by investors which is challenging. The mill will run out of logs in a month to six weeks. Demand is up due to the hurricanes. They were appreciative of the letter.
- 4.6 Construction/Capitol Projects Update/Budget Narrative/MW \*
- 4.6.1 GSD3 Project Tracker
  - 4.6.2 GSD3 Project Updates—report shows where the district is at with projects.
- 4.7 Division 22 Compliance
- 4.7.1 Compliance Report (9) \*
  - 4.7.2 Corrective Action Plan (6) \*
- The state of Oregon requires the district to review compliance with various laws. Mark separated out the items to the responsible administrator. The district is compliant in all but one, page 3, relating to grading of work samples for essential skills. Essential skills are not required to graduate, but it does not mean that we don't teach them. The district needs a strategy to ensure that all students are meeting the essential skill standards. Shanna has organized a two-year plan of correction and has submitted it to the state, which ties into goal 2 of strategic plan. Reporting to the state is an incredible task and requires additional personnel.
- 4.8 Strategic Plan Scorecard \* In packet for your review. Scorecard will be updated monthly. Currently interviewing all new employees and transfers looking for trends. A parent survey has been sent out via email and text, next will do a staff survey, and student grade 3 and up survey.
- 4.9 MAPS Growth Data/Shanna Northway – MAP Growth presentation. The data shows that 14% of students are achieving high levels in math, 21 % achieving above grade level, the kindergarten class is outperforming national norms, and an overall score of average at 46%. Reports illustrate time sensitive testing data that can be integrated into the classroom. The district now has baseline numbers and is focused on growth not achievement which will come later in the year. The district has concerns in the third grade, seventh grade, and eighth grade. There is a staff training meeting on how to read reporting. Janine met with all teachers and made yearly goals for students after reviewing the data. Northway feels like the data represents the actual academic level of students. With this

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data, in the future, historical data can help pinpoint gaps in student learning, which can be used as a tool for solving current learning issues. Northway reports that students feel better about new assessments. Some MAPS assessment tests have been taking longer to complete than anticipated.

- 4.10 Integrated Guidance Report/Mark Habliston \* Mark Habliston attended to review Integrated Guidance annual report. Integrated Guidance is the platform that blends the district's three funding streams together- Student Investment Account, High School Success, Early Intervention. The reported IG goals are the main goals of the district, connected to the district's strategic goals. The report highlighted where most of the spending was going: intervention services, counseling, curriculum and improving classes, and community engagement. Witty comments that turnover in staff has been a challenge for the district, especially tracking the finances. Mary Jo is creating an account code structure that links the different spending activities of the funding streams so each department can have their individual budgets and reporting. This will allow staff to make decisions on how to invest their funding wisely. This year begins the application process for the next biennium which includes meetings with student groups and surveys.

5) **CONSENT AGENDA:**

- 5.1 Recommend Approving 09/18/2024 Board Meeting Minutes \*
- 5.2 **Recommend Accepting New Hires:**
- 5.2.1 Fred Fell, Assistant Baseball Coach | Grant Union JR/SR High School
  - 5.2.2 Trinity Morris, Head JH Girls Wrestling Coach | Grant Union JR/SR High School
  - 5.2.3 Trey Thompson, Assistant Baseball Coach | Grant Union JR/SR High School
  - 5.2.4 Kenna Combs, Special Education Assistant | Humbolt Elementary School
  - 5.2.5 Jordan Hall, Special Education Assistant | Humbolt Elementary School
  - 5.2.6 Cheryl Hendron, Librarian/Instructional Assistant | Humbolt Elementary School
  - 5.2.7 Quinlan Taylor, Special Education Assistant | Humbolt Elementary School
- 5.3 **Recommend Accepting Employment Role Transfer:**
- 5.3.1 Melissa VanLoo, Instructional Assistant → Office Specialist 1 | Humbolt Elementary School
- 5.4 **Recommend Accepting Employment Role Addition:**
- 5.4.1 Bobbee Boethin, Assistant JH Girls Basketball Coach | Grant Union JR/SR High School
  - 5.4.2 Robert Hunt, Assistant JH Boys Basketball Coach | Grant Union JR/SR High School
  - 5.4.3 Jason Miller, Head Golf Coach | Grant Union JR/SR High School
- 5.5 **Recommend Accepting Employment Resignations:**
- 5.5.1 Mandi McQuown, Girls Asst Basketball Coach | Grant Union JR/SR High School
  - 5.5.2 Cassi Wyllie, Child Care Teacher | Humbolt Child Care Center

Bailey – last year co-oped with Prairie City for golf. Andy confirmed that we have enough interest for our own program this year.

