

AGENDA

VERNONIA SCHOOL DISTRICT BOARD of DIRECTORS

Public Meeting

Thursday, November 9, 2023 – 6:00 p.m.

Vernonia Schools Bldg., 1000 Missouri Avenue, Vernonia, OR 97064

Public participation on agenda items occurs at the discretion of the chair. Please indicate your interest by completing a “Public Comment Card” provided at the agenda table and give it to the Board Secretary or if attending virtually, email your interest to bcarr@vernoniak12.org 24 hours before the meeting. **Individual comments are limited to 3 minutes. Group comments are limited to 5 minutes.**

At 8:00 p.m., the Board may take a five-minute recess, and the chair will review the agenda for possible rescheduling of agenda items. For special accommodations call 429-5891 at least 48 hours prior to the meeting.

REGULAR SESSION

- 1.0 **CALL TO ORDER**Chair
 - 1.1 Flag Salute
- 2.0 **AGENDA REVIEW**Chair
 - 2.1 Action to Approve the Agenda
- 3.0 **PUBLIC COMMENT ON NON-AGENDA ITEMS**
This is a time for public comment on items on and not on the agenda. Normally the Board will not take any immediate action, but will refer concerns to the Superintendent and ask him to report to the Board. We would appreciate you keeping comments to 3 minutes per individual or 5 minutes if you are representing a group of patrons. Please note: Under Oregon Revised Statutes, we cannot discuss personnel concerns in a public meeting. If you have any concerns with school district personnel, please schedule a meeting with the Superintendent.
- 4.0 **SHOWCASING OF SCHOOLS**
 - 4.1 Administrative ReportsAdministrators
- 5.0 **BUSINESS REPORTS**
 - 5.1 SuperintendentJim Helmen
 - 5.2 FinancialMarie Knight
 - 5.3 MaintenanceMark Brown
 - 5.4 Transportation ReportCurles School Bus Services
- 6.0 **BOARD REPORTS / BOARD DEVELOPMENT**Chair
 - 6.1 Committee Reports
 - 6.1.1 Safety Committee
 - 6.1.2 Policy Committee
 - 6.1.3 Scholarship Committee
 - 6.2 OSBA Board of Directors Candidate
 - 6.3 OSBA Legislative Policy Committee Candidate
 - 6.4 OSBA Resolution #1 – Amending the OSBA’s 2018 Bylaws
 - 6.5 OSBA Resolution #2 – Amending OSBA’s Bylaws Relating to Composition of the Board of Directors.
- 7.0 **OTHER INFORMATION and DISCUSSION**
 - 7.1 District Report CardsJim Helmen

8.0 ACTION ITEMS

8.1 Policy Updates

- 7.2.1 BD/BDA – Board Meetings
- 7.2.2 BDC – Executive Sessions
- 7.2.3 GCBDA/GDBDA – Family Medical Leave
- 7.2.4 EFA – Local Wellness

I move to approve the policies as presented.

8.2 OSBA Board of Director Candidate

I move that the Vernonia School Board support Greg Kintz for the OSBA Board of Director North Coast Region position.

8.3 OSBA Legislative Policy Committee Candidate

I move that the Vernonia School Board support Sondra Gomez for the OSBA Legislative Policy Committee for _____ (north coast region or zone 5?).

8.4 OSBA Resolution #1

I move to cast a vote in support of OSBA Resolution #1 Amending OSBA’s 2018 Bylaws as presented.

8.5 OSBA Resolution #2

I move to cast a vote in support of OSBA Resolution #2 Amending the OSBA’s bylaws relating to composition of the Board of Directors as presented.

9.0 MONITORING BOARD PERFORMANCEChair

10.0 CONSENT AGENDAChair

The Board, on an individual basis prior to the meeting, has reviewed all material. All financial reports are available for review by the public in the business office. All items listed are considered by the Board to be routine and will be enacted by the Board in one motion. There will be no discussion of these items at the time the board votes on the motion unless members of the Board request specific items to be discussed and/or removed from the Consent Agenda.

10.1 Minutes of the 10/12/2023 Regular Meeting

I move to approve the consent agenda as presented.

11.0 OTHER ISSUESChair

11.1 Next Agenda Setting Meeting

12.0 ADJOURNChair

UPCOMING DATES

(Dates and times are subject to change. Please check the district web site at www.vernoniak12.org for the most up-to-date information)

- November 15, 2023 Community Event 5:00 – 7:00 p.m.
- December 14, 2023 School Board Meeting – 6:00 p.m.

Vernonia School District 47J

Nov. 1, 2023

	K	1	2	3	4	5	6	7	8	9	10	11	12	FE	Total	F&R	SpEd		
District																2			
Mist Elementary	4	5	7	4	5	6											31	13	3
																	42%	10%	
Vernonia Elem.	20	32	29	26	34	38											179	129	42
																	72%		
a Family Academy	11	6	7	5	6	6											41		
																		#####	
Elementary Total	35	43	43	35	45	50											251	142	45
																	57%	18%	

Vernonia MS							42	39	22							103	68	19
f. Family Academy							8	7	12							27		
																130	52%	15%
Vernonia HS										29	34	30	26	5	124	78	25	
											12	13	17	7	0	49		
																173		
																	45%	14%
Total	35	43	43	35	45	50	50	46	34	41	47	47	33	5	554	288	91	
																	52%	16%

as of 6/1/23) 554

October 1	35	44	46	35	45	50	52	45	35	42	48	48	33	5	563	
November 1	35	43	43	35	45	50	50	46	34	41	47	47	33	5	554	
December 1																0
January 1																0
February 1																0
March 1																0
April 1																0
May 1																0
June 1																0



**November 2023
VHS/VMS
Board Report–**

Greetings Board!

November's Board Report mostly covers information since the last report.

Professional Development

October Professional Development at the MS/HS focused largely on ***Student Engagement*** and ***Student Celebrations***. A few highlights:

- A Donut A Day–with much focus on attendance, so far as a school (s) attendance has been better according to data from Oregon Data Suite–see below. Everybody likes a good donut, so Krispy Kremes were given to students that were at or above 90% yearly attendance, with no more than 1 tardy to any class. This would include 44 MS students and 38 High School Students. Trying to plan out more of these little celebrations to catch students “doing the right thing.”
- During Logger Power Hour, students that do not have any missing work and/or passing with a C or higher in every class will have the opportunity for free, fun time, including board games, ping pong tournaments, and free time. Rolling this out at HS first.
- Staff Merit Awards-Staff are participating in a fun program to give/receive recognition. And Malin Campbell shared her desert making expertise with all staff on Hallween. Yum!
- Camrin Eyrrick, the District's Wellness Coordinator, also continues to provide fun and engaging wellness activities, information, and snacks for all staff.
- Teacher/Administrator 5 Pillar Goal Setting completed in October. Revisions also happening as some Quarter 1 data will be used to implement

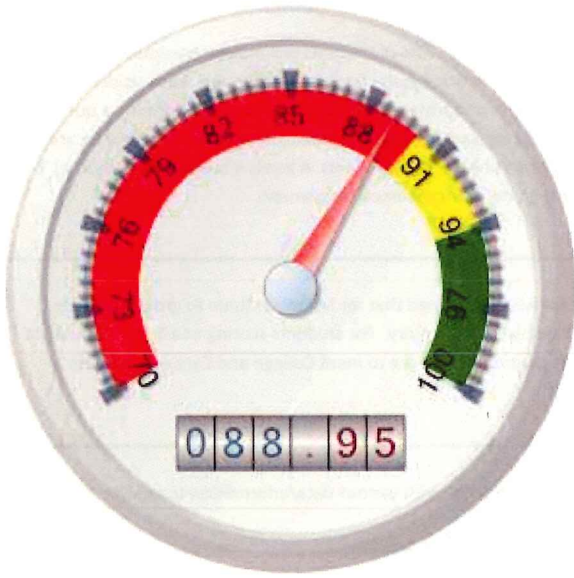
○ Sample of what a goal might look like

Goal-Setting Conference	<p>Content Standard(s)/Skills</p> <p><i>(e.g., 8.3S.2 [science])</i></p>	<p>8.3S.1 Based on observations and scientific principles, propose questions or hypotheses that can be examined through scientific investigation. Design and conduct a scientific investigation that uses appropriate tools, techniques, independent and dependent variables, and controls to collect relevant data.</p> <p>8.3S.2 Organize, display, and analyze relevant data, construct an evidence-based explanation of the results of a scientific investigation, and communicate the conclusions, including possible sources of error. Suggest new investigations based on analysis of results.</p> <p>8.3S.3 Explain how scientific explanations and theories evolve as new information becomes available.</p>											
	<p>Assessments</p>	<p>x Category 1 state Science assessment</p> <p>x Category 2 district science assessment</p>											
	<p>Context/Students</p> <p><i>(Include number of students, gender, race/ethnicity, socioeconomic status, diverse learners, contact time)</i></p>	<ul style="list-style-type: none"> • 43 8th-grade students, 18 boys/25 girls • 4 TAG students • 9 IEP students • 28% of students live in poverty • Science class is 45 minutes long 											
	<p>Baseline Data</p> <p><i>(Summary of student strengths and weaknesses based on data analysis)</i></p>	<ul style="list-style-type: none"> • Students need guided practice and repeated opportunities to perform inquiry tasks emphasizing analysis. • Inquiry activities will be used as sources of evidence <p>The fall 2023 district-wide pretest assessment scores were evaluated to yield the following results in the area of analyzing and interpreting results:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 15%;">Score</td> <td style="width: 15%;">1</td> <td style="width: 15%;">2</td> <td style="width: 15%;">3</td> <td style="width: 15%;">4</td> <td style="width: 15%;">5</td> </tr> <tr> <td>Total: 43 Students</td> <td>10</td> <td>10</td> <td>10</td> <td>10</td> <td>3</td> </tr> </table>	Score	1	2	3	4	5	Total: 43 Students	10	10	10	10
Score	1	2	3	4	5								
Total: 43 Students	10	10	10	10	3								

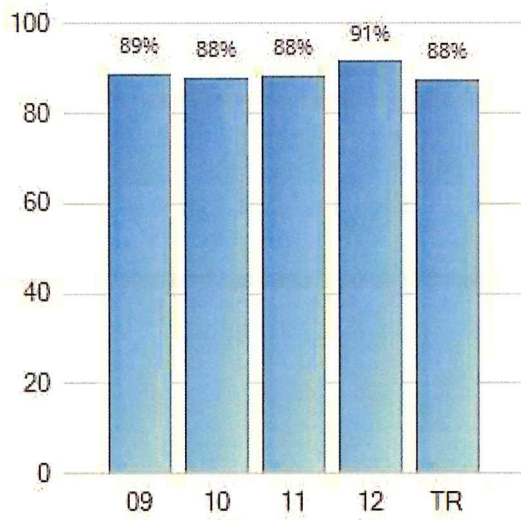
	<p>Student Growth Goal (Targets)</p> <p><i>(Goals must address growth for all students, not proficiency)</i></p>	<p>For the 2023-24 school year, 100% of students will make measurable progress as assessed using the state scoring guide for Scientific Inquiry. Each student will improve by at least one performance level in all dimensions (forming a question or hypothesis, designing and investigating, collecting and presenting data and analyzing and interpreting results). Students in levels 4 and 5 will reach level 3 or above on the 9th-grade district Science assessment.</p>
	<p>Rationale</p> <p><i>(Describe how the focus of the goal was determined)</i></p>	<p>The science team has determined that for MS to continue to grow in science, emphasis must be placed on inquiry. For students scoring at a 1 or 2, they must show significant progress if they are to meet College and Career Readiness targets.</p>
	<p>Strategies</p> <p><i>(Include strategies used by the educator to support meeting the needs for student growth)</i></p>	<ul style="list-style-type: none"> ● Repeated practice with various data/information to analyze and evaluate. ● Posting of essential questions ● Peer tutoring ● Familiarize students with state scoring guide and break it down into student-friendly language ● Students practice in self-assessment using the scoring guide
	<p>Professional Learning and Support</p> <p><i>(Identify areas of additional learning and support needed by the educator to meet SLG)</i></p>	<ul style="list-style-type: none"> ● Classroom time to implement activities ● Classroom budget for supplies to perform authentic inquiry tasks

