

# **Board of Directors**

## **Operating Handbook**





<b><u>Mission, Vision, Goals and Core Beliefs / Commitments</u></b>	3
<b><u>Introduction to the Board</u></b>	4
<b><u>Role and Authority of the Board</u></b>	5
<b><u>Board Member Commitments</u></b>	6
<b><u>Board Member Standards of Conduct</u></b>	7
<b><u>Board Meetings</u></b>	8
<b><u>Diversity, Equity, and Inclusion Lens</u></b>	11
<b><u>Communication</u></b>	13
<b><u>Professional Development</u></b>	14
<b><u>School Site Visits</u></b>	15
<b><u>District Personnel</u></b>	16
<b><u>Complaints / Grievances / Hearings</u></b>	17
<b><u>New Board Member Training and Orientation</u></b>	18
<b>Appendix A: <u>District Policies Concerning the Board</u></b>	19
<b>Appendix B: <u>Robert's Rules</u></b>	74



## Mission, Vision, and Pillars

### **Mission:**

We lead with equity to educate and support all students to graduate with the skills and confidence to thrive.

### **Vision:**

As a community, we prepare lifelong-learners to achieve their full potential in a complex and interconnected world.

### **Pillars:**

Equity, Safety, Instructional Practices, and Organizational Culture

## Strategic Plan Goal Topics

**Marginalized Students:** In order to give voice to our marginalized populations, we will remove barriers, hold high academic expectations, and elicit and honor all voices.

**Culturally Responsive Teaching:** We will interrupt bias and microaggression in curriculum and instructional practices.

**Student and Staff Wellness:** We will promote a healthy learning and working environment which provides students and staff with the skills, social support, and environmental reinforcement they need to adopt long-term, healthy behaviors.

**Professional Development:** We will offer continuous learning opportunities from onboarding to retirement for all staff to develop skills, knowledge, and confidence to accelerate student outcomes.



# Introduction to the Board

The Reynolds School District Board of Directors has 7 members. They, along with the Superintendent, function as a “Team of Eight.” The School Board is the policy-making body of the district and the Superintendent provides leadership to staff in implementing those policies.

## Board Member Terms

- A term of office is four years. Positions 1-4 are on the same election cycle, as are Positions 5-7. The election cycles are two years apart, allowing for there to always be an experienced Board Member serving at any given time.
- Reynolds School District Board Positions are “at large” meaning positions do not represent specific sections of the district. Board members can run for any position number, no matter where they live in the district.

Policies:

[Board Elections - BBB](#)

[Board Member Qualifications - BBBA](#)

[Board Member Oath of Office - BBBB](#)

## Electing Board Officers

- The Board shall elect officers (a chair and a vice chair) every year at the July Business Meeting
- There are no term limits for Board Officers
- Election for Board Officers takes place in open session, as required by the state public meeting law.
- Process for electing board officers:
  1. Board members submit their interest to the Board chair prior to the July business meeting.
  2. At the beginning of the election process, the Board Chair will share the list of interested Board members with the rest of the Board.
  3. Each interested Board Member will have a chance to share a brief statement with the board.
  4. Nominations will be taken from the board and seconded.
  5. Board members will vote on those nominated.
- Any Board Officer who is transitioning out of a position will meet with the incoming officer to review the responsibilities of the role, exchange relevant documents, and review any issues or projects that are pending/in process.

Policies:

[Board Organization/Board Organizational Meeting - BC/BCA](#)

[Officers of the Board and Duties - BCB](#)



# Role and Authority of the Board

## Role of the Board

- Board authority rests with the board as a whole and not with individual Board members. Board members have authority only at Board meetings and not outside of the meetings.
- No Board member shall make agreements or promises on matters which should properly come before the Board as a whole.
- Board decisions are made by majority vote. Board members will publicly support those decisions once they are made, even though an individual board member may not have voted in favor of the decision.
- Board members shall recognize the Superintendent as the managerial and instructional leader to whom the Board has delegated administrative authority to manage every aspect of the District's operations.
- The Board as a whole directs the Superintendent. The Superintendent directs the staff. Individual Board members do neither.

### Board's Role

Make policy.

Hire the superintendent.

Develop district goals.

Adopt an annual budget.

Vote on the superintendent's recommendations and provide guidance as a full board.

Approve personnel appointments and terminations.

Provide financial and management oversight.

Refer constituents to the appropriate administrator.

Evaluate the superintendent.

Reach out to the community to advocate for the district.

### Superintendent's Role

Implement policy.

Manage the day-to-day operation of the school district.

Coordinate the development and implementation of strategic plans to meet district goals.

Prepare an annual budget based on priorities discussed with the board.

Provide the board with recommendations on all problems and issues under board consideration.

Recommend personnel appointments and terminations.

Manage district spending and operations.

Develop a process to ensure that constituent inquiries and concerns are heard.

Ensure the evaluation of staff.

Establish and maintain good public and media relations for the district.

Policies:

[Board Powers and Duties - BBA](#)  
[Individual Board Member's Authority and Responsibilities - BBAA](#)



As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following commitments:

### **Student Centered Focus**

- I will be continuously guided by what is best for all students of the District.

### **Equity in Attitude**

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen to others' ideas with an open mind.

### **Trustworthiness in Stewardship**

- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

### **Honor in Conduct**

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

### **Integrity of Character**

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law.

### **Commitment to Service**

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.



## Board Member Standards of Conduct

- Board members shall treat other Board members, the Superintendent, staff, and members of the public with courtesy and respect.
- A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member should clearly identify the opinions as his/her own.
- No Board member shall make commitments on matters which should properly come before the board as a whole.
- Board members shall not make a decision, deliberate toward a decision on any matter, or participate in discussions of official District business in groups where a quorum of Board members are present, except at an official meeting.
- A board member may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or a member of the household. A board member may still serve as a reference or provide a recommendation.
- A board member will respect the privacy rights of individuals when dealing with confidential information gained through association with the district.
- Board members shall recognize the superintendent as the chief executive officer to whom the board has delegated administrative authority to establish regulations and oversee the implementation of board policy.

Policies:

[Board Powers and Duties - BBA](#)

[Individual Board Member's Authority and Responsibilities - BBAA](#)

[Board Member Standards of Conduct - BBF](#)

[Board Members Ethics and Conflicts of Interest - BBFA](#)

[Board Member Ethics and Nepotism - BBFB](#)



The School Board of Directors meets every 2<sup>nd</sup> Wednesday of each month for a Work Session and every 4<sup>th</sup> Wednesday of each month for a Business Meeting.

### Meeting Types

- Regular Business Meeting
  - These meetings are preceded by an executive/closed session. All meetings are open to the public and are subject to provisions of Public Meeting laws. They are held to conduct the formal business of the district in public. Action may be taken during this meeting.
- Work Session
  - These meetings are held for Board members to receive information and to discuss items with staff. Some work session topics may come to the Board at a later date during a Board Meeting. The meeting may or may not be preceded by an executive/closed session.
- Executive Session
  - These meetings are not open to the public and can include consultation with legal counsel or special hearings for the Board. Since they are executive/closed meetings, there cannot be any formal or informal action votes.
  - No person other than Board members and the Superintendent is entitled to attend or participate in Executive Sessions. Others may be invited to participate by consent of the Board Chair and Superintendent.
  - Board members will respect the privacy right of individuals when dealing with confidential information gained through association with the district or in executive session.
  - Board members will not disclose or comment on any discussion from Executive Session other than to restate what is posted on the agenda. Otherwise, this opens Executive Session to the public.
  - Maintain confidentiality. It is agreed that the Board Chair will remind the members present during closed-session, both at the beginning and end, that all matters discussed must remain confidential.
  - Board members shall report any “leaks” of confidential matter to the board president who will discuss the matter with the individual breaching the confidentiality.
  - The Board may exclude the Superintendent from an Executive Session only for the purpose of discussing the Superintendent’s employment or job performance.
  - If it is in the interests of the District for a statement to be made regarding a closed-session discussion, the Board Chair will compose an official public statement that meets with the approval of a majority of the Board. Any such statement must comply with the limitations of the law.

Policies:

[Board Meetings - BD/BDA](#)

[Executive Session - BDC](#)



## **Preparation for Board Meetings**

- Board members will come to meetings prepared to address agenda items by reviewing the board packet materials prior to the meeting.
- If a Board member has questions or concerns about the board packet, or would like more information about an agenda item, he or she should address them to the Superintendent in advance of the meeting, giving the Superintendent time to prepare before providing answers at the meeting.
- Board members will inform the Superintendent if they intend to ask a question at a Board meeting that will require prior research to answer.

## **Participation in Public Meetings**

- Board members will encourage open communication amongst members, listen to and consider other members' points of view, focus on joint problem-solving, and support consensus-building decision making whenever possible.
- Board members shall participate fully and not be distracted by technology during the meeting.
  - Communication during a public meeting, even via text or email, is public record. Board members should not text or be on their phones during meetings. If there is a need for this, board members may notify the board, and potentially the public, ahead of time.
- If a board member asks a question during a meeting without prior notice to the Superintendent, the board member will acknowledge this. Possible language includes:
  - "I apologize to staff because I did not give them advance notice, and I know they may not have an answer at the moment"
- Actively listen to those sharing their points of view to facilitate full understanding and the possibility of changing viewpoints.
- Facilitate focused, open conversation.
- Be aware of body language.
- Refrain from deriding other individuals' ideas. Strive to value all opinions.
- Avoid assigning "ownership" of a question, thought, or idea expressed by a single Board member during a meeting, to encourage open discussion and exploration of ideas and information.
- Allow all members time to express themselves without feeling rushed by.
- Utilizing the phrase, "I agree with\_\_\_\_\_" to avoid repetition of the same ideas and points.
- Vocalize what another individual's statement has helped you learn or reconsider.
- Balance Board members' speaking time.
- Be succinct to maintain opportunity for all to express themselves.
- Board members are expected to conduct themselves professionally, ethically, and with courtesy during all meetings and public forums: no rude remarks, interruptions, yelling, name calling, or disrespectful verbal or body language.
- If, during a public meeting or public forum, a board member conducts himself or herself in a manner that violates this standard, the board chair may recess the meeting so that the behavior may be addressed privately. If the behavior continues upon resuming the meeting, the offending board



member may be ejected for the remainder of the meeting if the rest of the board unanimously agrees. If there is continued disruption, the meeting may be adjourned by a majority vote of the board.

