AGENDA

VERNONIA SCHOOL DISTRICT BOARD of DIRECTORS
Public Meeting
Tuesday, November 10, 2026 – 6:00 p.m.
Vernonia Schools K-12 Building, 1000 Missouri Avenue, Vernonia

Join Zoom Meeting
https://us06web.zoom.us/j/81963906200?pwd=bNe8adDZckPUTRRW9DOiAzmpD5f9Ba.1

Meeting ID: 819 6390 6200
Passcode: B6ejEU

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**
This is a time for public comment. Normally the Board will not take any immediate action, but will refer concerns to the Superintendent and ask that they 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 Statues, 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 Administrator Reports
4.2 ODE Interim Data Board Report ..... Supt. / Administrators

5.0 **BUSINESS REPORTS**
5.1 Superintendent ..... Darla Waite-Larkin
5.2 Financial ..... Pam Voss
5.2 Increase in Appropriations Resolution
5.3 Maintenance ..... Debbie Johnston
5.4 Annual Transportation Report ..... Curls School Bus Services

6.0 **BOARD REPORTS / BOARD DEVELOPMENT** ..... Chair
6.1 Committee Reports
6.1.1 Policy Committee

Vernonia School District does not discriminate and prohibits discrimination in any programs or activities on the basis of protected class, including age, citizenship status, color, disability, gender identity, immigration status, marital status, national origin, race, religion, sex, or sexual orientation. See Policy AC Nondiscrimination and Policy KL Complaints and Procedure KL-AR Complaint Form. Complaints and/or inquiries regarding discrimination based on any protected class listed here may be directed to the appropriate Coordinator specified below. Unresolved complaints may be appealed to the Oregon Department of Education. Complaints and/or inquiries regarding discrimination based on age, color, disability, national origin, race, and/or sex may be referred to the U.S. Department of Education Office for Civil Rights (OCR).

1st & 2nd Reading – JHFC Student Bicycle Use, JHFCA Student Skateboard / Rollerblade / Scooter Use, JK Employment of Students, JL Student Gifts and Solicitations, JM Staff-Student Relations
2nd Reading – GCAB – Personal Electronic Devices and Social Media – Staff
6.1.2 Safety Committee
6.1.3 Scholarship Committee

7.0 OTHER INFORMATION and DISCUSSION
7.1 Superintendent Evaluation & Goals..... Darla Waite-Larkin
7.2 Integrated Guidance Report..... Darla Waite-Larkin/Pam Voss
7.3 OSBA Bylaw Amendment resolution..... Greg Kintz

8.0 ACTION ITEMS
8.1 Financial Resolution 2027-01
I move to approve Resolution #2027-01 authorizing an increase in appropriations due to unanticipated special grant revenue for the 2026-27 fiscal year.
8.2 Policy Approval
I move to approve policy JHFC Student Bicycle Use, JHFCA Student Skateboard / Rollerblade / Scooter Use, JK Employment of Students, JL Student Gifts and Solicitations, JM Staff-Student Relations, and GCAB Personal Electronic Devices and Social Media – Staff as presented.
8.3 Superintendent Evaluation & Annual Goals
I move to approve the superintendent evaluation model as discussed and the superintendent annual goals for 2026-27 as presented.
8.4 OSBA Resolution 2027-02
I move to approve the OSBA Resolution #2027-02 as presented & discussed.

9.0 MONITORING BOARD PERFORMANCE..... Chair

10.0 CONSENT AGENDA Chair
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 10/08/2026 Regular Meeting and the 10/19/2026 Workshop

I move to approve the consent agenda as presented.

11.0 OTHER ISSUES..... Chair
11.1 Agenda Setting Meeting Next Month – Wednesday, December 2nd @ 3:30 p.m.

12.0 ADJOURN.....Chair

UPCOMING DATES
Nov. 12-14, 2026 – OSBA Annual Convention
Nov. 18, 2026 – Community Engagement Night
Nov. 25-27, 2026 – Thanksgiving Break
Dec. 10, 2026 – School Board Meeting 6:00 p.m.
Dec. 21 – Jan. 4, 2027 – Winter Break
(Dates and times are subject to change. Please check the district web site at www.vernoniak12.org for the most up-to-date information)

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November 4, 2026

VERNONIA & MIST ELEMENTARY

Small Things Big Impact

Reading at home eah night will significant impact on students' reading development, vocabulary, fluency, comprehension, and overall academic success.

Research by Anderson, Wilson, and Fielding (1988) examined the relationship between students' independent reading habits and reading achievement.Their findings showed a dramatic difference in the amount of reading exposure students receive.

Students reading approximately

- 21 minutes per day read 1,823,000 words per year.
- 5 minutes per day read 282,00 words per year.
- 1 minute per day read 8,000 words per year.

LOGGER EXPERIENCE

- Mrs. DeLemos, our elementary librarian, incorporoates literature with a monthly hands on project for all VES and MES students. In September, students learned about bubbles and had bubble machine. In October, student painted pumpkins and made coffee filter ghosts. In November, students made thankful wreaths which were displayed during parent teacher conferences. These wreaths will be coming home before Thanksgiving so families can add what they are thankful.

Upcoming Events

November 11- Veteran's Day (No School)
November 13-Golden Awards Assembly
November 20- Student of the Month Assembly
November 25-27- Thanksgiving Break (No School)

SETTING STUDENTS UP FOR SUCCESS

To encourage reading at home, students who complete their monthly reading goals and turn in their logs can earn an entry into the Wheels for Books drawing and also earn a free slice of pizza from 4 Stags.

Our teachers are committed to 30 minutes of reading fluency throughout the school day.

Connected, Happy & Proud.

- We are finalizing our Student Visioin for Learning this month and look forward to sharing it with you soon!

LOGGERS
"Building Bridges, Clearing Paths"

FAMILY PARTNERSHIP:

Thank you for attending Parent/Teacher conferences and supporting the Scholastic Book Fair which directly benefits our school library by getting new books into our library!

It was wonderful connecting with you during conferences and we look forward to our continued partnership to support your child's social emotional academic learning!

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LOGGER LINES

NOVEMBER 2026 | VERNONIA MIDDLE-HIGH SCHOOL

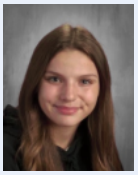
Building Bridges, Clearing Paths

NOVEMBER NEWS & IMPORTANT DATES

Winter Athletics

Middle School - Practices began November 2
Boys Basketball: Luke McCallum and Iwa Leininger
Boys Wrestling: Caleb Stevens
Girls Wrestling: Christina and Russell Morgan

High School - Practices begin November 16
Boys Basketball: David Weller and Matt Blair
Girls Basketball: Ken Ellis and Brooklyn Walters
Wrestling: Mickey Buehrer and Tim McLeod



Addie Is State Bound!

Senior cross-country runner **Addilyn Draeger** placed third at districts and is headed to the state meet. Way to go, Addie!

Choir

Middle and high school choir students sang Halloween carols during elementary lunch. They had a blast - and even sang about Kit Kats!

Logger Halloween Dance Party

Middle school students celebrated their first dance of the year at the Logger Halloween Dance Party. Students had a great time and raised over $300. Leadership is now planning the Reindeer Games.

Parent-Teacher Conferences

November 4 and 5 | Commons | Arena style
Join us to talk about student progress and next steps.

Staff Professional Development

Staff learning focused on **BASES** (Behavior, Attendance, and Social and Emotional Systems), the **9G Network** and ninth-grade on-track success, and **The Logger Experience** in our classrooms.

Quarter 1 Wrap-Up

OCT 30

Quarter 1 ended October 30. This marks a grading period for middle school and a progress report for high school. Encourage students to check in with teachers, catch up, and refocus.
Semester 1 ends January 21.

LOGGER LINES

NOVEMBER 2026 | VERNONIA MIDDLE-HIGH SCHOOL

Building Bridges, Clearing Paths

HANDS-ON LEARNING | LOGGER PROGRAM HIGHLIGHTS

Natural Resource Management Program of Study

Woods: Students finished personalized wooden plaques while learning tools, sanding, staining, and sealing. Next up: end tables, new tools, and mortise-and-tenon joinery.

Machinery: Students completed front and rear brake service on a staff member's vehicle. They are also learning engine parts by taking apart salvaged small gasoline engines.

Fire Science: Weekly visits to the Mist-Birkenfeld and Vernonia fire stations are underway. Students received protective gear, toured the stations, and participated in a Palmer Doll House fire dynamics lab.

Forestry: Students researched tree species and presented slideshows to build identification skills. Later this month, they will join the Upper Nehalem Watershed Council for a riparian restoration project.

Cooking

A cooking class begins in November for transition students, with student mentors supporting their Life Skills peers. We look forward to learning and cooking together!

Welding: Mobile Hammer Cart

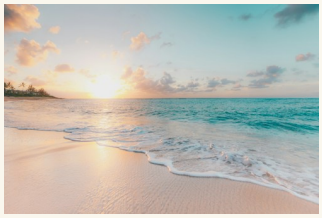
Intermediate welding students completed a mobile hammer cart for the welding shop.





OASC Conference in Seaside

November 8–9 | Ten high school students will attend the Oregon Association of Student Councils (OASC) conference in Seaside. Attending are Logan Briggs, Brody Campo, Nova Gleason, Bella Granucci, Jack Nelson, Orinthia O'Neill, Sarah Pelster, Jasmin Pelster, Elsie Plummer, and Charlotte Schlegel. Mrs. Schlegel and Ms. Safier will facilitate.



Beach photo via Unsplash

Emoji: Twemoji / CC BY 4.0

Superintendent Board Report
Darla Waite-Larkin
November 10, 2026

2026-2027 Theme
Small Things. Big Impact. 💙💛

The Logger Experience

Connected, Happy & Proud

Vision for Student Learning

One of our important priorities this year is developing a shared vision for student learning. It is important that we have a common understanding of what we want the student experience to look and feel like in Vernonia School District. A shared vision helps bring consistency and alignment to our work, ensuring that our decisions, instructional practices, professional development, and allocation of resources are all moving us in the same direction.

Just as importantly, developing this vision collaboratively creates shared ownership and a sense of collective responsibility. When staff have a voice in defining what we want for students, they are more invested in bringing that vision to life. It gives us a common point of reference when making decisions, setting goals, and evaluating our progress.

Our goal is not simply to create a statement on paper, but to establish a shared direction that guides our daily work and, most importantly, makes a meaningful difference for students. The vision was created by certified and classified staff members working together in a shared space.

Our 2026-2027 Vision for Student Learning:

Students feel connected. They are curious, actively engaged, and challenged to think deeply, solve problems, and make connections beyond the classroom. Students experience rigorous, hands-on learning that encourages exploration, critical thinking, and creative problem-solving. In a safe environment where mistakes are celebrated as opportunities for growth, students develop confidence, resilience, and a reflective growth mindset that prepares them to navigate challenges and apply their learning throughout life.

Afterschool Program Update

The investigation into the recent incident involving our afterschool program is complete. At this time, the program remains paused indefinitely while we evaluate the appropriate next steps to ensure that any future programming aligns with our expectations for student safety, well-being, and positive student experiences.