- 5.6 Approval Consent Agenda (Entire Section): Motion: \_CL\_; Second: \_JT\_; Unanimous: \_YES\_

6) **NEW BUSINESS: 0**

7) **FUTURE CALENDAR DATES | 2024 | ALL Meetings are held at District Office, unless otherwise specified:**

- 7.1.1 10/16 – Board Meeting | 7:00PM
- 7.1.2 10/28 – OSBA Road Show | Prairie City, OR | 6:00 - 8:00PM
- 7.1.3 11/07 – 11/09/2024 | OSBA Fall Conference | Portland, OR

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- 7.1.4 11/20 – Board Meeting | 7:00PM (subject to change)
- 7.1.5 12/12 – Board Meeting | 7:00PM (subject to change)

8) **BOARD REPORTS:**

- 8.1 **KB:** Impressed with everything that is going on, the hard work of everyone from teachers and administrators. She thought she was busy 12 years ago but much more going on now.
- 8.2 **M.T. A:** Thanks for the Cornerstone public recognition, Seneca’s open house on Oct 3<sup>rd</sup> was fun, would love to see it continue
- 8.3 **AC:** Thanks for homecoming and spirit week, it was fun. Thank you for MAPS information.
- 8.4 **CL:** Never met Carrie Sullivan before, we need to keep her on staff. MAPS is a cool program and would have helped him when he was teaching. Met with leadership on veteran’s assembly. They are going to start planning veteran’s assembly for next year too.
- 8.5 **ZB:** Remarkable things going on at the district. Shout out to Quinlan Taylor
- 8.6 **WB:** Out
- 8.7 **JT:** Cornerstone Christian Fellowship has a large list of all the things they do; glad there is a way to recognize them. If we all work together it is better for everyone. Veteran’s assembly impact will be great, and he will try to attend. State testing forced the district to do things a different way and he is excited to see where this goes.

[Board Packet posted on district web site at: https://grantsd3.schoolinsites.com/](https://grantsd3.schoolinsites.com/)

Grant School District No.3 does not discriminate in employment, educational programs and activities, on the basis of race, national origin, color, creed, religion, gender, gender identification, sexual orientation or associational preference, age, disability, veteran status. The District also affirms its commitment to providing equal opportunities and equal access to its facilities. For additional information or assistance contact the District office at: (541)575-1280 | 401 N Canyon City Blvd, Canyon City, OR 97820-6111. For telecommunications relay services for the deaf, hearing or speech impaired call 1(800)735-2900 – thank you!

9) **TOTAL IN ATTENDANCE:**

- 9.1 In Person:   10
- 9.2 Via Zoom:   8

10) **ADJOURNED: 8:53 PM**

Approval of Meeting Minutes:

X: \_\_\_\_\_ Date: \_\_\_\_\_  
Mark Witty, Superintendent

X: \_\_\_\_\_ Date: \_\_\_\_\_  
Will Blood, Board Chair

Board of Directors:

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# GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820  
Phone: (541) 575-1280 • Fax: (541) 575-3614

## PERSONNEL SELECTION FORM

APPLICANT SELECTED: Cynthia Walsh

POSITION: Preschool Promise Teacher

\*FIRST DAY OF WORK: 10/28 WORK HOURS PER DAY: \_\_\_\_\_

# APPLICATIONS RECEIVED: \_\_\_\_\_ # PERSONS INTERVIEWED: \_\_\_\_\_

EXPERIENCE: AA + AA in Earn Childhood Education, Psychology

EDUCATION: Head Start Teacher, Ymca Preschool Teacher

NAMES OF REFERENCES CHECKED: Emelie Hall, Angela Mayseski, Christina Ledko June Shull