### **Guidelines for Virtual Meetings**

- Board members will have their cameras on at all times for transparency.
  - Video helps keep everyone accountable for attention and decorum.
  - It's easier to keep everyone's attention when there are live faces on the screen.
  - If a Board member MUST step away, they can turn their camera off first.
- Board members should prepare for a virtual meeting like they would for an in-person meeting
- Be fully present.
- Be on time
- Make sure your name is updated to include your full name and title.
- Be aware of facial expressions as the public is watching and the meeting is being recorded.
- Keep your microphone muted when you are not speaking to limit background noise.
- State your name each time you speak. "This is..."
- Make sure you have the most updated board packet.
- All presenters will work off the same board packet and will present the exact page being shared with the public.
- Be engaged and eliminate distractions: keep other programs closed on your computer and do not try to multi-task.
- The Board Chair will take a roll call vote for all actionable items.

Policy:

**Conduct of Board Meetings - BDDF**

### **Placing Items on the Agenda**

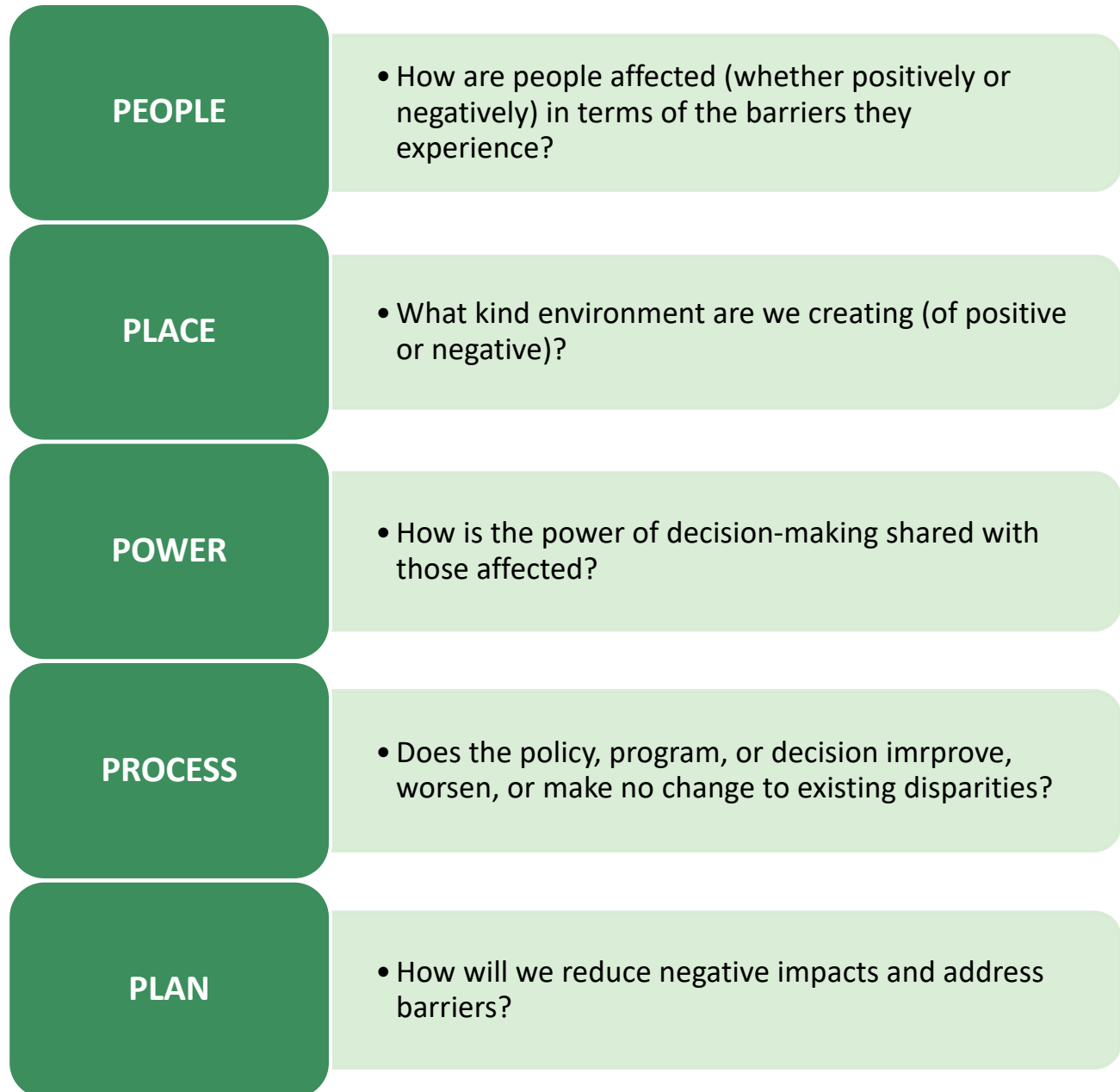
- Agendas are drafted by the Superintendent, with consultation from the Board Chair and Vice Chair. The Board Chair has final approval of the agenda.
- Board members who wish to place an item on the agenda must make the request in writing to the Board Chair at least 14 days before the scheduled board meeting. In the rare case of urgent issues, items may be added at the discretion of the Superintendent and Board Chair.
- Should the Board Chair decline to place an item on the agenda, he or she will let the requesting Board member know the decision and the reason behind it.
- If an agenda item is denied, two Board members can submit the item to the Superintendent at least 10 days before the Board meeting.
- If a Board member wants to discuss an agenda item in the Consent Agenda, he or she may make a motion at the beginning of the meeting to move the item into the Action portion of the agenda.



## Diversity, Equity, and Inclusion Lens and Decision-Making Filter

The Reynolds School District strives to provide each student the access, opportunity, and support they need to meet their highest academic and social potential regardless of race, gender, socio-economic status, sexual orientation, gender identity, ethnicity, culture, linguistic difference, religion, immigration status or disability.

An Equity, Diversity, and Inclusion Lens is a set of questions used to ensure equitable outcomes. These questions should be used when planning, developing, implementing, or evaluating a policy, program, or decision.





## Equity Decision- Making Filters

How will this decision impact and/or support student learning and results?

To what extent does the decision align to our mission, vision, values, and collective commitments?

How will data be used to inform and evaluate the effectiveness of this decision?

What are the non-negotiables related to this decision that must be considered?

What are the barriers to more equitable outcomes and how will you (a) mitigate the negative impact and (b) address the barriers identified?

What impact will this decision have on our stakeholders and how are they involved in the decision-making, when possible?

What commitments are needed in order to achieve the desired results?

What resources are necessary to support this decision?

Does the policy, program, practice or decision worsen existing disparities or produce other unintended consequences?

How will this decision be communicated out to stakeholders?



## Communication with the Media and Public

- Board members retain the right to express personal opinions. When expressing opinions, Board members will clearly note that the opinion is his/her own and not the Board's. Board members will publicly support final decisions made by the Board.
- The Board Chair or designee shall be the official spokesperson for the Board. When communicating with the media on behalf of the Board, they will only make statements on actions or positions upon which the Board has taken official action.
- Press releases on behalf of the Board shall be approved by the Board prior to release unless an emergency or public necessity exists.
- The Superintendent or a designated staff member shall be the official spokesperson for the District on issues that relate to District operations.
- Statements shall not be made to the media regarding personnel or other matters protected by law.

## Communication with Staff Members

- Board members should communicate with the Superintendent rather than individual staff members.
- All official board communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent.
- The Superintendent will provide appropriate communication to keep staff fully informed of the board's policies, priorities, concerns, and actions.

## Social Media

- A Board member will use social media Web sites judiciously. They will not post any confidential information about students, staff, or district business.
- Board members will treat fellow Board members, staff, students, and the public with respect while posting on social media.
- Board members will adhere to Oregon Public Meetings Laws when communicating with other board members via websites or other electronic means.
- Board members will note that social media posts can make it into the traditional media
- Board members are encouraged to solicit participation of the public in District committees, such as the budget committee.

Policies:

**Board Staff Communications - BG**  
**Electronic Mail (Email) Communication - BGA**



### Internal Retreats

- The Board will hold two internal retreats a year – once in the late summer/early fall and one in the winter.
- The Board Chair and the Superintendent will work to find potential retreat dates with the consensus of the Board.
- The Board Chair and the Superintendent will seek input from Board members but have the final responsibility in setting retreat agendas.

### External Professional Development

- The Board will also engage in professional development throughout the school year. This training may include OSBA conferences, staff trainings, conferences, and the like.

Policies:

[Board Member Development - BHB](#)



- Board members are encouraged to visit any campus. If a Board member would like to visit a campus, he or she should let the Board Secretary know for help coordinating.
- Board members should be respectful of campus staff time when planning length of visit.
- Board members must honor the campus rules and following district guidelines regarding visitors. Identification badge must be visible while on campus.
- Board members will not assume a supervisory role with staff or students.
- Board members will not assume a participatory role with staff or students unless specifically requested by campus staff.
- Board members will not attempt to solve problems or make promises.
- Board members will remember that they are public servants and actions and behavior should reflect this critical role.
- Board members will make positive observations about the campus and express any concerns privately to the Superintendent.
- Board members are encouraged to know staff members but are never to give staff members directives.
- Board members have no restrictions on visits as a parent, as a spectator at school events, or other events open to the general public.

Policies:

**Board Staff Communications - BG**



- The Superintendent is in charge of hiring and firing employees. The Board may only approve or reject candidates brought forward by the Superintendent.
- Board members may not lobby for the hiring of any specific individual.
- Board members may not advise the superintendent on specific hiring decisions unless such input is sought.
- Board members must abstain from any votes on personnel issues where a conflict of interest is clear, as defined in board policy and/or statute.
- It is the expectation of the Board that community and school leaders will have an opportunity to provide input on the selection of principals, but that the Superintendent will have sole responsibility for recommending principal appointments.
- Board members may discuss concerns about specific existing employees with the Superintendent—but only with the Superintendent.
- All school district employees report to the Superintendent. The Superintendent is the only employee of the Board.

Policies:

**Board Staff Communications - BG**



### Concerns and Complaints within the Board

- If a Board member has a serious, specific concern about the performance of another Board member, which appears to be in violation of the Board operating agreements, he or she is encouraged to meet privately with the other member to resolve the issue.
- If the concern cannot be resolved between the two parties, it can be brought to the Board Chair, who may arrange a meeting with both members.