I am working with the Oregon Department of Education (ODE) to evaluate the program and develop a plan for moving forward. An important part of this process will be elevating student

voice and gathering input from students about what they value, what they would like to see, and what would make the program a positive and meaningful experience for them.

We want to be thoughtful and intentional about any decisions moving forward. I will provide additional information and an update on our progress at the December board meeting.

Long-Term Facilities Maintenance Planning

As I spend more time in our buildings, I am becoming increasingly aware of the ongoing maintenance needs associated with aging facilities. I want to be proactive in addressing these needs rather than continually responding to issues as they arise.

I would like us to take a more comprehensive look at our facilities and develop a long-term maintenance plan that identifies current needs, prioritizes projects, anticipates future expenses, and helps us plan for the responsible upkeep of our buildings and grounds.

Look for this to be a topic of discussion at our December board meeting as we begin exploring how to approach long-term facilities planning and establish priorities for the years ahead.

Teacher Evaluation System

At the beginning of this school year, we learned that the teacher evaluation system the district had previously been using was no longer available. Since then, district administration and certified union leadership have worked collaboratively to identify and establish a new system. Through that collaboration, the team selected the 5D+ Teacher Evaluation Framework from the Center for Educational Leadership (CEL). The 5D+ framework is widely used, research-based, and provides a meaningful structure for supporting instructional growth and professional development.

I am grateful for the positive collaboration between administration and union leadership throughout this process. Their willingness to work together toward a solution reflects a shared commitment to supporting our teachers and, ultimately, improving learning experiences for our students.

Vernonia School District 47J

October 2026

How are we doing?

Our first four months show encouraging signs compared with last year: we have recorded slightly more revenue and spent less. However, we cannot yet say the District has recovered financially. The audit must confirm the beginning fund balance, and we still have bills and payroll to cover for the rest of the year.

July–October: This year compared with last year

General Fund	2025	2026	Change
Revenue recorded	$2,254,838	$2,305,984	+$51,146
Actual spending	$2,126,058	$1,994,133	–$131,925
Revenue less spending	$128,780	$311,851	+$183,071

What do these numbers mean?

We brought in about $51,000 more and spent about $132,000 less than in July–October 2025. That is a positive start, but four months of activity do not tell us how the full year will end.

The $312,000 difference between revenue and spending is not extra money to spend. Revenue arrives at different times during the year, and many future expenses are already committed.

What are we watching closely?

Cash flow: Making sure enough money is available when payroll and other bills are due.

Committed expenses: Most of the annual General Fund budget is already spent or set aside for planned obligations, including salaries and benefits.

Specific budget areas: Some Special Education and related service categories have commitments above their individual budgets and need review.

Beginning fund balance: The audit is still needed to confirm how much the District actually carried into this year.

Bottom line

The District is showing better year-to-date operating results than last October, but we still need to be careful. We will continue watching spending, revenue collections, and cash needs while the audit is completed. Once the beginning fund balance is confirmed, we will have a clearer picture of the District’s overall financial health.

Figures are General Fund activity through October 31; rounded to the nearest dollar. Revenue minus spending is not the same as cash on hand or a projected year-end surplus.

Vernonia School District - Board Financial Summary

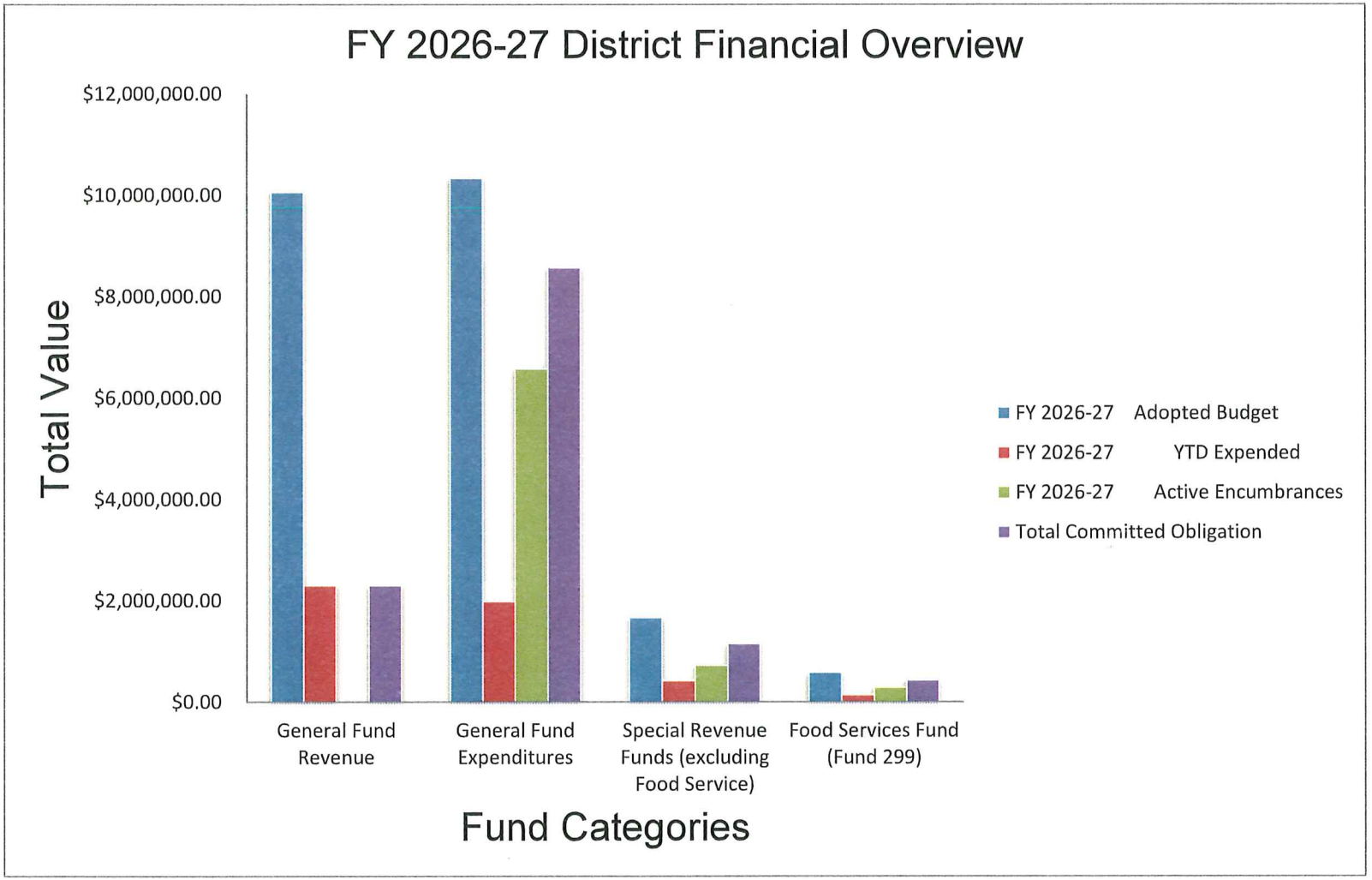
As of October 31, 2026

Financial Category / Fund	FY 2025-26 Actuals	FY 2026-27 Adopted Budget	FY 2026-27 YTD Expended
General Fund Revenue		$10,073,000.00	$2,305,983.83
General Fund Expenditures	$9,486,656.05	$10,345,000.04	$1,994,133.26
Special Revenue Funds (excluding Food Service)		$1,669,180.00	$426,241.92
Food Services Fund (Fund 299)	$447,548.00	$589,000.00	$145,230.00
TOTAL EXPENDITURES / REQUIREMENTS (excludes revenue)		**$12,603,180.04**	**$2,565,605.18**

GENERAL FUND YEAR-OVER-YEAR (JUL–OCT)	2025	2026	Change
Revenue recorded	$2,254,837.83	$2,305,983.83	$51,146.00
Actual expenditures	$2,126,057.89	$1,994,133.26	($131,924.63)
Revenue less expenditures (not cash surplus)	**$128,779.94**	**$311,850.57**	**$183,070.63**

Comparison excludes future spending commitments.

FY 2026-27 Active Encumbrances	Total Committed Obligation	(Over)/Under Budget	% Budget Committed
$0.00	$2,305,983.83	$7,767,016.17	22.9%
$6,580,515.85	$8,574,649.11	$1,770,350.93	82.9%
$731,610.00	$1,157,851.92	$511,328.08	69.4%
$295,410.00	$440,640.00	$148,360.00	74.8%
$7,607,535.85	**$10,173,141.03**	**$2,430,039.01**	80.7%


FY 2026-27 District Financial Overview
$12,000,000.00
$10,000,000.00
$8,000,000.00
$6,000,000.00
$4,000,000.00
$2,000,000.00
$0.00
Total Value
General Fund Revenue
General Fund Expenditures
Special Revenue Funds (excluding Food Service)
Food Services Fund (Fund 299)
Fund Categories
FY 2026-27 Adopted Budget
FY 2026-27 YTD Expended
FY 2026-27 Active Encumbrances
Total Committed Obligation

MEMORANDUM

TO: Board of Directors, Vernonia School District 47J
FROM: Pam Voss, Business Manager (In coordination with Superintendent Darla Waite-Larkin)
DATE: November 12, 2026
SUBJECT: Board Packet Summary: Resolution No. 2027-01 – Unanticipated Grant Revenue Appropriations (FY 2026–27)

Recommendation

Approve Resolution No. 207-01 to officially accept and allocate $35,000 in unanticipated special purpose grant funds into Special Revenue Fund 279 for the 2026–2027 fiscal year.

Background & Context

Following the formal adoption of the 2026–27 district budget, Vernonia School District 47J was successfully awarded two distinct external grants. Because these funds were not known or finalized during the spring budget planning cycle, we must retroactively establish the legal authority to receive and expend them under Oregon Local Budget Law.

Per ORS 294.338(2), school districts can fast-track the adoption of specific-purpose grants through a formal Board Resolution, provided the new funds do not exceed 10% of the total expenditures of the receiving fund. At $35,000, this allocation is well below that threshold, eliminating the need for a costly and lengthy supplemental budget process.

Summary of Grant Allocations

To maintain clean financial tracking and reporting compliance, both grants will be housed within Fund 279 (Miscellaneous State/Local Grants) using distinct defining Area Codes to prevent the co-mingling of funds:

- **CTE Revitalization Grant ($25,000):** Allocated to Function 1131 (High School CTE Instruction). These funds will directly support high school Career and Technical Education pathways, providing updated classroom materials, equipment, and learning resources to sustain our career-connected pathways.
- **Community Wellness Grant ($10,000):** Allocated to Function 2134 (Nurse Services). Initiated by the school nurse, this funding is strictly earmarked to implement a targeted K-12 Opioid Epidemic education and prevention curriculum, providing critical health awareness and student safety interventions.

Fiscal Impact

There is zero negative impact on the district's General Fund or ending fund balance. This action increases our total 2026–27 Special Revenue Fund appropriations by $35,000, entirely offset by the incoming grant revenues.

