

November 13, 2023  
6:30 P.M.

- 1.0 ROLL CALL Dena Crowell  
Zone 1, Carie Simon; Zone 2, Tony Isom; Zone 3, Parker Leigh; Zone 4, Suzanne Parker; Zone 5, Jason Curtis; Zone 6, Kirt Glenn; Zone 7, David Karo
- 2.0 AGENDA David Karo  
2.1 Agenda Adjustment David Karo  
2.2 Adopt Board Agenda David Karo
- 3.0 GOOD OF THE ORDER / COMMUNICATIONS David Karo  
3.1 ASB Report ASB Representative  
~~3.2 Community Partnerships Michelle Isom~~  
3.3 Building Report Dean Rech  
3.4 Integrated Guidance Report Candace Pelt  
3.5 Walk Through Debrief David Karo  
3.6 Small Schools Teacher of the Year Nomination Candace Pelt
- 4.0 ACTION / BUSINESS  
4.1 Approve October Regular Board Minutes David Karo  
4.2 Staff Acknowledgements Candace Pelt  
4.3 OSBA Elections David Karo  
4.4 Adopt OSBA Resolution 1 David Karo  
4.5 Adopt OSBA Resolution 2 David Karo  
4.6 Adopt Board Policies: Candace Pelt  
IK, Academic Achievement  
IKF, Graduation Requirements  
KG, Community Use of District Facilities  
4.7 Delete Board Policy FL, Use of School Facilities and FL-AR, Candace Pelt  
Regulations and Fee Schedule for Use of CL School Buildings and Facilities
- 5.0 REPORTS David Karo  
5.1 Financial Report Celeste Van Cleave  
5.2 Superintendent Candace Pelt
- 6.0 AUDIENCE COMMENTS David Karo  
The Board is interested in hearing from our community. Public comments are welcome at the specified place on the agenda. Comments need to be about district operations and programs. The Board is unable to hear in open session any matters related to personnel or students. If you have personnel concerns, please share those directly with the superintendent. If you have a complaint, you wish the district to address, please follow our policy KL (public) or GBM (staff).  
6.1 Board Chair Responses David Karo
- 7.0 ADJOURN David Karo

**AGENDA EXPLANATIONS**

- 4.2 **Staff Acknowledgements** - Acknowledge the hire of Ryan Gelder, JH Softball Coach, and the resignation of Janessa Evans, Educational Assistant.
- 4.3 **OSBA Elections** - Enclosed is Sarah McDonald's application for the OSBA Legislative Policy Committee; one application was received. OSBA is seeking district board action.
- 4.4 **Adopt OSBA Resolution 1** - Creates the Oregon Rural School Board Members Caucus and designates a seat on the OSBA Board of Directors and Legislative Policy Committee. Board action is required. OSBA is seeking district board action.
- 4.5 **Adopt OSBA Resolution 2** - Adopts the proposed amendments to the OSBA Bylaws. OSBA is seeking district board action.
- 4.6 **Adopt Board Policies** - Policy committee meetings have met and taken action to send drafted policy to the Board for action. This is a second read.  
IK, Academic Achievement  
IKF, Graduation Requirements  
KG, Community Use of District Facilities (Previously Board Policy FL)
- 4.7 **Delete Board Policy FL, Use of School Facilities and FL, Regulations and Fee Schedule for Use of CL School Buildings and Facilities** - Deletion of policy in lieu of new Board Policy KG, Community Use of District Facilities and KG-AR, Facility Usage Rules and Procedures.
- 5.1 **Financial Report** - Will be provided at the meeting.

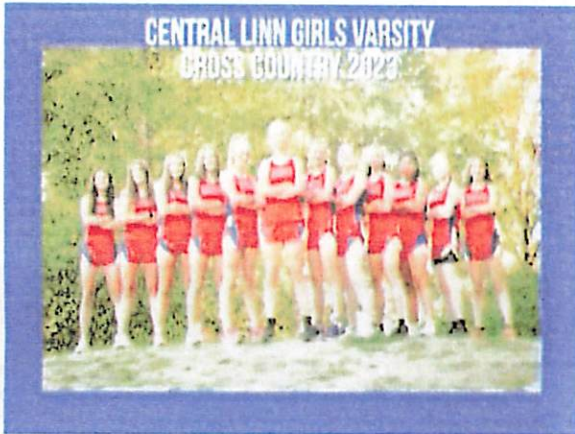
**UPCOMING EVENTS**

**Community Listening Session** - Listening Session regarding a potential five day school week. Tuesday, November 14, 2023 @ 6:00 p.m. Location, CLHS Cafeteria.

**December Board Meeting** - This meeting will be held the first Monday, December 4th, 2023 @ 6:30 p.m. in the CLES Conference Room and via Zoom.

# Central Linn JR/SR November Board Report

## ACADEMIC ALL STATE:



Central Linn High School has been recognized by the OSAA for outstanding achievement in the classroom. The boys and girls team in each OSAA-sanctioned activity with the highest team grade point average (G.P.A.) earns the Academic All-State Award. Each member of a winning team receives a commemorative decal and a certificate and the school receives a plaque in honor of its team. Members of top ten schools in each activity at each classification are also recognized. I would like to congratulate the following teams selected by the OSAA.

**Girls Soccer - 2<sup>nd</sup> place with a 3.90 GPA. (Out of 44 teams.)**

**Girls Cross Country – 3<sup>rd</sup> place with a 3.94 GPA. (Out of 114 teams.)**

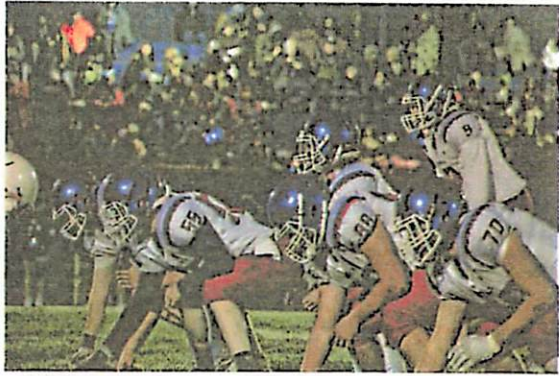
**Volleyball – 5<sup>th</sup> place with a 3.77 GPA. (Out of 37 teams.)**

**Boys Soccer – 15<sup>th</sup> place with a 3.47 GPA. (Out of 64 teams.)**



## ATHLETICS:

It has been an amazing fall sports season for the Cobras! We have sent several teams and individuals to the OSAA State Playoffs. Below are a few highlights from the fall season.



It was a script written right out of Hollywood. "Do you believe in miracles?" was the call from Al Micheals in the 1980 Winter Olympic in Lake Placid, New York. The US men's hockey team shocked the world by beating the Russians (who were the best in the world) 4 to 3. Little did we know that Friday night we would be quoting Al Michaels, "Do you believe in miracles?" Trailing by 16 points midway through the 4th

quarter (down 46 to 30), the Cobras began their relentless comeback.

The game Friday night **still has me scratching my head asking myself what just happened** as the Cobras came back to beat their arch rival Monroe 50 to 46. I am so incredibly proud of our football team! **Amazing job, gentlemen!!**





## Athletics:



Cobra Football finished 6-2 and are in the State Playoffs for the first time since 2017. Cobra Girls Cross Country team for finishing in second place at districts! The team qualified for the State Championship!

Jackson Durringer on the boys Cross Country team finished in 3rd place at the district. He qualifies for the State Championships. The Girls Soccer team finished third and qualified for the State Playoffs!

The Cobra Cheerleaders have four girls competing at the OCCA for a spot on the All-State team!

The Boys Soccer team made the league playoffs.

As I reflect back on the season, I am so proud of what our student athletes have accomplished this fall. Seeing them grow as individuals and coming together as a team was amazing. They had to work together as a team to overcome the adversity they had to face from time to time.

## **NATIONAL HONOR SOCIETY**

On November 7th we had eleven students who were inducted into the NHS! The four basic requirements for membership are scholarship, leadership, service, and character.

The Eligibility Requirements; Students in grades 11–12 with a GPA of 3.65

## **CENTRAL LINN FFA**

Eleven Central Linn FFA members have attend the National FFA Convention in Indianapolis, Indiana. Four of our members competed in the National Milk Quality and Products Career Development Event. They earned this privilege by winning the state event in May. They have practiced every weekday morning before school to prepare for the event. In addition to competing at the event, members will have a behind the scenes tour of The Columbus Zoo, explore the Ohio Caverns, visit a dairy, tour the NCAA Hall of Champions and the Indianapolis Motor Speedway, visit the Western Heritage Museum, attend leadership workshops, attend a career fair with over 400 businesses and a college fair with over 300 colleges, and enjoy an FFA only rodeo performance.

## **PARENTS OF SENIORS**

OSAC Financial aid nights

Monday, Nov 6th from 5:30 to 7pm

Tuesday, Nov 14th from 5:30 to 7pm.

## COLLEGE VISIT



29 students learned about Dia de Los Muertos/Day of the Dead and attended an art exhibit at Maude Kerns Art Center.

They were introduced to other cultures and practices which fosters empathy and understanding of others.

They were exposed to the University of Oregon campus and had an overview of the programs offered and student life.

Seven native Spanish-speakers participated.