### Grievances and Appeals

- Board members must be fully informed on Board policies relating to the process for employee complaints, grievances and appeals.
- All grievance or appeal-related materials received by a Board member and anything heard at a hearing must be held in the strictest confidence.
- Members may only consider information that is presented during a grievance or appeal process. Board members may not privately seek out information regarding a grievance or appeal.
- If a Board member is unable to hear a grievance or appeal impartially, then he or she must inform the Superintendent and Board Chair immediately.
- Only the Board Chair should make public statements arising from a grievance or appeal.

### Complaints

When someone brings a concern/complaint to a Board member, the Board member will refer the person to the appropriate district employee and to the official complaint process to have the matter addressed. If the matter is extremely serious in nature, the Board member will also inform the Superintendent of the matter.

Board Policies:  
**Staff Complaints - GBM**



## New Board Member Training and Orientation

- Orientation for a new Board member may begin upon election and will complete no later than two weeks after the Board member has taken the oath of office.
- The Board Chair and Superintendent will provide the orientation.
- The orientation must include, but will not be limited to:
  - Board operating agreements, ethics policy, and board policies
  - Overview of district administrative organization
  - District budget
  - State public meeting laws
  - Requirements and opportunities for Board member training
  - The Board's annual calendar and briefing on upcoming events
  - Expense reimbursement procedures
  - Training to access district electronic communications.

New Board Member Check-List	
Completed	Item
	Name Plate (ordered _____; delivered _____)
	Business Cards (ordered _____; delivered _____)
	Contact Form Filled Out
	Photo Taken
	Bio Received for Webpage
	Added to Website
	Email Address Created
	Device (ordered _____; delivered _____)
	Board Operating Handbook Reviewed
	New Board Member Packet <ul style="list-style-type: none"> <li>• OSBA's "What Every New Board Member Needs to Know"</li> <li>• OSBA's "Guide to Parliamentary Procedure"</li> <li>• OSBA's "Public Meetings Law, Board Meetings, and Executive Session"</li> <li>• Organizational Chart</li> <li>• District Map</li> <li>• Board Meeting Calendar</li> <li>• Common Acronym List</li> <li>• OSBA Budget Committee Handbook</li> <li>• Oath of Office</li> </ul>

Policies:

[Orientation of New Board Members – BH/BHA](#)





Code: **BBA**  
Adopted: 5/13/10  
Revised/Readopted: 4/26/17

## **Board Powers and Duties**

The Legislature of the state of Oregon delegates to the board responsibility for the conduct and governance of programs and services in the district. The general powers granted to the board are:

### **1. Legislative or Rule-Making Authority**

In regular or special public meetings, after open discussion and after members' votes are recorded, the board will establish rules or policy to govern the conduct of its members and the proceedings of the board.

The board shall establish policies for governing the programs and services of the district consistent with State Board of Education rules and with local, state and federal laws.

The board is responsible for providing adequate and direct means for keeping informed about the needs and wishes of the public and for keeping local citizens informed about the schools.

### **2. Judicial Authority**

As provided by law, policy or contract, the board acts as a fact-finding body or a court of appeal for staff members, students and the public when issues involve board policies or agreements and their implementation, and when the board must determine the rights, duties or obligations of those who address the board.

### **3. Executive/Administrative Authority**

The board will appoint a superintendent delegated to establish administrative regulations to implement board policy and goals. The board will evaluate the superintendent's performance.

The board may establish academic and financial goals for the district and evaluate the superintendent's implementation of those goals.

The board will oversee the district's financial affairs by authorizing, appropriating and adopting budgets and by proposing local option or bond elections, when appropriate and as allowed by law, to provide for program operation and maintenance or acquisition of district property.

The board will authorize the superintendent to approve payment on all contracts and business transactions of the district in accordance with board policies on purchasing and budget requirements. The board will provide for an annual audit of the district's assets.



The board will employ the staff necessary to carry out the educational program and will provide for regular evaluation of staff.

The board will direct the collective bargaining process to establish collective bargaining agreements with the district's personnel. The board will establish, through the collective bargaining process where appropriate, salaries and salary schedules, other terms and conditions of employment, and personnel policies for districtwide application.

The board will establish the days of the year and the hours of the day when school will be in session.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.630](#)

[ORS 243.656](#)

[ORS Chapters 279A, 279B and 279C](#)

[ORS 294.305 to -294.565](#)

[ORS 328.205 to -328.304](#)

[ORS 332.072](#)

[ORS 332.075](#)

[ORS 332.105](#)

[ORS 332.107](#)

[ORS Chapter 339](#)

[ORS 342.805 to -342.937](#)

[ORS Chapter 343](#)

**Cross Reference(s):**

DJ - District Purchasing





Code: **BBAA**  
Adopted: 1/04/07  
Revised/Readopted: 5/13/10; 9/14/16; 4/26/17  
Orig. Code(s): BBAA

## **Individual Board Member's Authority and Responsibilities**

An individual board member exercises the authority and responsibility of his/her position when the board is in legal session only.

A board member has the authority to act in the name of the board when authorized by a specific board motion. The affirmative vote of the majority of members of the board is required to transact any business. When authorized to act as the district's designated representative in collective bargaining, a board member may make and accept proposals in bargaining subject to subsequent approval by the board.

A board member has the right to express personal opinions. When expressing such opinions in public, the board member must clearly identify the opinions as his/her own.

Members will be knowledgeable of information requested through board action, supplied by the superintendent, gained through attendance at district activities and through professional board activities.

Members of the board will adhere to the following in carrying out the responsibilities of board membership:

### **Request for Information**

Any individual board member who desires a written report or a survey prepared by the administrative staff shall make such a request to the superintendent. Requests for reports or information shall be authorized by the board. A copy of such material shall be sent to each member of the board as requested. Requests for the generation of reports or information, which require additional expense to the district, must be submitted to the board for consideration.

### **Requests for Legal Opinions**

A request for a legal opinions from a board member must be approved by a majority vote of the board. Copies of the opinion shall be distributed to all board members. If the legal opinion sought involves the superintendent's employment or performance, the request should be made to the board chair. Legal counsel is responsible to the board.

### **Action on Complaints or Requests made to Board Members**

When a board member receives complaints or requests for action from staff, students or members of the public, the board members shall refer the individual(s) to the superintendent.

Complaints involving the superintendent shall be referred to the board chair on behalf of the board. The board chair shall present the complaint to the board.



## **District Board Member's Relationship to Administration**

Individual board members will be informed about the district's educational program and are encouraged to visit schools or other facilities to gain information and may request information from the superintendent. board members will not intervene in the administration of the district or its schools.

## **Contracts or Agreements**

All contracts of the district must be approved by the board, unless otherwise delegated by the board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the board, the individual making such contract shall be personally liable.

END OF POLICY

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### **Legal Reference(s):**

[ORS 332.045](#)  
[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.075](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

### **Cross Reference(s):**

BHD - Board Member Compensation and Expense Reimbursement

DFEA - Admissions to District Events





Code: **BBB**  
Adopted: 1/04/07  
Revised/Readopted: 5/13/10; 2/12/14; 4/26/17  
Orig. Code(s): BBB

## Board Elections

1. Number of Directors - The board will consist of seven members elected by position and will be known as the Reynolds School Board of Education. An elected term of office shall be four years.
2. Designation of Board Positions - Board members' positions and their respective successors in office will be designated by numbers as Position No. 1, No. 2, No. 3, No. 4, No. 5, No. 6 and No. 7. In all proceedings for the nomination or election of candidates for or to the office of board member, every petition for nomination, declaration of candidacy, certificate of nomination, ballot or other document used in connection with the nomination or election will state the position number to which the candidate aspires.

Individuals may seek more than one elected position (such as school board and education service district board).

### Re-elections

Re-elections for board positions will occur as follows:

- Position No. 1: Spring 2017, and every four years thereafter.
- Position No. 2: Spring 2017, and every four years thereafter.
- Position No. 3: Spring 2017, and every four years thereafter.
- Position No. 4: Spring 2017, and every four years thereafter.
- Position No. 5: Spring 2019, and every four years thereafter.
- Position No. 6: Spring 2019, and every four years thereafter.
- Position No. 7: Spring 2019, and every four years thereafter

END OF POLICY

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### Legal Reference(s):

[ORS 249.013](#)  
[ORS 255.235](#)  
[ORS 255.245](#)

[ORS 332.011](#)  
[ORS 332.018](#)

[ORS 332.118 to -332.138](#)





Code: **BBBA**  
Adopted: 1/04/07  
Revised/Readopted: 5/13/10; 4/26/17  
Orig. Code(s): BBBA

## Board Member Qualifications

Persons will be eligible to serve as board members if they are an elector of the district.. An “elector” means an individual qualified to vote under Section 2, Article II of the Oregon Constitution. The individual must be 18 years of age or older, registered to vote at least 20 calendar days immediately preceding any election in the manner provided by law and must have been a resident within the district for one year immediately preceding the election or appointment. All board members in the district will be elected by position.

No person who is an employee of the district will be eligible to serve as a board member while so employed. A person who is an employee of a public charter school may not serve as a member of the board of the district in which the public charter school that employs the person is located.

END OF POLICY

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### Legal Reference(s):

[ORS 247.002](#)

[ORS 247.035](#)

[ORS 249.013](#)

[ORS 332.016](#)

[ORS 332.018](#)

[ORS 332.030](#)

[ORS 332.124](#)

[ORS 332.126](#)

Oregon Constitution, Article II, Section 2.

### Cross Reference(s):

BBE - Vacancies on the Board





Code: **BBBB**  
Adopted: 1/04/07  
Revised/Readopted: 5/13/10; 4/26/17  
Orig. Code(s): BBBB

## **Board Member Oath of Office**

Board members when elected or appointed must qualify by taking the oath of office before assuming the duties of office. The oath of office must be taken again after each election or appointment of a board member.

The oath of office will be in the following form:

I, (name of board Electee or Appointee), having been duly elected a member of the School Board of Reynolds School District #7, Multnomah County, Oregon, do solemnly swear that I will support the Constitution of the United States and of the State of Oregon, and the policies of the Reynolds School District. During my term I will faithfully and impartially discharge the responsibilities of the office of Reynolds School District board member to the best of my ability[, so help me God<sup>1</sup>].

END OF POLICY

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**Legal Reference(s):**

[ORS 332.005](#)

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<sup>1</sup>Final phrase optional.



## **Board Member Resignation**

The board believes that any citizen who files and seeks election or appointment to the board should do so with full knowledge of and appreciation for the investment in time, effort and dedication expected of all board members, and that the citizen's intent is to serve a full term of office.

When a member decides to terminate service, the board requests earliest possible notification of intent to resign so the board may plan for the continuity of board business. Resignations must be made in writing. Board members can resign the office effective at a future date. If the resignation is effective at a future date, the resignation is binding unless withdrawn in writing by the end of the third business day after the resignation is made.

