

SEASIDE SCHOOL DISTRICT 10
Special Meeting/Work Session of the Board of Directors - Minutes
Tuesday, March 19, 2024, 6:00 pm
Virtual via ZOOM

PRESENT:

Board Members: Brian Taylor, Brian Owen, Michelle Hawken, Shannon Swedenborg, Kevin LaCoste, and Sondra Gomez.

Administration: Superintendent Susan Penrod.

Staff: Technology Support Specialist Kyle Duffy, Executive Assistant Leslie Garvin.

1. **CALL TO ORDER** – 6:30 pm

Chair Brian Taylor called the Special Meeting/Work Session of the Board to order, and welcomed Kristen Miles from Oregon School Board Association (OSBA). A quorum of the Board was present.

2. **WORK SESSION**

- A. OSBA/Board Roles and Responsibilities II Training w/ Kristen Miles.
 Effective Meetings
 Strategic Planning Review and Revision

Miles greeted the Board and indicated that she is happy to be here in person this time. She began her presentation (attached).

The group discussed what an effective meeting looks like – knowing what will be talked about, reviewing materials, and staying on task were all mentioned.

Miles talked about:

- The Superintendent and Board Chair building the agenda.
- If you know you are going to ask a big question, give your Superintendent a heads up.
- Effective agendas, with a focus on strategic priorities and a student focus.
- Keeping focus on Board work.

There was discussion about the way we currently structure our agendas, including: conversation about whether the Board needs verbal reports from all of the administrators.

Roberts Rules of Order were reviewed and discussed, including the importance of motions being specific. Miles talked about adding suggested motion language to agendas.

There was discussion about public comment. Miles noted that the public does not have a legal right to speak, which is often misunderstood. She also noted that best practice is to not engage with disruptive behavior.

Miles noted that she did not see that Seaside had adopted policy BDDH-Public Comment. Garvin said that she will follow up on getting the policy adopted.

Members asked about how to address questions from the public, as it was noted that public comment time is a time to listen, but not respond. Superintendent Penrod said that her practice is generally to follow up with the public, after the meeting, to address their questions. It was noted that the Chair always thanks the public for commenting and, when appropriate, that someone will get back to them. Miles suggested that during Good of the Order, if you have heard recurring themes, this would be an appropriate time for a member to acknowledge the comments or concerns (without engaging in a discourse with the public).

There was discussion about appropriate engagement when members of the public come to individual Board Members in the community.

There was general discussion about how to handle disruptive behavior.

BREAK

Miles projected the Seaside School District Strategic Plan. Penrod gave an overview of the plan development (the year before Penrod came to SSD), then Covid happening.

There was discussion around how Covid affected the plan and whether it would be more appropriate to move forward with the current plan, making adjustments, or to start over again. There was also discussion about the Integrated Guidance plan and bringing the two things together. Pros and Cons of different options were discussed.

Miles talked about 'Portrait of a Graduate', with the Board expressing interest in possibly going through this process.

The general consensus was that the Board values the work done for the current strategic plan and would like to continue to use it, with adjustments. There was discussion about the importance of measurable goals. There was discussion about Naviance and resources for students and parents.

There was discussion about how to move forward with updating the strategic plan. Miles recommended adding a work session agenda item to create a specific timeline to move forward. There was also discussion about the possibility of Miles returning for a work session to address this and possibly work on 'Portrait of a Graduate' with the Board.

3. ADJOURN WORK SESSION – 8:28 pm

Leslie Garvin
Executive Assistant

Roles and Responsibilities II

Kristen Miles, OSBA

Agenda

- Effective meetings
- Strategic planning review and revision
- Other?



Question for the group

What is an effective meeting?

Seaside School District 10

Code: BDDC
 Adopted: 7/25/07
 Revised/Readopted: 4/23/21
 Orig. Code: BDDC

Board Meeting Agenda

The Board chair and the superintendent will prepare an agenda for all regular meetings of the Board. Items of business may be suggested by any Board member, staff member, student or community members of the district by notifying the superintendent at least five working days prior to the meeting.

A consent agenda may be used by the Board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item be removed from the consent agenda. The removed item will then be placed on the regular agenda.

The agenda will follow a general order established by the Board. Opportunities for the audience to be heard may be included on the agenda. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

Items of business not on the agenda may be discussed and acted upon if the majority of the Board agrees to consider them.

The agenda, together with supporting materials, will be distributed by the district office or superintendent to Board members at least one full working days prior to the meeting. The agenda will be available to the press and to interested community members through the superintendent's office at the same time it is available to the Board members. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

A copy of the agenda will be posted on the district website on the day of the meeting. Members of the public may request a copy of the agenda through the district office.

The district will ensure equally effective communications are provided to qualified persons with disabilities, upon request, as required by the Americans with Disabilities Act.