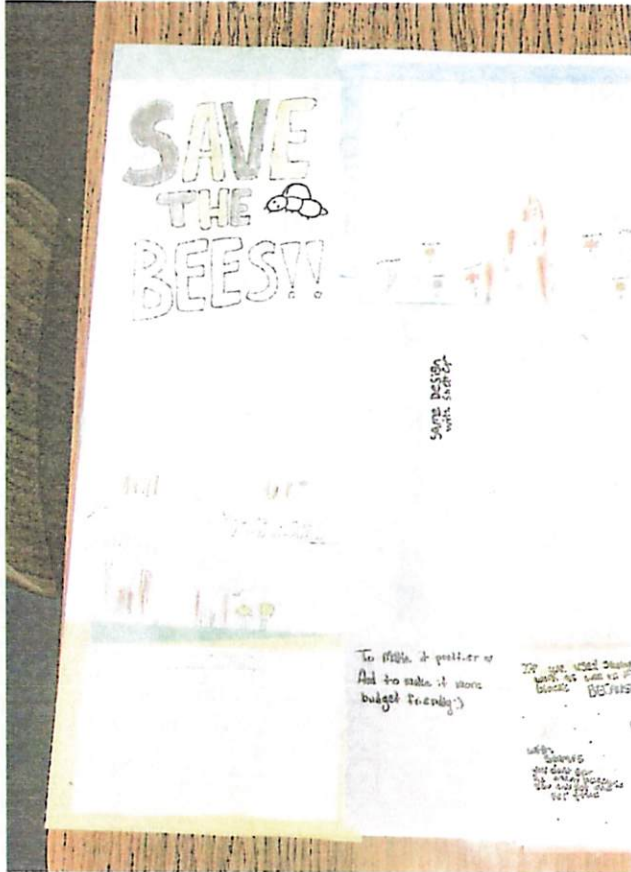
One EL student who is a beginning learner was also able to fully participate and attended the Spanish tour with other native Spanish speakers. He was engaged and shared how they celebrate the holiday in his home state of Mexico.

At the art museum, they received several compliments from the tour guides that our students were respectful and were engaged in the tour.





## JUNIOR HIGH BIODIVERSITY PROJECT



Students studied biodiversity through the lens of bees and how they are impacted by or impact the biodiversity around them. As part of the final project, students collaborated to design a solution for a bee type that they selected that has unique challenges. There is everything from creating protected biodiverse gardens, to killing a type of mite that infests honeybees or planting diverse wildflowers with an automated machine.

**Central Linn School District 2022-23**

**Student Investment Account Annual Report Questions**

This Student Investment Account Annual Report Questions template aims to help districts organize narrative responses to questions prior to submitting their Annual Report via SmartSheet.

**Annual Report Questions**

District Questions	Central Linn Responses
<p>What changes in behavior, actions, policies or practices have you observed related to SIA implementation during the 2022-23 school year? How do you see these changes contributing to the goals and outcomes in your SIA plan?</p>	<p>We have seen a substantial improvement in attendance and a decrease in secondary and elementary behavior referrals. All classified staff receive twice a month professional learning on managing complex and challenging behavior, understanding trauma, and building effective relationships with students.</p>
<p>What barriers or challenges to SIA implementation have you experienced that are helpful for your community and/or state leaders to be aware of? What adjustments, if any, did you make to your SIA plan as a result of these challenges?</p>	<p>The greatest barriers continue to be staff turn-over, retention, and creating flexible enough plans that can be altered as needs arise in a small system.</p>
<p>SIA implementation includes ongoing engagement with all students, focal students, families, staff, and community partners. How have relationships with or between those groups changed and/or been maintained throughout this academic year? Consider the Community Engagement Toolkit and where your efforts might land on the spectrum as you complete your response.</p>	<p>Students are involved in leadership capacities that inform and guide the experience for all learners. They sit on all interels, participate in administrator selection process, provide input and guidance on the strategic plan, and have opportunity to participate in the Superintendent Advisory Council.</p>
<p>As you think about what guided your choices and prioritization efforts in this year of SIA implementation, what stands out? How will what you've learned this year impact future SIA implementation efforts?</p>	<p>Supporting mental health as the key foundation to improve instruction has been a significant effort. This took resource and people, and also yielded great results for students and staff.</p>

# Annual Report Questions




1. SIA Progress Markers offer a way to identify early impacts from the investments and strategies SIA grantees are pursuing. While not required, please consider charting your assessment of the significance of the kinds of changes you think happened for these progress markers during the last year as a result or through some contribution of SIA funding or planning processes.

*Explainer: As mentioned in Section 2 of the Supporting Quality Implementation guidance, SIA grantees were asked to track changes (or the beginning of changes) occurring as the result of SIA implementation, but were not expected or required to meet all the progress markers, nor report on them individually. This completely **optional** question is being offered for grantees that would like to start reporting on the changes they are starting to see on the progress markers. Few grantees would see changes in each progress marker and it is ok to only capture changes that have actually occurred. Given this is an optional question, you can also only provide a response to some of the progress markers; you're not required to provide a response to every progress marker. The "no change" option should be selected when there has not been any noticeable changes for a progress marker. The significance of progress marker changes ranges from low significance of change (smaller shifts) to very high significance of change (larger shifts).*

Significance of Progress Marker Changes	No Change	Low	Medium	High	Very High
<i>Expect to See</i>					
Every school recognizes and honors the strengths that educators, students and their families bring to the educational experience through active and consistent community engagement.			X		
An equity lens is in place, adopted, and woven through all policies, procedures and practices.			X		
Data teams are forming, and they frequently review data that inform a school's decision-making processes, including barriers to engagement and attendance.				X	
Schools and districts have an inventory of literacy assessments, tools, and curriculum being used.			X		
Increased communication exists between educators and families about student growth, literacy			X		



## Annual Report Questions



Significance of Progress Marker Changes	No Change	Low	Medium	High	Very High
trajectory, areas for improvement, and individualized supports are provided.					
Schools and districts co-develop and communicate a shared understanding (among educators, students, families and community members) of what it means to be on track by the end of the 9th Grade.				X	

# Annual Report Questions



Significance of Progress Marker Changes	No Change	Low	Medium	High	Very High
<i>Like to See</i>					
Every school has effective foundational learning practices in place including safe, welcoming classroom environments, social-emotional learning, trauma-informed practices, behavioral supports, and culturally sustaining practices.			X		
Educators use student-centered approaches to foster student voice, reinforce student engagement and motivation, and increase academic achievement.				X	
Dedicated time for professional learning and evaluation tools are in place to see if policies/procedures are adequately meeting the needs of students.				X	
Comprehensive literacy strategies, including professional development plans for educators, are documented and communicated to staff, students (developmentally appropriate), and families.				X	
An audit of 9th grade course scheduling is conducted, accounting for student core and support course placement, and disaggregated by student focal groups.			X		
Schools strengthen partnerships with active community organizations and partners, including local public health, businesses, faith communities, tribal leaders, and others.			X		

# Annual Report Questions



Significance of Progress Marker Changes	No Change	Low	Medium	High	Very High
<i>Love to See</i>					
Educators have a balanced assessment system in place to help them identify student learning in the areas of reading, writing, research, speaking, and listening that are clearly connected to Oregon's English Language Arts and Literacy Standards.			X		
School districts have a process to identify and analyze the barriers that disconnect students from their educational goals and/or impede students from graduating on time.				X	
Students have avenues to share and communicate their dreams and aspirations at all levels, including a clear picture of the contributions and next steps they plan to take after they graduate from high school.				X	



# Central Linn SD 552 - Narrative Responses

Goal Number	Outcome	Outcome Progress 2022-23 SY	Reporting Question 1 2022-23 SY
N/A	N/A	Select from drop-down	Please describe the progress your school and/or district has made towards this goal and outcome.
1			
2	Goal 1 9/10 and 11/12 grade level teams meet monthly to track student progress and implement interventions for students. The CLOUD, an new alternative program will be an intervention for high mobility students and students of poverty who are significantly credit deficient in grades 10, 11, and 12.	Progress has been made towards this outcome	Grade level teams meet weekly to review student data. An intervention course is established, staffed, and students are currently attending working towards course and credit completion.
3	Goal 1 The 4-year cohort graduation rate will increase 17%.	Progress has been made towards this outcome	Graduation rates continue to fluctuate with students moving in and out of the District.
4	Goal 2 Additional dual credit courses will be offered to to all students in grades 10-12. High mobility students, and students of poverty will be encouraged to participate in new and existing dual credit courses by the teachers of the courses, advisory teachers, and school counselor when students are selecting elective courses.	This outcome has been met	Several dual credit options remain in place. Courses have expanded in variety.
5	Goal 2 Participation in dual credit courses of 12th grades students will increase 15%	Progress has been made towards this outcome	There has been an overall increase in dual credit courses, beyond 12th grade.
6	Goal 3 A third CTE program will be offered to all high school students. Current CTE programs (Agriculture and Health Services) will offer additional new courses.	This outcome has been met	A construction course has been added to the CTE offerings replacing health services.
7	Goal 3 The number of full CTE programs offered will increase from two to three programs.	Progress has been made towards this outcome	Construction pathway replaced health services.



October 5, 2023

RE: Teacher of the Year - Mrs. Wendy Cortright

Dear Mr. Carter and Selection Committee,

I am writing a nomination for the Teacher of the Year for one of our small school educators. She exemplifies all of the outstanding characteristics of a small-town teacher. Her character and compassion for students is unparalleled, and her devotion to our school is evident in all her actions. Mrs. Wendy Cortright is the perfect representative for teacher of the year for Small Schools.