The board will announce the resignation and declare the vacancy at a board meeting.

The board will determine the procedures to be used in filling the vacancy. The board may begin a replacement process and select a successor prior to the effective date of resignation; however, the actual appointment shall not be made before the resignation date.

END OF POLICY

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### **Legal Reference(s):**

[ORS 236.320](#)

[ORS 236.325](#)

[ORS 332.030](#)

### **Cross Reference(s):**

BBE - Vacancies on the Board





Code: **BBD**  
Adopted: 1/04/07  
Revised/Readopted: 5/13/10; 4/26/17  
Orig. Code(s): BBD/BBE

## **Board Member Removal from Office**

The board shall declare the office of a board member vacant upon the happening of any of the following:

1. The death or resignation of the incumbent;
2. When an incumbent is removed from office by the judgment of the court;
3. When an incumbent ceases to be a resident of the district;
4. When an incumbent ceases to discharge the duties of the office for two consecutive months unless prevented there from by sickness or other unavoidable cause;
5. When an incumbent ceases to discharge the duties of the office for four consecutive months for any reason;
6. When an incumbent is recalled from office by district voters.

Vacancies will be filled through appointment by the board unless a majority of the positions are vacant at the same time. In that case, vacancies will be filled by the Multnomah Education Service District.

END OF POLICY

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### **Legal Reference(s):**

[ORS 249.865 to -249.877](#)  
[ORS 332.030](#)  
[ORS 408.240](#)

### **Cross Reference(s):**

BBE - Vacancies on the Board





Code: **BBE**  
Adopted: 1/04/07  
Revised/Readopted: 5/13/10; 4/26/17  
Orig. Code(s): BBD/BBE

## **Vacancies on the Board**

Vacancies will be filled through board appointment. The board appointee must be a legally registered voter and a resident within the district for one year immediately preceding the appointment.

In the event of multiple vacancies, the position vacated first will be filled first.

Upon appointment by the board, the newly appointed board member(s) will be sworn and seated immediately.

If the offices of a majority of board members are vacant at the same time, the directors of the Multnomah Education Service District shall appoint persons to fill the vacancies from qualified district voters.

Board elections are held every odd-numbered year, which for the purposes of this policy, are termed "election" years.

The appointee will:

1. Serve until June 30 following the next election, at which time the individual elected in May of that year will fill the remaining portion of an unexpired term or serve a full four-year term; or
2. Serve until June 30 of a subsequent election year if the vacancy occurs after the filing date in an election year.

A board member so elected as a replacement will serve the remaining year(s) of the term of office of the board member being replaced.

END OF POLICY

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### **Legal Reference(s):**

[ORS 249.865 to -249.877](#)  
[ORS 255.245](#)

[ORS 255.335](#)  
[ORS 332.030](#)

[ORS 332.122](#)  
[ORS 332.124](#)

### **Cross Reference(s):**

BBBA - Board Member Qualifications  
BBC - Board Member Resignation  
BBD - Board Member Removal from Office





Code: **BBF**  
Adopted: 1/04/07  
Readopted: 5/13/10  
Orig. Code(s): BBF

## **Board Member Standards of Conduct**

Board members shall treat with dignity and courtesy other board members, the superintendent, staff and members of the public, and shall provide an opportunity for all parties to be heard with due respect for their opinions.

A board member has the right to express personal opinions. When expressing such opinions in public, the board member should clearly identify the opinions as his/her own. No board member shall make commitments on matters which should properly come before the board as a whole. Board members shall not make a decision, deliberate toward a decision on any matter or participate in discussions of official district business in groups where a quorum of board members are present, except when properly advertised.

A board member will respect the privacy rights of individuals when dealing with confidential information gained through association with the district.

Individual board members and the board as a public entity must comply with the Code of Ethics for public officials provided in state law.

Board members shall recognize the superintendent as the chief executive officer to whom the board has delegated administrative authority to establish regulations and oversee the implementation of board policy.

A board member will use social media Web sites judiciously by not posting confidential information about students, staff or district business. Board members will treat fellow board members, staff, students and the public with respect while posting and will adhere to Oregon Public Meetings Laws when communicating with other board members via Web sites or other electronic means.

END OF POLICY

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### **Legal Reference(s):**

[ORS 162.015](#) - 162.035  
[ORS 162.405](#) - 162.425  
[ORS 192.630](#)  
[ORS 244.040](#)  
[ORS 244.120](#)  
[ORS 332.055](#)

### **Cross Reference(s):**

BBFA - Board Member Ethics and Conflicts of Interest



## **Board Member Ethics and Conflicts of Interest**

No board member will use his/her official position or office to obtain personal financial benefit or to avoid financial detriment for him or herself, relatives, household members or for any business with which the board member, household member or a relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by ORS 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the annual \$50 gift limit from one who has a legislative or administrative interest in the district. District-provided meals at board meetings are acceptable under the reimbursement of expenses exception.

### **I. Conflicts of Interest**

“Business” means any corporation, partnership, proprietorship, enterprise, association, franchise, firm, organization, self-employed individual or any legal entity operated for economic gain. This definition excludes any income-producing tax exempt 501(c) not-for-profit corporation with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

“Business with which a board member or relative is associated” means any private business or closely held corporation of which a board member or relative is a director, officer, owner, employee or agent or any private business or closely held corporation in which a board member or relative owns or has owned stock, another form of equity interest, stock options or debt instruments worth \$1,000 or more at any point in the preceding year; any publicly held corporation in which a board member or relative owns or has owned \$100,000 or more in stock or another form of equity interest, stock options or debt instruments at any point in the preceding calendar year; or any publicly held corporation of which a board member or relative is a director or officer.

“Relative” means the spouse<sup>1</sup>, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the board member; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the board member. Relative also includes any individual for whom the board member has a legal support obligation, whose employment provides benefits<sup>2</sup> to the Board member, or who receives any benefit from the board member’s public employment.

“Member of the household” means any person who resides with the public official.

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<sup>1</sup>The term spouse includes domestic partner.

<sup>2</sup>Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.



No board member will solicit or receive, either directly or indirectly, any pledge or promise of future employment based on any understanding that the board member's vote, official action or judgment would be thereby influenced.

No board member will attempt to use or use for personal gain any confidential information gained through his/her official position or association with the district. A board member will respect individuals' privacy rights when dealing with confidential information gained through association with the district.

If a board member participates in the authorization of a public contract, the board member may not have a direct beneficial financial interest in that public contract for two years after leaving the board.

Individual board members and the board as a public entity are bound by the ethics laws for public officials as stated in Oregon law.

### **Potential Conflict of Interest**

"Potential conflict of interest" means any action or any decision or recommendation by a board member that could result in a financial benefit or detriment for self or relatives or for a business with which the board member or relatives are associated, unless otherwise provided by law.

A board member must publicly declare a potential conflict of interest. A board member may, after declaring his/her potential conflict of interest, either vote or abstain on the issue. Abstaining from a vote does not meet the legal requirement of publicly stating a potential conflict.

### **Actual Conflict of Interest**

"Actual conflict of interest" means any action or any decision or recommendation taken by a board member that would result in a financial benefit or detriment to self or relatives or for any business with which the board member or relatives are associated, unless otherwise provided by law.

A board member must publicly declare an actual conflict of interest. The board member may not vote lawfully if an actual conflict of interest exists unless a vote is needed to meet a minimum requirement of votes to take official action. Such a vote does not allow the board member to participate in any discussion or debate on the issue out of which an actual conflict arises.

### **Class Exception**

It will not be a conflict of interest if the board member's action would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person's relative or business with which the person or the person's relative is associated, is a member or is engaged. For example, if a board member's spouse is a member of the collective bargaining unit, the board member may vote to approve the contract, as it will affect all members of that class to the same degree.

## **II. Gifts**

Board members are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in the district. All gift related provisions apply to the board member, their relatives, and members



of their household. The \$50 gift limit applies separately to the board member, and to the board member's relatives or members of household, meaning that the board member, each member of their household and their relative can accept up to \$50 each from the same source/gift giver. "Gift" means something of economic value given to a board member without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

"Relative" means: the spouse<sup>3</sup>, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the board member; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the board member. Relative also includes any individual for whom the board member has a legal support obligation, whose employment provides benefits<sup>4</sup> to the board member, or who receives any benefit from the board member's public employment.

"Member of the household" means any person who resides with the board member.

### **Determining the Source of Gifts**

Board members should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the board member's personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in the district. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the board member need not keep track of it, although they are advised to do so anyway in case of a later dispute.

### **Determining Legislative and Administrative Interest**

A legislative or administrative interest means an economic interest distinct from that of the general public, in any action subject to the decision or vote of a person acting in the capacity of a board member. For example, everyone within a county has a general interest in the fire department, but the person who sells the uniforms to the fire department has a legislative/administrative interest in the fire department that is distinct from the general public.

### **Determining the Value of Gifts**

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

"Fair market value" is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the board member does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the board member's admission or meal will include all costs other than any amount donated to a charity.

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<sup>3</sup>Ibid. p. 1

<sup>4</sup>Ibid. p. 1



For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the board member is \$25. This example requires that the board member does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the board member's meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:
  - a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
  - b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
  - c. The source calculates the actual amount spent on the board member.
3. Upon request by the board member, the source will give notice of the value of the merchandise, goods, or services received.
4. Attendance at receptions that qualify as an exception to the gift definition is permitted without regard to the fair market value of the food and beverage provided.

#### **Value of Unsolicited Tokens or Awards: Resale value**

Board members may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

#### **Entertainment**

Board members may not solicit or accept any gifts of entertainment from any single source in a calendar year that has a legislative or administrative interest in the district unless:

1. The entertainment is incidental to the main purpose of another event (i.e. a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The board member is acting in their official capacity for a ceremonial purpose.  
A board member appears at an entertainment event for a "ceremonial purpose" when the source of the entertainment requests the presence of the board member at a special occasion associated with the entertainment. Examples of an appearance by a board member at an entertainment event for a ceremonial purpose include throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.