BEFORE THE BOARD OF DIRECTORS
OF VERNONIA SCHOOL DISTRICT 47J
COLUMBIA COUNTY, OREGON

RESOLUTION NO. [2027-01]

RESOLUTION AUTHORIZING AN INCREASE IN APPROPRIATIONS DUE TO UNANTICIPATED SPECIAL PURPOSE GRANT REVENUE FOR THE 2026–2027 FISCAL YEAR

WHEREAS, Vernonia School District 47J has been awarded a Career and Technical Education (CTE) Revitalization Grant in the amount of $25,000; and

WHEREAS, Vernonia School District 47J has been awarded a Community Wellness Grant in the amount of $10,000; and

WHEREAS, these specific purpose grants were not anticipated or included in the formally adopted budget for the 2026–2027 fiscal year; and

WHEREAS, Oregon Revised Statute (ORS) 294.338(2) allows a local government unit, by resolution, to lawfully receive, appropriate, and expend specific purpose grants from federal, state, or local government sources that were not known at the time of budget adoption; and

WHEREAS, the total sum of these grants ($35,000) does not exceed 10 percent of the total expenditures of the receiving Special Revenue Fund; now, therefore,

BE IT RESOLVED that the Board of Directors of Vernonia School District 47J hereby resources and appropriates these grant funds for the fiscal year beginning July 1, 2026, and ending June 30, 2027, by increasing revenue and expenditure appropriations within the Special Revenue Fund (Fund 279) as follows:

SCHEDULE OF APPROPRIATIONS

Fund & Function Code	Description	Increase (Decrease)
279-0000-3000	State Restricted Revenue (CTE Grant)	$25,000
279-0000-2000	Local Restricted Revenue (Wellness Grant)	$10,000
REVENUE TOTAL	**Total Fund 279 Revenue Adjustment**	**+$35,000**
279-1131	High School CTE Instruction	$25,000
279-2134	Nurse Services (Opioid Education)	$10,000
EXPENDITURE TOTAL	**Total Fund 279 Expenditure Adjustment**	**+$35,000**

ADOPTED by the Board of Directors of Vernonia School District 47J this _____ day of _____, 2026.

APPROVED:

_____
Board Chair, Vernonia School District 47J

ATTEST:

_____
Superintendent, VSD 47J

October 2026 School Board Report

Facilities, Maintenance, and Grounds

Facilities and Maintenance

- Replaced lights in the gym entry.
- Cleaned the CO_2 sensor in the gym storage HVAC system.
- Worked on the rooftop HVAC units to improve operation. Cleaned and greased the units, and manually cycled them to help them engage.
- Removed broken and unwanted items from Mrs. Goodman's room.
- Disassembled the art room drain and plumbing to remove a large clog of paintbrushes, pencils, and toothpicks. Cleaned the paint dispenser and flushed the system. The drain is now working properly.
- Picked up parking lot light bulbs from Platt Electric in Hillsboro.
- Worked with Will Steinweg to arrange a safe walk-through building inspection with the fire marshal.
- Continued working with staff to keep fire exits clear.
- Peak Fire Safety completed its annual inspection. Follow-up work includes securing fire extinguishers to the walls.
- Worked with staff, coaches, and boosters to provide swipe cards and keys for the school areas they need to access.
- Replaced two damaged soap dispensers: one in the Green Hall girls' restroom and one in the Orange Hall boys' restroom.

Grounds

- Replaced the lock on a vandalized stall door in the boys' restroom at the snack shack.
- Filled a hole around a football field sprinkler head that had become a safety concern for players.
- Mowed the football field before Thursday line painting.
- Emptied garbage liners in the large cans on the sports fields.
- Cleaned the snack shack restrooms after games.
- Removed an unsafe bench from the football field bleachers.
- Removed graffiti from the play area and play shed.
- Disassembled and removed the black pipe unit near the football field bleachers at the athletic department's request.

Mist School

- Responded when Mist School's water holding tank ran empty. Assessed the situation, contacted the Mist Fire Department for a water delivery, and stayed until the tank was filled and the school had running water.
- Spoke with teachers and aides about checking that toilets are not left running after school. A running toilet in the gym may have contributed to the tank emptying, but this has not been confirmed. It is also late in a very dry fall, and local wells have been running low. The Mist Fire Department reported filling several other holding tanks in the area.
- Checked in with Precision Pump about installation of the new holding tank. They are waiting for parts before completing the project.
- Removed the mower and other items from the outside garage so it is clean, empty, and ready for the tank installation.
- Crawled beneath the school to take additional photos of the urinal drains for Northwest Plumbing to help them assess replacement costs.

Ongoing and Upcoming Priorities

- Replace the urinal drains at Mist School.
- Hang the whiteboard at Mist School during Thanksgiving break; four staff members will go out to complete the work.
- Shut off water to the outdoor sports fields and snack shack.
- Winterize the snack shack.
- Consider renting a lift to replace the parking lot lights.
- Continue working with neighbor Carol McIntyre on parking at VFA School.
- Continue coordinating the fire marshal walk-through and addressing fire safety inspection items.
- Keep working with staff to maintain clear fire exits.

Curl School Bus Service

Annual Report 2025/26

1) Open Routes- 15 to include 6 van routes, 4 small bus routes, 5 large bus routes plus.

2) Assigned Drivers- We have 14 assigned drivers.

3) Substitute/Cover Drivers-We currently have 2 substitute bus drivers, 1 substitute van drivers.

4) Drivers in Training- 0

5) Number of Accidents-1

6) Number of Breakdowns-0

7) Routes/ Runs covered by a different bus route- 0

8) Late buses- 0

9) Bus capacity- 0

Vernonia School District 47J

Code: **GCAB**
Adopted: 09/10/15
Readopted: 11/10/26
Orig. Code(s):

Personal Electronic Devices and Social Media - Staff

Staff possession or use of personal electronic devices on district property, in district facilities during the work day and while the staff is on duty in attendance at district-sponsored activities may be permitted subject to the limitations set forth in this policy and consistent with any additional school rules as may be established by the superintendent. At no time, whether on duty or off duty, will a personal electronic device be used in a manner that interferes with staff duty and responsibility for the supervision of students.

A "personal electronic device" is a device, not issued by the district, is capable of electronically communicating, sending, receiving, storing, recording, reproducing, and/or displaying information and data

Personal electronic devices shall be silenced during instructional [or class] time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignment. Devices which have the capability to take photographs or record video or audio shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee for a use directly related to and consistent with the employee's assigned duties. Computers, tablets, iPads or similar devices brought to school will be restricted to academic activities during on duty time.

The district will not be liable for loss or damage to personal electronic devices brought to district property and district-sponsored activities.

Staff members, while on duty and off duty, will utilize social media websites, public websites and blogs, judiciously by not posting confidential information about students, staff or district business.[a] Staff may not post images of district facilities, staff, students, volunteers or parents without written authorization from persons with authority to grant such a release. Staff members, while on duty and off duty, will treat fellow employees, students and the public with respect while posting on social media websites, etc., in order to prevent substantial disruption in school. Communication with students using personal electronic devices will be appropriate and professional.

Communication with students using personal electronic devices regarding nonschool-related matters is prohibited during work hours and strongly discouraged at all other times. If communicating with students electronically regarding school-related matters, staff should use district e-mail using mailing lists and/or other internet messaging to a group of students rather than individual students. Texting students during work hours is strongly discouraged. Texting a student while off duty is strongly discouraged.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with superintendent or designee approval.

Staff are subject to disciplinary action up to and including dismissal for using a personal electronic device in any manner that is illegal or violates the terms of this policy. Staff actions on social media

[a]Nothing in this policy is intended in any form to limit the right of employees to engage in protected labor activities via the use of social media.

websites, public websites and blogs, while on or off duty, which disrupt the school environment, are subject to disciplinary action up to and including dismissal. A "disruption" for purposes of this policy includes, but is not limited to, staff social media actions which result in, or can be reasonable predicted to result in, an actual negative impact on the learning environment. The taking, disseminating, transferring or sharing of obscene, pornographic or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring or sharing obscene, pornographic or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

Licensed staff are subject at all times to the Standards of Competent and Ethical Performance for Teachers. (*See* Board policy GCAA)

The superintendent shall ensure that this policy is available to all employees.

END OF POLICY

Legal Reference(s):

ORS 167.057
ORS 163.432
ORS 163.433
ORS 163.684
ORS 163.686
ORS 163.687
ORS 163.688
ORS 163.689
ORS 163.693
ORS 163.700
ORS 167.057
ORS 326.011
ORS 326.051
ORS 332.072
ORS 332.107
ORS 336.840
ORS 339.372

OAR 584-020-0000 – 020-0035

Senate Bill 155 (2019)

18 U.S.C. § 1466A (2018)
18 U.S.C. § 1470 (2018)
20 U.S.C. § 7131 (2018)
20 U.S.C. § 7906 (2018)

Copyrights, Title 17, as amended, United States Code (2018); 19 CFR Part 133 (2019).
Melzer v. Bd. Of Educ., City of New York, 336 F.3d 185 (2d Cir. 2003).
Ross v. Springfield Sch. Dist., No. FDA 80-1, aff'd, 56 Or. App. 197, rev'd and remanded, 294 Or. 357 (1982), order on remand (1983), aff'd, 71 Or. App. 111 (1984), rev'd and remanded, 300 Or. 507 (1986), order on second remand (1987), revised order on second remand (1988).\

Vernonia School District 47J

Code: **JHFC**
Adopted: 05/14/87
Readopted: 11/10/26
Orig. Code(s): JHFC

Student Bicycle Use

Students who live within a reasonable distance may ride bicycles to school. Bicycle riders must observe safe and lawful practices. All bicycle riders under the age of 16 must comply with Oregon helmet laws.

Bicycles must be parked in a designated area on school grounds and should be locked. The district assumes no responsibility or liability for loss or damage to bicycles.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 814 et seq.

OAR 581-021-0050

Cross Reference(s):

ECD - Traffic and Parking Controls

Vernonia School District 47J

Code:	JHFCA
Adopted:	01/26/04
Readopted:	11/10/26
Orig. Code(s):	JHFCA

Student Skateboard / Rollerblade / Scooter Use **

Due to the inherent dangers both to participant and nonparticipant, combined with the potential liability assumption, the use of skateboards/rollerblades/scooters or similar devices on district grounds is not allowed. Students will be informed they are not allowed to bring their skateboards/rollerblades/scooters to school. Skateboards/Rollerblades/Scooters will be confiscated by school authorities and placed in the principal's office for parents to retrieve.

END OF POLICY

Legal Reference(s):

ORS 332.107

OAR 581-021-0050

Vernonia School District 47J

Code: **JK**
Adopted: 02/10/00
Readopted: 11/10/26
Orig. Code(s): JK

Employment of Students

The district will make every effort to:

1. Employ students for part-time work;

2. Assist students in finding jobs upon the completion of their courses of study.

Funded work-study programs shall be approved by the Board and carried out in compliance with program requirements.

The guidance department is assigned responsibility for the ongoing operations of a school-based placement service. The functions of this service will be to: (1) identify job openings; (2) inform students of job openings; (3) match students with jobs; and (4) follow up on students who are employed.