Mrs. Cortright began teaching at Central Linn in 2005. In her 18 years as a primary teacher, she has demonstrated a continued focus on students and a commitment to learn. Her professional work has included the redesign of the teacher Evaluation System focusing on Improvement Science and classroom teachers being able to use PDSA cycles to drive their own improvement. She has been a friend and mentor to several teachers over the years and always has a smile for all.

In her professional growth, Wendy took the lead in our District as the first teacher ever to enter into the National Board Certification program. She has nearly completed all of the requirements for this arduous task, and has inspired six of her colleagues to do the same. This inspirational work and commitment to professional growth is model leadership!

On a personal note, when I step into Mrs. Cortright's first grade class, it is like stepping into the land of fun and wonder. Each student is greeted by name, loved for their strengths and unique character, and given the tools to thrive in later years. In my time in her classes, I have marveled at her masterful ability to calm even the most anxious young person, guide the students through learning, and provide each child with care and understanding. She truly is an amazing educator.

While I am certain you will read of wonderful candidates this year, I encourage you to support Mrs. Wendy Cortright. A dedicated and passionate educator who has humbly and quietly served her community for the last 18 years. She has never sought recognition for herself, but she is truly deserving. I have also attached a letter from her colleague and friend, Mr, Koehnan. If you have any questions, please let me know.

Sincerely,

Dr. Candace Pelt

There are few people who really are box tickers. Most of the people who are nominated for important awards can do it all. Most of the teachers who are nominated for important awards have accomplished it all and learned it all over a long and amazing career. These educators impact hundreds, if not thousands, of students every year of their career. They are continuing to do that on a daily basis. These daily interactions and learning opportunities have impacts on their students for years as students move on through their education.

Wendy has accomplished all of that. She ticks all of those boxes. Wonderful educators, of Wendy Cortright's caliber, have many degrees and endorsements. She has more degrees and endorsements than I could ever achieve. I simply cannot sustain that level of endurance for that amount of duration. She creates new boxes and then ticks them off, too. Many of the people nominated for important awards are the first to work in the dark rainy winter mornings and on sunny spring mornings. Most of these amazing educators stay later in their classrooms many nights longer than most of their direct colleagues. Wendy ticks those boxes, of course.

There are a handful of people who truly inspire without end. There are few people who stand out and above all others. Some people need to boast about how amazing they are. Some truly incredible individuals do not ever boast. These few individuals would much rather discuss learning opportunities for students, than discuss their own amazing accomplishments. How would anyone be able to sort the differences between the amazing humans who are nominated for an important award? I have no idea how anyone could choose, but regardless, each person reading this should vote for Wendy Cortright!

I have worked directly with her for a large portion of my career and have never met anyone who inspires me more to be better at my job. No fellow teacher has been more consistently helpful, kind and empowering. All educators try in their own way. Others have to concentrate on the day to day to get by. Some look farther and further, like Wendy does. All educators feel the need to help. Wendy ticks these boxes, also. There will never be enough space in a letter to cover how amazing Wendy Cortright is as an educator.

Please choose Wendy Cortright for this award because she would never think that receiving this awards could happen to her. She puts a lot of time and effort into her students, as all educators do. It is the quality and life changing effects that sets her above and beyond. This letter is the beginning of the list that makes her the best candidate for winning this important award. Wendy, already, is the educator of the day, week, year and longer. As long as her students continue to use the learning she taught them. They were very lucky to spend time learning from Wendy Cortright. I am very lucky to work with and learn from her.

Stuart Koehnen

Kindergarten Teacher

With Central Linn Elementary School

**1.0 FLAG SALUTE/ROLL CALL**

On October 18, 2023 Vice Chair Isom called the meeting to order at approximately 6:30 p.m. in the Central Linn Elementary Conference Room and via Zoom.

**Members Present:** David Karo, Tony Isom, Kirt Glenn, Suzy Parker, Jason Curtis, Carie Simon, Parker Leigh

**Others Present:** Candace Pelt, Dena Crowell, Celeste Van Cleave, Tia Parrish, James Shannon, Celeste Van Cleave, Alena Fitzmorris, Michelle Isom, Joselyn Morales, Garrett Leabo, Jamie Derrickson, Wanda Davidson

**2.0 AGENDA**

**2.1 Agenda Adjustments:** None

**2.2 Adopt Board Agenda:** Vice Chair Isom made a motion to adopt the October Board Agenda. Director Parker second the motion. Motion passed 7-0.

**3.0 GOOD OF THE ORDER/COMMUNICATIONS**

**3.1 ASB Report:** Joselyn Morales, ASB Representative, reported on Homecoming and fundraiser activities.

**3.2 Community Partnerships:** Michelle Isom, City of Halsey Representative, announced the city council established their goals. One key goal is to be more involved with the schools and to have student representation on their committees; to give a better relationship between the city and schools. Mrs. Isom thanked James Shannon and his CTE class presenting at their city council meeting and asked to have more school activity presenters at their meetings.

**4.0 ACTION/BUSINESS**

**4.1 Interview/Appoint Budget Committee Members:** Director Leigh made a motion to appoint Garrett Leabo, Zone 2; Nittaya Shannon, Zone 3; and William Tenbusch, Zone 7 as Budget Committee members. Director Parker second the motion. Motion passed 7-0.

**4.2 Approve Minutes of the September Regular Board Meeting:** Director Parker made a motion to approve the September Regular Board Meeting. Director Simon second the motion. Motion passed 7-0.

**4.3 Acknowledge IK/IKF and FL/KG Policy Committee Minutes:** The Board acknowledged the Policy Committee Minutes for Board Policy IK, Academic Achievement; IKF, Graduation Requirements; and KG, Community Use of District Facilities (previously FL, Use of School Facilities).

**4.4 Nominate Negotiations Committee:** Chair Karo made a motion to approve Director Leigh and Director Parker to the CLEA and OSEA contract negotiations committees for 2023/2024. Director Curtis second the motion. Motion passed 6-1. Director Parker abstained from vote.

**4.5 Review and Discuss Bond Goals:** The Board reviewed Bond Goals developed at the August 19th Board Retreat:

- 1) Create a supportive identity and learning environment for Middle School age students.
- 2) Both the High School and Elementary campuses are to remain active. Demonstrate good stewardship of District facilities and explore options for increasing energy efficiency.
- 3) Consider opportunities for community use of District buildings.
- 4) Support a holistic approach for wellness and safety for students and staff.

**4.6 Adopt Bond Goals:** Director Curtis made a motion to adopt Bond Goals, as written. Director Glenn second the motion. Motion passed 7-0.

**4.7 Acknowledge Staff Changes:** The Board acknowledged the hire of Vanessa Law, Bus Monitor; Sky Short, JH Football Coach; Tyler Childs, Facilities Technician, and the change of Levi Farris from Facilities Technician to Educational Assistant, and the resignation of Tammy Lovvorn, Bus Driver.

**4.8 Acknowledge Annual Division 22 Assurances Report:** The Board acknowledged the annual Division 22 Assurances report, as submitted.

**4.9 Approve CTE Building ITB contract:** Chair Karo made a motion to award the CTE Building contract to Essex Construction with the two alternates (#1 Skylights/#2 Windows), as presented. Director Leigh second the motion. Motion passed 7-0.

**4.10 Approve CLHS HVAC Upgrade ITB contract:** Chair Karo made a motion to award the CLHS HVAC contract to Hydrotemp, as presented. Director Leigh second the motion. Motion passed 7-0.

**4.11 First Reading or Adoption of Board Policy:** The Board acknowledged the first readings of Board Policies: IK, Academic Achievement; IKF, Graduation Requirements; and KG, Community Use of District Facilities.

**4.12 Acknowledge KG-AR, Facility Usage Rules and Procedures:** The board acknowledged Board Policy KG-AR, Facility Usage Rules and Procedures.

## **5.0 REPORTS**

**5.1 Financial Report:** Celeste Van Cleave, Business Manager, provided the board with a new financial report via Forecast Five that provided a four year report of district expenses and revenue sources. Director Curtis suggested more financial information for budget committee members prior to budget season for all to be better informed.

**5.2 Superintendent:** Superintendent Pelt reported on the October 13th AVID professional development for the licensed staff of Harrisburg, Monroe, and Central Linn School Districts and informed that the staff of Central Linn really shined. Dr. Pelt invited Board members to serve at the CLES STEAM Night on November 2nd and informed them that a community listening session on potentially moving to a five day school week will be scheduled November 14th. Director Curtis, Director Glenn, Chair Karo and Vice Chair Isom volunteered to attend. In addition, a student and staff listening session will be scheduled.



Tomorrow, the Center for Education Leadership (CEL) classroom walk-through is planned where leadership and teacher leaders will work on the five dimensions to learning and will be the tool which licensed staff will be evaluated this year.

**6.0 AUDIENCE COMMENTS**

No Comments Given

6.1 **Board Chair Response: None**

**7.0 RECESS TO EXECUTIVE SESSION**

Under the Authority of ORS 192.660 (2)(i), 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, Chair Karo recessed the regular session to executive session at approximately 7:22 p.m.

**8.0 RECONVENE TO REGULAR SESSION**

Chair Karo reconvened to regular session at approximately 8:30 p.m.

**9.0 ADJOURN**

With no further business before the Board, Chair Karo adjourned the meeting at approximately 8:30 p.m.