DISCLOSURE RELEASE FORMS (LICENSED STAFF ONLY) SUBMITTED TO HR:  YES  NO

NAMES OF ALL PERSONS ON INTERVIEW COMMITTEE:

Cynthia Walsh \_\_\_\_\_ Ashley Hall \_\_\_\_\_  
Trina Fell \_\_\_\_\_

NAMES OF ALL PERSONS INTERVIEWED:

Cynthia Walsh \_\_\_\_\_  
\_\_\_\_\_

NAME OF EMPLOYEE FORMERLY HOLDING POSITION: \_\_\_\_\_

REASON FOR LEAVING:  RETIRED  RESIGNED  TERMINATED  NEW POSITION

DATE OF NOTICE OF POSITION: \_\_\_\_\_ DATE APPLICATIONS CLOSED: \_\_\_\_\_

CLASSIFICATION (select one):  CLASSIFIED  LICENSED  ADMINISTRATOR  
Pre School  CONFIDENTIAL  COACH  EXTRA DUTY

LANE: Promis STEP/YEARS: 3 SALARY: 28.00 (select one)  Hourly  
 Annually  
 Season

Contract issued  
 RECOMMENDED TO THE BOARD FOR HIRE DATE OF BOARD APPROVAL: \_\_\_\_\_

*\*ALL CONTRACTS ARE SUBJECT TO BOARD APPROVAL AND SUCCESSFUL COMPLETION OF MEDICAL EXAMINATIONS/DRUG TESTING PER DISTRICT POLICY GBED.*

Trina Fell  
SIGNATURE OF SUPERVISOR

10/22/24  
DATE FORM COMPLETED

Mark W. Willy  
SIGNATURE OF SUPERINTENDENT

10/23/24  
DATE



Hadley J. Boethin

10/29/2024

Good afternoon. I have heard that there was an opening over at Humbolt Elementary and I would like to transfer over from Grant Union High School to fill in the roll over there. I am aware that my new scheduling would be 8 hours a day, Monday-Thursday at Humbolt, and 8 hours at Grant Union on Fridays.

X Hadley Boethin  
Hadley Boethin

✓



# GRANT SCHOOL DISTRICT #3

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## PERSONNEL SELECTION FORM

APPLICANT SELECTED: Shanley Cobb

POSITION: Assistant High School Basketball - Girls

\*FIRST DAY OF WORK: 11/19/24 WORK HOURS PER DAY: 2

# APPLICATIONS RECEIVED: 2 # PERSONS INTERVIEWED: 2

EXPERIENCE: JH Basketball Coach

EDUCATION: College/Certified Teacher

NAMES OF REFERENCES CHECKED: Shanna Northway, Janine Attlesperger, Marci Judd

DISCLOSURE RELEASE FORMS (LICENSED STAFF ONLY) SUBMITTED TO HR:  YES  NO

NAMES OF ALL PERSONS ON INTERVIEW COMMITTEE:

Andy Lusco  
Elijah Humbird

NAMES OF ALL PERSONS INTERVIEWED:

Mariah Wright  
Shanley Cobb

NAME OF EMPLOYEE FORMERLY HOLDING POSITION: Mandie McQuown

REASON FOR LEAVING:  RETIRED  RESIGNED  TERMINATED  NEW POSITION

DATE OF NOTICE OF POSITION: 10/7/24 DATE APPLICATIONS CLOSED: 10/30/24

CLASSIFICATION (select one):  CLASSIFIED  LICENSED  ADMINISTRATOR  
 CONFIDENTIAL  COACH  EXTRA DUTY

LANE: B STEP/YEARS: 1 SALARY: 4381.34 (select one)  Hourly  
 Annually  
 Season

Contract issued

RECOMMENDED TO THE BOARD FOR HIRE DATE OF BOARD APPROVAL: \_\_\_\_\_

*\*ALL CONTRACTS ARE SUBJECT TO BOARD APPROVAL AND SUCCESSFUL COMPLETION OF MEDICAL EXAMINATIONS/DRUG TESTING PER DISTRICT POLICY GBED.*

[Signature]  
SIGNATURE OF SUPERVISOR

10/31/24  
DATE FORM COMPLETED

[Signature]  
SIGNATURE OF SUPERINTENDENT

11/1/24  
DATE

Hello, I'd like to say thank you for letting me be a part of Humboldt childcare. This job has been amazing, and I've loved watching these kids grow. I have decided to start a new chapter in my life and move out of John Day. Leaving these children has been the hardest thing I've had to do. My last day will be 11/15/24. I have grown so much with all these kids and I hope nothing but the best for this program.