Appropriate auxiliary aids and services may include, but are not limited to, qualified interpreters, assistive listening systems, note takers, large print, Braille materials, audio recordings and readers. Primary consideration will be given to the request of the person with a disability in the selection of the appropriate auxiliary aid and/or service.

Should the Board demonstrate such a request would result in a fundamental alteration in the service, program or activity or an undue financial and administrative burden, an alternate, equally effective communication will be used.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

END OF POLICY

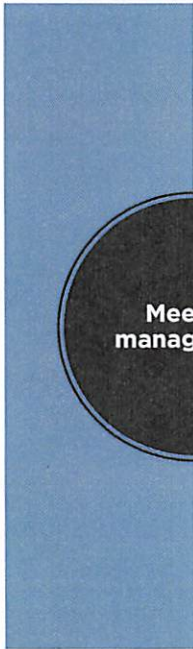


Building an agenda



What is an effective agenda?

- Consent agenda: no need to discuss
- Focus on items related to strategic priorities
- Focus on items related to student outcomes

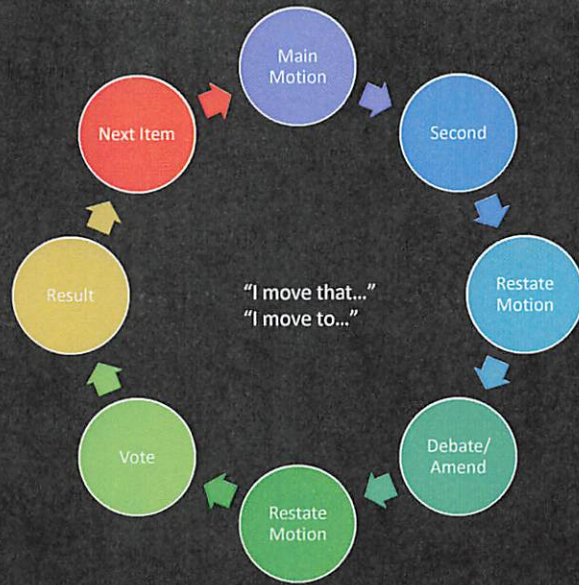


Meeting management

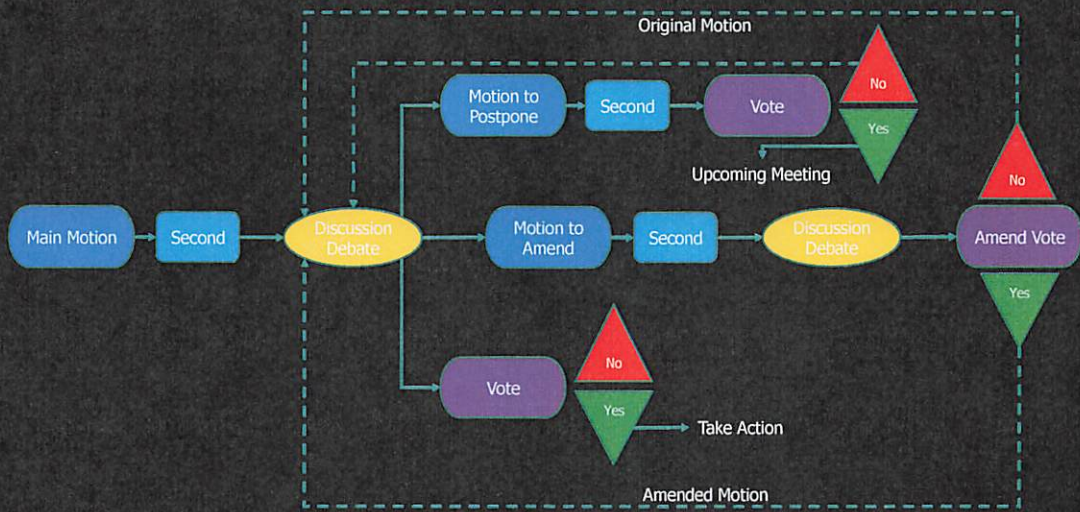
Essential Motions for School Boards

MOTIONS	SECOND	DEBATE	AMEND	VOTE	NOTES	LANGUAGE
Main Motions (listed in order of precedence)						
To adjourn	Not required under small group rules, including school boards. See chair speaking guide on next page.					
To recess or stand at ease	Yes	No	Yes	Majority	Allows board to take a break for a specified time, or just to step from the dais for a moment.	I move the board recess for X minutes. I move that the board stand at ease.
Call the previous question	Yes	No	No	2/3	Ends debate or discussion.	I move the previous question. I move to end debate and vote.
Limit or extend debate	Yes	No	Yes	2/3	Limits or extends the limits on the board's discussion on a motion.	I move that debate be limited to... I move that debate be extended...
Postpone	Yes	Yes	Yes	Majority	Allows board to consider matter at a later time. Often confused with a motion to table, which does not allow debate.	I move to postpone the motion to...
Amend	Yes	Yes	Yes	Majority	Modifies the wording of a motion.	I move to amend the motion by...
Main motion	Yes	Yes	Yes	Majority	Brings business before the board.	I move that... I move to...
Incidental Motions (Resolve as they arise)						
Point of order	No	No	No	None	Interrupts proceedings to enforce the rules. Chair renders a decision.	Point of order
Point of information	No	No	No	None	Request, directed to the chair, for information relevant to the business at hand.	Point of information
Appeal	Yes	Maybe	No	Majority		I appeal the decision of the chair.
Motions to Bring Something Before The Board Again						
Rescind/Amend previous decision	Yes	Yes	Yes	Majority	Cancels or changes a previous action of the board. Majority vote allowed for school boards.	I move to rescind/amend the action previously taken by the board...
Reconsider a vote	Yes	Yes	No	Majority	Allows board to reconsider a vote made on the same day. Must be made by member on the winning side of previous vote.	I move to reconsider the vote of the board on...