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Dena Crowell, Board Secretary

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David Karo, Board Chair

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Date Approved

**NOMINATION FORM**  
**OSBA LEGISLATIVE POLICY COMMITTEE (LPC)**  
**REGIONAL MEMBER**

Date 9/21/23

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

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

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

Dear Sami Al-Abdrabbuh:

With this letter, our board nominates the candidate named below to a position on the OSBA Legislative Policy Committee for the 1st District Region, Position # 10.

**LPC CANDIDATE INFORMATION**

Name: Samir Al-Abdrabbuh  
District/ESD/Community College: 1st District  
Address: 1201 Court St NE, #400  
City: Salem Oregon ZIP: 97301  
E-mail: sami@osba.org Phone: 503-588-2813

This nomination was approved by official action of our board of directors at a duly called meeting on 9/21/23  
(date)

[Signature]  
(Board Chair signature)

Board Chair name: Samir Al-Abdrabbuh  
District: 1st District  
Address: 1201 Court St NE, #400  
City, State, Zip: Salem, OR 97301

# OSBA Legislative Policy Committee CANDIDATE QUESTIONNAIRE

Name: Sarah Finger McDonald

Date: Sept. 26, 2023

Address: 1600 W Arthur Ave

City/Zip: Corvallis, OR 97330

Business phone: 541 908 3756

Residence phone: 541 908 3756

Cell phone: 541 908 3756

E-mail: sarah.fingermcdonald@corvallis.k12.or.us

District/ESD/CC: Corvallis 509J


Term expires: June 30, 2027 Years on board: 6

Region: Linn, Benton, Lincoln

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

Position #: 10

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

  
Name

9/28/2023  
Date

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

1. What do you want to accomplish by serving on the Legislative Policy Committee (LPC)?
  - Serve as a voice for boards in my region to shape the legislative priorities and agenda of the OSBA.
  - build on my relationship with members of the legislature to advocate for Oregon's students and public schools and ensure we have the long term support and resources we need
2. What leadership skills do you bring to the LPC? Give an example of a situation in which you demonstrated these skills.

I make connections and lead from behind to create opportunities for involvement and advocacy.  
Example = I serve on the board for an organization that is building alliances among disparate groups who may not agree on all issues but can be brought together to address a shared
3. What do you see as the two most challenging legislative issues faced by OSBA?
  1. Continued failure of the legislature to fund schools at a level needed to support our students' education and well-being
  2. 2. Focusing on equitable, student centered legislation that addresses educational needs and mental health challenges and prepares students to thrive and contribute to society
4. What do you see as the two most challenging legislative issues faced by your region?
  1. The same challenges faced by OSBA.
  2. The ability to support students and families with more and more diverse identities, challenges, and life experiences.
5. What is your plan for communicating with boards in your region about legislative issues?

Utilize OSBA communication tools to share legislative updates, issues, and advocacy opportunities with board members.

# OSBA Legislative Policy Committee

## CANDIDATE PERSONAL/PROFESSIONAL RESUME

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

OSBA Legislative Policy Committee  
Corvallis 509J School Board, Chair (2021/22, 2022/23), Vice Chair (2019/20, 2020/21)  
Corvallis Public Schools Foundation, liaison for the school board (2021/22, 2022/23)  
Corvallis 509J Budget Committee, liaison for the school board 2019

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

LBL ESD Budget Committee 2017-current

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

**Employers:**

**Dates:**

Academic Advisor, OSU Dept. of Horticulture

2015-current

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

High school: Yorktown HS, Arlington, VA

College: Univ. of Notre Dame, Virginia Tech, OSU

Degrees earned: BS, MS, PhD

**Education honors and/or awards:**

ARCO Swallow Research Fellowship

**Other applicable training or education:**

Social Justice Education Initiative training

Black Minds Matter

Courageous Conversations

Legislative advocacy training

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

OAGS board member

**Hobbies/special interests:**

Reading

Kayaking & paddle boarding

Knitting

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

NCADA = professional association for academic advisors

**Additional comments:**

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

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

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



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

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

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

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

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

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

**WHEREAS**, the Advisory Committee has respectfully requested that the Board of Directors submit a resolution to the membership creating the Oregon Rural School Board Members Caucus and designate a seat on the OSBA Board of Directors and Legislative Policy Committee.

**THEREFORE, BE IT RESOLVED** by the OSBA Board of Directors that the proposed bylaws amendment designating a Caucus representative as a voting member of the OSBA Board of Directors and Legislative Policy Committee be submitted to the membership for consideration during the 2023 OSBA election; and

**BE IT FURTHER RESOLVED** that the bylaws with the proposed amendments and a copy of this resolution be forwarded to all association member boards in accordance with OSBA's adopted elections calendar.

*Submitted by: OSBA Board of Directors*



# **BYLAWS**

**OREGON RURAL SCHOOL BOARD MEMBERS CAUCUS**

**OF THE**

**OREGON SCHOOL BOARDS ASSOCIATION**

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## ARTICLE 1

### CHARTER

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

OSBA is aware and acknowledges that diversity is a core value of OSBA. OSBA desires to identify areas of concern and causation, convene a caucus of stakeholders, and create a plan to better promote and support the success of rural students.

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

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

## ARTICLE 2

### NAME, MISSION AND GOALS:

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

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

**2.3 Goals:**

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

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

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

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

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

## ARTICLE 3

### MEMBERSHIP

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

**3.2 Members.** The Caucus members may include any elected or appointed member of any public board of education in Oregon who are active members in good standing with the Oregon School Boards Association and serve a school district with a population density of less than 200 people per square mile and/or total school district population less than 20,000 people. All board members of Oregon Education Service Districts are eligible to participate in the Rural Caucus. If a school board member or district does not meet the aforementioned qualification but feels they are indeed a rural district, an appeal process will be available as outlined in policy. Caucus members may participate in all discussions, vote, and serve as an officer of the Caucus. Members must attend the meeting in person (or virtually) to vote. *Voting by proxy shall not be permitted.*

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

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

## ARTICLE 4

### BUDGET

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

## ARTICLE 5

### MEETINGS

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

**5.2 Regular and Special Meetings.**

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

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

**5.2.3 Place of Meetings.** Regular and special meetings of the Caucus shall be held at any location (or virtually) within Oregon as designated by the President or the Executive Committee.



**5.3 Notice.**

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

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

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

**5.6 Records.** The President shall see that all correspondence, minutes, agendas, and Charter be sent to and kept on file with OSBA. Minutes from each meeting shall be posted to the OSBA website.

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

**ARTICLE 6**

**Rural Leadership Assembly**

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

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

**6.3 Nomination and Election**

6.3.1 Nomination. Rural Leadership Assembly members may be nominated by either (a) the nominating committee, or (b) a caucus member at the annual meeting.

6.3.2 Election. The members shall elect the Leadership Council by majority vote at the annual meeting. Positions 1, 4, 9, and at large #1 shall be elected in even numbered years, and positions 2, 6, 14, at large #2 and at large #3 shall be elected in odd numbered years.

**6.4 Designations**

6.4.1 President. The President shall preside at all meetings of the Caucus and the Executive Committee. The President shall appoint all standing and special committees and shall be an ex officio member of all committees, except the nominating committee, with voting power. The President shall sign all official reports of the Caucus.

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

6.4.3 **Secretary/Treasurer.** The Secretary/Treasurer shall keep the minutes and records and shall see that all notices are duly given in accordance with the provisions of law and this Charter, and such other duties as from time-to-time may be assigned by the Executive Committee. The Secretary/Treasurer shall maintain a roster of the current membership. The Secretary/Treasurer shall have the responsibility for receiving and disbursing all funds related to the Caucus in coordination with the OSBA liaison. The Secretary/Treasurer shall report regularly to the Executive Committee, shall prepare a written yearly financial report to be distributed to the members at each annual meeting, and shall perform other duties assigned by the Executive Committee.

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

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

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

## ARTICLE 7

### EXECUTIVE COMMITTEE

7.1 **Composition.** There shall be an Executive Committee made up of the President, Vice-President, and Secretary/Treasurer.

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

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

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

7.4 **Administration.** The Executive Committee shall keep regular minutes of its proceedings and all actions by the Executive Committee shall be reported promptly to the membership. Such actions shall be subject to review by the membership, provided that no rights of third parties shall be affected by such review.

**ARTICLE 8**

**COMMITTEES**

The President may establish committees of 2 or more members to serve at the discretion of the President. These committees would consist of such persons and perform such duties as the President designates from time to time; provided, however, that the committees may not act on behalf of the Caucus but may make recommendations to the Caucus for approval. The Chair of any such committee shall be a member of the Leadership Assembly.

**ARTICLE 9**

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

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

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

**ARTICLE 10**

**GENERAL PROVISIONS**

**10.1 Amendment of Bylaws**

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

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

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

\*\*\*\*\*

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



## *Resolution*

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### **Resolution to Amend the OSBA's 2018 Bylaws**

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

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

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

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

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

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

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

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

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

*Submitted by: OSBA Board of Directors*





# BYLAWS

As Amended by the Membership: December 2018

Suggested Revisions: September 23, 2023

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## SECTION 1 PURPOSE

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

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

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

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

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

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

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

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

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

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

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

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

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

## SECTION 2 MEMBERS

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

**2.1.1** Local School District as defined under ORS Chapter 332;

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

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

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

- 2.3.1** Election and removal of directors;
- 2.3.2** Election and removal of the Legislative Policy Committee ("LPC") members;
- 2.3.3** Approval of resolutions to effectuate any of the following:
  - (a) Adoption, amendment, or restatement of the articles of incorporation or bylaws;
  - (b) Modification to the region descriptions set forth in Section 2.6.1; and the
  - (c) Dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association's assets.