Bilynn Combs  
11/15/24

✓

Jesse Gosnell  
23116 Corral Gulch  
Canyon City, OR. 97820  
je2gosnell@gmail.com  
785-626-2169  
10/31/24

Grant County School District

Transportation:

I am writing to formally resign from my position as a school bus driver at Grant School District, effective December 19th, 2024.

This decision was not made lightly, as I have truly enjoyed my time working with the students and staff. I appreciate the support and opportunities for professional development that I have received during my tenure here.

I am committed to ensuring a smooth transition and will fulfill my duties through my last day. If there's anything specific you need me to do to assist during this process, please let me know.

Thank you once again for the opportunity to be a part of this wonderful community. I will cherish the memories and experiences I have gained.

Sincerely,

  
Jesse Gosnell

✓

Grant County ESD



Gary Vanderstelt <[vandersteltg@grantesd.org](mailto:vandersteltg@grantesd.org)>

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## Resignation letter

1 message

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**Richard LaMountain** <[rflamountain@gmail.com](mailto:rflamountain@gmail.com)>

Wed, Nov 6, 2024 at 11:03 AM

To: [vandersteltg@grantesd.org](mailto:vandersteltg@grantesd.org)

Mr. VanderStelt:

This letter is to confirm my resignation from the position of bus driver effective October 23, 2024.

I appreciated my opportunity to serve Grant School District #3 and wish you and your associates all the best.

Richard F. LaMountain  
(541) 620-3800





## **Grant School District No. 3**

### **Board Meeting Supplements**

#### **Section 6:**

# **New Business**





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

Election - OSBA 2024 - Eastern (01)

## 2024 OSBA Election

### \* 1. Board of Directors Position 1 (Vote for one)

- Chris Cronin
- Abstain
- No action taken

### \* 2. Board of Directors Position 1 additional seat (Vote for one)

- Randy Shaw
- Abstain
- No action taken

### \* 3. Resolution 1 - Amends the OSBA dues schedule

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

### \* 4. 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

**\* 5. Resolution 3 - Adopts the proposed amendments to the OSBA Bylaws**

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

**\* 6. Type the name of the district, ESD, or community college board that officially made this vote.**

**\* 7. Type the meeting date when the board officially made this vote.**

**\* 8. 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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# OSBA Board of Directors CANDIDATE QUESTIONNAIRE

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Business phone: \_\_\_\_\_

Residence phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

District/ESD/CC: \_\_\_\_\_

Term expires: \_\_\_\_\_ Years on board: \_\_\_\_\_

Region: \_\_\_\_\_

Position #: \_\_\_\_\_

Insert your high-resolution digital photo (head shot):  
1) Open this PDF in Adobe  
2) Click on Tools tab  
3) Click Edit PDF  
4) Click on Add Image  
5) Navigate to where photo is  
6) Position photo in this frame

*I certify that if elected I will faithfully serve as a member of the OSBA Board of Directors. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

***Be brief; please limit your responses to 50 words per question.***

1. Describe in your own words the mission and goals of OSBA.
  
  
  
  
  
  
  
  
  
  
2. What do you want to accomplish by serving on the OSBA board of directors?
  
  
  
  
  
  
  
  
  
  
3. What leadership skills do you believe you bring to the board of directors? Give an example of a situation in which you demonstrated these skills.