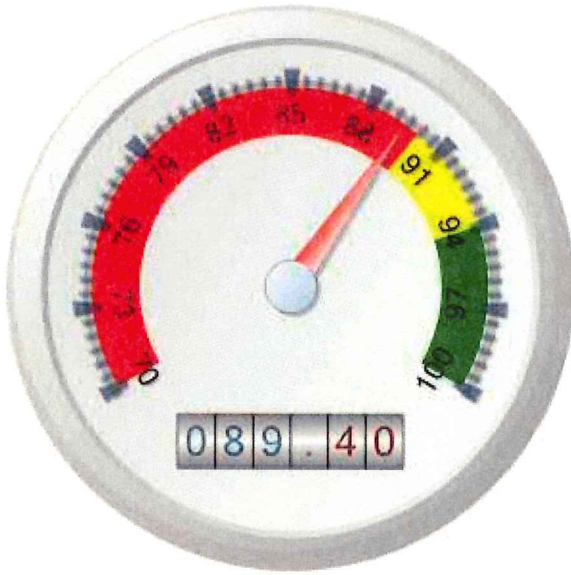
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Attendance

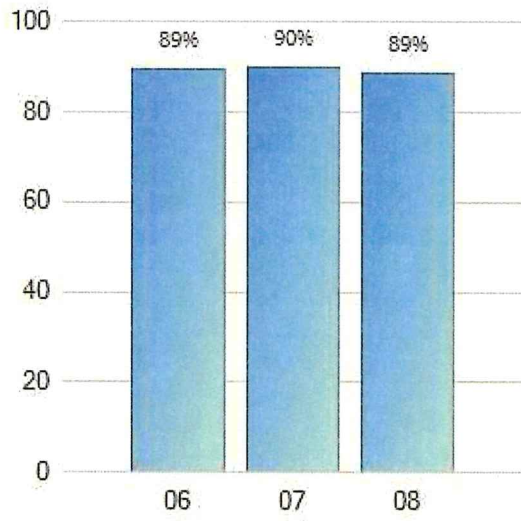


HS 1st Quarter (through 11/2)

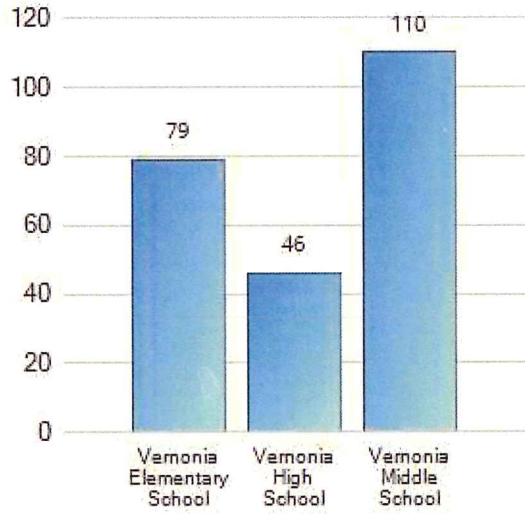




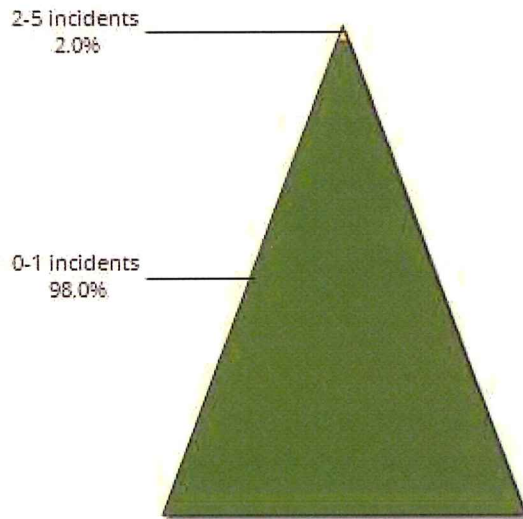
MS 1st Quarter (through 11/2)



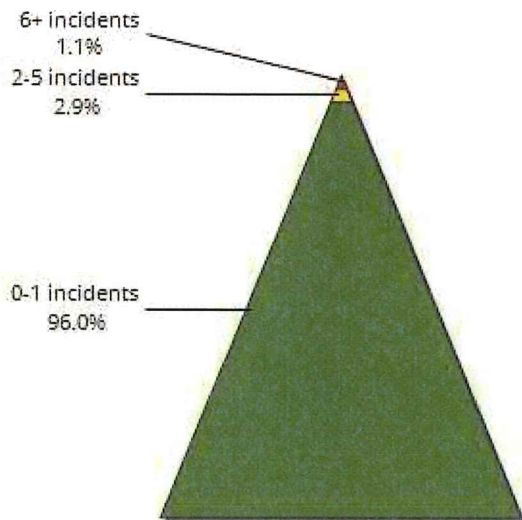
Behavior



HS...Quarter 2



MS-Quarter 1



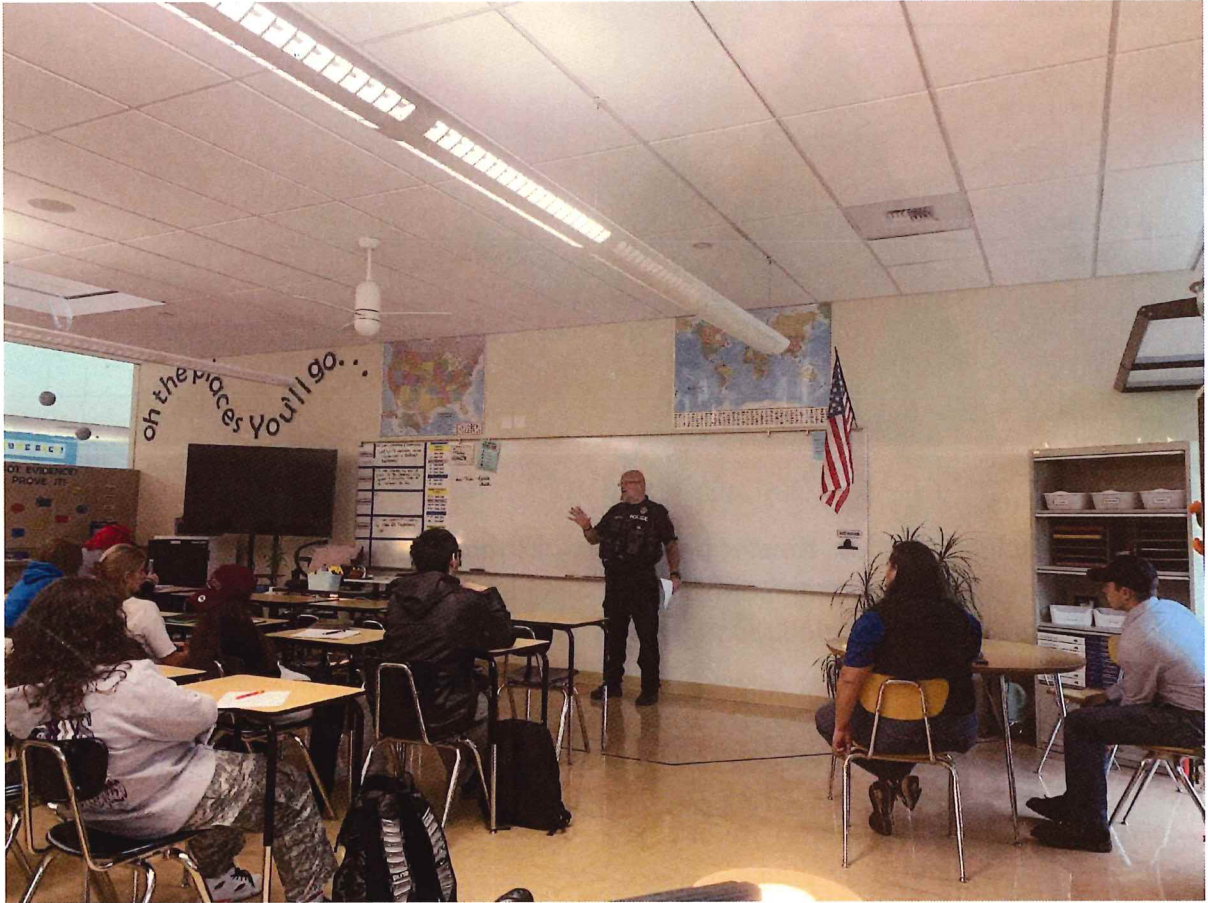
Miscellaneous:

- On October 28, Ms. Keister hosted an **Oktoberfest 5K**, with all proceeds going toward the forthcoming Germany trip. Special thanks to local businesses in town who graciously donated. Congrats to the following middle school students who participated:
 - **Coen McMannis**: 21:40
 - **Orinthia O'Neill**: 24:47 *1st Place,(F)!
 - **Abby Morgen**: 25:41
 - **Emily Gonzales**: 30:08
 - **Aries Martin**: 25:42

- Mrs. Kintz's 7th grade art students designed a layout of a town, and then designed and created the buildings out of cardboard. I am very proud of how this turned out and the students are too!



- On October 24, Vernonia PD came to talk to the Criminal Justice class about their jobs.



Homecoming 2023-This year Homecoming (schedule change mentioned last meeting) will be the week of October 16-20

- Court
 - **Tara Thorn and Logan Wolf**
 - **Signe Arnold and Justin Tong**
 - **Elina Tastard and Wyatt Hartman**

Congratulations to Logger Homecoming 23 Queen and King–
Vittoria Venditti and ***Isaiah Naeve***
Winners of the Golden Axe–Junior Class of 2025

Thank you. We are looking forward to a great year. Go Loggers!

HAVE A GREAT MONTH LOGGER NATION!

VERNONIA AND MIST ELEMENTARY BOARD REPORT

November 9, 2023



"Building Bridges, Clearing Paths"

2023-2024 Elementary Goals

- Implement Step-Up to Writing and 6 +1 Traits of Writing
- Train on 5 Pillars Evaluation System & Walkthroughs
- Implement PLCs (Professional Learning Communities)
- Implement PBIS (Positive Behavior Intervention Systems)

Step Up to Writing

We calibrated scoring using the 6 + 1 Writing Traits for Ideas and Content during professional development. PLCs created an opinion writing prompt to give all students to collect baseline data for ideas and content for student writing. PLCs will be analyzing the data and making decisions based on the data to provide explicit instruction on writing ideas and content for the next month.

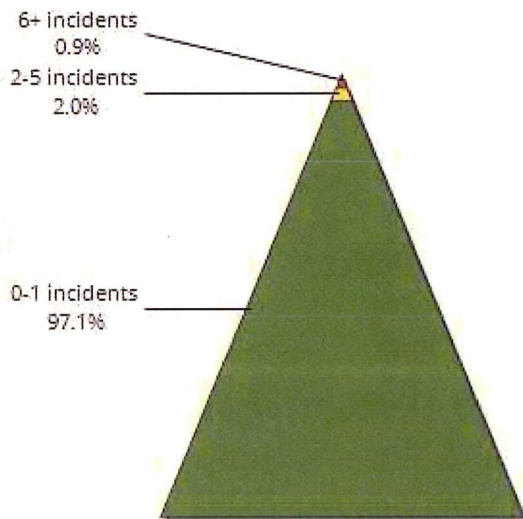
5 Pillar Walk Throughs

During the month of October, formal walk throughs were conducted for each licensed staff on Pillar IV: Engaging Instruction looking for evidence that demonstrates the teacher:

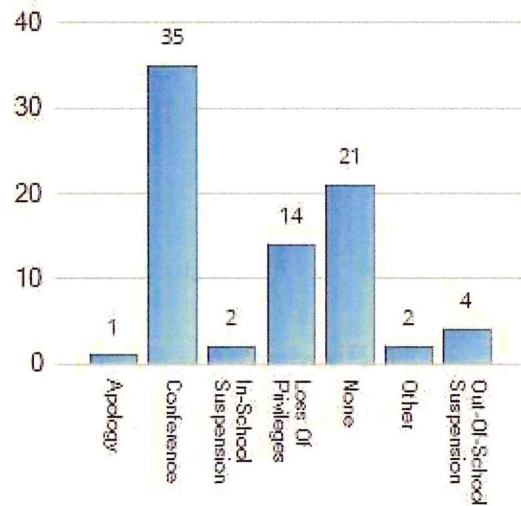
- Pacing
- Engagement
- Success Criteria