END OF POLICY

Legal Reference(s):
ORS 653.305 - 653.370

Vernonia School District 47J

Code: **JL**
Adopted: 05/14/87
Readopted: 11/10/26
Orig. Code(s): JL

Student Gifts and Solicitations

Teachers shall permit no advertisement to be read or distributed to students or on any school premises and shall not permit solicitation of students by agents or salesmen at any time that students are under the control of the school except as approved by the building principal.

No individual or school or school-related group is authorized to conduct any type of promotion, sales or solicitation of funds unless that specific activity has been expressly approved and authorized by the building principal.

END OF POLICY

Legal Reference(s):

ORS 332.107
ORS 339.880

Vernonia School District 47J

Code: **JM**
Adopted: 05/14/87
Readopted: 11/10/26
Orig. Code(s): JM (GBH)

Staff-Student Relations

The relationship between staff and student should be one of cooperation, understanding and mutual respect. Each staff member has a responsibility to provide an atmosphere conducive to learning and to motivate each student to perform to his/her capacity.

The staff will strive to secure individual and group discipline and should be treated with respect by students. Staff should extend to students the same respect and courtesy which they, as staff members, have a right to demand.

END OF POLICY

Legal Reference(s):
ORS 332.107

Cross Reference(s):

GBH/JECAC - Staff/Student/Parent Relations

1-1

Vernonia School District
Superintendent Evaluation Process 2026-27
Draft

Purpose

- Provide an evaluation structure that meets the unique needs and circumstances for the first year of the superintendency.
- Focused on the five (5) Board-adopted shared goal areas with Superintendent actions that align with goals.

Tool Used: *hybrid tool/template*

Evidence of Performance:
Evidence of performance includes the Superintendent's self-evaluation, regular reports to the Board on progress toward established goals and updates on action steps related to shared goals.

Supporting artifacts, documents, and other relevant evidence may be provided, particularly in areas where the Board may have limited direct knowledge of the Superintendent's work. Artifacts directly aligned with established goals will be shared with the Board at regular intervals and may be considered as part of the Superintendent's overall evaluation.

Written report / letter:
A written report/letter prepared by the Board Chair and given by the Board for discussion with the Superintendent and placed in the Superintendent's personnel file.
A summary of the evaluation is shared with the public at the conclusion of the formal evaluation cycle.

Process and Timeline
School Board Directors complete ratings in the Evaluation Tool individually. The individual Board Member ratings are then compiled and summarized into one comprehensive evaluation by the Board Chair. It is important that the Board communicate with one voice, reflecting the Board's collective consensus. The patterns and comments presented will represent themes identified and supported by a majority of Board Directors.

Scoring Scale:

Progress will be based on artifacts and evidence towards goals as well as Board observations, Superintendent's self reflection, and available data collected during the 26-27 school year and beyond.

4 – Exceeds Expectations: The Superintendent has not only made significant progress toward their goal, but is performing beyond what was originally expected and is completing objectives ahead of schedule.

3 – Meets Expectations: The Superintendent is on track with goals, making appropriate progress and demonstrating they will likely achieve their action items on schedule.

2 – Progressing Toward Expectations: The Superintendent is making some progress toward goals but may need additional time or resources to get on track and may be behind schedule.

1 – Does Not Meet Expectations: The Superintendent is not making adequate progress toward the goals and requires intervention or course correction. Action items are unlikely to be completed or will be completed significantly behind schedule.

Evaluation and Facilitation Agreements:

1. **Evidence Required:** Each rating will include evidence to support the score as well as concrete actions, adjustments, or support that will lead to progress in this area (or maintain ongoing success). If not included in the evaluations submitted by individual board members, a revision will be requested by the Chair prior to compilation.
2. **Progress Based**: Ratings will be based on the superintendent's current momentum, appropriate progress towards, available data from the 26-27 school year and completion of planned action steps.
3. **Majority Consensus & Shared Focus:** The written summary incorporates both the mean and median scores to capture a comprehensive picture of board feedback. While the mean ensures every individual score—including outliers—is represented in the overall average, the median highlights the exact middle rating to allow the broader consensus to be clearly reported and understood alongside individual viewpoints.

Timelines:

Between July - September

- Goal Setting
    - Superintendent and Board agree on shared goals, Superintendent actions, and evaluation process during summer Board retreat
    - Clarify communication expectations and report formats
    - Finalize at the November Board meeting - November 10, 2026

November, January, March, June

- Superintendent provides quarterly updates on progress.
    - November 10th, January 14th, March 11th, and June 10th
- Board provides feedback to superintendent on progress on goal areas

January

- Administer The Board / Superintendent Experience Survey

February Executive Session

- Superintendent provides a written self-reflection summary of evidence and action steps taken toward goals and answers board questions. The reflection will be distributed to board members prior to the meeting.
- Board Directors review Superintendent Self Reflection
- Board Directors individually rate Superintendent performance
- Board Directors send ratings and feedback to Board Chair
- The Board Chair provides the board with copies of the tool, answers questions, and communicates the due date **(February 26, 2026)**.

Between February 27th and March 10th

- Board Chair reviews feedback to surface shared perceptions, overall rating patterns, recurring themes, and opportunities for growth.
- Board Chair also considers feedback from the Superintendent Self-Evaluation and solicits feedback and clarification from the superintendent, as needed.

March Executive Session

- The Board Chair shares evaluation summary during the executive session. (Superintendent is not present during this session).
- Superintendent joins executive session to hear evaluation summary

April

- The Board Chair either reads the summary evaluation letter or shares a public summary statement of the evaluation results, focused on progress toward goals/actions and overall effectiveness.

Superintendent Evaluation

I am reaching out to staff who I work most closely with. I would like to ask for your anonymous feedback on your experiences with my performance against my superintendent goals, which is what we are using for my evaluation standards. Each goal is considered a standard and is listed with a set of descriptors below. Please do your best to evaluate my progress. If you feel you do not have experiences with my in that standard, please select the last option for that standard.

Please note that while you do need to be signed into your Vernonia account, your email address is not collected and there is no way to connect your responses to your name or email address.

Please complete this form by the end of business day, February 1, 2027 The Board will receive a summary of the results along with all of the raw data to inform their formal evaluation of my progress.

bcarr@vernoniak12.org Switch account

Not shared

Goal 1: Build Trust Through Visible, Consistent Leadership

Strengthen confidence in district leadership by fostering transparent communication, consistent decision-making, and strong relationships with staff, students, families, and the community.

The Superintendent's Action Steps (Examples)

Implement a comprehensive and consistent communication plan that includes regular staff, board, family, and community updates.

Clearly communicate the "why" behind significant decisions whenever appropriate.

Create consistent avenues for staff and families to ask questions and provide feedback.

- ○ My experience with the Superintendent indicates she does not meet this standard. (1)
- ○ My experience with the Superintendent indicates she occasionally this standard. (2)
- ○ My experience with the Superintendent indicates she consistently meets this standard. (3)
- ○ My experience with the Superintendent indicates she consistently meets this standard and is a model for others (4)
- ○ I do not have evidence to answer this Standard

Goal 2: Improve Use of Highly Effective Instruction Strategies

Increase student achievement by supporting effective instruction, providing timely interventions, and ensuring every student has access to meaningful academic and social-emotional supports.

Establish district-wide instructional expectations and monitor student learning through data-informed decision making.

Strengthen MTSS and behavior support systems to improve consistency across classrooms and schools.

Expand opportunities that prepare students for college, careers, agriculture, trades, and community leadership.

- ○ My experience with the Superintendent indicates she does not meet this standard. (1)
- ○ My experience with the Superintendent indicates she occasionally this standard. (2)
- ○ My experience with the Superintendent indicates she consistently meets this standard. (3)
- ○ My experience with the Superintendent indicates she consistently meets this standard and is a model for others (4)
- ○ I do not have evidence to answer this Standard

Goal 3: Strengthen Organizational Excellence Through Systems and Accountability

Create clear, predictable systems that promote consistency, accountability, safety, and operational excellence throughout the district.

The Superintendent's Action Steps (Examples)

Review and update district handbooks, procedures, and operational practices to ensure clarity and consistency.

Develop clear expectations and accountability systems for students and staff aligned with Board policy and district values.

Implement continuous improvement processes that monitor progress toward district goals through measurable data.

- ○ My experience with the Superintendent indicates she does not meet this standard. (1)
- ○ My experience with the Superintendent indicates she occasionally this standard. (2)
- ○ My experience with the Superintendent indicates she consistently meets this standard. (3)
- ○ My experience with the Superintendent indicates she consistently meets this standard and is a model for others (4)
- ○ I do not have evidence to answer this Standard

Goal 4: Ensure Long-Term Fiscal Stewardship and District Sustainability

Maintain the financial health of the district while aligning resources with strategic priorities and planning for future enrollment, facilities, staffing, and educational opportunities.

The Superintendent's Action Steps (Examples)

Maintain transparent financial reporting and long-range budget planning with the Board.

Pursue grants, partnerships, and innovative funding opportunities that support district priorities.

Develop strategies to strengthen enrollment, recruitment, and retention while promoting Vernonia School District throughout the region.

- ○ My experience with the Superintendent indicates she does not meet this standard. (1)
- ○ My experience with the Superintendent indicates she occasionally this standard. (2)
- ○ My experience with the Superintendent indicates she consistently meets this standard. (3)
- ○ My experience with the Superintendent indicates she consistently meets this standard and is a model for others (4)
- ○ I do not have evidence to answer this Standard

Goal 5: Foster a Culture of Excellence, Belonging, and Continuous Improvement

Cultivate a district culture where students, staff, and families feel valued, supported, and empowered to continuously improve.

The Superintendent's Action Steps (Examples)

Celebrate student, staff, and community successes through intentional recognition and storytelling.
Support professional growth through meaningful feedback, coaching, collaboration, and leadership development.
Use stakeholder feedback—including recurring conversation and culture surveys—to evaluate progress, refine district priorities, and inform future decision-making.

- ○ My experience with the Superintendent indicates she does not meet this standard. (1)
- ○ My experience with the Superintendent indicates she occasionally this standard. (2)
- ○ My experience with the Superintendent indicates she consistently meets this standard. (3)
- ○ My experience with the Superintendent indicates she consistently meets this standard and is a model for others (4)
- ○ I do not have evidence to answer this Standard

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Vernonia School District
Superintendent Darla Waite-Larkin
Annual Goals - 2026-27

Goal 1: Build Trust Through Visible, Consistent Leadership

Strengthen confidence in district leadership by fostering transparent communication, consistent decision-making, and strong relationships with staff, students, families, and the community.

The Superintendent's Action Steps (Examples)

- Implement a comprehensive and consistent communication plan that includes regular staff, board, family, and community updates.
- Clearly communicate the “why” behind significant decisions whenever appropriate.
- Create consistent avenues for staff and families to ask questions and provide feedback.

The Board's Action Steps (Examples)

- Follow board operating protocols, public meeting laws, and ethical standards to set a professional example.
- Be Present in the Community: Attend athletic and student activities, community gatherings to support students and staff.
- Direct all daily operational questions or complaints from community members to the Superintendent.

Goal 2: Improve Use of Highly Effective Instruction Strategies

Increase student achievement by supporting effective instruction, providing timely interventions, and ensuring every student has access to meaningful academic and social-emotional supports.