**2.4 Voting Power.**

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

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

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

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

## 2.5 Process of Approval of Member Resolutions.

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

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

## 2.6 Regional Election of Directors and LPC Members

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

(a) Eastern Region includes all of the members located in the counties of Baker, Grant, Malheur, Union, Wallowa, and Wheeler.

(b) Gorge Region includes all of the members located in the counties of Gilliam, Morrow, Sherman, Umatilla, and Wasco.

(c) Central Region includes all of the members located in the counties of Crook, Deschutes, and Jefferson.

(d) Southeast Region includes all of the members located in the counties of Harney, Klamath, and Lake.

(e) Southern Region includes all of the members located in the counties of Jackson and Josephine.

(f) Lane Region includes all of the members located in the county of Lane.

(g) Clackamas Region includes all of the members located in the county of Clackamas and Hood River.

(h) Douglas/South Coast Region includes all of the members located in the counties of Coos, Curry, and Douglas.

(i) Linn, Benton, Lincoln Region includes all of the members located in the counties of Benton, Lincoln, and Linn.

(j) Marion Region includes all of the members located in the county of Marion.



(k) Yamhill, Polk Region includes all of the members located in the counties of Polk and Yamhill.

(l) North Coast Region includes all of the members located in the counties of Clatsop, Columbia, and Tillamook.

(m) Washington Region includes all of the members located in the county of Washington.

(n) Multnomah Region includes all of the members located in the county of Multnomah.

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

**2.6.2** Regional elections shall be taken by majority vote of the members within the region.

**2.7** **Modification of Regions.** A formal review of the regional organizations described in Section 2.6.1 shall be conducted by the board of directors at least every three years commencing with 2017. Any recommended changes to the regional organization shall be submitted to the members in the form of a resolution in accordance with the provisions of Section 2.11.

**2.8** **Annual Meetings.** An annual meeting of members shall be held in November of each year unless a different date or time is fixed by the board of directors and stated in the notice of the meeting. Failure to hold an annual meeting on the stated date shall not affect the validity of any corporate action. At the annual meeting, the president and secretary-treasurer of the board of directors, any other officer or person whom the president may designate, shall report on the state of the Association, the activities and financial condition of the Association.

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

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

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

**2.12 Action by Written Ballot.** Any action required of the members will be taken by written ballot and or permitted to be taken at a members' meeting may be taken without a meeting if the Association will delivers a written ballot to every member entitled to vote on the matter. ~~A written ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action. Approval by written ballot shall be valid only when the number of votes cast by ballot equals or exceeds a quorum of the members, and the number of approvals equals or exceeds the number of votes that would be required to approve the matter at a meeting at which the total number of votes cast is the same as the number of votes cast by ballot. A written ballot shall set forth each proposed action, indicate the number of responses needed to meet the quorum requirements, state the percentage of approvals necessary to approve each matter, and specify a reasonable time by which a ballot must be received by the Association in order to be counted. Once delivered, a written ballot may not be revoked.~~

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

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

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

~~2.1.4.1 The number of votes cast by ballot equals or exceeds a quorum of the members;  
and~~

~~2.1.4.2 The number of approvals equals or exceeds a majority of the number of returned ballots.~~

### **SECTION 3 DIRECTORS**

**3.1 Powers.** Except as provided under Section 2.2, all corporate powers shall be exercised by or under the authority of and the affairs of, are managed under the direction of ~~a the~~ board of directors. The board of directors shall adopt policies defining specific obligations of the board of directors.

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

**3.3 Number.** The board of directors shall consist of not fewer than three nor more than ~~24-25~~ persons. The number of directors may be fixed or changed periodically, within the minimum, and maximum by the members.



**3.4 Term.** Directors shall take office on January 1 and shall serve for a term of two calendar years or until their successors are elected and qualified. Terms shall be staggered as per the election calendar.

**3.4.1** Directors who took office prior to January 1, 2018, and are re-elected may serve for any number of terms as long as they continuously remain members of the board of directors.

**3.4.2** Directors taking office on or after January 1, 2018, may serve five consecutive two-year terms and, if eligible, may rerun after a two-year hiatus.

**3.4.3** If a director serving as immediate past an officer-president requires additional time beyond the term limits outlined above, the term limits will be held in abeyance to allow the director to complete their term as immediate past president.

**3.5 Composition.** The board of directors will be comprised of up to 23 regionally elected directors, one designated director as defined in the bylaws of the Oregon School Board Members of Color Caucus, one designated director as defined in the bylaws of the Oregon Rural School Boards Caucus and ex-officio nonvoting members as delineated in Section 3.5.4.

**3.5.1 Regional Elected Directors.** Each region, as described under Section 2.6.1, shall elect one director except as follows:

- (a) Clackamas Region shall elect two directors;
- (b) Marion Region shall elect two directors;
- (c) Washington Region shall elect three directors; and
- (d) Multnomah Region shall elect three directors.
- (e) Provided, however, that if the president or immediate past president of the board of directors is a representative director from a region that elects only one director, that region shall elect an additional director or directors to serve for the duration of the president and/or the immediate past president's term.

**3.5.2 Regional Election.** The nomination and election of directors shall be in accordance with the elections calendar annually adopted by the board. Each regional candidate for a director position shall be nominated by a member within the region by means of a nomination form. The board of directors shall distribute notice of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions. To nominate a director candidate, one or more of the members in the region must timely submit to the board of directors a formal resolution or motion of the member and the completed nomination form(s). Nominations in regions where there is more than one open director position shall indicate the numbered position for which the nomination is being submitted. Each member in a region shall have one vote in the regional elections for the board of directors. The director candidate receiving a majority of the votes of the members shall be elected. In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes cast, a second ballot

shall be required between the two candidates receiving the highest number of votes; the one receiving a majority of the votes is elected.

**3.5.3 Designated Representative.** ~~In accordance with their bylaws, caucuses of OSBA, The Oregon School Board Members of Color Caucus~~ shall appoint ~~an officer a representative~~ of the Caucus to serve as a director of the Association. The ~~appointee, as defined in the Caucus bylaws representative must, shall~~ be an elected or appointed member of any public board of education in Oregon who is an active member in good standing with the Association. All Association bylaws and policies shall apply to the designated representative serving as the Caucus' director of the Association.

**3.5.4 Ex-Officio.** The following individuals or their designee may serve as ex-officio nonvoting advisors to the board of directors:

- (a) Any director of the National School Boards Association elected from Oregon;
- (b) Any officer of the National School Boards Association, National School Boards Advocacy Committee, or an officer of the NSBA Pacific Region.
- (c) The immediate past president of the Oregon Association of School Executives;
- (d) The immediate past president of the Confederation of School Administrators;
- (e) The board section president of the Oregon Association of Education Service Districts;
- (f) The board section president of the Oregon Community College Association;
- (g) The chair of the State Board of Education; and
- (h) Any other person as the board of directors may appoint.

**3.6 Vacancies.** In the event that any director position, other than the immediate past president is vacant during the term of office, the remaining directors may appoint an interim director from the same region to serve until December 31 of the same year. If the board of directors cannot recruit a candidate from the region, they may appoint a person from a contiguous region to serve as director representing the open region. An individual appointed as a director from a contiguous region is not eligible to serve as an officer of the board. The members shall elect, using the procedures in Section 3.5.2, an interim director to serve from January 1 of the next year until the end of the remaining term. If there is a vacancy in ~~an OSBA caucus-designated director position~~ ~~the Members of Color Caucus' director position~~, then the ~~Caucus-caucus~~ shall, as set forth in Section 3.5.3, appoint a new ~~Caucus caucus officer-representative~~ to serve the remaining term.

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



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

**3.9 Meetings.** An annual meeting of the board of directors shall be held immediately after, and at the same place as, the annual meeting of members. If the time and place of any other directors' meeting is regularly scheduled by the board of directors, the meeting is a regular meeting. All other meetings are special meetings. A special meeting of the board of directors may be called by the president or the president-elect or 20 percent of the board of directors. The board of directors may hold annual, regular or special meetings at any location in ~~or out of~~ the State of Oregon.

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

**3.11 Waiver of Notice.** A director may at any time waive any notice required by these bylaws. A director's attendance at or participation in a meeting waives any required notice to the director of the meeting unless the director, at the beginning of the meeting or promptly upon the director's arrival, objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to any action taken at the meeting. Except as provided in the preceding sentence, any waiver must be in writing, must be signed by the director entitled to the notice, must specify the meeting for which the notice is waived, and must be filed with the minutes or the corporate records.

~~**3.12 Quorum and Voting.** A quorum of the board of directors shall consist of a majority of the number of directors in office immediately before at the time the meeting begins. If a quorum is present when a vote is taken, the affirmative vote of a majority of the directors present when the action is taken is the act of the board of directors except to the extent that the articles of incorporation, these bylaws, or applicable law require the vote of a greater number of directors.~~

~~**3.123.13 Voting:** If a quorum is present when a vote is taken, the affirmative vote of a majority of the directors present when the action is taken is the act of the board of directors except to the extent that the articles of incorporation, these bylaws, or applicable law require the vote of a greater number of directors.~~

~~**3.123.14 Presumption of Assent.** A director who is present at a meeting of the board of directors when corporate action is taken is deemed to have assented to the action taken unless:~~

- (a) The director objects at the beginning of the meeting, or promptly upon the director's arrival, to holding the meeting or transacting the business at the meeting; and
- (b) The director's dissent from the action taken is entered in the minutes of the meeting.