Behavior Referrals for the Month of September 5- November 2, 2023

Behavior Incident Distribution

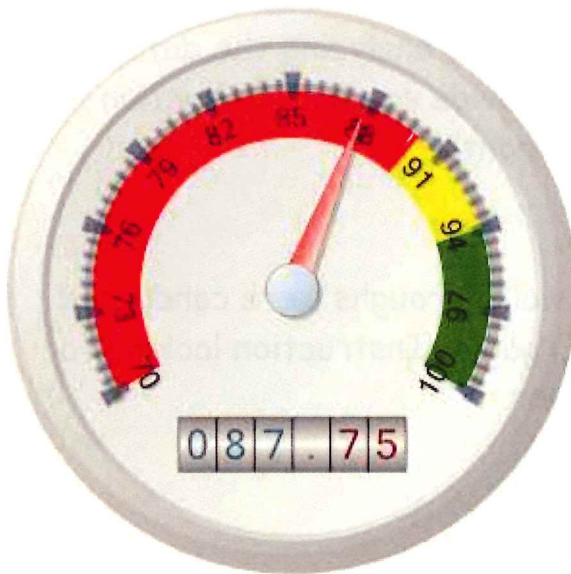


Incidents by Action

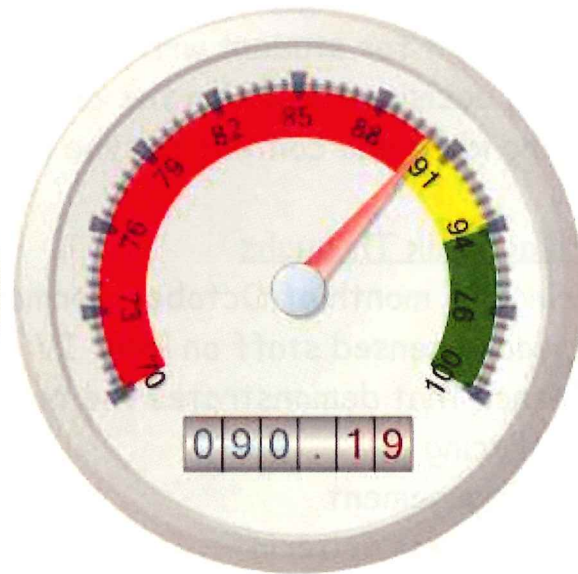


Average Attendance Percent: October 6- November 2, 2023

VES



Mist



PLCs

Professional Learning Communities will meet the 2nd Monday of every month. Our PLCs created an opinion writing prompt to gather baseline data of student writing in the area of ideas and content. PLCs will be analyzing the data and planning instruction around ideas and content at the next PLC meeting.

PBIS

Staff engaged in a training on creating visual expectations charts to get student input on what they would like to see, hear and feel less of and more of in their classrooms.

Staff have been trained on 5 positive to 1 negative feedback and writing Tootles (positive notes- staff to staff, staff to student, student to student) to improve school culture.

As of November 2, students have earned 3,257 loggers. When our school reaches 5,000 loggers, students will earn a school wide game party.

A new reward students can earn if their logger is drawn is the Principal Taxi. Students are escorted to lunch, PE and recess by Principal Eagleson. It has been a huge success so far!



Special Education Report

November 2023

Updates for Classified Staff

In response to new requirements under SB 756, instructional assistants now have access to Synergy, our student information system, through which they can review the following information: individual student IEP accommodations, 504 plan accommodations, behavior support plans, and safety plans. Our classified staff work with students who have the most complex and sometimes challenging academic and behavioral needs. If a student has accommodations to test in a small group or to get an extra check for understanding when given assignments, we rely on classified staff to provide these supports. Historically, classified access to student records has been inconsistent. Synergy will ensure that all IAs have consistent and easy access to student support plans so they can reference them as needed and always have the most up to date information.

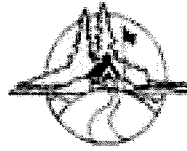
Furthermore, special education teachers will gather input from classified staff in preparation for upcoming IEP or 504 meetings, and ensure that relevant classified staff are invited to student meetings. Teacher (and parent) input is an essential component in the development of individualized student plans. However, classified staff have sometimes been overlooked as an additional, valuable, perspective on student progress. I'm excited to shift to a mindset and to systems that are inclusive of classified staff and acknowledge their essential role as educators.

Ongoing Areas of Focus for 2023-24

Throughout the school year, I will focus on developing the Structured Learning Classroom and providing ongoing support to the teacher and support staff. I will continue to meet with the SLC teacher to guide her classroom planning, monitor progress through weekly informal observations, and deliver extra after school training to the instructional assistants in the classroom. My second area of focus will look to expand reading support for special education students at VMS. This student group currently receives tier 3 level instruction toward individual (IEP) goals. However, my goal this year is to accelerate growth by identifying additional opportunities to provide support, such as targeted skill practice during Logger power hour or

building capacity within our instructional assistants so they may provide effective instructional support in the general education classroom. VMS teachers and instructional assistants already go above and beyond to give students the support they need. Therefore my first step in this process will be to gather baseline information from general education and special education teachers to determine how support is currently provided to students, so as to identify what's working as well as areas for improvement.

VERNONIA SCHOOL DISTRICT 47J



Jim Helmen-Superintendent
Board Report
November, 2023
70 - 70 - 90

Goal 1: Operate the school district in a fiscally prudent manner while balancing educational needs and opportunities:

Align resources to identified district goals (Staffing, Academic Achievement, career technical education, social-emotional learning.)

- We are completed with quarter one of the integrated guidance budget adjustment and realignment of 23-25 goals. Oregon Department of Education requires quarterly report specific to spending and student progress on student investment account in high school success plan programs.
 - We have increased funding to our 9th-grade on-track program focused on increasing engagement opportunities for 9th-grade students.
 - 9th Grade Success (9th-grade students earning six credits their freshman year) is a key indicator of graduation rates and success in postsecondary education.

- The Check and Connect program is running and shows positive results with students' grades and attendance.

- VSD After School Program Update:
 - We are thrilled to announce that VSD has hired Camp Cedar Ridge as the Program Coordinator(s) for our after-school and day camp program(s). Given CCR's extensive experience in delivering quality programming to K-12, they were a natural fit for the role and will be of tremendous value to our students. We are excited to have Kasey Wilson, Camp Cedar Ridge Executive Director, spearheading this program!
 - Kasey Wilson and her staff have already done an incredible job planning for the Camp Cedar Ridge Holiday Camp from December 21st- **January 5th**.
 - We sent out a pre-registration screener for Day Camp and School Programming to assist with camp planning- We currently have approximately 50 students registered.
 - We are currently in the planning stages with Curl Transportation for transportation to CCR Day Camp and after-school programs.
 - The after-school program, aptly named the "**Vernonia Village**," begins in early January at Vernonia Schools- More information to come.

VERNONIA SCHOOL DISTRICT 47J



Jim Helmen-Superintendent
Board Report
November, 2023
70 -70 - 90

- The VSD will hire a "Site Coordinator" and program assistant(s) for their after-school program- position numbers will be based on program numbers.
- We are currently working on creating job descriptions for both positions.

Goal 2: Ensure instruction throughout the district utilizes culturally responsive practices and that all staff are trained.

Standards: 1,2,4

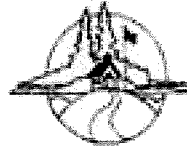
- FOCUS- 5 Pillars Evaluation framework- During October, our administrators conducted walk-throughs to evaluate student engagement in the classroom. In November, we will continue this work by deeply diving into why some students are not fully engaged in the educational process. We aim to identify the root cause and develop effective solutions to help improve student engagement in the classroom.
 - The concept of student engagement is multidimensional, meaning that there are different types of engagement.
 - **Behavioral engagement** refers to students' academic involvement and participation in learning activities.
 - **Emotional engagement** refers to the affective attitudes students have towards their school, classroom, classmates, and teachers.
 - **Cognitive engagement**, which is defined as students' strategic investment in learning

What the research says: One of the most important factors in promoting student growth and learning is engagement. It not only enhances the teaching process by making it more enjoyable, stimulating, and rewarding, but it also has a profound impact on students. When students are fully engaged, both behaviorally, emotionally, and cognitively, they tend to excel academically, feel more connected to their educational institution, and achieve greater social-emotional well-being.

FOCUS in Writing:

The results of the Oregon Smarter Balanced Assessment for ELA indicate that our students' performance in writing standards for grades 3-8 & 11 fell below expectations. It's worth mentioning that these writing standards play a crucial role in determining our reading scores and overall ELA proficiency. Our district is prioritizing writing instruction across all grade levels, from kindergarten to 12th grade, to ensure that we make steady progress toward achieving state proficiency in ELA.

VERNONIA SCHOOL DISTRICT 47J



Jim Helmen-Superintendent
Board Report
November, 2023
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Since October, the Elementary staff has been undergoing professional development on the 6+1 Traits of Writing. These traits result from more than 50 years of research, and they indicate that all good writing has six key components: ideas, organization, voice, word choice, sentence fluency, and conventions. Teachers and students can use the 6+1 Traits rubric provided by ODE to understand how to create, revise, and assess writing of all kinds.

The professional development program began with an overview of the rubric and how to use it to evaluate expository/informational and persuasive writing. Teachers were trained to evaluate student work and align their ratings with a single point on the 6+1 traits rating system, which ranges from 1 to 6. This training will enable all staff to consistently score writing outcomes, reducing discrepancies in scoring and increasing universal understanding of writing rigor levels across all grades.

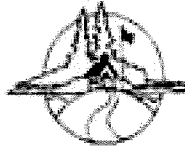
Secondary staff will begin 6+1 writing traits PD in November.

VSD Family Engagement Night

We will hold our next Family Engagement Night on Wednesday, November 15th, 5:00 - 7:00 p.m.

- The purpose of the Engagement Night is to recognize students and families who excel in academics, attendance, leadership, and integrity.
 - Families will be recognized as partners in their students' success, and students will be honored with a medal of excellence.
 - As a district, we have asked families to partner with us on their students' journey to success. We want to recognize the impact of our families on the district's continued success.
- We again will be serving dinner from 5:00 - 6:00 p.m. For this event, it will be chili (both regular and meatless), cornbread, salad, and a cookie for dessert.
- The special activity at this event will be the opportunity for our families to win a Thanksgiving Meal Food Box. VSD has partnered with R&S Market to provide 40 food boxes. These boxes will contain a frozen turkey, a 5# bag of potatoes, gravy packets, a can of sweet potatoes, a bag of marshmallows, a box of stuffing mix, cans of vegetables and fruit, cranberry sauce, and a pumpkin pie.

VERNONIA SCHOOL DISTRICT 47J



Jim Helmen-Superintendent
Board Report
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Vernonia Family Academy Parent Meeting

We recently had a conversation with some families from VFA about their curriculum and service purchase requests. Unfortunately, we had to deny a few service requests due to the recent updates made by the ODE regarding the definitions of online, alternative, and home-school programming. These changes may affect VFA's current processes of supporting students and families, which could lead to future changes in our educational service delivery model for VFA families.

In order to provide support and information to our VFA families, we have scheduled a meeting on November 7th. The meeting will take place at the VFA house and will also be available online via Google Meet from 2:15 PM to 3:15 PM. The online meeting is intended to provide an opportunity for more families to attend.

memo

Vernonia School District 47J

To: Vernonia School District Board of Directors, Superintendent Jim Helmen
From: Marie Knight
Date: 11/9/2023
Re: November 2023 financial
information

Comments: Hello!

This month I am working on grant claims and reviewing all special revenue funds for any adjustments needed. This may involve reallocating some expenses but I do not expect any large changes.

We continue to have an ending fund balance estimate of around \$500,000.

Audit work for 2022-2023 is moving forward; not done yet.

Thank you!!