The Superintendent's Action Steps (Examples)

- Establish district-wide instructional expectations and monitor student learning through data-informed decision making.
- Strengthen MTSS and behavior support systems to improve consistency across classrooms and schools.
- Expand opportunities that prepare students for college, careers, agriculture,

trades, and community leadership**.**

The Board's Action Steps (Examples)

- Set aside time during board meetings to receive updates from the superintendent regarding progress on this goal.
- Request that the superintendent provides training to the board regarding MTSS and behavior support systems.
- Approve budgets and grants that directly support classroom materials, intervention programs, and career pathways.

Goal 3: Strengthen Organizational Excellence Through Systems and Accountability

Create clear, predictable systems that promote consistency, accountability, safety, and operational excellence throughout the district.

The Superintendent's Action Steps (Examples)

- Review and update district handbooks, procedures, and operational practices to ensure clarity and consistency.
- Develop clear expectations and accountability systems for students and staff aligned with Board policy and district values.
- Implement continuous improvement processes that monitor progress toward district goals through measurable data.

The Board's Governance Action Steps

- Regularly review and update board policies to keep safety standards and district handbooks current.
- Conduct an annual performance evaluation based on the shared district goals and board policies.

Goal 4: Ensure Long-Term Fiscal Stewardship and District Sustainability

Maintain the financial health of the district while aligning resources with strategic priorities and planning for future enrollment, facilities, staffing, and educational opportunities.

The Superintendent's Action Steps (Examples)

- Maintain transparent financial reporting and long-range budget planning with the

Board.
- Pursue grants, partnerships, and innovative funding opportunities that support district priorities.
- Develop strategies to strengthen enrollment, recruitment, and retention while promoting Vernonia School District throughout the region.

The Board's Action Steps (Examples)

- Designate time in board meetings for updates from the superintendent regarding K-12 funding as the legislative session is underway.
- Receive monthly financial updates and annual audit reports during board meetings
- Work with local legislators to advocate for strong state school funding and specifically take into account the unique needs of rural schools

Goal 5: Foster a Culture of Excellence, Belonging, and Continuous Improvement

Cultivate a district culture where students, staff, and families feel valued, supported, and empowered to continuously improve.

The Superintendent's Action Steps (Examples)

- Celebrate student, staff, and community successes through intentional recognition and storytelling.
- Support professional growth through meaningful feedback, coaching, collaboration, and leadership development.
- Use stakeholder feedback—including recurring roundings and culture surveys—to evaluate progress, refine district priorities, and inform future decision-making.

The Board's Action Steps (Examples)

- Dedicate time at board meetings to celebrate outstanding students, staff, and school volunteers.
- Complete an annual board self-evaluation to identify strengths and areas of growth

Annual Review of Progress
Integrated Guidance
Sept. 2026

Discuss at least one Outcome where you have seen progress in implementation:

One area where we have seen progress is strengthening our K–12 literacy instruction and building a more consistent, data-informed approach to student learning. We have purchased a new, research-based reading curriculum to support improved literacy instruction across the district. This is an important step toward ensuring teachers have the resources and instructional materials needed to support student growth. We are also working to strengthen our use of STAR assessment results and the NWRESD Danza Data Suite to examine academic performance, behavior, and attendance data. Through professional learning, collaboration, and data team planning, our goal is to identify student needs, address barriers to learning and engagement, and provide timely interventions and targeted support. While implementation is ongoing, these efforts are building a stronger foundation for consistent, evidence-based instruction and improved outcomes for all students, particularly those who need additional support.

Discuss at least one Outcome where you have seen challenges or barriers in implementation:

One obstacle has been addressing the social-emotional needs of students while building a stronger, more consistent sense of belonging across the district. We are engaging staff in collaborative work to develop a shared vision for the student experience, including what it means to be a Logger and to feel a sense of belonging in Logger Nation. Staff are also engaging in Transformative Social and Emotional Learning (TSEL) work to strengthen our understanding of students' social-emotional needs and identify ways to better support them. While this work is ongoing, student social-emotional health continues to be an area of concern and an obstacle to engagement, learning, and a positive school experience for some students. Our goal is to create an environment where every student feels connected, supported, and proud to be part of our district, while developing the social-emotional skills needed to navigate K–12 successfully and thrive in life beyond graduation.

Resolution #2027-02

Resolution to Amend the 2024 OSBA Bylaws

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

WHEREAS, in 2017, through a vote of the OSBA membership, OSBA was incorporated under ORS chapter 65 as a public benefit non-profit corporation and the OSBA bylaws replaced the OSBA constitution;

WHEREAS, in 2018, through a vote of the OSBA membership, the OSBA bylaws were amended to expand the OSBA board of directors and legislative policy committee with representatives from the Oregon school board members of color caucus;

WHEREAS, in 2023, through a vote of the OSBA membership, the OSBA bylaws were amended to expand the OSBA board of directors and legislative policy committee with representatives from the Oregon rural school board members caucus and additional revisions to the bylaws;

WHEREAS, in 2024, through a vote of the OSBA membership, the OSBA bylaws were amended to include the following substantive changes:

- Allowing caucuses to have an additional director on the OSBA board of directors in the circumstance where the OSBA president or immediate president is a director from a caucus. This revision is intended to provide the same opportunity for representation for caucuses as is currently provided to regionally elected directors.
- Clarify that OSBA board of directors must comply with the Oregon government ethics laws with respect to conflicts-of-interest.
- Require OSBA caucuses to submit an annual year end fiscal report to the OSBA board of directors.
- Create officer eligibility criteria that requires candidates for officer positions and directors in officer positions to be voting members of the OSBA board of directors.
- Edits to grammar, punctuation, and language for readability.

WHEREAS, in 2026, the OSBA board reviewed its governing structure as per Bylaws 2.7 and proposes to amend the OSBA bylaws as reflected in the attached draft OSBA bylaws with changes highlighted in the attached summary document; and

WHEREAS, the substantive changes to the draft OSBA bylaws are the following:

- Change deadline for members or board directors to submit resolutions to the OSBA board from September 30 to September 15.
- Clarify that if a member has a main administrative office in more than one region, the member board must declare which region it intends to vote and shall vote only in that region.
- Change the requirement of an in-person annual meeting of the members in November to a requirement that the annual meeting be held on a date and time and in a manner fixed by the board of directors and stated in the notice of the meeting.

- Clarify that returned blank ballots will count towards establishing a quorum but will not count as a "yes" or "no" vote.
- Replace the current caucus structure with a Caucus Council composed of designated representatives from caucuses that report to the OSBA executive director. The Caucus Council will retain two director seats on the OSBA board, replacing the two current caucus seats. The current two caucus directors will remain in their seats until the Caucus Council designates their first positions, or until December 31, 2027, whichever occurs first. The Caucus Council will have the option of designating a representative to serve on the finance committee. The Caucus Council will have the option of recommending seats on the OSBA legislative policy committee.
- Eliminate ex-officio positions and replace them with the option of appointment of nonvoting advisors to the board of directors as determined by resolution of the board of directors.
- Allow the OSBA board of directors the option of appointing directors to all vacant director positions except for the additional directors created pursuant to Section 3.5.1(e) if the president or immediate past president is no longer from the region to which the position is assigned.
- Eliminate the ability to appoint a director from a contiguous region.
- Add term limits to the finance and legislative policy committee positions.
- Clarify that OSBA officers, other than the past-president, must be reelected by their regions to continue serving as OSBA officers.
- Change OSBA board director participation on the legislative policy committee from a requirement to optional participation except that executive committee members continue to be required to serve on the LPC.

THEREFORE, BE IT RESOLVED by the OSBA board of directors that the proposed draft OSBA bylaws be submitted to the membership for consideration during the 2026 OSBA election; and

BE IT FURTHER RESOLVED that the proposed draft OSBA bylaws, the draft OSBA bylaws summary document, and a copy of this resolution be forwarded to all OSBA member boards in accordance with the OSBA board of directors' adopted elections calendar.

Submitted by: OSBA Board of Directors



BYLAWS

As Amended by the Membership: December 2024
Proposed Edits: September 19, 2026

SECTION 1 PURPOSE

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

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

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

C. To work for the most efficient and effective organization of public schools of this state. "Public schools" include local school districts, education service districts, the State Board of Education, and community colleges classified as a political subdivision.

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

E. To study all legislation which affects the public schools of Oregon and to support and work for that which appears to be desirable and to keep members informed thereof. To propose and work for the enactment of proper educational legislation.

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

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

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

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

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

K. To do such other things as the member boards or board of directors may deem appropriate for the accomplishment of these and other purposes which tend to improve public education.

L. To enter into such cooperative agreement with members for the pooling of resources and the provision of services as may result in the more efficient utilization of district resources and accrue to their financial advantage.

SECTION 2 MEMBERS

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

2.1.1 School District as defined under ORS Chapter 332;
2.1.2 Education Service District as defined under ORS Chapter 334;
2.1.3 Community College District as defined under ORS Chapter 341;
2.1.4 State Board of Education as defined under ORS Chapter 326; and
2.1.5 Any other governmental educational organization qualifying as a political subdivision, as approved by resolution of the board of directors.

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

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

2.3.1 Election and removal of directors except as set forth in Section 3.8;
2.3.2 Election and removal of the Legislative Policy Committee ("LPC") members except as set forth in Section 4.1.3(g);
2.3.3 Approval of resolutions to effectuate any of the following:

(a) Adoption, amendment, or restatement of the articles of incorporation or bylaws;
(b) Modification to the region descriptions set forth in Section 2.6.1; and
(c) Dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association's assets.

2.4 **Voting Power.**

2.4.1 Election of Directors and LPC Members. For the purposes of nominating and electing directors and LPC members, each member shall have one vote.
2.4.2 Resolution. For the purposes of approving a resolution, each member shall have one vote on all resolutions except as follows:

(a) K-12 Local Districts with an ADMr between 15,600 and 23,400 shall have two votes.
(b) K-12 Local Districts with an ADMr between 23,400.1 and 31,200 shall have three votes.
(c) K-12 Local Districts with an ADMr between 31,200.1 and 39,000 shall have four votes.
(d) K-12 Local Districts with an ADMr of 39,000.1 or more shall have five votes.

2.5 **Process of Approval of Member Resolutions.** Generally, members shall approve resolutions annually by ballot vote. Members or the board of directors may submit a resolution for member approval. Such resolutions shall be submitted to the board of directors no later than September ~~30~~15. 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.

2.6 Regional Election of Directors and LPC Members.

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

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

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

2.6.3 Regional elections shall be determined by a majority of votes cast by 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~~**five** 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 2.5.

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,~~ An annual meeting of members will be held each calendar year on a date and time and in a manner fixed by the board of directors and stated in the notice of the meeting. At the annual meeting, the president and secretary-treasurer of the board of directors

and any other officer or person whom the president may designate, shall report on the state of the Association, its activities, and its financial condition.

2.9 **Special Meetings.** A special meeting of members shall be held upon the call of the president or 25 percent of the board of directors. All members shall be officially notified of a special meeting by written notice, mailed via U.S. mail or electronic mail, to all members at least 15 days prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the members, the place and time of the meeting, and instructions describing the method by which members can participate by telephone or video. Notice shall also comply with all procedures and include any information as required by ORS Chapter 192.