# OSBA Board of Directors

4. What do you see as the two most challenging issues faced by OSBA?

5. What do you see as the two most challenging issues faced by your region?

6. What is your plan for communicating with boards in your region?

**Please continue to the next section.**

# OSBA Board of Directors

## CANDIDATE PERSONAL/PROFESSIONAL RESUME

**Work or service performed for OSBA or local district** (include committee name and if you were chair):

**Other education board positions held/dates:**

**Occupation** (Include at least the past five years):

Employers:

Dates:

**Schools attended** (Include official name of school, where and when):

High school:

College:

Degrees earned:

**Education honors and/or awards:**

**Other applicable training or education:**

**Activities, other state and local community services:**

**Hobbies/special interests:**

**Business/professional/civic group memberships; offices held and dates:**

**Additional comments:**

# OSBA Board of Directors CANDIDATE QUESTIONNAIRE

Name: Randy Shaw

Date: 9/6/2024

Address: 1305 N. Willow St.

City/Zip: La Grande, OR 97850

Business phone: 541-975-4540

Residence phone: 541-975-440

Cell phone: 541 975 4540

E-mail: randy.shaw@lagrandesd.org

District/ESD/CC: La Grande School District #1

Term expires: 6/30/2025 Years on board: 7

Region: Eastern



Position #: 1

I certify that if elected I will faithfully serve as a member of the OSBA Board of Directors. My nomination form has been submitted to OSBA (or is attached to this document) as evidence.

Randy Shaw  
Name

9-9-24  
Date

**Be brief; please limit your responses to 50 words per question.**

1. Describe in your own words the mission and goals of OSBA.

*Leadership and service for Oregon school boards.*

2. What do you want to accomplish by serving on the OSBA board of directors?

*To be a voice for Eastern Oregon on a state wide level.*

3. What leadership skills do you believe you bring to the board of directors? Give an example of a situation in which you demonstrated these skills.

*I have a good way of being open minded while listening to all sides then helping bring the group to a decision. I'm a quiet leader who is able to take emotion out of the decision.*

# OSBA Board of Directors

## CANDIDATE PERSONAL/PROFESSIONAL RESUME

Work or service performed for OSBA or local district (include committee name and if you were chair):

Local Board - 2 years Vice Chair + 2 years Chair

Other education board positions held/dates:

La Grande School Board member since 2017

Occupation (Include at least the past five years):

Employers: Painter at  
Shaw's Autobody

Dates:

since 1988

Schools attended (Include official name of school, where and when):

High school: La Grande High School

College: Wyo Tech

Degrees earned:

Education honors and/or awards:

Other applicable training or education:

I attend all board related training including several OSBA conferences and regional board trainings.

Activities, other state and local community services:

La Grande Little League President 2 times for a total 13 years total Optimist Club member. Coach for youth football + baseball.

Hobbies/special interests:

Kids sports + activities, family camping + hiking

Business/professional/civic group memberships; offices held and dates:

Additional comments: I also volunteer at the Eastern Oregon Livestock Show and Union County Fair.