## Exceptions

The following are exceptions to the ethics rules on gifts:

1. Campaign contributions are not considered gifts under the ethics rules;
2. Gifts from “relatives” and “members of the household” to the board member are permitted in an unlimited amount; they are not considered gifts under the ethics rules;
3. Informational material, publications, or subscriptions related to the recipient’s performance of official duties;
4. Contributions made to a legal expense trust fund if certain requirements are met;
5. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative/administrative interest, with the following exceptions:
  - a. Organized Planned Events. Board members are permitted to accept payment for travel conducted in the board member’s official capacity, for certain limited purposes:
    - (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:
      - (a) The board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND
        - i) The giver is a unit of a:
          - a) Federal, state, or local government;
          - b) An Oregon or federally recognized Native American Tribe; OR
          - c) Nonprofit corporation.
        - (b) The board member is representing the district:
          - i) On an officially sanctioned trade-promotion or fact-finding mission; OR
          - ii) Officially designated negotiations or economic development activities *where receipt of the expenses is approved in advance by the board.*
      - (2) The purpose of this exception is to allow board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.
6. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the board member is at the event to give a speech or answer questions as part of a scheduled program.



“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal;

7. Food or beverage consumed by board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(5)(b)(I)(i);
8. Waiver or discount of registration expenses or materials provided to board member at a continuing education event that the board member may attend to satisfy a professional licensing requirement;
9. A gift received by the board member as part of the usual or customary practice of the board member’s private business, employment or position as a volunteer that bears no relationship to the board member’s holding of public office.

### **Honoraria**

A board member may not solicit or receive, whether directly or indirectly, honoraria for the board member, any member of the household of the board member or board member’s relative if the honoraria are solicited or received in connection with the official duties of the board member.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the board member or candidate.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 162.015 to -162.035](#)  
[ORS 162.405 to -162.425](#)

[ORS 244.010 to -244.400](#)  
[ORS 332.055](#)

[OAR 199-005-0001 to -199-010-0150](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

OR. ETHICS COMM’N, OR. GOV’T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

#### **Cross Reference(s):**

BBF - Board Member Standards of Conduct

BBFB - Board Member Ethics and Nepotism

DJ - District Purchasing





Code: **BBFB**  
Adopted: 6/11/09  
Revised/Readopted: 5/13/10; 4/09/14; 4/13/16  
Orig. Code(s): BBFB

## **Board Member Ethics and Nepotism**

In order to avoid both potential and actual conflicts of interests, board members will abide by the following rules when a board member's relative or member of the household is seeking and/or holds a position with the district:

1. A board member may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or a member of the household, unless the board member complies with the conflict of interest requirements of ORS Chapter 244.120.

This policy does not apply to decisions regarding unpaid volunteer positions unless it is a board member position or another board-related unpaid volunteer position (i.e. a board committee position);

2. A board member may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or a member of the household. A board member may still serve as a reference or provide a recommendation.

For the purposes of this policy:

"Member of the household" means any person who resides with the board member.

"Relative" means: the spouse<sup>1</sup>, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the board member; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the board member. Relative also includes any individual for whom the board member has a legal support obligation, whose employment provides benefits<sup>2</sup> to the board member, or who receives any benefit from the board member's public employment.

### **Class Exception**

It will not be a conflict of interest if the board member's action would affect to the same degree a class including the board member's relative or household member. For example, if a board member's spouse is a member of the collective bargaining unit, the board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might

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<sup>1</sup>The term spouse includes domestic partner.

<sup>2</sup>Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.



apply only to particular persons, then the class exception may not apply. For example, if a board member's spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential for employees with doctorates in the collective bargaining agreement, the board member should not vote on the contract.

END OF POLICY

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**Legal Reference(s):**

[ORS 244.010](#) to -244.400  
[ORS 659A.309](#)

[OAR 199-005-0001](#) to -199-010-0150

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

**Cross Reference(s):**

BBFA - Board Member Ethics and Conflicts of Interest





Code: **BC/BCA**  
Adopted: 1/4/07  
Revised/Readopted: 5/13/10; 4/26/17  
Orig. Code(s): BC/BCA

## **Board Organization/Board Organizational Meeting**

No later than the next regular meeting following July 1, and in no circumstance earlier than July 1, the board will organize itself for the year. In a board election year, the board organizational meeting will be held no later than July 31.

The organizational meeting will consist of, but not be limited to, the following actions:

1. Election of a board chair;
2. Election of a vice chair;
3. Provision for a time and place for regular meetings;
4. Designate one or more banks which meet district, state and federal guidelines as official depositories for district funds;
5. Authorize the superintendent and/or director of business to sign district checks. The board may authorize the use of facsimile signatures by those persons authorized to sign district checks;
6. Other organizational actions prescribed by law or by board practice such as selection of an insurance agent-of-record and reimbursement schedules;
7. Review the *Board Operating Agreement*.

The incumbent board chair will preside until a successor is elected, whereupon the successor will assume the chair. In the event no incumbent chair or vice chair remains on the board, or neither is able to continue to serve as an officer, the board member with the most seniority will serve as the temporary chair.

END OF POLICY

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### **Legal Reference(s):**

[ORS 255.335](#)  
[ORS 332.040](#) to [-332.045](#)  
[ORS 332.057](#)

### **Cross Reference(s):**

BCB - Officers of the Board and Duties



## **Officers of the Board and Duties**

At its first scheduled meeting after July 1, but not later than July 31 in an election year, the board will elect one of its members to serve as chair and one to serve as vice chair. No member of the board may serve as chair more than four years in succession. If a board member is unable to continue to serve as an officer during the year, a replacement will be elected immediately. The replacement officer will serve the remainder of the term until the following July organizational meeting.

The board chair will:

1. Assist the superintendent in establishing the agenda for regular board meetings;
2. Call special meetings when required;
3. Preside at all meetings of the board and enforce the rules of order;
4. Sign the minutes and other official documents that require the signature of the chair;
5. Represent the district and the board at official functions, unless this duty is delegated by the chair or the board to another board member;
6. Appoint all committees and will be an ex-officio member of all such committees unless otherwise ordered by the board;
7. Have the right to discuss issues and vote on any issue.

The vice chair in the absence, incapacitation or death of the chair, will perform the duties of the chair and, when so acting, will have the chair's powers. The vice chair will perform other functions as designated by the board.

The superintendent will designate a staff member to serve as board secretary and will directly supervise and evaluate the secretary. The secretary to the board will take notes at board meetings, compile minutes and perform related work as assigned by the superintendent or requested by the board chair.

The board secretary will:

1. Record the disposition of all matters on which the board considered action;
2. Prepare, check and distribute minutes in advance for approval at the next board meeting;
3. Maintain properly authenticated official copies of the minutes;



4. Maintain the official record of board policies.

### **Board or District Spokesperson**

The board may appoint one of its members, usually the chair, or another person to make authorized statements to the public or the media when the board deems that, under the circumstances, the district's position should be articulated by a single voice. The spokesperson serves at the board's direction and may be removed or replaced at any time by action of the entire board.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)

[OAR 166-400-0010\(9\)](#)

#### **Cross Reference(s):**

BC/BCA - Board Organization/Board Organizational Meeting





Code: **BCBA**  
Adopted: 1/04/07  
Revised/Readopted: 3/09/11; 4/26/17  
Orig. Code(s): BCBA

## **Student Representative to the Board**

The board, at its discretion, may appoint a student representative to the board. The student representative shall be allowed a seat with the board at all public portions of meetings, but shall not attend executive sessions. This position is a non-voting position. Eligibility criteria and process for selection of the student representative is the responsibility of the Board and high school administration.

The student appointment shall be for the term of one school year. The student representative shall have the opportunity to report to the board as a whole at each public board meeting. Additionally, the board chair may invite the student representative to participate in board discussions regarding agenda items.

END OF POLICY

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### **Legal Reference(s):**

[ORS 332.107](#)



## **Student Representative to Board and High School Reporter Guidelines**

The Reynolds School District Board encourages student involvement in the school district. Involvement is defined in two ways: 1) a high school student to act as reporter or ambassador from his or her high school; and 2) one high school Student Board Representative.

### **Student Representative to Board**

The board at its discretion may appoint a student representative to the board. One student representative may be selected each year.

Guidelines for a student representative:

1. The position is a nonvoting position.
2. The student will not attend executive sessions.
3. The appointment is for one year.
4. The student will be allowed a seat with the board at all business meetings of the board.
5. The board chair may invite the student representative to participate in board discussion regarding agenda items.
6. The student representative is expected to be polite and address the board in a formal manner.
7. The student representative will not initiate new agenda items during a business meeting.
8. The student representative may contribute to discussion during the business meeting.
9. The student representative should expect questions from the board.

### **Student Reporter**

A student reporter may be appointed by each high school to provide school news to the board at each business meeting of the board.

Guidelines for student reporters:

1. Student reporters will have a scheduled time on the agenda of each business meeting.



2. Three minutes will be allowed for each report.
3. Reports must be submitted to the board secretary in writing after the presentation.
4. Student reporters are expected to be polite and prepared and address the board in a formal manner.
5. Student reporters will not bring business items to the board's attention during their report.
6. Student reporters are encouraged to share news about school events, activities, sports, academic happenings and other high interest activities at the school.
7. Reporters should expect questions from the board.





Code: **BCE**  
Adopted: 1/04/07  
Revised/Readopted: 5/13/10; 4/26/17  
Orig. Code(s): BCE

## **Board Committees**

Special temporary committees may be appointed by the board. The functions of such committees shall ordinarily be fact-finding, deliberative, and advisory, and their reports shall be made to the board for discussion and action. Any board member, the superintendent of schools or a designee of the superintendent may be ex-officio members of any committee. Special committees shall be discharged upon completion of their assignment.

The budget committee and advisory (standing) committees are not addressed in this policy.

### **Committee Direction**

The board shall give clear directions to any committee it appoints. The board chair will give a succinct committee direction summary statement to the appointed committee, which shall be recorded in the official board minutes.

### **Committee Member Selection**

The board shall determine a minimum and maximum number of members. The desire of the board to determine the composition of the committee with regard to representation from different district groups should be determined at the board meeting at the time the committee is established. All committees of the board will have a district administrator as a member of that committee to act as an advisor in their duties. Board representation on the committee is required, but shall not involve more than three members.

### **Committee Time Line**

The board, at the time of creation, will establish a timeline for the newly created committee. No study committee shall continue functioning beyond 12 months from the date of creation without the board's reconfirmation at an official board meeting.

### **Parameters of the Committee**

The board, at the meeting during which the committee is created, will establish guidelines appropriate for the newly created committee. Guidelines should speak to the ability of the committee to expend district funds, to use district staff time to assist in their performance and other appropriate limits.

### **Committee Officers**

The committee will select a chair and recorder.



### **Meeting Schedule Announcement**

Meetings of a committee shall follow Public Meeting Laws.