2.10 **Telephonic/Video Meetings.** The board of directors may permit any member to participate in any annual or special meeting of the membership, or conduct the meetings through the use of any means of communication by which all persons participating may simultaneously hear each other during the meeting. A member participating in the meeting by this means is deemed to be present at the meeting.

2.11 **Place of Meetings.** Meetings of the members shall be held at any place, in Oregon, designated by the board of directors. If a meeting place is not designated by the board of directors, the meeting shall be held at the Association's principal office.

2.12 **Action by Written Ballot.** Any action required of the members will be taken by written ballot, and the Association will deliver a written ballot to every member entitled to vote on the matter. Once delivered, a written ballot may not be revoked.

2.13 **Quorum.** A quorum of the members shall consist of a majority of members in good standing at the time the ballots are to be returned to the A~~a~~ssociation. If there is more than one item on a single ballot, the returned ballot will count towards establishing a quorum for each item on the ballot. A blank ballot or a ballot with an abstention counts for purposes of establishing a quorum if it is returned to the association.

2.14 **Approval.** With the exception of approving amendments to the Association's bylaws as outlined in Section 8.1, and with the exception of regional elections outlined in 2.6.3, approval of an item by written ballot is effective at the end of the voting period when:

(a) ~~The number of votes cast by ballot equals or exceeds a quorum of the members~~ A quorum is established pursuant to Section 2.13; and

(b) The number of ~~approvals equals or exceeds a majority of the number of returned ballots~~"yes" votes exceeds the number of "no" votes for the item.

An abstention or a blank ballot returned to the association does not count as a "yes" or "no" vote.

SECTION 3 DIRECTORS

3.1 **Powers.** Except as provided under Section 2.3, all corporate powers shall be exercised by or under the authority of the board of directors. The board of directors shall adopt policies defining specific obligations of the board of directors.

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

3.3 Number. The board of directors shall consist of not fewer than three nor more than 25 persons. The number of directors may be fixed or changed periodically, within the minimum 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 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 22 regionally elected directors and:

(a) Until June 30, 2027, ~~,~~ one designated director as defined in the bylaws of the Oregon School Board Members of Color Caucus, and one designated director as defined in the bylaws of the Oregon Rural School Board Members Caucus.
(b) Effective July 1, 2027, ~~and~~ two designated directors from the Caucus Council appointed pursuant to the operating procedures of the Caucus Council. Directors designated by the Oregon School Board Members of Color Caucus and the Oregon Rural School Board Members Caucus as of June 30, 2027, shall continue as directors until the Caucus Council designates its first two directors pursuant to this paragraph or until December 31, 2027, whichever occurs first.

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) If the president or immediate past president of the board of directors is a representative director from a region that elects only one director, that region shall elect an additional director or directors to serve for the duration of the president and/or the immediate past president's term.

3.5.2 Regional Election.

(a) The nomination and election of directors shall be in accordance with the elections calendar annually adopted by the board. The board of directors shall distribute notice

of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions.

(b) Each regional candidate for a director position shall be nominated by a member within the region by means of a nomination form. To nominate a director candidate, one or more of the members in the region must timely submit to the board of directors a formal resolution or motion of the member and the completed nomination form(s). Nominations in regions where there is more than one open director position shall indicate the numbered position for which the nomination is being submitted.

(c) Each member in a region shall have one vote in the regional elections for the board of directors. The director candidate receiving a majority of the votes cast by the members within the region shall be elected.

(d) In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes cast, a second regional ballot shall be required between the two candidates receiving the highest number of votes; the one receiving a majority of the votes is elected.

3.5.3 Caucus Council Representatives. In accordance with their ~~bylaws~~operating procedures, the ~~caucuses of OSBA shall~~ Caucus Council may appoint ~~a~~ up to two representatives of the Caucus Council to serve as a directors of the Association. The representatives must be an elected or appointed member of any public board of education in Oregon that is an active member in good standing with the Association. All Association bylaws and policies shall apply to the designated representative serving as the Caucus Council~~'~~ directors of the Association.

If the president or immediate past president of the board of directors is a representative director from ~~a caucus~~ the Caucus Council, then the ~~c~~Caucus Council shall elect an additional director to serve for the duration of the president and/or the immediate past president's term.

3.5.4 ~~Ex-Officio~~Advisors. The board of directors may designate ~~following individuals or their designee may serve as ex-officio,~~ nonvoting, advisors to the board of directors by resolution, for such purposes and such duration as is specified in the resolution.~~:~~

~~(a) Any director of the National School Boards Association elected from Oregon;~~
~~(b) The Executive Director of the Coalition of School Administrators;~~
~~(c) The Chair-Elect of the Oregon Association of Education Service Districts;~~
~~(f) The board president of the Oregon Community College Association;~~
~~(g) The chair of the State Board of Education; and~~
~~(h) Any other person that the board of directors may appoint.~~

~~Ex-officio a~~Advisors do not vote and do not attend executive sessions of the board of directors unless they hold a separate position that entitles them to attend executive session, or they are invited to attend by the board of directors.

~~Ex-officio a~~Advisors are not eligible for travel reimbursement from OSBA unless they hold a separate position for which travel reimbursement is provided.

3.6 Vacancies. In the event that any director position~~, other than the president or immediate past president serving as a second director for a region as set out in Section 3.5.1(e),~~ is vacant during the term of office, the remaining directors may appoint an interim director from the same region to serve until December 31 of the same year. Notwithstanding the foregoing, a vacated director position will not be filled if it is an additional director position created pursuant to Section 3.5.1(e) and the president or immediate past president is no longer from the region or Caucus Council position to which the position is assigned.

~~If the board of directors cannot recruit a candidate from the region, they may appoint a person from a contiguous region to serve as director representing the open region. An individual appointed as a director from a contiguous region is not eligible to serve as an officer of the board.~~

All appointed interim directors must run for regional election during the next election cycle following appointment in order to be eligible to continue service on the board of directors past December 31 of the election year. The members shall elect, using the procedures in Section 3.5.2, an interim director to serve from January 1 of the next year until the end of the remaining term.

If there is a vacancy in an OSBA ~~c~~Caucus Council-designated director position, then the ~~c~~Caucus Council shall, as set forth in Section 3.5.3, appoint a new ~~caucus~~ representative to serve the remaining term.

3.7 Resignation. A director may resign at any time by delivering written notice to the president or the secretary. A resignation is effective when notice is effective under ORS 65.034 unless the notice specifies a later effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors.

3.8 Removal. A director may be removed for cause by vote of two-thirds majority of the directors. A director may be removed with or without cause by a majority vote of the members who elected the director. The board may provide guidance or adopt and amend policies regarding what types of actions the board considers to be sufficient cause for removal.

3.9 Regular Meetings. An annual meeting of the board of directors shall be held immediately after, and at the same place as, the annual meeting of members. The board of directors may schedule additional regular meetings to occur during a calendar year. All other meetings are special meetings.

3.10 Special Meetings. A special meeting of the board of directors may be called by the president or the president-elect or 20 percent of the board of directors. All directors shall be officially notified of a special meeting by written notice delivered personally, by telephone, or electronic mail at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the method by which directors can participate by telephone or video. No matter may be considered at a special meeting other than the matter(s) specified in the notice.

3.11 Place of Meetings. The board of directors may hold annual, regular, or special meetings at any location in the State of Oregon.

3.12 **Telephonic/Video Meetings.** The board of directors may conduct meetings ~~through the use of~~using any means of communication by which all persons participating may simultaneously hear each other during the meeting. A director participating in the meeting by this means is deemed to be present at the meeting.

3.13 **Notice of Meetings.** All directors shall be officially notified of a special meeting by written notice delivered ~~personally,~~ by ~~telephone or~~ electronic mail to all directors at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the method by which directors can participate by telephone or video. Notice of meetings shall comply with all procedures and include any information as required by ORS Chapter 192.

3.14 **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.

3.15 **Quorum.** A quorum of the board of directors shall consist of a majority of the number of directors in office at the time the meeting begins.

3.16 **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.

3.17 **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.

3.18 **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.

3.19 **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 the directors of the current Conflict of Interest policy.

SECTION 4 COMMITTEES AND CAUCUSES COUNCIL

4.1 Standing Committees. The board of directors shall maintain the standing committees described below:

4.1.1 Executive Committee. The executive committee shall consist of the five officers of the board of directors: the president as chair and as an ex-officio voting member pursuant to section 5.7.1 of the Bylaws, the president-elect, the vice president, the secretary-treasurer, and the immediate past president. The executive committee is delegated authority to act in place and instead of the board of directors between board meetings on all matters except those specifically reserved to the board under the terms of the bylaws. Actions of the executive committee shall be reported to the board of directors on a timeframe consistent with the seriousness and urgency of the matter and within two weeks if practicable. Additionally, executive committee actions will be reported at the next regular board meeting.

4.1.2 Finance Committee. The finance committee shall be appointed by the president and shall be composed of members from Oregon public school districts, education service districts, and community colleges with boards that meet all criteria to be Association voting members. The members shall include, but are not limited to, the President as an ex-officio voting member pursuant to section 5.7.1 of the Bylaws, the Association secretary/treasurer and vice president, one trustee from the PACE board, one district business official, and one at-large board member. Additionally, the Caucus Council may recommend one Caucus Council member to serve on the Finance committee pursuant to its operating procedures.

The trustee from the PACE board is recommended by the PACE Board of trustees, appointed by the President, subject to approval by the Board, and will serve a two-year term~~, with no term limits~~. The Caucus Council designee is recommended by the Caucus Council, appointed by the President, subject to the approval by the Board, and will serve a two-year term. The district business official and the at-large board member will be recommended by OSBA staff, appointed by the President, subject to approval by the Board, will serve two-year terms.~~,~~ Finance committee members taking office prior to January 1, 2027, shall have ~~with~~ no term limits, and staggered start dates starting in January. Finance committee members taking office on or after January 1, 2027, may serve five consecutive two-year terms and, if eligible, may be re-appointed after a two-year hiatus.~~,~~ Finance committee members shall have ~~and~~ staggered start dates starting in January.

The finance committee shall operate within the corporation's investment guidelines and the Finance Committee Operating Guidelines.

4.1.3 Legislative Policy Committee. The board of directors shall maintain a Legislative Policy Committee ("LPC").

(a) Purpose. The LPC shall develop legislative policies which are recommended to and approved by the members as a resolution proposed by the board of directors and voted on by the membership in accordance with Section 2.4 and 2.5. The LPC also advises the OSBA E~~e~~xecutive D~~d~~irector and staff during legislative sessions.

(b) Composition. The LPC shall be composed of the voting members of the board of directors who choose to participate, the President as an ex-officio voting member pursuant to section 5.7.1 of the Bylaws, the executive committee members, the regional representatives elected under the procedures defined in Section 4.1.3(c) - (e),

and ~~one~~ designated voting members as defined in the operating procedures ~~bylaws~~ of the ~~Oregon School Board Members of Color Caucus and one designated voting member as defined in the bylaws of the Oregon Rural School Board Members~~ Caucus Council pursuant to its operating procedures and this section 4.1.3(b). The board of directors will determine the number of members appointed by the Caucus Council. The Caucus Council appointees are recommended by the Caucus Council, appointed by the OSBA President, subject to the approval by the board of directors, and will serve two-year terms. ~~All committee members must be elected or appointed directors of a member as defined in Section 2.1.~~ The vice president of the board of directors shall chair the LPC.