-Marie Knight

Business Manager, Vernonia School District 47J

VERNONIA SCHOOL DISTRICT 47J
FUND 100 (GENERAL FUND) 2023-2024

JULY AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUNE TOTAL BUDGET OVER (UNDER)

REVENUES	ACTUAL	ACTUAL	ACTUAL	ACTUAL	EST	EST	EST	EST	EST	EST	EST	EST	EST	EST	ACTUALS T.	
1111 Current Year Taxes	-	-	-	-	2,800,000	50,000	30,000	10,000	10,000	10,000	15,000	5,000	5,000	2,925,000	-	
1112 Prior Year Taxes	-	10,596	10,432	10,432	20,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	4,404	75,432	432	
1190 Penalties&Interest Income	-	-	137	31	-	-	-	-	-	-	-	-	-	168	168	
1500 Interest Income	3,025	4,985	5,681	-	1,000	1,000	500	500	1,809	-	-	-	-	19,000	(1,000)	
1710 Revenue - Admissions	-	-	-	-	-	-	-	-	-	-	-	-	-	13,000	-	
1740 Revenue - Fees	-	-	-	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	30,000	30,000	-	
1910 Rentals	-	1,100	550	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	9,000	10,000	(1,000)	
1920 Donations	-	-	-	400	-	-	-	-	-	-	-	-	60,700	60,700	-	
1960 Prior Year Refunds	193	1,580	-	-	-	-	-	-	-	3,228	-	-	15,000	20,000	0	
1961 Current Year Refunds	-	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	-	
1980 Fees Charged to Grants	-	-	-	-	-	-	-	-	-	-	-	-	46,500	46,500	-	
1990 Miscellaneous	113	-	5	1,404	-	-	-	-	-	-	-	-	84,882	86,403	1,403	
1994 Medicaid Admin Claim	-	15,535	1,878	-	-	-	-	-	-	-	-	-	57,587	75,000	(0)	
1995 E-Rate	-	-	-	-	-	-	-	-	-	-	-	-	60,000	60,000	-	
2101 County School Fund	-	-	-	10	-	-	-	-	-	-	-	-	20,000	20,010	10	
2102 General Ed.Service Dist	-	-	-	-	-	-	-	-	-	-	-	-	61,032	61,032	-	
2105 Natural Gas and Minerals	-	-	-	-	-	-	-	-	-	-	-	-	20,000	20,000	-	
2201 NW ESD Credits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
3101 State School Fund Grant	784,695	392,112	392,112	392,112	392,269	392,269	392,269	392,269	392,269	392,269	392,269	392,269	4,706,914	4,423,526	283,388	
3103 Common School Fund	-	-	-	-	-	-	-	-	-	-	-	-	75,563	75,563	-	
3104 State Timber Revenue	-	-	-	-	-	-	-	-	-	-	-	-	650,000	650,000	-	
3199 Other Un-Restricted Grants-in-aid	-	-	-	-	-	-	-	-	-	-	-	-	35,000	35,000	-	
3299 Other Restricted Grants-in-aid	-	-	-	-	-	-	-	-	-	-	-	-	50,000	50,000	-	
5200 Transfer of Funds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5400 Beginning Fund Balance	-	-	-	-	800,000	-	-	-	-	-	-	-	-	800,000	800,000	-
TOTAL REVENUE	786,025	415,312	410,959	404,388	4,014,269	449,269	428,769	408,769	408,769	410,078	416,497	416,497	1,294,018	9,849,122	9,565,321	283,401

EXPENDITURES	ACTUAL	ACTUAL	ACTUAL	ACTUAL	EST	EST	EST	EST	EST	EST	EST	EST	EST	EST	ACTUALS T.	
100-Salaries	44,767	75,217	351,064	342,947	325,000	325,000	325,000	325,000	325,000	325,000	325,000	325,000	900,000	3,988,994	4,128,820	139,826
200-Payroll Costs	23,371	42,268	192,953	188,435	190,000	190,000	190,000	190,000	190,000	190,000	190,000	190,000	500,000	2,277,028	2,395,891	118,862
300-Contracted Services	35,252	96,995	97,444	224,801	175,000	175,000	175,000	175,000	175,000	200,000	200,000	204,924	1,909,416	1,962,338	52,922	
400-Supplies	11,459	77,640	60,831	53,218	20,000	20,000	20,000	20,000	20,000	10,000	5,000	5,211	303,359	254,309	(49,049)	
500-Equipment	-	-	-	10,200	-	-	-	-	-	-	-	-	-	10,200	10,000	(200)
600-Other (ins., fees)	136,628	7,792	12,932	1,894	-	-	-	-	-	-	-	-	681	159,927	145,100	(14,827)
700-Transfers	-	-	-	-	-	-	-	-	-	-	-	-	168,863	168,863	-	
contingency/unappropriated	-	-	-	-	-	-	-	-	-	-	-	-	500,000	500,000	500,000	-
TOTAL EXPENDITURES	251,477	299,911	715,224	821,495	710,000	710,000	710,000	700,000	700,000	700,000	720,000	720,000	2,279,679	9,317,787	9,565,321	283,401

PROFIT/LOSS	536,548	115,400	(304,265)	(417,107)	3,304,269	(260,731)	(281,231)	(291,231)	(291,231)	(289,922)	(303,503)	(303,503)	(985,661)	531,335
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RUNNING TOTAL | 651,948 | 347,683 | (69,424) | (69,424) | 3,234,845 | 2,974,114 | 2,692,883 | 2,401,652 | 2,110,421 | 1,820,499 | 1,516,996 | 531,335

% of BUDGET MORE(LESS)

EST	ACTUAL	BUDGET	MORE(LESS)
ADM	549.00	1	5.00
ADMw	787.58	1	-

Projected ending fund balance

October 2023 Maintenance Report

Alarm Related Calls:

4

Facility Use:

Fall sports, Board meeting, Dance. winter formal. Mist Open house, assemblies.

Projects/Work for the Month

*Board report.

Working on two new Tap grants: Continuing....

*replace broken glass in the Weight room.

*Replaced the walk-in refrigerator condenser, went bad.

*Biomass fired up for the season.

*Seed and fertilize football field

*Hung curtains in staff office

*Installed Parking lot light for house.

*Repaired light fixtures in senior hall and some bad light switches.

*Logger Concessions open and in use for the last home game, almost just in time...

*Patched a couple leaks in the band room and wrestling room.

*Cleared drains on roof.

*Replaced faucet at Mist, boys bathroom.

*Set up for home football games, line fields once a week. to prevent losing lines.

*Assemble cabinet for SLC.

* assemble items for high school students and staff

*Repaired two toilets that were removed from the floor. Still waiting on parts for one.

*Winterize playing fields and Concessions, final groundwork for the season, turn off water

*Winterized mowers and equipment for the seasons.

*Installed a new Faucet in the girls bathroom off the big gym.

*physical inspection of all roof units for winter, moss removal.

*Vector training

*Installed two shot clocks in big gym as required by new regulations

*Worked on sound system for football.

Working with Five Star and Booster on getting final on new concessions.

*A Saturday burn day

*Set lighting and door scheduled for home football games,

*Ground work

*Annual fire and smoke detector testing for house

*Trip to Hillsboro for toilet parts.

*Transition areas for winter sports to begin. (team rooms.locker rooms etc.

*Clean and organize storage areas for baseball and softball.

*Respond to a gas smell. All is fine, no concerns.

Weekly/Monthly

- *Equipment repair: regular maintenance weekly
- *AED inspections and testing
- *Generator quarterly maintenance and testing.
- *The lighting and security schedule changed about once a month as times change
- *Shop work
- *Custodial meetings
- *Deliver lunches to mist daily & custodial work. (2 employees, two hours a day)
- *IPM inspections
- *Inspect roof units (weekly)
- *Fire extinguisher inspection (Monthly)
- *Generator testing (monthly)
- *Playground inspections (Monthly)
- *Paperwork (weekly)
- *weekly biomass maintenance during winter months

Miscellaneous:

I check facilities/systems, check emails and handle miscellaneous or minor repairs. The remainder of the day I try to get caught up on any maintenance/grounds items and or assist staff, students and admin with day to day needs that arise. Along with ordering, reports and follow ups with customers and suppliers. Weekly/monthly /facility inspections. Cover custodial while we deliver lunch to Mist and do our daily custodial duties.

Vandalism:

Damage to Miscellaneous bathroom equipment and fixtures. Same stuff...

Thank you

Mark Brown

Facility/Maintenance/Grounds Supervisor/IPM Coordinator

Vernonia School District

971-297-6403

OSBA Board of Directors CANDIDATE QUESTIONNAIRE

Name: Gregory P. Kintz

Date: September 5th, 2023

Address: 54240 Nehalem Hwy. S.

City/Zip: Vernonia, OR 97064

Business phone: _____

Residence phone: _____

Cell phone: 503-987-2784

E-mail: kintzgreg415@gmail.com

District/ESD/CC: Vernonia SD 47J

Term expires: 2027 Years on board: 16

Region: NorthCoast

Position #: 14

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.

Gregory Kintz

September 5th, 2023

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.
To serve public school, education service district and community college Boards through legislative advocacy and leadership training: to provide services in critical areas of policy, financial, legal, safety and employee management and to support locally elected school Boards in the effort to provide education excellence.
2. What do you want to accomplish by serving on the OSBA board of directors?
To be an integral part of State wide efforts to promote education in as many forms and is as many ways as possible.
To be an advocate for the issues that are sometimes unique to our Region. To literally be a part of solutions and not a part of problems.
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.
Over 40 years of combined Boardmanship including local, regional and state wide Boards, committees and workgroups.
I participated in the NCLB waivers workgroup #2 (SB 290) which proposed the methods and practices instrumental in crafting the rubrics used to standardize the current teacher evaluations for Oregon.

Email to OSBAelections@osba.org, or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301

Deadline: September 29, 2023, 5 p.m.

Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.

OSBA Board of Directors

4. What do you see as the two most challenging issues faced by OSBA?
 - A. Supporting local school districts as they deal with Post Covid-19 issues specifically regarding: finding and retaining personnel, regaining stability in education and school safety concerns.
 - B. Legislative advocacy on behalf of our 197 Public School Districts specifically in areas of accountability, diversity, inclusion, equity and more.

5. What do you see as the two most challenging issues faced by your region?
 - A. Attendance, community engagement, and a return to assessments to properly evaluate college or career readiness.
 - B. Mental health issues related to the current state of our world Post Covid-19.

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

Maintaining e-mail contact. Continuation of updates from OSBA and NSBA events attended. Attendance at the Regional meeting and networking. Currently working toward a list of Board Meetings for all Boards in the Region in an effort to attend either in-person or virtually as often as possible.

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):

Vernonia 47J School Board of Directors: Vice Chair, Chair Vernonia 47J Committees: Negotiations, Budget, Safety, Policy Review and Achievement Compact Advisory Committees, Washington Grade School Site Council, Principal Selection Committee, TAG and Board Scholarship Selection Committee. Vernonia Education Foundation (President)

Other education board positions held/dates:

OSBA Board of Directors, Legislative Policy Committee, Governance Committee, Liaison to Advocates for Student Trust Lands (ASTL), Advocacy Teams to U.S. Capital Oregon Department of Education - Next Generation NCLB Waivers Workgroup #2
NWRFSO Budget Committee

Occupation (Include at least the past five years):

Employers:

Locating, Inc. Damage Prevention Specialist Tech II

Dates:

Retired 2022

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

High school: Forest Grove HS Forest Grove, OR

College: Portland Community College Portland, OR Associate of Science

Degrees earned:

Education honors and/or awards:

2012 Co-Citizen of the Year for the City of Vernonia (as School Board Member- Vernonia SD 47J)

President's List 4.0 student 2010 Fall Term PCC Rock Creek

Other applicable training or education:

13 Leadership Modules, 8 Leadership Medals, Certified Instructor, Camp Commander, Advanced, National and District Training Camps (Royal Rangers), Graduate of Cohort III and Community Collaborations (The Ford Family Foundation's Leadership Training) Graduate of OSBA Leadership Institute Platinum Level. Sexual Harassment. Crisis Response and Recovery

Activities, other state and local community services:

Vernonia Community Garden Project, Vernonia Wellness Project, Chalkboard (CLASS) Project, Vernonia Education Foundation, President and Director, Participated in Oregon Solutions, Outdoor School Instructor, Participated in Salmon Watch and ODFW smolt fin clipping

Hobbies/special interests:

Travel and camping, wood carving, recycling, wood cutting, magnet fishing

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

Oregon Business Council Networking, Vernonia Christian Church

Additional comments:

Email to OSBAelections@osba.org, or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301

Deadline: September 29, 2023, 5 p.m.

Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.

**NOMINATION FORM
OSBA BOARD OF DIRECTORS
REGIONAL MEMBER**

Date: 09/14/2023

TO: Sami Al-Abdrabbuh, OSBA President-Elect
Oregon School Boards Association
1201 Court St NE, #400
Salem, OR 97301
Fax: 503-588-2813
E-mail: OSBAelections@osba.org

**Nominations are due by 5 pm,
September 29, 2023**

Return this form and all candidate information forms to the OSBA office by email at OSBAelections@osba.org, or mail to Oregon School Boards Association, 1201 Court St. NE, #400, Salem, OR 97301

Dear Sami Al-Abdrabbuh:

With this letter, our board nominates the candidate named below to a position on the OSBA Board of Directors for the North Coast Region, Position # 14.