### **Meeting Minutes**

Committees shall record minutes as per public meetings law with distribution to all board members and requesting members of the community.

### **Scope of Responsibility**

The board's responsibility cannot be delegated or surrendered to others; therefore, all recommendations of an advisory committee must be submitted to the board for action.

END OF POLICY

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### **Legal Reference(s):**

[ORS 192.610](#) to -192.690

[ORS 332.045](#)

[ORS 332.105](#)



## **Advisory Committees to the Board**

In an ongoing effort to increase communication with the public and to provide for citizen involvement, the board may appoint advisory committees which include community members to consider matters of districtwide importance.

Recommendations of such committees will be given careful consideration by the board, but such recommendations will not relieve the board of its legal responsibility to make final decisions about such matters.

All meetings of advisory committees shall follow the Public Meetings Law. The press may attend and report proceedings. Visitors shall sit apart from the committee members and shall speak only when invited to do so by the committee chair.

The composition of advisory committees to the board will be broadly representative and will take into consideration the specific tasks assigned to the committee. The process for the appointment of community members to an advisory committee will be determined by the board. When requested and approved by the board, appointment of staff members, when appropriate, will be made by the superintendent.

The board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The committee's written charge which shall include, but not be limited to, a statement of purpose and responsibility;
2. The resources the board will provide;
3. The length of time the committee is asked to serve and the approximate date(s) on which the board wishes to receive the committee report(s).

Except as specifically provided by the board, citizen advisory committees will cease to function when their reports have been received by the board or when the purposes for which they were established have been accomplished.

The board may be represented on lay and professional committees that serve the board in an advisory capacity, with specific board members appointed by the chair, but normally such board members will function as ex-officio members of the committees.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.610](#)  
[ORS 192.630](#)  
[ORS 294.414](#)  
[ORS 329.704](#)  
[ORS 332.107](#)

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL.



## **Board Meetings**

The board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. “Meeting” means the convening of the board as the district’s governing body to make a decision or to deliberate toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the governing body, i.e. a work session. The affirmative vote of the majority of members of the board is required to transact any business.

### **Public Meetings**

All regular, special and emergency meetings of the board will be open to the public except that the board chair may call an executive session for consideration of those confidential matters permitted by law to be discussed in closed session. All meetings will be conducted in compliance with state and federal statutes. All board meetings, including board retreats and work sessions, will be held within the boundaries. The board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business.<sup>1</sup> No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation<sup>2</sup>, age or national origin is practiced.

### **Notification of Public Meetings**

The board will give public notice reasonably calculated to give actual notice to interested persons, including those with disabilities, of the time and place for all board meetings and of the principal subjects to be considered. The board may consider additional subjects at a meeting, even if they were not included in the notice.

Representatives of the local news media shall be notified in advance of any regular, special, executive session or emergency meeting of the board, when requested.

If requested to do so at least 48 hours before a meeting held in public, the board shall provide an interpreter for hearing impaired persons. Such other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice. Communications with all qualified individuals with disabilities shall be as effective as communications with others.

All meetings held in public shall comply with the Oregon Indoor Clean Air Act and the smoking provisions contained in the Public Meetings Law.

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<sup>1</sup>ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction as long as no deliberations toward a decision are involved.

<sup>2</sup>As defined in ORS 174.100.



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

### **Regular, Special and Emergency Meetings**

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

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

Special meetings can be convened by the board chair, upon request of three board members, or by common consent of the board at any time to discuss any topic. A special meeting may also be scheduled if less than a quorum is present at a meeting or additional business still needs to be conducted at the ending time of a meeting. At least 24 hours' notice must be provided to all board members, the news media, which have requested notice, and the general public for any special meeting.

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

### **Private or Social Meetings**

Private or social meetings of a quorum of the board for the purpose of making a decision, deliberating toward a decision on any matter, gathering of information on which to deliberate, or participating in discussions of official district business are prohibited by the Public Meetings Law.

### **Work Sessions**

The board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with the state law on public meetings, including notice and minutes. The board may make official decisions during a work session.

### **Executive Sessions**

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

### **Adjourned Meetings**

A board meeting may be adjourned to another time if a quorum is not present or if additional business needs to be conducted at the regular time of adjournment. The time, date and place of the adjourned meeting will be specified and appropriate notice given.



A majority of the members of the district board shall constitute a quorum. The affirmative vote of the majority of members of the board is required to transact any business.

### **Agenda**

The board chair or vice chair, with the assistance of the superintendent-clerk, shall draft the agenda after determining the desires in the topics and order of consideration following the general order listed below:

- A. Call To Order
- B. Approval of the minutes
- C. Correspondence (if any)
- D. Reports
- E. Public to be Heard
- F. Action and First Reading Items
- G. Adjournment

The clerk shall send written notices of each regular board meeting at least four days before the date of the meeting. (Except in the cases of emergency, mailed notices and agenda shall be sent Friday evening before the regular meeting held on Thursday.) In addition, copies of the minutes of the previous meeting or meetings and other printed information concerning items on the agenda shall be furnished with the agenda.

### **Establishing the agenda**

Items of business may be suggested by the clerk, administration, employees, or residents of the district for inclusion on the agenda. These items shall be submitted in writing and received by the office of the superintendent at least seven days prior to the regularly scheduled meeting. Items requested by board members shall be placed on the agenda, either by submission in writing as described or by request made at a board meeting. Any item brought to the attention of the board which does not meet this timeline will not receive formal board action at the same meeting unless emergency conditions make immediate action mandatory.

### **Procedures**

Except as otherwise provided by state law/and or board policy, the rules of parliamentary procedure compiled in *Roberts Rules of Order* (Revised) shall govern the board in its deliberation on formal motions. Rules established by the board may be amended at any meeting by majority vote.

### **Motions and Resolutions**

All motions and resolutions offered by any board member shall be recorded in the minutes, including affirmative and negative votes. No board member may abstain from voting on any matter before the board upon which official action is to be taken unless there appears to be a possible conflict of interest under the provision of applicable laws. In such cases, said board members shall comply with the disclosure requirements of State law. The board chair may initiate or second any motion or resolution, and has the same responsibility to vote on any matter as any other board member.



## Visitor Attendance and Participation

Citizens and other interested parties are welcome to attend meetings of the board. Board meetings are meetings conducted in public but are not necessarily meetings for public participation. The board may allow public testimony or comment at its meetings. In order to keep its deliberations efficient and effective, the board provides the opportunity to speak at such meetings in accordance with the following procedures:

1. Each patron who wishes to speak is requested to sign a registration card and return it to the board secretary before the beginning of the meeting. This card will include the speaker's name, address, and the agenda item or topic s/he wishes to address;
2. A group of visitors with a common purpose is requested to designate a spokesperson for the group;
3. Public comment will usually be limited to two minutes for an individual, four minutes for a group or its spokesperson. The board chair may set time limits at his/her discretion;
4. Patrons wishing to speak, may submit written testimony or comment which will be made part of the record.

## Official Record

An official record shall be kept in the superintendent's office of any business conducted at any regular, special or emergency board meeting. This record shall be available to the public for inspection during regular business hours.

END OF POLICY

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### Legal Reference(s):

[ORS 174.100](#)  
[ORS 174.104](#)

[ORS Chapter 192](#)  
[ORS Chapter 193](#)

[ORS 332.040 to -332.061](#)  
[ORS 433.835 to -433.875](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

41 OR. ATTY. GEN. OP. 28 (1980)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Americans with Disabilities Act Amendments Act of 2008.

OR. ATTY. GEN. Public Records and Meetings Manual (2014).

### Cross Reference(s):

BDB - Special and Emergency Board Meetings

BDC - Executive Sessions

BE - Board Work Sessions or Workshops



## **Executive Sessions**

The board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of students and matters pertaining to or examination of the confidential medical records of a student, including that student's educational program.

An executive session may be convened by the board chair upon request of four board members or by common consent of the board for a purpose authorized under Oregon Revised Statute (ORS) 192.660, during a regular, special or emergency meeting. The presiding officer will announce the executive session by identifying the authorization under ORS 192.660 for holding such session and by noting the subject of the executive session. The notice will include the principal subjects anticipated to be considered at the meeting. The board will determine who may attend executive sessions within the constraints of the law.

The board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent. (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(k))



9. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
10. To discuss matters pertaining to or examination of the confidential medical records of a student, including that student's educational program. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except as follows:

1. Those pertaining to strategies for negotiations;
2. Hearings on the expulsion of minor students and matters pertaining to or examination of the confidential medical records of a student or that students educational program; and
3. Litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigations.

The press may not disclose information gained in the executive session.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the students confidential medical records and educational program; the discussion; and each board members vote on the issue.

All executive session minutes shall be kept in written form and approved by the board. The minutes of executive sessions shall include those individuals present and the substance of any discussion. The board chair or the presiding officer of the executive session, shall review the minutes for accuracy and indicate approval by signature. Executive session minutes shall be maintained indefinitely and in a reasonable manner to prevent damage.

Content discussed in executive sessions is confidential and must not be made public. Documents pertaining to evaluation, district personnel and students are also confidential and must not be made available to the public. Executive session minutes may be examined privately by a court and the court shall determine admissibility.

END OF POLICY

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**Legal Reference(s):**

[ORS 192.610](#) to [-192.710](#)  
[ORS 332.045](#)  
[ORS 332.061](#)

**Cross Reference(s):**

BD/BDA - Board Meetings  
CBG - Evaluation of the Superintendent



## Conduct of Board Meetings

The rules of parliamentary procedure contained in *Robert's Rules of Order Newly Revised*, "Procedure in Small Boards" as modified by the Board will govern the Board in its deliberations. Discussion by Board members will be unlimited as long as it applies to the motion before the Board or the matter under consideration. The Board may vote to limit discussion and the chair will confine discussion to the matter before the Board. The chair may limit the time of any citizen appearing before the Board so that all who wish to be heard may have the opportunity.

Individual votes on motions and/or resolutions will be by "yes" or "no," and the result of each member's vote will be recorded by name. A Board member who abstains from voting due to "Conflict of Interest" outlined in policy code: BBFA will be so recorded.

The result of each board member's vote on appointments to committees, board vacancies, board officers and other such votes will be reported and recorded by name, as required by Public Meeting Laws.

END OF POLICY

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**Legal Reference(s):**

[ORS 165.535](#)

[ORS 165.540](#)

[ORS 192.650](#)



## **Public Comment at Board Meetings**

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites district community members to attend Board meetings to become acquainted with the program and operation of the district. Members of the public also are encouraged to share their ideas and opinions with the Board when appropriate.