(c) Qualifications. ~~LPC representatives must serve on the board of a member of the Association throughout the duration of their term.~~ All committee members must be elected or appointed directors of a member as defined in Section 2.1 for the duration of their service on the LPC.

(d) Nomination. The board of directors shall cause the nomination form to be distributed to all members in eligible regions. To nominate a candidate to the LPC, one or more of the members in the region must timely submit to the board of directors a formal resolution or motion and the completed nomination form(s). Nominations in regions where there is more than one representative position shall indicate the numbered position for which the nomination is being submitted. The nomination and election of the LPC representatives shall be in accordance with the elections calendar adopted by the board.

(e) Election. Each member in a region shall have one vote in the regional elections for the LPC representative. The LPC candidate receiving a majority of the votes cast by the members within the region shall be elected. Each region shall elect the number of LPC members as described in Section 3.5, without regard to Section 3.5.1(e). Such elections shall be held using the procedures described in Section 3.5.2.

(f) Term. Each committee member shall take office on January 1 in even numbered years and serve for a term of two years. Committee members may serve five consecutive two-year terms, and, if eligible, may be returned to the committee after a two-year hiatus.

~~(f)~~(g) Vacancies. In the event that there is a vacancy on the LPC, the board of directors may appoint an interim LPC member from the same region to fill the unexpired term of office. If the board of directors cannot recruit an LPC member from the region, they may appoint a person from a contiguous region to serve to represent the open region to fill the unexpired term of office.

4.2 **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 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 Caucus Councile~~s~~. The Caucus Councile~~s~~ shall exist to enhance the work of the Association by addressing the unique needs of ~~member districts~~ school board members.

4.4.1 The Caucus Councile~~s~~ shall clearly articulate the vision, mission, and goals of the ~~Caucus~~Council.
4.4.2 The Caucus Councile~~s~~ shall adopt operating procedures ~~bylaws~~ for operating, programming, and governing within the context of the Association bylaws described herein.
4.4.3 The Caucus Councile~~s~~ shall comply with Association policies and guidelines.
4.4.4 The Caucus Council shall consist of one representative from each caucus established by the OSBA Executive Director. The OSBA Executive Director will establish caucuses based on criteria established by the OSBA Executive Director in support of OSBA's vision, mission, and goals. Each established caucus may recommend one member to serve on the Caucus Council subject to approval of the OSBA board of directors.~~es shall be added or eliminated to this provision through the bylaw's amendment process described in Section 8.1~~.
4.4.5 The Caucus Council budget shall be established by the board of directors.
4.4.6~~5~~ The Caucus Councile~~s~~ shall submit an end of fiscal year report to the board of directors that includes the following:

~~(a) The Caucus is meeting regularly;~~
(b) An accounting of the prior year's budget allocation;
(c) Identified officers and current ~~bylaws~~operating procedures;
(d) A summary of the Caucus Council's current goals, the prior year's Caucus Council activities that support those goals, and how the Caucus Council goals align with the mission, vision, and goals of OSBA.

The end of fiscal year report will be submitted to the board of directors at the first regularly scheduled board of directors meeting following the end of the fiscal year.

4.4.6 ~~The Oregon School Board Members of Color Caucus was established by a vote of the membership in 2018.~~
~~4.4.7 The Oregon Rural School Board Members Caucus was established by a vote of the membership in 2023.~~ The Caucus Council was established by a vote of the membership in 2026, effective ~~and shall take effect on~~ July 1, 2027.

4.5 **Administration.** Each committee and the ~~c~~Caucus Council 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 the Ceaucus Council shall also report on its activities at the regular meetings of the board of directors. Each committee and the Ceaucus Council shall comply with the public meetings laws requirements ~~under~~ of ORS Chapter 192.

SECTION 5 OFFICERS OF THE BOARD OF DIRECTORS

5.1 **Eligibility.** Effective January 1, 2026, to hold an officer position on the board of directors other than the immediate past president, candidates and officers must be a voting member of the OSBA Board of Directors.

5.2 **Appointment.** The board of directors shall elect officers by majority vote 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.

5.3 **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.

5.4 **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 completes the term of another officer who was unable to complete their term, and is then voted into the same position the following year. The secretary-treasurer may serve up to two consecutive one-year terms. If an officer's position on the board is up for reelection by their region or redesignation by the Caucus Council, the officer must be reelected by their region or redesignated by the Caucus Council to continue serving in their officer position unless the officer position is the immediate past president. ~~Caucus Council directors serving in officer positions must continue to be recommended by the Caucus Council in accordance with their operating procedures.~~

5.5 **Compensation.** Officers may receive reimbursement of such expenses as may be determined by resolution of the board of directors to be just and reasonable. Officers shall not otherwise be compensated for service in their capacity as officers.

5.6 **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.

5.7 **Officers.** The officers of the Association are as follows:

5.7.1 President: The president shall preside at all member meetings of the Association and of the board of directors; shall appoint any committee positions not otherwise designated in these bylaws or OSBA adopted policy, subject to the approval of the board of directors; shall call all regular and special meetings as provided herein; shall be an ex-officio voting member of all committees established under sections 4.1 and 4.2 of these bylaws. The president shall automatically serve as immediate past president for the following term. The president serves for a term of one calendar year.

5.7.2 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.

5.7.3 Vice president: In the absence of the president-elect, the vice president shall assume the powers and duties of the president-elect. The vice president shall also serve as the chair of the LPC. The vice president serves for one calendar year.

5.7.4 Secretary-treasurer: The secretary-treasurer shall be responsible for keeping accurate minutes of all board of director meetings in electronic format in accordance with OSBA's record retention schedule; shall carry on official correspondence of the Association; shall arrange for proper banking facilities; 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 approved by the board of directors; and shall give an itemized and detailed report of the financial condition of the Association at each annual meeting and at such other times as may be required by the board of directors. Such duties of the secretary-treasurer as may be specified by the board of directors may be delegated to the OSBA Eexecutive Ddirector or a designated member of the staff. The secretary-treasurer serves for a term of one calendar year.

5.7.5 Immediate past president: The immediate past president shall advise and counsel other officers. The immediate past president chairs the officer succession planning process. The past president serves for one calendar year.

SECTION 6 NONDISCRIMINATION

The Association shall not discriminate in providing services, hiring employees, or otherwise, upon the basis of gender identity, race, creed, marital status, sex, sexual orientation, religion, color, age, disability, or national origin.

SECTION 7 OSBA PROPERTY AND CASUALTY FOR EDUCATION TRUST

The board of directors shall appoint the trustees of the OSBA Property and Casualty Coverage for Education Trust ("PACE") as provided in the PACE Restated Trust Agreement. It is the policy of OSBA with respect to PACE trustees taking office on or after January 1, 2023, that such trustees will be appointed to no more than three consecutive three-year terms and, if eligible, may return after a one-year hiatus.

SECTION 8 GENERAL PROVISIONS

8.1 Amendment of Bylaws.

8.1.1 Amendments to the bylaws may be initiated by the board of directors or submitted by a member to the board of directors.

8.1.2 The board of directors shall provide written notice to the members containing a statement that the members will be asked to approve the amendment and a copy of the proposed amended bylaws.

8.1.3 Action by Written Ballot: The Association will deliver a written ballot to every member entitled to vote on the matter. The ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action and specify a reasonable time by which a ballot must be received by the Association in order to be counted. Once delivered, a ballot may not be revoked.

8.1.4 Approval: Approval by written ballot shall be valid only when the number of votes cast by ballot equals or exceeds a quorum of the members, and the number of approvals equals or exceeds two-thirds majority of the number of the returned ballots.

8.1.5 Quorum: A quorum of the members shall consist of a majority of members in good standing at the time the ballots are to be returned to the Association.

8.1.6 Whenever an amendment or new bylaw is adopted, it shall be saved in electronic format in accordance with OSBA's record retention schedule with the original bylaws in the appropriate place. If any bylaw is repealed, the fact of repeal and the date on which the repeal occurred shall be stated in such book and place.

8.2 Inspection of Books and Records. All books, records, and accounts of the Association shall be open to inspection by the directors in the manner and to the extent required by law.

8.3 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.

8.4 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.

8.5 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.

8.6 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.

8.7 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.

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

8.9 Severability. A determination that any provision of these bylaws is for any reason inapplicable, invalid, illegal, or otherwise ineffective shall not affect or invalidate any other provision of these bylaws.

* * * * *

The foregoing bylaws were approved by the membership of the Oregon School Boards Association on December 15, 2024. 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, then amended and adopted on December 14, 2018; December 15, 2023; December 15, 2024.

MEETING MINUTES

VERNONIA SCHOOL DISTRICT BOARD of DIRECTORS
Regular Meeting – October 8, 2026
Mist Elementary School, 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 6:00 p.m. by Greg Kintz, Board Chair. — MEETING CALLED TO ORDER

Board Present: Greg Kintz, Joanie Jones, Alicia Mahoney, Tony Holmes, and Chris McManus. Amy Cieloha arrived at 6:02 p.m. — BOARD PRESENT

Board Absent: Lisa Curry, — BOARD ABSENT

Staff Present: Darla Waite-Larkin, Superintendent; Pam Voss, Business Manager; Barb Carr, Administrative Assistant; Cherise Harbour, Fiscal Assistant; Debbie Johnston, Maintenance Supervisor; and Brett Costley, Sara Goodman and Charise Ash, Licensed Staff. — STAFF PRESENT

Visitors Present: Scott Laird — VISITORS PRESENT

1.1 The Pledge of Allegiance was recited. — PLEDGE OF ALLEGIANCE

2.0 AGENDA REVIEW: There was a typo in action item 8.2 and was adjusted to 8.1. Joanie Jones moved to approve the agenda as amended. Alicia Mahoney seconded the motion. Motion passed unanimously with those in attendance. — AGENDA REVIEW

3.0 PUBLIC COMMENT: Scott Laird asked for an update on the planning of the district's upcoming Engagement Night. Scott Laird commended Darla Waite-Larkin on her report and also complimented PamVoss on the financial information she provides as well. — PUBLIC COMMENT

4.0 SHOWCASING OF SCHOOLS:

4.1 Administrator Reports: Administrator reports were provided to the Board prior to the meeting. — ADMINISTRATOR REPORTS

Alicia Mahoney inquired about speech services. Darla Waite-Larkin shared that the speech program is currently in transition from a virtual to on-site speech and language pathologist. There will also be an on-site speech assistant (SLPA). It was confirmed that all students eligible are receiving services. Research shows that in-person services are the most effective for students.

Amy Cieloha shared that at a recent home event the athletic department was not collecting gate fees. If this is a new protocol it needs to be advertised to the community. Darla Waite-Larkin stated the athletic directors have stopped the collection of gate fees this year in the hopes of encouraging people to attend the events. She has met with them to discuss the pros and cons of this decision.