BOARD CANDIDATE INFORMATION

Name: Greg Kintz
District/ESD/Community College: Vernonia School District
Address: 54240 Nehalem Hwy. S.
City: Vernonia Oregon ZIP: 97064
E-mail: gkintz@vernoniak12.org Phone: 503 987 2784

This nomination was approved by official action of our board of directors at a duly called meeting on 09/14/2023.
(date)



(Board Chair signature)

Board Chair name: Scott Rickard
District: Vernonia School District
Address: 1201 Texas Avenue
City, State, Zip: Vernonia, OR 97064

OSBA Legislative Policy Committee CANDIDATE QUESTIONNAIRE

Name: Sondra Gomez

Date: 9/27/23

Address: 718 4th Ave

City/Zip: Seaside, 97138

Business phone: _____

Residence phone: _____

Cell phone: 503)440-8886

E-mail: sgomez@seasidek12.org

District/ESD/CC: Seaside

Term expires: 2027 Years on board: 4

Region: Zone 5

Insert your high-resolution digital photo (head shot):
1) Open this doc 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

Position #: 1

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

Sondra Gomez
Name

9/28/23
Date

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

1. What do you want to accomplish by serving on the Legislative Policy Committee (LPC)?
Support our regions needs and concerns. Continue to learn more about legislative processes.
2. What leadership skills do you bring to the LPC? Give an example of a situation in which you demonstrated these skills.
Just completed my first term on the Seaside school board, elected to serve another four years. I have served as an art advisor for after school programs, Aspire mentor, and school site council member. Three years of experience in management.
3. What do you see as the two most challenging legislative issues faced by OSBA?
Funding and historically racist and bias practices.
4. What do you see as the two most challenging legislative issues faced by your region?
Staff retention
5. What is your plan for communicating with boards in your region about legislative issues?
My plan is to support them with the form of communication that best fits their needs and that I am able to provide most consistently.

Email to OSBAelections@osba.org, or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301
Deadline: September 29, 2023, 5 p.m.

Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.

OSBA Legislative Policy Committee

CANDIDATE PERSONAL/PROFESSIONAL RESUME

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

Policy Committee
Community Stakeholder Relations Committee

Other education board positions held/dates:

Occupation (Include at least the past five years):

Employers:

Self-employed; seamstress/ creative design

Dates:

2018-Present

AmeriCorps; Campus Compact of Oregon & Oregon
Trio Association

Sep, 2023- Aug, 2024

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

High school: Alvord High School: Riverside, CA

College: AIU: 2022, CSUSB:2010, PCC: Current

Degrees earned: BFA, BA

Education honors and/or awards:

Other applicable training or education:

Activities, other state and local community services:

Hobbies/special interests:

Painting, sewing, crafting, drawing, concerts, travel, family.

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

Additional comments:

It would be an honor to continue to support OSBA and my region in this capacity.

Email to OSBAelections@osba.org, or mail to: Oregon School Boards Association, 1201 Court St NE, #400, Salem, OR 97301

Deadline: September 29, 2023, 5 p.m.

Materials submitted by the candidate on this form may be subject to a public information request under ORS Chapter 192.

NOMINATION FORM
OSBA LEGISLATIVE POLICY COMMITTEE (LPC)
REGIONAL MEMBER

Date September 21, 2023

TO: Sami Al-Abdrabbuh, OSBA President-Elect
Oregon School Boards Association 1201 Court
St NE, #400
Salem, OR 97301
Fax: 503-588-2813
E-mail: OSBAelections@osba.org

**Nominations are due by 5 pm,
September 29, 2023.**

Return this form and all candidate information
forms to the OSBA office by email at
OSBAelections@osba.org, or mail to Oregon
School Boards Association, 1201 Court
St. NE, #400, Salem, OR 97301

Dear Sami Al-Abdrabbuh:

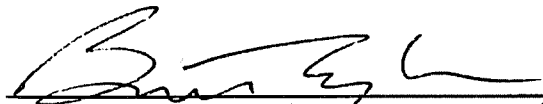
With this letter, our board nominates the candidate named below to a position on the OSBA Legislative Policy Committee for the North Coast Region, Position # 14.

LPC CANDIDATE INFORMATION

Name: Sondra Gomez
District/ESD/Community College: Seaside School District 10
Address: 718 4th Avenue
City: Seaside Oregon ZIP: 97138
E-mail: sgomez@seasidek12.org Phone: 503-440-8886

This nomination was approved by official action of our board of directors at a duly called meeting on
September 19, 2023

(date)


(Board Chair signature)

Board Chair name: Brian Taylor
District: Seaside School District 10
Address: 2600 Spruce Drive, Suite 100
City, State, Zip: Seaside, OR 97138



Resolution to Amend the OSBA's 2018 Bylaws

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

WHEREAS, in 2017, through a vote of the Membership, OSBA was incorporated under ORS Chapter 65 to nonprofit status and Bylaws replaced the Constitution.

WHEREAS, in 2018, through a vote of the Membership, the Bylaws were amended to expand the OSBA Board of Directors and the Legislative Policy Committee with representatives from the School Board Members of Color Caucus.

WHEREAS, The Bylaws have not been amended since 2018, the OSBA Board of Directors determined, based on its review of the proposed changes, that it was in the membership's best interest to amend the Bylaws; and

WHEREAS, the following only reflects a high-level overview of the proposed changes, all changes are reflected in the proposed bylaws.

- Clarification of the Membership voting process for both resolutions and bylaw amendments.
- Clarification of an exception to the term limits for the OSBA director serving as immediate past president.
- Clarification of the definition of a quorum for the OSBA Board of Directors.
- Combining the Finance and Budget Committees and outline the terms of the members.
- Adding a Rural School Boards Caucus representative to the Board of Directors and the Legislative Policy Committee (LPC).
- Adding language to reflect the School Board Members of Color Caucus representation on the LPC, which was inadvertently omitted during the 2018 amendment.
- Adding information regarding the PACE Board of Trustees under the Committees and Caucus section of the Bylaws.
- Adding language stating caucuses must comply with OSBA policies/guidelines and adding language to establish the Rural caucus.
- Edits to grammar, punctuation, and language for readability.

WHEREAS, after reviewing the recommended OSBA Bylaws as proposed by staff and legal counsel, the OSBA Board of Directors supports the recommendation to amend the Bylaws:

THEREFORE, BE IT RESOLVED by the OSBA Board of Directors that the proposed Bylaws be submitted to the membership for consideration during the 2023 OSBA election; and

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

Submitted by: OSBA Board of Directors



BYLAWS

As Amended by the Membership: December 2018

Suggested Revisions: September 23, 2023

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ARTICLE 1

CHARTER

The Oregon School Boards Association (the "OSBA") exists solely to perform essential governmental functions and all of 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 rural students.

To this end, The OSBA Board of Directors has formally recognized the Oregon Rural School Board Members 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 Rural School Board Members Caucus of the Oregon School Boards Association (OSBA).

2.2 Mission: To build collaborative relationships and promote quality education for all students with emphasis on the unique needs of school boards and students in rural communities.

2.3 Goals:

2.2.1 To elevate the voice of rural school districts and recognize their unique needs.

2.2.2 To build and maintain collaborative relationships between OSBA and rural school boards.

2.2.3 To develop, promote, and advance legislation supporting rural schools and understand the impact of statewide legislation to each rural community and district.

2.2.4 To build collaborative relationships and promote quality education for all students with emphasis on the unique needs of school boards and students in rural communities.

2.2.5 To support school boards in rural communities by prioritizing professional development of rural board members and bringing training and other resources to rural areas.

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 serve a school district with a population density of less than 200 people per square mile and/or total school district population less than 20,000 people.* All board members of Oregon Education Service Districts are eligible to participate in the Rural Caucus. If a school board member or district does not meet the aforementioned qualification but feels they are indeed a rural district, an appeal process will be available as outlined in policy. Caucus members may participate in all discussions, vote, and serve as an officer of the Caucus. Members must attend the meeting in person (or virtually) *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/Treasurer.

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 (or virtually) within Oregon as designated by the President or the Executive Committee.

5.3 Notice.

5.3.1 Notice and agenda of every annual meeting, regular or special meeting of members, stating the time and place thereof, shall be posted to the OSBA website, no less than 14 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. Minutes from each meeting shall be posted to the OSBA website.

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.

ARTICLE 6
Rural Leadership Assembly

6.1 Composition. The Rural Leadership Assembly of the Caucus shall consist of 9 members, and shall include *one representative from each OSBA district with 10 or more districts defined as rural (Regions 1, 2, 4, 6, 9, and 14), plus 3 at-Large members.* The executive committee (President, Vice-President, Secretary/Treasurer) shall be elected from the body of the Rural Leadership Assembly by the members of the Rural School Board Members Caucus.

6.2 Terms. **The Rural Leadership Assembly members shall each serve two-year terms. The President, Vice-President & Secretary/Treasurer shall each serve a one-year term. The President, 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. Rural Leadership Assembly members may be nominated by either (a) the nominating committee, or (b) 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. Positions 1, 4, 9, and at large #1 shall be elected in even numbered years, and positions 2, 6, 14, at large #2 and at large #3 shall be elected in odd 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.

6.4.2 Vice President. The Vice President shall have such duties as from time-to-time may be assigned by the Executive Committee, and in the absence of the President, the Vice-President shall have and perform all the powers and duties of the President.

6.4.3 Secretary/Treasurer. The Secretary/Treasurer shall keep the minutes and records 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. The Secretary/Treasurer shall maintain a roster of the current membership. The Secretary/Treasurer shall have the responsibility for receiving and disbursing all funds related to the Caucus in coordination with the OSBA liaison. The Secretary/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.

6.5 Resignation. A Leadership Assembly member may resign by filing a written resignation with the President or Secretary/Treasurer 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 Leadership Assembly at the next regular or special meeting.

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

ARTICLE 7

EXECUTIVE COMMITTEE

7.1 Composition. There shall be an Executive Committee made up of the President, Vice-President, and Secretary/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) Members of the Executive committee will be elected from the Rural Leadership Assembly.

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 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 may establish committees of 2 or more members to serve at the discretion of the President. These committees would consist of such persons and perform such duties as the President designates from time to time; provided, however, that 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 Leadership Assembly.

ARTICLE 9

SEAT ON THE OSBA'S BOARD OF DIRECTORS AND LEGISLATIVE POLICY COMMITTEE

9.1 The Caucus shall appoint one officer from the Rural Leadership Assembly to serve as liaison to the OSBA Board of Directors and to be a voting member of the OSBA Board of Directors for a two year term. That liaison shall hold all of the rights and responsibilities of a member of the OSBA Board of Directors.

9.2 The Caucus shall appoint one member from the Rural Leadership Assembly to serve on the Legislative Policy Committee for a term of two years.

ARTICLE 10

GENERAL PROVISIONS

10.1 Amendment of Bylaws

10.1.1 Bylaws may be altered, amended, or replaced by a majority vote of the members of the Caucus who are present and voting at the annual meeting.

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.

The foregoing charter was adopted by the active membership of the OSBA Rural Caucus on (____)month (____) date (____) year.



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

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

WHEREAS, the Oregon Rural School Board Advisory Committee has been active and publicly supported by OSBA's Board of Directors since April 22, 2022; and has developed a mission statement and goals; and has established bylaws; and

WHEREAS, the Advisory Committee is ready to elect officers and their Rural Leadership Assembly; and

WHEREAS, the Advisory Committee has articulated its mission as follows: "To build collaborative relationships and promote quality education for all students with emphasis on the unique needs of school boards and students in rural communities."

WHEREAS, OSBA's Board of Directors recognizes the importance of the Advisory Committee's value and mission; and

WHEREAS, the Advisory Committee has respectfully requested that the Board of Directors submit a resolution to the membership creating the Oregon Rural School Board Members Caucus 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 a 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 2023 OSBA election; and

BE IT FURTHER RESOLVED that the bylaws with the proposed amendments 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 RURAL SCHOOL BOARD MEMBERS CAUCUS

OF THE

OREGON SCHOOL BOARDS ASSOCIATION

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SECTION 1 PURPOSE

~~A.~~ The Oregon School Boards Association (the "Association") 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:

~~B.A.~~ To work for the general advancement and improvement of the education of all public school children of the State of Oregon.

~~C.B.~~ To gather and disseminate information pertinent to the successful operation of public schools.

~~D.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.

~~E.D.~~ To work for adequate and dependable financial support for the public schools of this state.

~~F.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.

~~G.F.~~ To encourage the establishment and maintenance of best practices and high standards in the conduct and operation of the public school educational system.

~~H.G.~~ To study and interpret educational programs and to relate them to the needs of pupils.

~~I.H.~~ To promote public understanding of the role of school boards and school board members in the improvement of education.