It is the intent of the Board to ensure communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary aids<sup>1</sup> and services.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual. All auxiliary aids and/or service requests must be made with appropriate advance notice. Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, an alternative, equally effective means of communication will be used.

### **Audience**

During a session of a Board meeting open to the public, members of the public may be invited to present comments during the designated portion of the agenda. At the discretion of the Board chair, further public comment may be allowed.

### **Request for an Item on the Agenda**

A member of the public may request the superintendent or Board chair consider placing an item on the agenda of a regular Board meeting. This request should be made in writing and presented to the superintendent for consideration at least five working days prior to the scheduled meeting.

### **Procedures for Public Comment at Meetings**

The Board will establish procedures for public comment in open meetings. The purpose of these procedures will be to inform the public how to effectively participate in Board meetings for the best interests of the individual, the district and the patrons. The information will be easily accessible and available to all patrons attending a public Board meeting.

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<sup>1</sup>Auxiliary aids may include, but are not limited to, such services and devices as qualified interpreters, assistive listening systems, note takers, readers, taped texts, Braille materials and large print.



1. Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the Board chair.
2. A visitor speaking during the meeting may introduce a topic not on the published agenda. The Board, at its discretion, may require that a proposal, inquiry or request be submitted in writing, and reserves the right to refer the matter to the administration for action or study.
3. Any person who is invited by the Board chair to speak to the Board during a meeting should state his/her name and address and, if speaking for an organization, the name and identity of the organization. A spokesperson should be designated to represent a group with a common purpose.
4. Statements by members of the public should be brief and concise. The Board chair may use discretion to establish a time limit on discussion or oral presentation by visitors.
5. Questions asked by the public, when possible, will be answered by the Board chair or referred to the superintendent for reply. Questions requiring investigation may, at the discretion of the Board chair, be referred to the superintendent for response at a later time.
6. At the discretion of the Board chair, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing the Board secretary with a completed registration card or sign-in sheet, prior to the Board meeting in order to allow the chair to provide adequate time for each agenda item.

The Board chair should be alert to see that all visitors have been acknowledged and thanked for their presence and for any contributed comments on agenda issues. Similar courtesy should be extended to members of staff who have been in attendance. Their return for future meetings should be welcomed.

### **Petitions**

Petitions may be accepted at any Board meeting. No action will be taken in response to a petition before the next regular meeting. Petitions will be referred to the superintendent for consideration and recommendation.

### **Comments Regarding Staff Members**

Speakers may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for Board consideration of a legitimate complaint involving a staff member.

END OF POLICY

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**Legal Reference(s):**

[ORS 165.535](#)  
[ORS 165.540](#)

[ORS 192.610](#) to -192.690

[ORS 332.057](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).

Americans with Disabilities Act Amendments Act of 2008.

*Baca v. Moreno Valley Unified Sch. Dist.*, 936 F. Supp. 719 (C.D. Cal. 1996).

*Leventhal v. Vista Unified Sch. Dist.*, 973 F. Supp. 951 (S.D. Cal. 1997).

**Cross Reference(s):**

BDDF - Conduct of Board Meetings



## Policy Development

The board has the authority and responsibility to establish policy. The board accepts the definition of policy set forth by the National School Boards Association:

School board policies are statements which set forth the purposes and prescribe in general terms the organization and program of a school system. They create a framework within which the superintendent and his/her staff can discharge their assigned duties with positive direction. They tell what is wanted.

The formulation and adoption of policies, recorded in writing, will constitute the basic method by which the board will exercise its leadership in the operation of the school system.

The policies shall be consistent with Oregon Revised Statutes, Oregon Administrative Rules and all federal laws and regulations.

The basic responsibility for initiating, reviewing and recommending new policies or policy modification will rest with the superintendent. New policies or changes in existing policy may be proposed by any board member, group or organization, staff member, parent, student or other member of the community to the superintendent for the board to consider. The superintendent, in developing these policies, may be guided by the recommendations of the staff and may seek parent and community input during the preparation and subsequent review of policy statements. Advice from legal counsel may be appropriate.

The superintendent will furnish necessary background information and make all final policy recommendations to the board.

END OF POLICY

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### Legal Reference(s):

[ORS 332.107](#)  
[ORS 332.505](#)  
[ORS 339.240](#)

[OAR 581-022-1610](#)  
[OAR 581-022-1720](#)

### Cross Reference(s):

BFD - Board Policy Implementation



## **Adoption and Revision of Policies**

Adopting new policies and changing or repealing existing policies is the board's responsibility. Policy will be adopted and amended or repealed only by the affirmative vote of a majority of the board members. Such action will be scheduled on the agenda of a regular or special meeting.

Proposed policies or policy changes and repeal of existing policies will be presented in writing for consideration by the board.

To permit time for studying all new policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as a board agenda item in the following sequence:

1. First reading of a proposed policy (or policies): This is an information item and no action is required by the Board. A first reading announces that a new policy, a revision of an existing policy or consideration to rescind a policy, is being considered by the Board. Comments, questions, concerns and recommended edits should be forwarded to the superintendent for consideration prior to the meeting in which the policy is recommended for a second reading and/or adoption. If a Board member wishes to discuss a proposed policy or administrative regulation listed as an information item, the policy must be moved to the agenda for discussion with a majority vote of the Board. Any organization which represents employees of the district shall be furnished a copy of personnel policies and revisions as they are made.
2. Second reading/Adoption of proposed policy (or policies): This is an action by the Board and may be placed on the consent agenda. Any revisions to a policy from the first reading will not require the policy go through an additional reading, except as the Board determines that the revision(s) need(s) further study and an additional reading would be advantageous.

When, in the best interests of the district, immediate adoption of a proposed policy is necessary, the board may adopt such policy at the first meeting in which it is presented.

Policies and amendments adopted by the board will be attached to, and made a part of, the minutes of the meeting at which they are adopted and also will be included in the district's board policy manual.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)  
[ORS 332.505](#)

[OAR 581-022-1610](#)  
[OAR 581-022-1720](#)

**Cross Reference(s):**

BCE - Board Committees  
BFG - Board Policy Review





Code: **BFCA**  
Adopted: 5/13/10

## **Administrative Regulations**

Administrative regulations are detailed directions governing the operation of the district.

The superintendent is authorized to formulate such administrative regulations appropriate for the implementation of policies adopted by the board and necessary for the consistent operation of the district.

The board may review any administrative regulation and may direct its revision if, in the board's judgment, such regulation is not consistent with adopted policies.

When approved by the superintendent, administrative regulations shall be distributed to the school's library, business office and on the district's website.

END OF POLICY

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### **Legal Reference(s):**

[ORS 332.107](#)

[OAR 581-022-1610](#)

[OAR 581-022-1720](#)

### **Cross Reference(s):**

BFG - Board Policy Review





Code: **BFD**  
Adopted: 5/13/10  
Revised/Readopted: 5/14/14; 4/26/17

## **Board Policy Implementation**

### **Effective Date of Policies**

All new or amended policies will become effective on the day after adoption by the board, unless a specific date is included in the motion for adoption.

### **Policy Implementation**

The superintendent and administrative staff will implement board policies. The superintendent may formulate administrative regulations and procedures to assist policy implementation.

It will be the board's duty to evaluate the effectiveness of the policy and the effectiveness of the administration's implementation of the policy.

### **Policy Dissemination**

The written board policies that govern the district will be maintained in a policy manual to be updated by district staff as new policies are developed or existing policies are revised or repealed.

Each board member will be informed how to access the current board policy manual.

The district shall make available for inspection to the public and district employees, a copy of the board's policy manual. A copy of the board's policy manual will be maintained and accessible through the district's website. Each employee will be specifically notified of the existence and availability of personnel policies. The board's policy manual will be considered a public record and will be open for inspection at the district office during regular working hours.

The superintendent will provide channels for disseminating appropriate policies to the community.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 332.107](#)  
[ORS 332.505](#)

[OAR 581-022-1610](#)  
[OAR 581-022-1720](#)

#### **Cross Reference(s):**

BF - Policy Development





Code: **BFG**  
Adopted: 5/13/10

## Board Policy Review

To keep written policies current and relevant, the board will annually review and update its policies. The board also will evaluate the implementation and effect of such policies. The superintendent has continuing responsibility to alert the board of all policies that may need revision.

END OF POLICY

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**Legal Reference(s):**

[ORS 332](#).107

[OAR 581-022](#)-1610

[OAR 581-022](#)-1720

**Cross Reference(s):**

BFC - Adoption and Revision of Policies

BFCA - Administrative Regulations





Code: **BG**  
Adopted: 1/04/07  
Revised/Readopted: 5/13/10; 4/26/17  
Orig. Code(s): BG

## **Board Staff Communications**

The board desires to maintain open channels of communication between itself and the district staff. The basic line of communication will, however, be through the superintendent.

### **Staff Communications to the Board**

All formal communications or reports to the board or any board committee from principals, teachers or other staff members will be submitted through the superintendent. This procedure will not be construed as denying the right of any employee to address the board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district. In addition, this procedure does not restrict protected labor relations communications of bargaining unit members. Staff members are invited to board meetings, which provide an opportunity to observe the board's deliberations on matters of district operations.

### **Board Communications to Staff**

All official board communications, policies and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will provide appropriate communication to keep staff fully informed of the board's policies, priorities, concerns and actions.

### **Visits to Schools**

School visits by board members will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by board members will be carried on only under board authorization and with the full knowledge of staff, including the superintendent, principals and other supervisors.

END OF POLICY

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### **Legal Reference(s):**

[OAR 581-022](#)-1720

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

### **Cross Reference(s):**

GBD - Board-Staff Communications

KK - Visitors to District Facilities



## **Electronic Mail (Email) Communication**

Recognizing that E-mail communication between or among board members falls within state Inspection of Public Records and Public Meetings laws, the following policies shall be in effect for the district.

1. ORS 192.440(3): "If the public record is maintained in a machine readable or electronic form, the custodian shall provide copies of the public record in the form requested, if available. If the public record is not available in the form requested, it shall be made available in the form in which it is maintained."
2. Electronic communication by board members will be archived as required by OAR Chapter 166, Division 400.
3. The district will provide hard copies of specifically identified and requested E-mail messages that are requested by the public, if requested in that form, even though the district would not ordinarily print copies.
4. All such requests shall be made and received at the district office. The district shall not be expected to deliver, mail or electronically transfer documents. A reasonable fee may be charged for copying, as appropriate.
5. The public meetings law does not prohibit communications among board members. However, the board may not take official action, nor may a quorum of the board deliberate toward a decision by E-mail, unless the district complies with the public meetings law by giving the required advance public notice (except for executive sessions) providing the opportunity for the public to attend the meeting.