**3.143.15 Compensation.** Directors and members of committees may receive reimbursement of such expenses as may be determined by resolution or policy of the board of directors to be just and reasonable. Directors shall not otherwise be compensated for service in their capacity as directors.

**3.153.16 Director Conflict of Interest.** The Association shall maintain a Conflict of Interest policy the terms of which comply with ORS 65.361 and ORS Chapter 244. The board of directors shall annually review and notify its members and directors of the current Conflict of Interest policy. Each director shall annually complete and return a Conflict of Interest statement.

## SECTION 4 COMMITTEES AND CAUCUSES

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

**4.1.1 Executive Committee.** The executive committee shall consist of five officers of the board of directors: the president as chairman, the president-elect, the vice president, the secretary-treasurer and the immediate past president. The executive committee may act, pursuant to delegation of authority to such committee by the board of directors, in place and instead of the board of directors between board meetings on all matters except those specifically reserved to the board under the terms of the bylaws. Actions of the executive committee shall be reported to the board by mail, email or at the next board meeting.

**4.1.2 Finance Committee.** The finance committee shall be appointed by the president and shall be composed of members from Oregon public school districts, education service districts, and community colleges with boards that meet all criteria to be Association voting members. The members shall include, but are not limited to, the Association secretary/treasurer and vice president, one Association board director from the PACE board, one district business official and one at-large board member. ~~The finance committee shall operate within the guidelines of the corporation's investment policy and the Finance Committee Operating Manual.~~

(a) Finance committee members serve for a term of two (2) years unless they are appointed to replace a member who left the committee before finishing their two-year term, in which case the member will serve the remainder of the two-year term.

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

**4.1.24.1.3 Legislative Policy Committee.** The board of directors shall maintain a Legislative Policy Committee (LPC).

(a) Purpose. The LPC shall develop legislative policies which are recommended to and approved by the members as a resolution proposed by the board of directors and voted on by the membership in accordance with Section 2.4. The LPC also advises the executive director and staff during legislative sessions.



(b) Composition. The LPC shall be composed of the voting members of the board of directors and the regional representatives elected under the procedures defined in 4.1.3(c) and (d) and one designated voting member as defined in the bylaws of the Oregon School Board Members of Color Caucus and the Oregon Rural School Boards Caucus. All committee members must be elected or appointed directors of a member. The vice president of the ~~board~~board of directors shall chair the LPC.

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

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

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

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

4.1.4 PACE Trustees: The board of directors shall appoint the trustees of the OSBA Property and Casualty Coverage for Education Trust ("PACE"). As per the PACE bylaws Restated Trust Agreement, the PACE trustees shall nominate trustee candidate(s) to the OSBA board of directors. The nominees shall be elected by the OSBA Board of Directors. If the list of candidates is not acceptable by the board of directors, the PACE trustees will continue to submit nominated candidate(s) for consideration until accepted by the board of directors.

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

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

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

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

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

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

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

**4.4.3** Comply with Association policies and guidelines.

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

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

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

**4.5 Administration.** Each committee and caucus shall prepare minutes of each of its meetings, and such minutes shall be kept on file at the Association's principal office and made available on request to any member of the board of directors. Each committee and caucus shall also report on its activities at the regular meetings of the board of directors. Each committee and caucus shall comply with the public meetings laws requirements under ORS Chapter 192.

## SECTION 5 OFFICERS OF THE BOARD OF DIRECTORS

**5.1 Appointment.** The board of directors shall elect officers by majority vote at least 10 days prior to the November member meeting. In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes, a second ballot shall be

required between the two candidates receiving the highest number of votes. The one receiving a majority of the votes is elected.

**5.2 Designation.** The officers of the Association shall be a president, president-elect, past president, vice president, a secretary-treasurer, and such other officers as the board of directors may appoint.

**5.3 Compensation and Term of Office.** Officer terms are one calendar year. No officer except the secretary-treasurer shall serve two consecutive terms in the same office unless the director completed a term for another officer who was unable to complete a term and is then voted into the same position the following year. The secretary-treasurer may serve up to two consecutive one-year terms. Directors and members of committees may receive reimbursement of such expenses as may be determined by resolution of the board of directors to be just and reasonable. Directors shall not otherwise be compensated for service in their capacity as directors.

**5.4 Removal and Resignation.** Any officer may be removed, either with or without cause, at any time by action of the board of directors. An officer may resign at any time by delivering notice to the board of directors, the president, or the secretary-treasurer. A resignation is effective when the notice is effective under ORS 65.034 unless the notice specifies a later effective date. If a resignation is made effective at a later date and the Association accepts the later effective date, the board of directors may fill the pending vacancy before the effective date if the board of directors provides that the successor does not take office until the effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors. No removal or resignation shall prejudice the rights of any party under a contract of employment.

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

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

**5.5.2 President-elect:** In the absence of the president, the president-elect shall assume the powers and duties of the president, and when a vacancy occurs in the office of president, shall serve in that capacity for the remainder of the term. The president-elect shall automatically serve as president for the following term, even if required to fill an uncompleted term as president. In addition, the president-elect shall assume duties related to the oversight of Association member elections and resolutions processes and such other administrative duties as are assigned by the president. The president-elect serves for a term of one calendar year.

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



**5.5.4 Secretary-treasurer:** The secretary-treasurer shall be responsible for keeping in a suitable minute book accurate minutes of all board of director meetings; shall carry on official correspondence of the Association; shall arrange for proper banking facilities; and shall receive, account for and disburse funds in a businesslike manner as provided for by the board of directors; shall see that the minutes of the previous meetings are read, and shall give an itemized and detailed report of the financial condition of the Association at each annual meeting and at such other times as may be required by the board of directors. Such duties of the secretary-treasurer as may be specified by the board of directors may be delegated to the executive director or a designated member of the staff. The secretary-treasurer serves for a term of one calendar year.

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

**5.5.6 Assistants:** The board of directors may appoint or authorize the appointment of an assistant to the secretary-treasurer. Such assistant may exercise the powers of the secretary-treasurer, as the case may be, and shall perform such duties as are prescribed by the board of directors.

## SECTION 6 NONDISCRIMINATION

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

## SECTION 7 GENERAL PROVISIONS

### 7.1 Amendment of Bylaws.

**7.1.1** Amendments to the bylaws may be initiated by the board of directors or submitted by a member to the board of directors. ~~Amendments must be approved by a vote of two-thirds majority of the members at any regular or special meeting. The board of directors shall provide written notice to the members containing a statement that the members will be asked to approve the amendment and a copy of the proposed amended bylaws. Such notice shall be provided by US mail or email at least 15 days prior to the member meeting at which the vote will take place.~~

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

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

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

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

~~7.1.~~7.1.6 Whenever an amendment or new bylaw is adopted, it shall be copied in the minute book with the original bylaws in the appropriate place. If any bylaw is repealed, the fact of repeal and the date on which the repeal occurred shall be stated in such book and place.

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

**7.3 Checks, Drafts, Etc.** All checks, drafts, and other orders for payment of money, notes, or other evidences of indebtedness issued in the name of or payable to the Association shall be signed or endorsed by such person or persons and in such manner as shall be determined by resolution of the board of directors.

**7.4 Deposits.** All funds of the Association not otherwise employed shall be deposited to the credit of the Association in those banks, trust companies or other depositories as the board of directors or officers of the Association designated by the board of directors select, or be invested as authorized by the board of directors.

**7.5 Loans or Guarantees.** The Association shall not borrow money and no evidence of indebtedness shall be issued in its name unless authorized by the board of directors. This authority may be general or confined to specific instances. Except as explicitly permitted by ORS 65.364, the Association shall not make a loan, guarantee an obligation or modify a pre-existing loan or guarantee to or for the benefit of a director or officer of the Association.

**7.6 Execution of Documents.** The board of directors may, except as otherwise provided in these bylaws, authorize any officer or agent to enter into any contract or execute any instrument in the name of and on behalf of the Association. Such authority may be general or confined to specific instances. Unless so authorized by the board of directors, no officer, agent, or employee shall have any power or authority to bind the Association by any contract or engagement, or to pledge its credit, or to render it liable for any purpose or for any amount.

**7.7 Insurance.** The Association may purchase and maintain insurance on behalf of an individual against liability asserted against or incurred by the individual who is or was a director, officer, employee, or agent of the Association, or who, while a director, officer, employee, or agent of the Association, is or was serving at the request of the Association as a director, officer, partner, trustee, employee, or agent of another foreign or domestic business or nonprofit corporation, partnership, joint venture, trust, employee benefit plan, or other enterprise; provided, however, that the Association may not purchase or maintain such insurance to indemnify any director, officer, or agent of the Association in connection with any proceeding charging improper personal benefit to the director, officer, or agent in which the director, officer, or agent was adjudged liable on the basis that personal benefit was improperly received by the director, officer, or agent.

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

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

\* \* \* \* \*

The foregoing bylaws were approved by the membership of the Oregon School Boards Association on December 14, 2018. The original bylaws were duly adopted by the Board of Directors of OSBA on September 15, 2017, and approved by the membership on December 15, 2017.