~~J.I.~~ To conduct seminars, conferences, and research projects in the various aspects of education for the benefit of members.

~~K.J.~~ To endeavor to implement the policies, beliefs and resolutions of the Association members and board of directors.

~~L.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.

~~M.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;
- 2.3.2 Election and removal of the Legislative Policy Committee (“LPC”) members;
- 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 ~~between of~~ 39,000.1 ~~and above 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 30th. 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 county 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.

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.

2.6.2 Regional elections shall be taken by majority vote 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 2.11.

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, any other officer or person whom the president may designate, shall report on the state of the Association, the activities and 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 an annual or special meeting, or conduct the meetings through, 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 or permitted to be taken at a members' meeting may be taken without a meeting if~~ the Association will delivers a written ballot to every member entitled to vote on the matter. ~~A written ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action. 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 the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast is the same as the number of votes cast by ballot. A written ballot shall set forth each proposed action, indicate the number of responses needed to meet the quorum requirements, state the percentage of approvals necessary to approve each matter, and specify a reasonable time by which a ballot must be received by the Association in order to be counted. Once delivered, a written ballot may not be revoked.~~

~~**2.13 Unanimous Written Consent.** Any action required or permitted to be taken at a members' meeting may be taken without a meeting if the action is taken by all members entitled to vote on the matter. The action shall be evidenced by one or more written consents describing the action taken, signed by each member, and included in the minutes or filed with the corporate records reflecting the action taken. Action taken under this section is effective when the last member entitled to vote on the matter signs the consent, unless the consent specifies an earlier or later effective date.~~

~~**2.13 Quorum and Voting.** A quorum of the members shall consist of those votes represented at a meeting of the members. If a quorum is present when a vote is taken, the affirmative vote of a majority of the votes represented and voting when the action is taken is the act of the members except to the extent that the articles of incorporation, these bylaws, or applicable law require the vote of a greater number of members. 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.~~

~~**2.1.4 Approval:** With the exception of approving amendments to the Association's bylaws, which is outlined in Section 7.1 of these bylaws, approval by written ballot is effective when:~~

~~2.14.1 The number of votes cast by ballot equals or exceeds a quorum of the members;
and~~

~~2.1.4.2 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 2.2, all corporate powers shall be exercised by or under the authority of and the affairs of, are managed under the direction of ~~a~~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 ~~24~~25 persons. The number of directors may be fixed or changed periodically, within the minimum, and maximum 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 an officer/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 regionally elected directors, one designated director as defined in the bylaws of the Oregon School Board Members of Color Caucus, one designated director as defined in the bylaws of the Oregon Rural School Boards Caucus and ex-officio nonvoting members 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 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. The nomination and election of directors shall be in accordance with the elections calendar annually adopted by the board. 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. 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 of the members shall be elected. In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes cast, 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.

3.5.3 Designated Representative. ~~In accordance with their bylaws, caucuses of OSBA, The Oregon School Board Members of Color Caucus~~ shall appoint ~~an officer~~ a representative of the Caucus to serve as a director of the Association. The ~~appointee, as defined in the Caucus bylaws~~ representative must, shall 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. All Association bylaws and policies shall apply to the designated representative serving as the Caucus' director of the Association.

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 of the Confederation of School Administrators;
- (e) The board section president 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 the board of directors may appoint.

3.6 Vacancies. In the event that any director position, other than the immediate past president 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. 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~~ the Members of Color Caucus' director position, then the ~~Caucus-caucus~~ shall, as set forth in Section 3.5.3, appoint a new ~~Caucus caucus officer-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 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. 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. 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. The board of directors may hold annual, regular or special meetings at any location in ~~or out of~~ the State of Oregon.

3.10 Notice of Meetings. All members 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 shall also comply with all procedures and include any information as required by ORS Chapter 192.

3.11 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.

3.12 Quorum and Voting. A quorum of the board of directors shall consist of a majority of the number of directors in office ~~immediately before at the time~~ the meeting begins. ~~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.~~

3.123.13 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.

3.123.14 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.

3-143.15 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.

3-153.16 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 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 five officers of the board of directors: the president as chairman, the president-elect, the vice president, the secretary-treasurer and the immediate past president. The executive committee may act, pursuant to delegation of authority to such committee by the board of directors, 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 by mail, email or at the next 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 Association secretary/treasurer and vice president, one Association board director from the PACE board, one district business official and one at-large board member. ~~The finance committee shall operate within the guidelines of the corporation's investment policy and the Finance Committee Operating Manual.~~

(a) 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.

(b) The finance committee shall operate within the guidelines of the corporation's investment policy guidelines and the Finance Committee Operating Manual Guidelines.

4.1.24.1.3 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. 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 and the regional representatives elected under the procedures defined in 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 the Oregon Rural School Boards Caucus. All committee members must be elected or appointed directors of a member. The vice president of the ~~board~~ board of directors shall chair the LPC.

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

(d) Election. Each LPC member shall be elected by majority of member boards of a region. Each region shall elect the number of LPC members as described in Section 3.5, without regard to Section 3.5.1(d). Such elections shall be held using the procedures described in Section 3.5.2.

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

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 bylaws Restated Trust Agreement, the PACE trustees shall nominate trustee candidate(s) to the OSBA board of directors. The nominees shall be elected by 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.

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

4.2 Other Board Committees. The board of directors may create one or more committees of the board of directors and appoint directors and representatives of members to serve on such committee. The creation of a committee and the appointment of directors and member representatives to the committee must be approved by a majority of all directors in office when the action is taken. The provisions of these bylaws governing meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements of the board of directors shall apply to committees and their members as well. Committees of the board of directors may, to the extent specified by the board of directors, exercise the authority of the board of directors; provided, however, that no committee of the board of directors may:

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

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

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

4.4.1 Clearly articulate the vision, mission and goals of the Caucus.

4.4.2 Adopt bylaws for operating, programming and governing within the context of the Association bylaws described herein.

4.4.3 Comply with Association policies and guidelines.

~~4.4.3~~ **4.4** Caucuses shall be added or eliminated to this provision through the amendment process described in these bylaws.

~~4.4.5~~ With the adoption of this section, the Oregon School Board Members of Color Caucus is was established by a vote of the membership in 2018.

~~4.4.5~~ With the adoption of this sections, the Oregon Rural School Boards Caucus is established.

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 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.

5.2 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.

5.3 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 a term for another officer who was unable to complete a term and is then voted into the same position the following year. The secretary-treasurer may serve up to two consecutive one-year terms. Directors and members of committees may receive reimbursement of such expenses as may be determined by resolution of the board of directors to be just and reasonable. Directors shall not otherwise be compensated for service in their capacity as directors.

5.4 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.

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

5.5.1 President: The president shall preside at all member meetings of the Association and of the board of directors; shall appoint, committees subject to the approval of the board of directors; shall call all regular and special meetings as provided herein; shall be ex-officio voting member of all committees. The president shall automatically serve as immediate past president for the following term. The president serves for a term of one calendar year.

5.5.2 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.

5.5.3 Vice president: In the absence of the president-elect 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.

5.5.4 Secretary-treasurer: The secretary-treasurer shall be responsible for keeping in a suitable minute book accurate minutes of all board of director meetings; 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, 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.

5.5.5 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.

5.5.6 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, race, creed, marital status, sexual orientation, religion, color, age, disability, or national origin.

SECTION 7 GENERAL PROVISIONS

7.1 Amendment of Bylaws.

7.1.1 Amendments to the bylaws may be initiated by the board of directors or submitted by a member to the board of directors. ~~Amendments must be approved by a vote of two-thirds majority of the members at any regular or special meeting. 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. Such notice shall be provided by US mail or email at least 15 days prior to the member meeting at which the vote will take place.~~

7.1.2 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.

7.1.3 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.

7.1.4 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.

7.1.5 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.

7.1.27.1.6 Whenever an amendment or new bylaw is adopted, it shall be copied in the minute book 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.

7.2 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.

7.3 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.

7.4 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.

7.5 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.

7.6 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.

7.7 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.

7.8 Fiscal Year. The fiscal year of the Association shall begin on the first day of July 1 and end on the last day of June in each year.

7.9 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 14, 2018. 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.

DRAFT

Vernonia School District 47J

Code: BD/BDA
Adopted: 9/11/86
Revised: 11/09/23
Orig. Code(s): BD/BDA

Board Meetings

Optional policy. School boards must follow public meeting law regardless of whether the board adopts this policy. This policy reflects public meeting law as amended by House Bill 2805 (2023).

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. “Meeting” means the convening¹ of a quorum of the Board as the district’s governing body to make a decision² or to deliberate³ toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the Board, i.e. a work session. “Meeting” does not include any on-site inspection of any project or program the attendance of members of the Board at any national, regional or state association to which the Board or its members belong.

The affirmative vote of the majority of members of the Board is required to transact any business.

All regular, special and emergency meetings of the Board will be open to the public except as provided by law. Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. All meetings will be conducted in compliance with state and federal statutes. For information how to give or submit public comment it is outlined in Board policy BDDH - Public Comment at Board Meetings⁴ and posted on the district’s website.

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law⁵. The Board may attend training sessions outside the district boundaries but

¹ “Convening” means: (a) Gathering in a physical location; (b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants; (c) Using serial electronic written communications among participants; or (d) Using an intermediary to communicate among participants.

² “Decision” means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.

³ “Deliberation” means discussion or communication that is part of a decision-making process.

⁴ When telephone or other electronic means of communication is used during a meeting open to the public, the Board shall make at least one place available to the public where, or at least one electronic means by which, the public can listen during the meeting. At all meetings of the Board open to the public, the public will be provided an opportunity, to the extent reasonably possible, to access and attend the meeting by telephone, video or other electronic or virtual means. If in-person oral testimony (or public comment) is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit oral testimony during the meeting, at the designated portion of the agenda, by telephone, video or other electronic or other means. If in-person written testimony is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit written testimony including by email or other electronic means, so that the Board is able to consider the submitted testimony in a timely manner.

⁵ ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

cannot deliberate or discuss district business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including the news media which have requested notice, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they are not included in the notice.

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for hearing-impaired persons. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice.

If requested to do so at least 72 hours before a meeting held in public, the Board will make a reasonable effort to provide translation services.⁶

All meetings held in public shall comply with the Oregon Indoor Clean Air Act.

The possession of dangerous or deadly weapons and firearms, as defined in law and Board policy, is prohibited on district property.

1. Regular, Special and Emergency Meetings

Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the annual organizational meeting and may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business.

No later than the next regular meeting following July 1, the Board will hold the annual organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31.

Special meetings can be convened by the Board chair, upon request of three Board members, or by common consent of the Board at any time to discuss any topic. At least 24 hours' notice must be provided to all Board members, the news media which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

2. Communications Outside of Board Meetings

⁶ Districts are encouraged to evaluate translation needs and resources prior to adding this language. A district may decide that translating the agenda, minutes or other documents, or public comment is sufficient.

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic, video or telephonic communications, serial electronic communications among participants and using an intermediary to communicate among participants. Such communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Communications outside of a Board meeting may contain:

- a. Communications to, between or among members of a governing body that are:
 - (1) Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board (including agendas and information concerning agenda items);
 - (2) Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
 - (3) Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters; or
- b. Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to other Board members will have the following notice:

Important: Please do not reply or forward this communication if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting. Electronic communications on district business are governed by public meetings law.

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by public meetings law.

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with state law on public meetings, including notice and minutes. Generally, Boards do not take official action during work sessions, although there is no legal prohibition to do so.

5. Executive Sessions

Executive sessions may be held as an agenda item during regular, special or emergency meetings for a reason permitted by law. (See Board policy BDC - Executive Sessions)

Complaints regarding public meetings laws can be filed with the Board in accordance with Board Policy KL – Public Complaints. The Board will respond and provide a copy of the complaint and response to the Oregon Government Ethics Commission within 21 days in accordance with state law.⁷

⁸**Mandatory Training**

Every member of the Board shall attend or view a training on public meetings law prepared or approved by the Oregon Government Ethics Commission (OGEC) at least once during the Board member’s term of office and shall verify attendance in accordance with OGEC procedures.

END OF POLICY

Legal Reference(s):

[ORS Chapter 192](#)

[ORS 255.335](#)

[ORS 433.835 - 433.875](#)

[ORS 332.040 - 332.061](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

OR. ATTY. GEN. Public Records and Meetings Manual.

[House Bill 2805](#) (2023).

⁷ See House Bill 2805 (2023) Section 5(2) for requirements of the response.