## OSBA Board of Directors

4. What do you see as the two most challenging issues faced by OSBA?

*Quality education model and securing funding for rural school districts.*

5. What do you see as the two most challenging issues faced by your region?

*Funding and decline in enrollment.*

6. What is your plan for communicating with boards in your region?

*E-mail*

**Please continue to the next section.**





### 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**



# BYLAWS

As Amended by the Membership: December 2023

Proposed Edits: September 14, 2024

## SECTION 1 PURPOSE

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

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

## SECTION 2 MEMBERS

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

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

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

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

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

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

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

2.3.3 Approval of resolutions to effectuate any of the following:

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

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

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

**2.4 Voting Power.**

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

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

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

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

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

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

**2.5 Process of Approval of Member Resolutions.**

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

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

## 2.6 Regional Election of Directors and LPC Members.

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

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

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

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

- 2.7 Modification of Regions.** A formal review of the regional organizations described in Section 2.6.1 shall be conducted by the board of directors at least every three years commencing with 2017. Any recommended changes to the regional organization shall be submitted to the members in the form of a resolution in accordance with the provisions of Section 2. ~~445~~.
- 2.8 Annual Meetings.** An annual meeting of members shall be held in November of each year unless a different date or time is fixed by the board of directors and stated in the notice of the meeting. Failure to hold an annual meeting on the stated date shall not affect the validity of any corporate action. At the annual meeting, the president and secretary-treasurer of the board of directors, and any other officer or person whom the president may designate, shall report on the state of the Association, ~~the its~~ activities, and its financial condition ~~of the Association~~.
- 2.9 Special Meetings.** A special meeting of members shall be held upon the call of the president or 25 percent of the board of directors. All members shall be officially notified of a special meeting by written notice, mailed via U.S. mail or electronic mail, to all members at least 15 days prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the members, the place and time of the meeting, and instructions describing the method by which members can participate by telephone or video. Notice shall also comply with all procedures and include any information as required by ORS Chapter 192.
- 2.10 Telephonic/Video Meetings.** The board of directors may permit any member to participate in any annual or special meeting of the membership, or conduct the meetings through, the use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A member participating in the meeting by this means is deemed to be present ~~in person~~ at the meeting.
- 2.11 Place of Meetings.** Meetings of the members shall be held at any place, in ~~or out of~~ Oregon, designated by the board of directors. If a meeting place is not designated by the board of directors, the meeting shall be held at the Association's principal office.
- 2.12 Action by Written Ballot.** Any action required of the members will be taken by written ballot, and the Association will deliver a written ballot to every member entitled to vote on the matter. Once delivered, a written ballot may not be revoked.
- 2.13 Quorum.** A quorum of the members shall consist of a majority of members in good standing at the time the ballots are to be returned to the association.
- 2. ~~13-114~~ Approval:** With the exception of approving amendments to the Association's bylaws, ~~which is as~~ outlined in Section 7.1 ~~of these bylaws~~, and with the exception of regional elections outlined in 2.6.3, approval by written ballot is effective ~~when~~ at the end of the voting period when:
- (a) The number of votes cast by ballot equals or exceeds a quorum of the members; and
  - (b) The number of approvals equals or exceeds a majority of the number of returned ballots.

## SECTION 3 DIRECTORS

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

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

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

**3.3 Number.** The board of directors shall consist of not fewer than three nor more than 25 persons. The number of directors may be fixed or changed periodically, within the 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~~of 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; ~~z~~ 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, ~~z~~ and goals of the Caucus.

4.4.2 ~~Caucuses shall~~ Adopt bylaws for operating, programming, ~~z~~ 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.



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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

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# ARTICLE 1

## CHARTER

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

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

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

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

# ARTICLE 2

## NAME, MISSION AND GOALS

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

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

**2.3 Goals.**

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

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

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

**2.3.4** Serving as a resource.

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

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

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

## ARTICLE 3

### MEMBERSHIP

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

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

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

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

## ARTICLE 4

### BUDGET

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

## ARTICLE 5

### MEETINGS

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

## **5.2 Regular and Special Meetings.**

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

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

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

## **5.3 Notice.**

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

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

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

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

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

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

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

# **ARTICLE 6**

# CAUCUS LEADERSHIP COUNCIL

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

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

## 6.3 Nomination and Election

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

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

## 6.4 Designations

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

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

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

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

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



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

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

**Future positions:**

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

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

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

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

## ARTICLE 7

### EXECUTIVE COMMITTEE

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

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

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

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

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

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

## **ARTICLE 8**

### **COMMITTEES**

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

## **ARTICLE 9**

### **SEAT ON THE OSBA'S BOARD OF DIRECTORS**

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

## **ARTICLE 10**

### **GENERAL PROVISIONS**

## **10.1 Amendment of Bylaws**

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

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

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

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

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

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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 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 #25-15**

Resolution for the Approval of Layoff

WHEREAS, the Grant School District #3 has identified a \$1.4 million deficit for the 2025-26 school year based upon inadequate funding to support current staffing levels;

WHEREAS, the Grant School District #3 must comply with ORS 324.934 as well as collective bargaining agreements in making decisions related to reductions in force;

IT IS HEREBY RESOLVED, that the Grant School District #3 Board of Directors declares that it must lay off staff positions, including 1 administrative position and 1 confidential positions effective November 20, 2024.

Adopted this 20<sup>th</sup> day of November, 2024.

Signed: \_\_\_\_\_ Chairman

Attest: \_\_\_\_\_ Superintendent

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Board of Directors:

*Kris Beal | M.T. Anderson | Amy Charette, Vice Chair | Chris Labhart | Zac Bailey | Will Blood, Chair | Jake Taylor*  
*Website: <https://www.grantschooldistrict.org/>*