## Academic Achievement

The Board believes it is important that teachers have as much accurate knowledge of student achievement as possible to assess students' needs and growth; thus, a sharing of information among parent, teacher and student is essential.

The district shall ensure that all students have the opportunity to demonstrate progress toward ~~becoming proficient in mastery of~~ the knowledge and skills of the student's current grade level ~~or course content level~~. Students who have not yet met or who exceed all of the standards at any grade level, will be offered additional services or alternative ~~public~~ education ~~or public school~~ options.

The Board directs staff to follow these guidelines in measuring and ~~reporting~~ ~~determining~~ student progress:

1. ~~Parents-Families and students~~ will be informed at least annually of their student's progress ~~to meet or exceed grade level~~ toward achieving the academic content standards, including but not limited to:
  - a. Information on progress in each subject area ~~to meet or exceed the academic content standards at the student's current grade level or course content level~~, including major goals used to determine the information;
  - b. Specific evidence of student progress on the continuum of knowledge and skills (academic content standards) of a subject area, upon request from a parent.
  - c. ~~Evidence of the student's progress in a continuum of knowledge and skills that are not academic and that may include student behaviors that are defined by the district;~~
  - d. Student scores on all state and local assessment indicating any of the requirements that have been waived for the district or the individual and time periods for the waiver; and
  - e. Student progress toward completion of diploma requirements to parents of students in grades 9-12, including credits earned ~~and demonstration of extended application~~ ~~and demonstration of the Essential Skills~~.
2. ~~Parents-Families~~ will be ~~alerted-notified~~ and conferred with as soon as possible when a student's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration;
3. Grades and/or portfolio content assessment will be based upon academic performance and will not include student attitude or behavior. Grades will not be used for disciplinary purposes. Absenteeism or misconduct shall not be the sole criterion for the reduction of a student's grade. Behavior performance shall be reported separately;
4. At comparable levels, the school system will strive for consistency in grading and reporting except when this consistency is inappropriate for certain classes or certain students;

5. When no grades are given but the student is evaluated in terms of progress, the school staff ~~also will provide a realistic appraisal of the student's standing in relation to his/her peers~~ will show whether or not the student is achieving course requirements at the student's current grade level;
6. The staff will take particular care to explain to ~~parents~~ families the meaning of marks and symbols used to reflect student performance.
7. The District will annually reporting to families and community on academic achievement.

END OF POLICY

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Legal Reference(s):

[ORS 107.154](#)  
[ORS 329.485](#)  
[ORS 343.295](#)  
[OAR 581-021-0022](#)  
[OAR 581-022-~~16602260~~](#)  
[OAR 581-022-~~16702270~~](#)

# Central Linn School District 552-C

Code: **IKF**  
Adopted: 5/8/95  
Revised: 04/14/05; 12/13/10;  
03/12/12; 6/12/17;  
4/08/19; 10/14/19  
6/13/22

Second Reading: 11/13/23

## Graduation Requirements

The Board will establish graduation requirements for awarding of a high school diploma, a modified diploma, an extended diploma, an honors diploma, and an alternative certificate which meet or exceed state requirements. A student may satisfy graduation requirements in less than four years. The district will award a diploma to a student fulfilling graduation requirements in less than four years if consent is received by the student's parent or guardian or by the student if the student is 18 years of age or older or emancipated.

If the district requires diploma requirements beyond the state requirements, the district shall grant a waiver for those requirements to any student who, at any time from grade 9 to 12, was:

1. A foster child<sup>1</sup>;
2. Eligible under McKinney Vento or considered at risk for becoming McKinney Vento;
3. A child in a military family covered by the Interstate Compact on Educational Opportunity for Military Children;
4. A child of a migrant worker; or
5. Enrolled in the Youth Corrections Education Program or the Juvenile Detention Education Program.

For any student identified above, the district shall accept any credits earned by the student an educational program\* in this state, applying those credits toward the state requirements for a diploma if the credits satisfied those requirements in that educational program in this state.

\* "Educational program in this state" means an educational program that is provided by a school district, a public charter school, the Youth Corrections Education Program or the Juvenile Detention Program, or funded as provided by ORS 343.243 for students in a long term care or treatment facility described in ORS 343.962 or a hospital identified in ORS 343.261.

## Diploma

A high school diploma will be awarded to students in grades 9 through 12 who complete a minimum of 24 credits\* which include at least:

Subject	Oregon Diploma Requirements
Language Arts	4
Math (Must be Algebra I and above)	3
Science (Must include Inquiry and Lab Experiences)	3
Social Studies (Must include .5 from Civics for students graduating 2026)	3
Health	1
PE	1
Career Technical Ed, The Arts, or Second Language (in any one or combination thereof)	2.5
Career and College Skills (Community Service*; Job or Internship, College/Career Field Trips, Extended Application, Educational Plan and Profile)	0.5
Personal Finance (For students graduating 2027)	0.5
Electives	5.5
<b>Total credits required to graduate:</b>	<b>24</b>

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If the district has additional credit or graduation requirements, the district is required to include those additional credits and graduation requirements in the following lists. However, if the district provides an education as described in ORS 336.585 or 336.590 and awards high school diplomas, the district may not impose requirements for a high school diploma in those instances that are in addition to the requirements prescribed by ORS 329.451 (2)(a) or by rule of the State Board of Education.

\*Civics becomes a half-credit requirement beginning on January 1, 2026 (Senate Bill 513, 2021 ORS 329.451).

\* Community Service Hours will be no less than 40 hours to count for completion of career and college skills.

\* Essential Skills

## Modified Diploma

A modified diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic standards established by the State Board of Education for a diploma while receiving reasonable accommodations. A modified diploma may only be awarded to a student who meets the eligibility criteria below:

1. Has a documented history of an inability to maintain grade level achievement due to significant learning or instructional barriers, or both;

2. Has a documented history of a medical condition that creates a barrier to achievement.

Instructional barriers is defined as a significant physical, cognitive, or emotional barrier that impairs a student's ability to maintain grade level achievement.

Having met the above eligibility criteria, a modified diploma will be awarded to students, who while in grade nine through completion of high school, complete 24 credits which shall include:

<b>Subject</b>	<b>Modified Diploma Requirements</b>
English	3
Math	2
Science	2
Social Studies	2
Health	1
PE	1
Career Technical Ed, The Arts, or Second Language	1
Career and College Skills (Community Service; Job or Internship, College/Career Field Trips, Extended Application, Educational Plan and Profile)	0.5
Personal Finance (For students graduating 2027)	0.5
Electives	11
<b>Total credits required for modified diploma:</b>	<b>24</b>

In addition to credit requirements as outlined in OAR 581-022-2010, a student must:

1. Develop an education plan and build an education profile;
2. Demonstrate extended application through a collection of evidence.

Classes may be modified in the following ways; based on Central Linn's proficiency-based system:

1. The team can determine that proficiency may be shown at a lower level. For example; a "1.5" (nearly meets grade level standard) may be acceptable for modified credit versus the "2" (meets grade level standard) for regular credit.
2. IEP or school support teams may determine the appropriate percentage of standards needed to receive credit based on the individual student's performance level.
3. The level of proficiency in individual cases, may be modified to a lower level. Decisions regarding the level of proficiency required to earn credit is determined by an IEP or school support team and is dependent on the individual student's performance level. The purpose is to push the student to



work towards their potential while providing them with any accommodations and/or modifications they require to do so.

The district may make modifications to the assessment for students who seek a modified diploma when the following conditions are met:

1. For a student on an individualized education program (IEP), any modifications to work samples must be consistent with the requirements established in the IEP. Modifications are changes to the achievement level, construct, or measured outcome of an assessment. This means that IEP or school teams responsible for approving modifications for a student's assessment may adjust the administration of the assessment and/or the assessment's achievement standard;
2. For a student, not on an IEP, any modifications to work samples must have been provided to the student during their instruction in the content area to be assessed and in the year in which the student is being assessed, and modifications must be approved by the school team that is responsible for monitoring the student's progress toward the modified diploma.

Students not on an IEP or a 504 Plan may not receive a modified state assessment.

A student's IEP or school team may decide that a student who was not previously working toward a modified diploma should work toward one when a) the student is less than two years from anticipated exit from high school if the documented history has changed; or b) if the requirements or guidance of the modified diploma have changed; or c) if prior decisions are determined not to be in the best interest of the student as determined by the educational team or superintendent.

Beginning in grade five when a student is taking an alternate assessment, the district shall annually provide to the parents or guardians of the student, information about the availability and requirements of a modified diploma.

### **Extended Diploma**

An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards adopted by the State Board of Education for a diploma while receiving modifications and accommodations. To be eligible for an extended diploma, a student must:

Have a documented history of:

1. An inability to maintain grade level achievement due to significant learning and instructional barriers; or
2. A medical condition that creates a barrier to achievement; and
3. Participating in an alternate assessment no later than grade six and lasting for two or more assessment cycles; or
4. A change in the student's ability to participate in grade level activities as a result of a serious illness or injury that occurred after grade eight.



Beginning in grade five when a student is taking an alternate assessment, the district shall annually provide to the parents or guardians of the student, information about the availability and requirements of an extended diploma.