⁸ This is required for Board members in districts with total expenditures for a fiscal year of \$1 million or more. This number will be reviewed by OGEC at least once every five years. If the district has total expenditures of less than \$1 million, this language can be kept, but “shall” should be replaced with “is encouraged to.”

Executive Sessions

Optional policy. School boards can only meet in executive session when statute allows. This policy can be a helpful resource for Board members in determining whether executive session can be used.

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student.

An executive session may be included as an agenda item of an existing meeting in accordance with Board policy BDDC - Board Meeting Agenda or held as its own meeting. Proper notice is required.

If open session is held prior to the executive session, the presiding officer will announce the executive session by identifying the authorization under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent.¹ (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer², employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))

¹This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. Prior to holding an executive session under ORS 192.660(2)(a), the Board must ensure

- a. The vacancy has been advertised;
- b. Regular hiring procedures have been adopted;
- c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and
- d. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

² To determine whether the individual involved is considered a public officer, consult with legal counsel.

6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))
10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))
11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
12. To review matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential records; the discussion; and each Board member's vote on the issue.

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential except as provided by law. Board members and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required by law.

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)

[ORS 332.045](#)

[ORS 332.061](#)

OR. ATTY. GEN. Public Records and Meetings Manual.

Oregon Government Ethics Commission, [Staff Advisory Opinion](#) No. 22-106S

[House Bill 2806](#) (2023)

Family Medical Leave *
(Version 1)

When applicable, the district will comply with the provisions of the Family and Medical Leave Act (FMLA)¹, the Oregon Family Leave Act (OFLA)², the Oregon Military Family Leave Act (OMFLA), Paid Family Medical Leave Insurance (PFMLI) and other applicable provisions of state and federal law, Board policies and collective bargaining agreements regarding family medical leave.

In order for an employee to be eligible for the benefits under FMLA, the employee must have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and worked at a worksite that employs 50 district employees within 75 miles of the worksite.

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days immediately prior to the first day of the start of the requested leave. For parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins: there is no minimum average number of hours worked per week. Special requirements apply during public health emergencies.

OMFLA applies to employees who work an average of at least 20 hours per week; there is no minimum number of days worked when determining an employee's eligibility for OMFLA.

PMFLI is generally available to district employees who have earned \$1,000 in subject wages or taxable income during the alternate or base years³, contributed to the PMFLI fund in the alternate or base years and are otherwise eligible⁴.

Federal and state leave entitlements generally run concurrently.

The superintendent will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

¹ Generally, FMLA applies only to entities with 50 or more employees, however, FMLA applies to all public elementary and secondary educational institutions. See 29 CFR 825.600(b). The rule regarding individual employee eligibility does apply: an employee is only eligible if the employee "is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite." See 29 CFR 825.110(a)(3). Consequently, FMLA applies to districts with fewer than 50 employees, but individual employees will not be eligible to receive benefits

² OFLA applies to employers with 25 or more employees in Oregon (ORS 659A.153) and OMFLA applies to all public-sector employers in Oregon. (ORS 659A.090(2)) (Oregon BOLI Leave Laws – 2023 Edition)

³ The wages are not required to have been earned for work in the district.

⁴ See OAR 471-070-1010 for additional information.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)

[ORS 659A.090](#)

[ORS 659A.093](#)

[ORS 659A.096](#)

[ORS 659A.099](#)

[ORS 659A.150 - 659A.186](#)

[ORS 659B.010](#)

[OAR 839-009-0200-0320](#)

Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).

Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654; 5 U.S.C. §§ 6381-6387 (2012); Family and Medical Leave Act, 29 C.F.R. Part 825 (2017).

Americans with Disabilities Act, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

Escriba v. Foster Poultry Farms, Inc. 743 F.3d 1236 (9th Cir. 2014).

Senate Bill 999 (2023).

Local Wellness

Required. Title 7 C.F.R. 210.31(a) requires local education agencies to “establish a local school wellness policy for all schools participating in the National School Lunch Program and/or School Breakfast Program...”. The law describes the policy as “a written plan that includes” various components intended to improve student wellness. This policy is designed to meet the requirements for a wellness policy and provide the framework for the district’s plan. Previously these requirements were split between the policy and an administrative regulation (AR). All required and/or related content is now included in the model policy, therefore OSBA recommends deleting the AR if the district previously included it in the board’s policy manual. Districts should consult with stakeholders in the process of adoption and incorporate language that meets the unique needs of the district.

The district is committed to the optimal development of every student and believes that a positive, safe and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental and social success.

To help ensure students possess the knowledge and skills necessary to make healthy choices for a lifetime, the superintendent shall prepare and implement a comprehensive district nutrition program consistent with state and federal requirements for districts sponsoring the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). The program shall reflect the Board’s commitment to providing adequate time for instruction that fosters healthy eating through nutrition education and promotion, serving healthy and appealing foods at district schools, developing food-use guidelines for staff and establishing liaisons with nutrition service providers, as appropriate.

POLICY IMPLEMENTATION, MONITORING, ACCOUNTABILITY AND COMMUNITY ENGAGEMENT

Implementation

The district shall manage and coordinate the implementation of this local wellness policy.

Implementation will consist of, but not be limited to, the following:

1. Delineating roles, responsibilities, actions and timelines specific to each school;
2. Generating and disseminating information about who will be responsible to make what change, by how much, where and when;
3. Establishing standards for all foods and beverages provided (but not sold) to students during the school day on participating school campuses;
4. Establishing standards and nutrition guidelines for all foods and beverages sold to students during the school day on participating school campuses that meet state and federal nutrition standards for NSLP and SBP, competitive foods, permit marketing of same that meets the competitive food nutrition standards, and promotes student health and reduces child obesity; and

5. Establishing specific goals for nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness.

The Board designates the superintendent to be responsible for ensuring each school meets the goals outlined and complies with this policy.

The district will retain the following records to document compliance with the local wellness policy requirements at the district's administrative offices:

1. The written local wellness policy;
2. Documentation to demonstrate the policy has been made available to the public;
3. Documentation of efforts to review and update the local wellness policy, including an indication of who participates in the update and the methods the district uses to make stakeholders aware of their ability to participate;
4. Documentation to demonstrate compliance with the annual public notification requirements;
5. Documentation of the district's most recent assessment on the implementation of the local wellness policy;
6. Documentation to demonstrate the most recent assessment on the implementation of the local wellness policy has been made available to the public.

Notification of Policy

The district will inform the public about the content and implementation of the local wellness policy, and post the policy and any updates to the policy on the district website annually. Included will be, if available, the most recent assessment of the implementation, and a description of the progress being made in attaining the goals of the policy.

The district will publicize the name and contact information of the district or school official(s) leading and coordinating the policy and information on how the public can get involved with the local wellness policy. This information will be published on the district's website and in district communications.

Triennial Progress Assessments

At least once every three years, the district will evaluate the implementation of this policy and its progress with a triennial assessment and produce a progress report that will include:

1. The extent to which schools under the jurisdiction of the district are in compliance with the policy;
 2. The extent to which the district's policy compares to model local school wellness policy¹; and
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¹ Model Wellness Policy resource published by the [Alliance for a Healthier Generation](#). OSBA makes no representation of its compliance by providing this resource.

3. A description of the progress made in attaining the goals of the district's policy.

The district will publish the triennial progress report on the district website when available. The district will update or modify the policy based on results of the triennial assessment.

Community Involvement, Outreach and Communications (Review of, and Updating Policy)²The district will actively communicate ways in which the community can participate in the development, implementation and periodic review and update of the local wellness policy. The district will communicate information about opportunities in community news, on the district's website, on school websites, and/or in district or school communications. The district will ensure that communications are culturally and linguistically appropriate to the community.

Parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and the general public will be solicited to participate in the periodic review and update of the local school wellness policy.

NUTRITION PROMOTION AND NUTRITION EDUCATION

Nutrition promotion and nutrition education positively influence lifelong eating behaviors by using evidence-based strategies and techniques and nutrition messages and by creating food environments that support healthy nutrition choices.

Nutrition promotion and nutrition education shall be a sequential and integrated focus on improving students' eating behaviors, reflect evidence-based strategies and be consistent with state and local district health education standards.

Nutrition promotion, including marketing and advertising nutritious foods and beverages to students, will be implemented consistently through a comprehensive and multi-channel approach, (e.g., in the classroom, cafeteria and at home) by staff, teachers, parents, students and the community.

School Meals

Schools within the district participate in U.S. Department of Agriculture (USDA) child nutrition program(s), administered through the Oregon Department of Education (ODE) which may include the NSLP, and the SBP, Fresh Fruit & Vegetable Program (FFVP), After School Snack Program (ASSP), Special Milk Program (SMP), Summer Food Service Program (SFSP). The district also operates additional nutrition-related programs and activities including Farm-to-School programs, school gardens, Breakfast in the Classroom, Mobile Breakfast carts or Grab 'n' Go Breakfast.

The district's available meal program(s) will operate to meet meal pattern requirements and dietary specifications in accordance with the Healthy, Hunger-Free Kids Act and applicable federal laws and regulations.

The principal(s) will support nutrition and food services operation as addressed in Board policy EFAA – District Nutrition and Food Services and its accompanying administrative regulation EFAA-AR – Reimbursable Meals and Milk Programs.

² USDA Local school wellness policy [resource](#); CDC [resource](#); CDC Healthy Schools [resource](#); USDA Local school wellness policy [outreach toolkit](#) and communication resource from [Alliance for a Healthier Generation](#).

Water

Free, safe, unflavored, drinking water will be available to all students throughout the school day and throughout every school campus. The district will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The district controls the sale of all competitive foods. All foods and beverages outside the reimbursable school meal programs that are **sold** to students on the school campus during the school day will meet or exceed Smart Snacks Standards³.

Celebrations and Rewards/Incentives

All foods and beverages offered on the school campus are encouraged to meet the nutrition standards set by the USDA and the Oregon Smart Snacks Standards. This includes, but is not limited to, celebrations, parties, and classroom snacks brought by parents.

Fund Raising

Foods and beverages that meet or exceed the nutrition standards set by the USDA and the Oregon Smart Snacks Standards may be sold through fundraisers on the school campus during the school day. Such requests to conduct a fundraiser will be submitted to the principal for approval before starting.

Food and Beverage Marketing in Schools

Any foods and beverages marketed or promoted to students on the school campus during the school day are encouraged to meet nutrition standards for competitive foods set by the USDA.

PHYSICAL ACTIVITY AND PHYSICAL EDUCATION

A quality physical education program is an essential component for all students to learn about and participate in physical activity. The district will develop and assess student performance standards and program minute requirements in order to meet ODE's physical education content standards and state law.

Physical activity should be included in the school's daily education program for grades K through 12 and include regular, instructional physical education, as well as co-curricular activities and recess.

In order to ensure students are afforded the opportunity to engage in physical education and physical activity in the school setting, the following goals are established:

1. ⁴Physical education will be a course of study that focuses on students' physical literacy and development of motor skills;

³ Oregon Department of Education, [Oregon Smart Snacks Standards](#)

⁴ The goals listed are examples; districts are required to include goals in the policy. Districts are encouraged to evaluate needs and resources and to develop specific goals. Districts are required to "review and consider evidence-based strategies and techniques" (7 CFR 210.31(c)(1)). Model Wellness Policy resource published by the [Alliance](#)

2. Staff encourages and provides support for parental involvement in their children's physical education;
 3. Physical education courses will be the environment where students learn, practice and are assessed on developmentally appropriate knowledge, skills and confidence to become physically literate;
 4. Instruction, provided by adequately prepared teachers, i.e., licensed or endorsed to teach physical education, will meet the state adopted academic content standards for physical education (Oregon Revised Statute (ORS) 329.045). Teachers of physical education shall regularly participate in professional development activities annually;
 5. ⁵Every public school student in kindergarten through grade 8 shall participate in physical education for the entire school year for at least an average of 150 minutes during each school week, as calculated over the duration of the school year. A student with a disability shall have suitably adapted physical education incorporated as part of their individualized education program (IEP) developed under ORS 343.151. A student who does not have an IEP but has chronic health problems, other disabling conditions or other special needs that preclude them from participating in regular physical education instruction, shall have suitably adapted physical education incorporated as part of their individualized health plan, developed by the district. Students in kindergarten through grade 5 shall participate for a least 150 minutes during each school week, and student in grades 6 through 8 for a least an average of 150 minutes during each school week, as calculated over the duration of a school year.
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Other Activities that Promote Student Wellness

The district will integrate wellness activities throughout the entire school environment (districtwide). The district will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicated and work toward the same set of goals promoting student well-being, optimal development and strong educational outcomes.