Greg Kintz asked for confirmation that guests are not allowed at dances without an approved guest pass. This was confirmed.

5.0 BUSINESS REPORTS:

5.1 Superintendent Report: Darla Waite-Larkin's report was provided to the Board prior to the meeting. — SUPERINTENDENT REPORT

Darla Waite-Larkin shared her vision of the Logger Experience. She is working with staff and incorporating this in everything they do. She is providing a survey to parents to get their input into just what the Logger Experience should look like to them. — LOGGER EXPERIENCE

It was shared that Shelley Cota at Curls School Bus Services has a new District email address (shennessy@vernoniak12.org) which will make it easier for staff to communicate with Curls. — NEW EMAIL FOR CURLS SCHOOL BUS SERVICES

DIVISION 22 STANDARDS

Division 22 Standards, mandated by the State of Oregon, are the minimum standards that a District must provide to ensure students receive a quality education. Last year the district was out of compliance in the standard that addressed adoption of ELA curriculum. The curriculum adoption was done to satisfy this standard. Currently the Vernonia School District is in compliance with all standards. This information will be sent to ODE and shared to the public via the district's website by November 1st.

MATH PROFESSIONAL DEVELOPMENT w/ESD

District staff are engaging in math professional development with the NWRESD. ESD staff will come out once a month to work with teachers.

SAFETY CARE TRAINING

Annual safety care training is offered to administrators, teachers and instructional assistants. Every month a few will receive the training from an ESD employee.

CELEBRATION! VSD ABOVE STATE AVERAGE IN ELA TEST SCORES

Celebration! Vernonia School District has exceeded the state test score average on the English Language Arts (ELA) assessments in grades 3, 4, 7, 8 and 11 as well as the Science assessment in grade 11. The District will be recognized at the ESD board meeting in Scappoose on October 14th.

FINANCIAL REPORT

5.2 Financial Report: Pam Voss provided reports to the Board. She is still fine tuning her reports to pin point exactly what the board would prefer seeing in the financial data.

Revenue: Currently the district has received $1.39 million which is about 13% of our budgeted revenue. State School Fund (SSF) should arrive mid-month.
Expenditures: The district has had $1.27 million in expenditures. $5 million has been encumbered.

Budget Status: The general fund has $10.6 million in revenue. Currently $4.6 million is uncommitted. The 2024-2025 year ended very low. The final ending balance from last year won't be determined until after the audit.

Alicia Mahoney asked Pam Voss if she's noticed any differences from last year. According to Pam, some grants did not come in with as much money as previously thought. She noted she is being very conservative right now.

The YTP grant will not be received next summer. There is one more claim to submit and this will be the final funding from this grant. Pam Voss is currently looking into Quick Books regarding the concession funds previously raised by YTP students. She would like to move out of quick books to a program that integrates with our current financial software. She is also planning on developing a flow chart for the secretary, principal, and business manager when dealing with student body accounting practices.

The business office is also reviewing fundraising procedures and protocols.

MAINTENANCE REPORT

5.3 Maintenance Report: Debbie Johnston's report was provided to the Board prior to the meeting.

Lisa Curry, submitted a question prior to the meeting. She wanted to know who was spoken to on the stadium committee about the practice field goal posts. Debbie Johnston spoke with Gordon Jarman and Justin Ward.

Amy Cieloah mentioned the ongoing issue of a broken step on the aluminum grandstands. She feels this is a safety hazard and would like to see it addressed. It was also noted that due to potential injury, signage should be placed on the practice equipment to keep kids from playing on it.

It was noted that next year the band will be in the grandstands with the spectators making it easier to hear them play.

A comment was made that the grounds look very nice. Thank you to the Maintenance Team.

6.0 BOARD REPORTS/ BOARD DEVELOPMENT:

COMMITTEE UPDATES

6.1 Committee Reports:

6.1.1 Policy Committee: Policy GCAB – Personal Electronic Devices and Social Media – Staff, is

being presented as a 1st reading. The noted change is in red. Policies JA/JAA Student Policy Objectives, JEDB – Student Dismissal Precautions, JGB – Detention of Students, and JHDA – Psychological Testing of Students, are being presented as both a 1st and 2nd reading. This group of policies have no suggested updates from OSBA. The board is being asked to adopt to have a current review date.

Amy Cieloha feels our current policies on harassment and bullying do not mesh with what is currently in our student code of conduct. Darla Waite-Larkin indicated that she feels the code of conduct should be updated.

6.1.2 Safety Committee: Nothing to report.

6.1.3 Scholarship Committee: Nothing to report. Greg Kintz shared information about the tax benefit people can take, by giving $1700 to scholarships out of their personal tax liability. He further noted that Oregon has opted out of this program and to be aware the money will not go to Oregon students.

7.0 OTHER INFORMATION and DISCUSSION

7.1 Division 22 Standards: Discussed previously in item 5.1.

8.0 ACTION ITEMS

8.1 Policy Approval: Alicia Mahoney moved to approve policy JA/JAA – Student Policy Objectives, JEDB – Student Dismissal Precautions, JGB – Detention of Students, and JHDA – Psychological Testing of Students, as presented. Amy Cieloha seconded the motion. Motion passed unanimously with those in attendance. POLICIES APPROVED

9.0 MONITORING BOARD PERFORMANCE: Please let Greg Kintz know if anyone is going to the OSBA regional meeting. The ESD needs to receive RSVPs. MONITORING BOARD PERFORMANCE

10.0 CONSENT AGENDA: CONSENT AGENDA

10.1 Minutes of 09/10/26 Regular Meeting and the 09/23/2026 Workshop.

Amy Cieloha moved to approve the consent agenda as presented. Tony Holmes seconded the motion. Motion passed unanimously with those in attendance. CONSENT AGENDA APPROVED

11.0 OTHER ISSUES: OTHER ISSUES

11.1 Next Agenda Setting Meeting will be held virtually on Wed. 11/04/26 at 3:30. Tony Holmes will join Greg Kintz and Darla Waite-Larkin.

It was noted that we are working to get a board group set up so all board members will get any automated messages. Alicia Mahoney asked that the After School Program communicate their schedule during conferences.

12.0 UPCOMING DATES: UPCOMING DATES

Oct. 19, 2026 – School Board Work Session – 4:00 – 6:00 p.m.
Nov. 10, 2026 – School Board Meeting – 6:00 p.m. (NOTE: This is a TUESDAY)
Nov. 12-14, 2026 – OSBA Annual Convention
Nov. 18, 2026 – Community Engagement Night
Nov. 25-27, 2026 – Thanksgiving Break
Dec. 10, 2026 – School Board Meeting 6:00 p.m.

13.0 MEETING ADJOURNED at 7:14 p.m. ADJOURNED

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

Board Chair

District Clerk

MEETING MINUTES

VERNONIA SCHOOL DISTRICT BOARD of DIRECTORS
Workshop Meeting – October 19, 2026
Vernonia Schools, 1000 Missouri Avenue, Vernonia

1. CALL TO ORDER: A Workshop of the Board of Directors of Vernonia School District 47J, Columbia County, Oregon was called to order at 4:01p.m. by Greg Kintz, Board Chair. — MEETING CALLED TO ORDER

Board Present: Greg Kintz, Chris McManus, Tony Holmes, Alicia Mahoney, and Amy Cieloha. Joanie Jones arrived at 4:22 p.m. and Lisa Curry arrived at 5:00 p.m. — BOARD PRESENT

Board Absent: None — BOARD ABSENT

Staff Present: Darla Waite-Larkin, Superintendent; and Barb Carr, Administrative Assistant. — STAFF PRESENT

Visitors Present: Mike Scott, Righttime Coaching — VISITORS PRESENT

1. Prior Meeting ReCap:
The power of the Board and the Superintendent team was recapped. Communication that is positive between superintendent and board and vice versa in support of each other builds a strong team.

Roles and Responsibilities – there are a couple areas where board members stray and it is usually on the operation side of things. The board ventures out and tells staff members to do something. This is the job of the Superintendent. The board needs to stay out of operations and personnel.

2. Finalize Board/superintendent team Goals for 2026-27: The Superintendent goals were shared with the Board and Darla Waite-Larkin noted that she revised the goal regarding visibility. She changed this to reflect accessible leadership. The final draft of her goals will be presented at the Nov. board meeting for approval. — SUPT GOALS TO BE APPROVED AT NOV. BOARD MTG.

3. Superintendent Evaluation: — FINAL EVALUATION TEMPLATE TO BE APPROVED AT NOV. BOARD MTG.
A strong superintendent evaluation process strengthens the board/superintendent team relationship, reviews performance against agreed-upon goals, communicates clear expectations, functions as ongoing feedback, reflects that real education change takes 3-5 years, and builds in grace for calculated risks.

Commonly used criteria to inform the superintendent evaluation includes direct knowledge from the board members, evidence of progress towards professional goals and the superintendent self-reflection. Discussion was held on what is working well and where can there be improvement with the current process to evaluate the superintendent.

An area the board felt they wanted to improve was the ability to get feedback from staff through a survey. Mike Scott stated surveys can be tricky and it's important to be mindful of what information you are asking for in a survey. Some challenges in using staff surveys are

- Superintendents are often required to make difficult decisions that are unpopular
- The survey may reflect perceptions or satisfaction around a recent event instead of overall leadership effectiveness
- Respondents may have varying levels of understanding about board goals, district finances, legal requirements, and strategic priorities
- Feedback can be influenced by isolated incidents, rumors, or current controversies
- Survey data is difficult to interpret when response rates are low or participation is uneven

If a survey is used the most appropriate people to include are school board members, cabinet or executive team such as administrators, and those individuals that directly report to the superintendent. Potentially appropriate people to include would be district office staff, district advisory committees, long rang facilities committee, community stakeholders and community partners. For the potentially appropriate groups it is important to stick to information for which they have insight, such as:

- Communication
- Trustworthiness
- Accessibility

- Responsiveness
- Relationship Building
- Clarity of Direction
- Professionalism

Two evaluation options were discussed, 1) the current OSBA tool and 2) A shared goals tool. After discussion the board was in consensus to go with a shared goals tool. A final draft of this evaluation model will be presented to the Board at the Nov. meeting for approval.

4. Working Agreements:
The current working agreement was reviewed. Mike Scott suggested that the priorities would change to reflect the board /superintendent goals.

BOARD / SUPT WORKING AGREEMENT REVIEWED

5. Board Agenda Planning for 2026-27: Mike Scott reviewed some ideas when setting the annual agenda topics such as what are you most curious to learn more about? What questions do you hear most often from community members? What issues to you anticipate this year?

SUGGESTIONS FOR ANNUAL AGENDA PLANNING TOPICS

6. Wrap Up / Closing Activity: Mike Scott asked the board to provide a one-word insight from this training.
Lisa Curry – Optimistic
Joanie Jones – Confidence
Greg Kintz– Optimistic
Amy –. Appreciative that bleachers were finally fixed
Alicia – Happy that the bathroom sign is up
Tony –Optimistic and Calming
Chris – Appreciates the honest communication

CLOSING ACTIVITIE

ADJOURNED: Workshop adjourned 5:46 p.m.

ADJOURNED

Board Chair

District Clerk