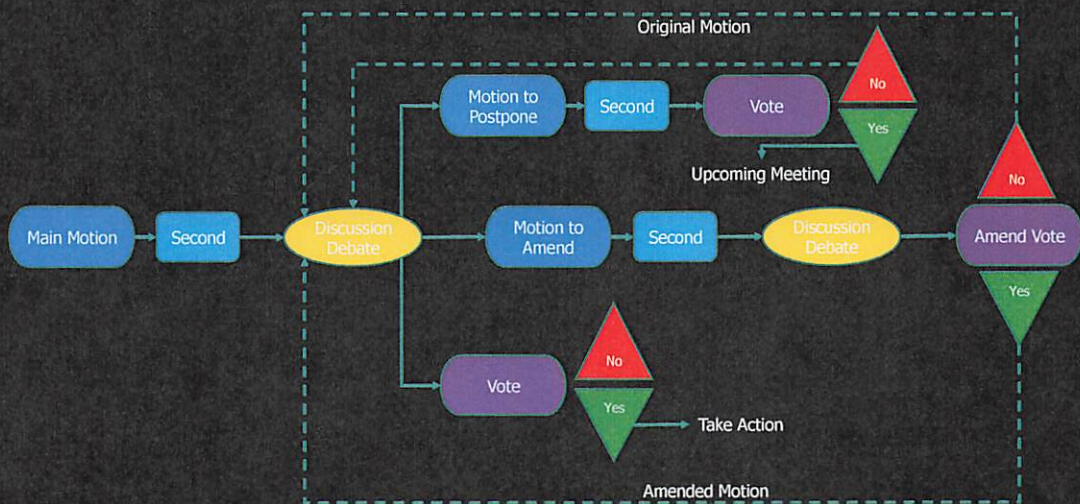
Robert's Eight Steps of Motion



Basic Parliamentary Process



Basic Parliamentary Process





When does everyone speak?

When do questions get answered?

Community engagement/public comment

No policy BDDH

What are your rules?

WHAT IS DISRUPTIVE FOR MEMBERS OF THE PUBLIC? WHAT IS NOT?

- The public has the right to make critical and harsh remarks. Legal decisions have concluded that public bodies may not require members of the public to follow the rules of decorum that apply to board members themselves.
- Members of the public may not disrupt a school board meeting. However, mere words in public comment likely do not constitute disruption.
- The board may prohibit demonstrations (booing, hissing, clapping). These can be chilling to discourse and inhibit free speech, both on the part of the elected officials and of the public.

MEETING MANAGEMENT: FOLLOW YOUR RULES OF ORDER

- If a member of the audience speaks out of order, either while giving comment with the chair's permission, or interrupting the meeting, the chair should immediately interrupt and bring the audience member back to order.
- If the board chair does not notice or interrupt remarks that are out of order, other members of the board can call "Point of order..." The chair should inquire to the point and if well taken, should implement corrective action.
- If the audience or a member of the public giving comment will not come to order, do not attempt to gavel them down. This conveys weakness and the chair's lack of authority. Give a few raps of the gavel. If this does not stop the offending behavior, put the board in recess and the chair or their designee should speak with the offending member of the public. Such conversations should be direct but done with care.



How can the board make the community feel heard without engaging in dialogue at a board meeting?



Questions?



Strategic planning

District Mission Statement

*Strengthening community,
inspiring possibility,
ensuring opportunity.*



District Vision Statement



*In partnership with our
coastal community, all
of our students pursue
excellence as passionate,
empowered, lifelong
learners.*

Strategic Goals

1



By June 2024, all students will be on track to graduate and be prepared with a plan beyond high school.

2



By June 2024, all students will develop the social and emotional skills to be positive community members.

**What has been done and
monitored so far?**

Do we:

Stay the course?	Tweak?	Start over?
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Pros and cons (small groups)

Stay the course?	Tweak?	Start over?
Pros:	Pros:	Pros:
Cons:	Cons:	Cons:



Consensus?



Discussion and wrap up



Questions and discussion