The district encourages staff to pursue a healthy lifestyle that contributes to their improved health status, improved morale and a greater personal commitment to the school's overall wellness program. Many actions and conditions that affect the health of staff may also influence the health and learning of students. The physical and mental health of staff is integral to promoting and protecting the health of students and helps foster their academic success. The district's Employee Wellness Program will promote health, reduce risky behaviors of employees and identify and correct conditions in the workplace that can compromise the health of staff, reduce their levels of productivity, impede student success and contribute to escalating health-related costs such as absenteeism.

[for a Healthier Generation](#). OSBA makes no representation of its compliance by providing this resource.

⁵ Districts are required to provide the specified number of physical education minutes, but are not required to include them as goals or in this policy. If the district operates K-5 elementary schools, select "5" in the first bracket and "6" in the second bracket. If the district operates K-6 elementary schools, select "6" in the first bracket and "7" in the second bracket.

Decision makers who have the authority to approve policy and provide administrative support essential for a school wellness program (e.g., Board members, superintendents, human resource administrators, fiscal services administrators and principals).

DEFINITIONS

1. “Competitive food” means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act available for sale to students on the school campus during the school day.
2. “Food and beverage marketing”⁶ is defined as advertising and other promotion in schools. Food and beverage marketing often includes an oral, written or graphic statement made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.
3. “Oregon Smart Snacks Standards”⁷ means the State’s minimum nutrition standards for competitive foods and beverages (ORS 336.423).
4. “School day” means, for the purpose of competitive food standards implementation, the period from the midnight before, to 30 minutes after the end of the official school day
5. “School campus” means, for the purpose of competitive food standards implementation, all areas of property under the jurisdiction of the school that are accessible to students during the school day.

END OF POLICY

Legal Reference(s):

[ORS 327.531](#)

[ORS 327.537](#)

[ORS 329.496](#)

[ORS 332.107](#)

[ORS 336.423](#)

[OAR 581-051-0100](#)

[OAR 581-051-0305](#)

[OAR 581-051-0306](#)

[OAR 581-051-0310](#)

[OAR 581-051-0400](#)

⁶ This term includes, but is not limited to, the following: brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container; displays, such as on vending machine exteriors; corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: Immediate replacement of these items is not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance.); corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, student assignment books or school supplies displayed, distributed, offered or sold by the district; advertisements in school publications or school mailings; free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

⁷ Oregon Department of Education, [Oregon Smart Snacks Standards](#)

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b (2018).
National School Lunch Program, 7 C.F.R. Part 210 (2022).
School Breakfast Program, 7 C.F.R. Part 220 (2022).
House Bill 3199 (2023).

MEETING MINUTES

VERNONIA SCHOOL DISTRICT BOARD of DIRECTORS Regular Meeting – October 12, 2023 Mist Elementary, 69163 Hwy 47, Mist

- 1.0 CALL TO ORDER:** A Regular Meeting of the Directors of Administrative School District 47J, Columbia County, Oregon was called to order at 6:03 p.m. by Scott Rickard. MEETING CALLED TO ORDER
- Board Present:** Greg Kintz, Javoss McGuire, Scott Rickard, and Susan Wagner
Board Absent: Stacey Pelster, Joanie Jones, Amy Cieloha
Staff Present: Jim Helmen, Superintendent; Michelle Eagleson, Elementary Principal; Susanne Myers, Special Education Director; Marie Knight, Business Manager; Barb Carr, Administrative Assistant, and Kendra Schlegel, Sena Wilmoth, and Tabettha Groshong, Licensed Staff. BOARD PRESENT
BOARD ABSENT
STAFF PRESENT
- Visitors Present:** Julie Ramsey, Doris Buchholz, Scott Laird, and Matt Doyle VISITORS PRESENT
- 1.1** The Pledge of Allegiance was recited. PLEDGE OF ALLEGIANCE
- 2.0 AGENDA REVIEW:** Susan Wagner moved to approve the agenda as presented. Javoss McGuire seconded the motion. Motion passed unanimously with those in attendance. AGENDA REVIEW
- 3.0 PUBLIC COMMENT:** None PUBLIC COMMENT
- 4.0 SHOWING CASING of SCHOOLS ADMINISTRATOR REPORTS**
- 4.1 ADMINSTRATOR REPORTS:** The Board received all Administrator Reports prior to the meeting.
- Scott Rickard asked about the next steps after gathering student assessment. According to Jim Helmen, last year all elementary and certain grade level students were tested. The Data Teams will meet and determine where students are performing and then align instruction, determining where interventions might be necessary. The data will also be used to align the PLC groups including reading comprehension and writing. After assessing again in January the District will be able to see growth on the changes made.
- Principals have done a great job with their reports, adding diagrams to see how things are going in their respective buildings. The District Talented and Gifted student numbers are lower than the average. Based on enrollment numbers we should have approximately 12 students; currently there are 3. All 3rd grade students are tested each year to determine qualification for the TAG program.
- Scott Rickard commented on the Special Education Report, thanking Susanne Myers for the mention of new senate bills. Susanne shared that she feels the District is off to a good start regarding the changes being implemented because of the bills. It all starts with a series of meetings followed by paperwork. Students will then be identified that fall under the new guidelines. Greg Kintz asked if there is any leeway on the abbreviated timelines for students. According to Susanne, every student has the right to a full school day. The rule doesn't say they can't have an abbreviated day but the goal is not to have it. It is possible unintended outcomes may surface once the rule is put into place. Jim Helmen recognized Susanne for her work to bring us into compliance with the new guidance.
- Jim Helmen highlighted the efforts of the District to support new teachers. The District has 3 layers of new teachers this year. They are coming to us as:
Level 1: a teacher with teaching / classroom experience
Level 2: a teacher with little teaching experience or classroom time as an instructional assistant
Level 3: a teacher without teaching experience and needs additional support.
- For those teachers at Level 1, the District has instructional coaches through the NWRES D lending support. Level 2 teachers have teacher mentors working with them, focusing on processes, etc. For Level 3 teachers, the District has hired recently retired teacher, Robin

Murphy to support our 2 brand new teachers as if they were in a student teaching situation. She is in the classroom side-by-side with them.

- 4.2 **Class Size Report:** Jim Helmen shared that overall our enrollment is up slightly from where it ended last year. Currently 100 students are enrolled in the Vernonia Family Academy. During COVID, this number was over 200. Quite a few high school level students have a blended day, coming into the building for electives. This program is full. CLASS SIZE REPORT

5.0 **BUSINESS REPORTS:**

- 5.1 **Superintendent Report:** The Superintendent’s Report was provided to the Board prior to the meeting. SUPERINTENDENT REPORT

Scott Rickard commented that he was excited to see the ODE 21st Century Grant materialize. Jim Helmen shared that it will be a great opportunity to support the kids and the community.

Matt Doyle, NWRES D Columbia County Administrator: Jim Helmen introduced Matt Doyle. Mr. Doyle shared that he comes from St. Helens, as the Administrator at the Columbia County Service Center. He has also worked in St. Helens as a School District Administrator. He has spent time as a sub and saw firsthand the gaps in the classrooms. A lot of his time is spent supporting teachers and specialists such as occupational therapists, physical therapists, speech pathologists and instructional assistants. He also supports early childhood development. He convenes the Columbia County Superintendents once a month and he also meets once a month with special education directors. Mr. Doyle shared that he works closely with Jim Helmen to ensure that Vernonia receives the services it needs to support students. NWRES D COLUMBIA SERVICE CENTER ADMINSTRATOR SPEAKS BRIEFLY TO THE BOARD

- 5.2 **Financial Report:** Marie Knight shared that she is not yet done with the 2022-23 financial audit. She explained that certain dates are set aside for the auditors to work on our District. If the audit is not completed on the dates set aside for us, they move on to the next audit returning to finish us when they have time. She does not anticipate having to go into February and March like last year. Nothing big has come up. There were no questions from the Board. FINANCIAL REPORT

- 5.3 **Maintenance Report:** Mark Brown’s report was provided to the Board prior to the meeting. There were no questions from the Board. MAINTENANCE REPORT

Jim Helmen highlighted a couple items. The District recently purchased a Gator for the Maintenance Department. This has been budgeted for a couple of years and it recently arrived. It will be valuable in maintaining a large campus. NEW GATOR HAS BEEN PURCHASED

OSAA is now going to a shot clock for boys’ and girls’ basketball. It will be installed over the main score board in the large gym. OSAA IMPLEMENTING SHOT CLOCK IN BASKEBALL

Logger Concessions had a soft opening last weekend. The Grand Opening will be next Friday, Oct. 20. at 6:30 pm. Scott Laird, a member of the Stadium Committee, stated that he is thankful to be done with phase 1 – the concession building. The Committee can now move on to focusing on the grand stands. CONCESSION STAND COMPLETE

6.0 **BOARD REPORTS/ BOARD DEVELOPMENT:**

- 6.1 **COMMITTEE REPORTS** COMMITTEE REPORTS

6.1.1 Safety Committee – No report given.

6.1.2 Policy Committee – The committee met recently and worked through a few policy updates. These updates are presented for a 1st reading and part of this packet. Greg Kintz indicated that he would like the committee to review the Volunteer Policy.

6.1.3 Scholarship Committee – No report given.

7.0 **OTHER INFORMATION and DISCUSSION**

- 7.1 **Division 22 Standards:** Jim Helmen shared that after his thorough review of our policies, procedures, and standards, the Vernonia School District is in compliance. There was one area of minor exception and that was ensuring our systems and practices, our TAG program for example, are posted on the District website. This information is due to ODE by November 1st. Mr. Helmen will submit soon and meet this deadline. If any corrections are needed, ODE will notify the District by November 15th. DIVISION 22 STANDARDS IN COMPLIANCE NOTICE TO THE PUBLIC

7.2 Policy Updates – 1st Reading.

- BD/BDA – Board Meetings. Discussion was held on language in number 1, addressing special meetings and on the inclusion of #8 mandatory training for board members.
- BDC – Executive Sessions.
- EFA – Local Wellness
- GCBDA/GDBDA – Family Medial Leave

POLICY UPDATES – 1st READING

8.0 ACTION ITEMS: There were no action items scheduled for this meeting.

9.0 MONITORING BOARD PERFORMANCE: Nothing discussed.

10.0 CONSENT AGENDA:

CONSENT AGENDA

10. Minutes of 09/14/2023 Regular Meeting
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Susan Wagner moved to approve the consent agenda as presented. Greg Kintz seconded the motion. Motion passed unanimously with those in attendance.

CONSENT AGENDA APPROVED

11.0 OTHER ISSUES:

OTHER ISSUES

Jim Helmen, shared that it was a request from the Board to compare law firms for the District’s legal representation. He looked at services provided and all were comparable however the rate at which those services cost differed. He took the District’s recent fair dismissal appeal case and looked at cost over time. He took the bill and broke it down for associated costs and hourly rates for all staff working on behalf of our District and compared this to other firms.

DISTRICT LEGAL REPRESENTATION OPTIONS COMPARED

With our current attorney representation the total hourly support rate was \$3,715.00. In comparison to what it would have been with:

- Hungerford Law Firm - \$6,500.00
- Harang & Lang PC - \$10,000 – \$30,000
- Lynch, Murphy and McLane - \$5,890.00
- Miller Nash - \$6,570.00

Jim Helmen stated he is happy with the representation of the District. Susanne Myers agreed. It is Mr. Helmen’s recommendaiton that we stay with Garrett Hemann Robertson. If at any time he feels the District is not getting the needed support he will look at this again.

PRINCIPALS RECOGNIZED IN OCTOBER

Jim Helmen recognized our Principals as October is Principal Appreciation Month. Thank you to Michelle Eaglson and Nate Underwood.

OSBA UPDATE

Greg Kintz shared that OSBA recently held their Legislative Road Show. Information will be coming out from OSBA and next month there will be two resolutions for our Board to consider supporting.

UPCOMING CALENDAR EVENTS

The District Fall Engagement Night is scheduled for November 15th. The Mist Birkenfeld Fall Festival will be held November 4th. This is an annual fundraiser for the Mist Birkenfeld Helping Circle which supports student scholarships and covers the cost of the street lights in Mist.

Next Board meeting will be November 9
OSBA conference coming up November 9-11.

13.0 MEETING ADJOURNED at 7:09 p.m.

ADJOURNED

Submitted by Barb Carr,
Administrative Assistant to the Superintendent and Board of Directors

Board Chair

District Clerk