For purposes of this policy, a meeting shall be considered the electronic equivalent of a face-to-face meeting where four board members constitute a quorum. Discussions among less than a quorum of the board do not constitute a meeting. Only communications that involve a decision or group deliberation toward a decision are impacted by the public meetings law. However, care must be taken where all board members are on the same communication network to avoid misunderstandings as to whether or not there is a meeting.

6. Letters, FAX and E-mail from one board member to another, or to all board members, will not constitute a meeting, even if all members receive a copy of the communication. While communication of information and opinion is permitted, the board should not treat E-mail as an opportunity to engage in the kind of collective deliberation one would expect at a public meeting.



7. The E-mail system should be maintained and used primarily for official business. Further, users should be aware that E-mail messages may not be as confidential as other written messages.

E-mail to, by, and among board members, in their capacity as board members, shall not be used for the purpose of discussing district business. E-mail among board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. E-mail may contain:

- a. Agenda item suggestions;
- b. Reminders regarding meeting times, dates, and places;
- c. Board meeting agendas or information concerning agenda items;
- d. One-way information from board members or superintendent to each board member (e.g., an article on student achievement or to share a report on district progress on goals);
- e. Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to other board members may have the following notice:

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

8. It is permissible for board members to use E-mail to solicit support from fellow board members on matters that are a part of the board's responsibility (to have charge of the affairs of the district). E-mail should not be used to promote candidates for office or for advocating a position with regard to a pending measure election during the campaign period, or for overtly political reasons.
9. The superintendent shall develop administrative procedures necessary for the appropriate implementation of this policy, including any needed steps to ensure equal access to information as per the Americans with Disabilities Act (ADA).

END OF POLICY

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**Legal Reference(s):**

[ORS 192.410 to- 505](#)

[ORS 192.610 to- 690](#)

Americans with Disabilities Act (ADA)



## **Orientation of New Board Members**

The board and designated staff will make every effort to assist a new board member to become fully informed concerning the board's functions, policies, procedures and concerns. In the interim between election/selection and assuming office, the new board member(s) will be assisted in the following ways:

1. The newly elected or appointed board member will be given materials related to the role of a board member.
2. The newly elected or appointed board member will be invited to attend board public meetings to observe the operation of the board but will not be a voting member until he/she assumes office.
3. The new board member will be provided a board meeting packet. Confidential information will not be provided.
4. The newly elected or appointed board member will be given online access to, or a copy of board policy manual.
5. A copy of the Oregon School Board Association Handbook *Boardsmanship for Oregon School Board Members*, shall be given the electee/appointee by the superintendent.
6. The newly elected or appointed board member will be invited to meet with the superintendent and other administrative personnel, by arrangement with the superintendent, to discuss services they perform for the district.
7. The newly elected or appointed board member will receive all reports and communications normally sent to board members.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.107](#)

**Cross Reference(s):**

BHB - Board Member Development



## **Board Member Development**

The complexity of board membership demands opportunities for development, study and training for board members. The board places a high priority on the importance of a planned and continuing program of professional development for its members.

In order to develop leadership capabilities, become informed about current issues in education and improve their skills as members of a policy-making body, board members will participate in opportunities for professional development that may include, but not be limited to, the following:

1. In-service activities planned by the board and by the administration for staff members, as appropriate;
2. Participation in conferences, workshops, conventions and training held by state and national school boards associations and other educational organizations;
3. Subscriptions to publications addressing board member related topics.

To control both the investment of time and funds necessary to implement this policy, the board establishes these principles and procedures for its guidance:

1. The superintendent will inform board members, in a timely manner, of upcoming conferences, conventions, workshops and training. The board will decide which meetings appear to be most likely to produce the greatest benefit to the board and the district.
2. Funds for participation at such professional development will be included in the district budget. When funds are limited, the board will designate which members will participate at a given meeting or training;
3. If authorized by the board to attend, board members will be reimbursed, upon request, for reasonable and necessary expenses actually incurred;
4. When a conference, convention or workshop is not attended by the full board, those who do participate will share, by means of written or oral reports, information, recommendations and materials acquired at the meeting or training.

END OF POLICY

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**Legal Reference(s):**

[ORS 332.018\(3\)](#)  
[ORS 332.107](#)

OR. ETHICS COMM’N, OR. GOV’T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

**Cross Reference(s):**

BH/BHA - Orientation of New Board Members  
BHD - Board Member Compensation and Expense Reimbursement





Code: **BHD**  
Adopted: 1/04/07  
Readopted: 5/13/10  
Orig. Code(s): BHD

## **Board Member Compensation and Expense Reimbursement**

Board members will not receive any compensation for services other than reimbursement for approved expenses actually incurred on district business. Such expenses may include the cost of attendance at meetings, conferences or visitations when such attendance has been approved by the board.

Reimbursement includes, but is not limited to, transportation, meals, lodging and miscellaneous expenses in accordance with board policy. Expense reimbursement shall not include alcoholic beverages, gratuities or expenses of a spouse or other individuals accompanying the board members.

board members may be reimbursed, when paid admission is required of the general public, for attending district athletic events and other activities as part of their responsibilities of being informed about district operations. The district will establish accounting procedures consistent with this policy.

END OF POLICY

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### **Legal Reference(s):**

[ORS 244.020\(15\)](#)  
[ORS 244.040\(1\)\(a\)](#)  
[ORS 244.040\(2\)\(c\)](#)  
[ORS 332.018\(3\)](#)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, ADVISORY OPINION 93A-1007 (Nov. 18, 1993).  
OR. GOV'T STANDARDS AND PRACTICES COMM'N, ADVISORY OPINION 97A-1004 (Apr. 21, 1997).  
OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 02S-015 (May 20, 2002).  
OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 03S-015 (Sept. 11, 2003).

### **Cross Reference(s):**

BBAA - Individual Board Member's Authority and Responsibilities  
BHB - Board Member Development  
DFEA - Admissions to District Events  
DLC - Expense Reimbursements





Code: **BHE**  
Adopted: 1/04/07  
Revised/Readopted: 5/13/10; 4/26/17  
Orig. Code(s): BHE

## **Board Member Liability Insurance**

The district will purchase liability insurance and errors-and-omissions insurance to protect its school board members individually and collectively from claims made against them as a result of official board actions taken in the course of official duties.

END OF POLICY

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### **Legal Reference(s):**

[ORS 30.260](#) to -30.300

[ORS 332.072](#)

[ORS 332.435](#)

### **Cross Reference(s):**

EIA - Insurance Coverage





Code: **BI**  
Adopted: 1/04/07  
Readopted: 5/13/10  
Orig. Code(s): BI

## **Board Legislative Program**

The board will represent the district's interests in legislative action to promote the welfare of public education in the state of Oregon or will direct those interests to be represented through its executive officer, the superintendent or designee.

The board will periodically study, discuss and weigh the merits of pending legislation for the purpose of determining its official position through board action. If established, these official positions will be the stand of the district in the legislative process.

Board members, individually or as members of professional organizations, will not seek to represent any other positions on legislative matters unless it is made clear that such representation is not the official stand of the district.

END OF POLICY

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### **Legal Reference(s):**

[ORS 332](#).107





Code: **GBM**  
Adopted: 1/04/07  
Revised/Readopted: 10/14/10; 6/08/16  
Orig. Code(s): GBM

## **Staff Complaints**

The superintendent or designee will develop a complaint procedure which will be available for all employees who believe there is evidence of, and wishes to report a violation, misinterpretation or inappropriate application of district personnel policies and/or administrative regulations; a mismanagement, gross waste of funds or abuse of authority, or believe there is evidence that the district created a substantial and specific danger to public health and safety by its actions. The complaint procedure will provide an orderly process for the consideration and resolution of problems in the application or interpretation of district personnel policies.

The complaint procedure will not be used to resolve disputes and disagreements related to the provisions of any collective bargaining agreement, nor will it be used in any instance where a collective bargaining agreement provides a dispute resolution procedure. Disputes concerning an employee's dismissal, contract nonrenewal or contract nonextension will not be processed under this procedure.

Reasonable efforts will be made to resolve complaints informally.

Administrative regulations will be developed to outline procedural timelines and steps under this policy, as necessary. The district will use the complaint process in administrative regulation GBM-AR - Staff Complaints to address any alleged violations of this policy.

END OF POLICY

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### **Legal Reference(s):**

[ORS 332.107](#) [OAR 581-022-1720](#)  
[ORS 659A.199](#) to -659A.224

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).  
Connick v. Myers, 461 U.S. 138 (1983).



- *Robert's Rules* specify that only one person may speak at a time and only after being recognized by the Board Chair.
- The recognized speaker may only discuss the current agenda item.
- Parliamentary procedure allows the Board to make decisions in an orderly manner:
  - Ensuring the rights of the majority
  - Protecting the rights of the minority
  - Defending the rights of individual members
  - Safeguarding members absent from the meeting
- It is the responsibility of all members of the Board to address one item at a time, extend courtesy and fairness to all, let the majority rule, and guarantee the rights of the minority.
- The agenda might include a presentation to the Board by staff. After the presentation, it is appropriate for the Board Chair to request a motion be made and seconded before further discussion takes place.
- The chair should always recognize the person making the second, as well. Only then should he or she recognize a speaker, to discuss **only the motion on the floor**. The makers of the motion and the second have the right to speak first. Some boards allow discussion as people ask to be recognized, others alternate between those speaking for and against a motion.
- When there is no motion, or after a vote is taken, it is time to move on. One phrase that the board chair should use regularly is, "In the absence of a motion, we will move to the next item on our agenda."
- Motions follow two basic principles. Some motions affect the **order** of the meeting, while others generate the **substance** of the meeting. A number of motions are procedural; others help the board frame the decisions that necessitated a meeting in the first place.
- There is a distinct hierarchy of motions, all designed to facilitate an orderly procession through the meeting. Motions can be **debatable**, allowing members of the board to ask questions or speak for or against the motion. In some cases, motions are **not debatable**. When a non-debatable motion is moved and seconded, the chair must call for an immediate vote.
- Motions also follow an **order of precedence**. There is an order to which motions can be made, and in some cases, a motion would not be allowable because it is out of order. It is the Board Chair's responsibility to know the order of precedence, and to govern the meeting accordingly. It is up to the chair to ensure that all motions are clear and make sense.