Having met the above eligibility criteria, an extended diploma will be awarded to students who while in grade nine through completion of high school, complete 12 credits, which may not include more than six credits in a self-contained special education classroom and will include:

Subject	Extended Diploma Requirements
English	2
Math	2
Science	2
Social Studies	2
Health	1
PE	1
Career Technical Ed, The Arts, or Second Language	1
Career and College Skills (Community Service; Job or Internship, College/Career Field Trips, Extended Application, Educational Plan and Profile)	.5
Personal Finance (For students graduating 2027)	.5
<b>Total credits required for Extended Diploma:</b>	<b>11</b>
<b>Modified Courses should be graded Pass/Incomplete</b>	

### Alternative Certificates

Alternative certificates will be awarded to students who do not satisfy the requirements for a diploma, a modified diploma, or an extended diploma if the students meet minimum credit requirements established by the district. Alternative certificates will be awarded based on individual student needs and achievement. A student who receives a modified diploma, an extended diploma or an alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

Beginning in grade five, when a student is taking an alternate assessment, the district shall annually provide to the parents or guardians of the student, information about the availability and requirements of an alternative certificate.

### Honors Diploma

A student who exceeds the requirements for a district standard diploma may earn a district honors diploma. To earn a district honors diploma, a student must meet district credit requirements. Five credits of the required credits must be advanced placement, junior and/or senior level honors, International

Baccalaureate and/or approved college credit courses. In addition, students must attain a cumulative grade point average (GPA) of 3.5 or better through the seventh semester and meet district graduation requirements. A student graduating early must maintain a 3.5 GPA through six semesters.

### **Early/Late Graduation**

A student may complete requirements for graduation in less than a four-year period of time or take longer than four years. Early or late graduating students must meet the graduation requirements of their entering class. Students desiring to complete the program in less than four years must seek approval for an early completion/graduation plan with the designated building administrator. A student completing requirements early may request a statement attesting to the completion of the district's program. Students may receive diplomas at or following the formal graduation exercise at the end of spring semester.

#### **A. Requirements for Program Completion: General**

1. Students transferring into the district must meet the state and district requirements for graduation.
2. A senior transferring into the district during the eighth semester may be granted a district standard diploma, providing the district and state requirements are met. A senior not able to meet the district requirements may request a diploma from the previous school attended.
3. Students may participate in the graduation exercise only if they complete district graduation requirements for the honors diploma, standard diploma, modified diploma, extended diploma or alternate certificate by the graduation date unless otherwise approved by the Superintendent.
4. A student withdrawing from school prior to graduation and re-enrolling prior to their 21st birthday will meet the district requirements of his/her original entering class.

#### **B. Requirements for Program Completion: Extended Application**

1. Extended Application is the application of knowledge and skills in the context of the student's personal and career post high school goals.
2. Extended Application will be completed during the junior or senior year.

### **Other District Responsibilities**

The district will ensure that students have onsite access to the appropriate resources to achieve a diploma, a modified diploma, an extended diploma, or an alternative certificate. The district will provide age appropriate and developmentally appropriate literacy instruction to all students until graduation.

The district may not deny a student the opportunity to pursue a diploma with more stringent requirements than a modified diploma or an extended diploma for the sole reason the student has the documented history listed under the above modified diploma or extended diploma requirements.

The district may award a modified diploma; or an extended diploma to a student only upon the written consent of a student who is emancipated or who has reached the age of 18 at the time the modified or extended diploma is awarded, or of the student's parent or guardian. The district shall receive the written consent during the school year in which the modified diploma; or the extended diplomas awarded.

A student shall have the opportunity to satisfy the requirements for a modified diploma, an extended diploma; or an alternative certificate in later of four years after starting the ninth grade, or until the student reaches the age of 21, if the student is entitled to a public education until the age of 21 under state or federal law.

A student may satisfy the requirements for a Oregon diploma modified diploma, extended diploma; or an alternative certificate in less than four years but not less than three years. To satisfy the requirements for a modified diploma, extended diploma, or an alternative certificate in less than four years, the student's parent or guardian or a student who is emancipated or has reached the age of 18, must provide written consent which clearly states the parent, guardian or student is waiving the fourth year and/or years until the student reaches the age of 21. A copy of the consent will be forwarded to the district superintendent who will annually report to the Superintendent of Public Instruction the number of such consents.

A student who receives a modified diploma, an extended diploma, or an alternative certificate will have the option of participating in a high school graduation ceremony with the student's class.

A student who receives a modified diploma, an extended diploma, or alternative certificate shall have access to instructional hours, hours of transition services and hours of other services that are designed to meet the unique needs of the student and when added together provide a total number of hours of instruction and services that equals at least the total number of instructional hours that are required to be provided to students who are attending a public high school.

The district will award to students with disabilities a document certifying successful completion of program requirements. No document issued to students with disabilities educated in full or in part in a special education program shall indicate that the document is issued by such a program. When a student who has an IEP completes high school, the district will give the student an individualized summary of performance.

Eligible students with disabilities are entitled to a Free Appropriate Public Education ("FAPE") until the age of 21, even if they have earned a modified diploma, an extended diploma; an alternate certificate or completion of a General Education Development document. The continuance of services for students with disabilities for a modified diploma, extended diploma, or alternative certificate is contingent on the IEP team determining the student's continued eligibility and special education services are needed.

Students and their parents will be notified of graduation and diploma requirements.

The district may not deny a diploma to a student who has opted out of statewide assessments if the student is able to satisfy all other requirements for the diploma. Students may opt-out of the Smarter Balanced or alternate Oregon Extended Assessment by completing the Oregon Department of Education's Opt-out Form<sup>1</sup> and submitting the form to the district.

The district will issue a high school diploma pursuant to Oregon law (ORS 332.114) to a veteran if the veteran resides within the boundaries of the district or is an Oregon resident and attended a high school of the district, or to a deceased veteran, upon request from a representative of the veteran, if the deceased veteran resided within the boundaries of the district at the time of death or was an Oregon resident at the time of death and attended a high school of the district.

The act of student-initiated test impropriety is prohibited. A student that participates in an act of student-initiated test impropriety will be subject to discipline. Student-initiated test impropriety” means student conduct that is inconsistent with Test Administration Manual or accompanying guidance; or results in a score that is invalid.

**END OF POLICY**

**Legal Reference(s):**

ORS 329.007

ORS 329.045

ORS 329.451

ORS 329.479

ORS 332.107

ORS 332.114

ORS 336.585

ORS 336.590

ORS 339.115

ORS 339.505

ORS 343.295

OAR 581-021-0009

OAR 581-022-0102

OAR 581-022-2000

OAR 581-022-2005

OAR 581-022-2010

OAR 581-022-2015

OAR 581-022-2020

OAR 581-022-2025

OAR 581-022-2030

OAR 581-022-2115

OAR 581-022-2120

OAR 581-022-2505

**TEST ADMINISTRATION MANUAL, PUBLISHED BY THE OREGON DEPARTMENT OF EDUCATION.  
SENATE BILL 1522 (2022).**

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**1 Oregon Department of Education page for: 30-day notice and opt-out form**



# Central Linn School District 552C

Code: KG  
Adopted: NEW  
Revised:

Second Reading: 11/13/23

## Community Use of District Facilities

Community groups will be permitted and encouraged to use district facilities for worthwhile purposes when such uses do not interfere with district programs. The superintendent will encourage the involvement of staff, parents of students (through site councils) and community in the development of guidelines for community use of district facilities. All such arrangements will be subject to the following provisions:

### Eligible Organizations

There will be three classifications of nonschool uses of district facilities. These classifications are established for the purpose of determining rental charges and other fees.

1. General: Use must be for purposes that are educational, charitable or of general community interest. Such events must be open to the general public with no admission charged or contributions taken. There shall be no basic charge.
2. Noncommercial: Private nonprofit or community clubs, organizations, or youth organizations (e.g., 4-H, Scouts, Campfire) may use the facilities and be charged for operating costs provided no admission is charged or contributions collected.
3. Commercial: All business or commercial organizations which use district buildings will be considered under this group. Included will be community and locally-sponsored noncommunity groups requesting use of district facilities for fund-raising purposes which are not necessarily devoted to educational, charitable or community interest activities. Admission may be charged or contributions received. Groups of this nature will be charged in accordance with fees approved by the Board.

### Use of District Facilities for Private Gain

The use of district buildings and other facilities by any organization operating for private gain, or any purpose involving private gain, will be permitted only when:

1. Such use is sponsored by some organization which is not operated for private gain;
2. Such use will not benefit principally the organization operating for private gain;
3. An educational, civic or charitable purpose will be served;
4. A substantial group in the community will benefit;
5. Alternate facilities are unavailable or available only at undue cost or inconvenience.

Such use of school facilities by district employees will be in accordance with Oregon Ethics laws.

## **Rental Charges and Approval of Use**

All district facility rentals will be approved by the superintendent or designee. Fees for the use of district facilities will be determined by the superintendent based upon the rental charges and personnel fees approved by the Board.

The superintendent will be responsible for specific building-use regulations, except special requests not covered by Board policy.

The Superintendent will establish KG-AR, Facility Usage Rules and Procedures.

END OF POLICY

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

[ORS Chapter 244](#)  
[ORS 260.432](#)

[ORS 332.107](#)  
[ORS 332.172](#)

Central Linn School District 552-C

Code: FL  
Adopted: 8/14/89  
Revised: 4/14/05, 10/10/11

**DELETE**

**Use of School Facilities**

The Board intends to make the school buildings and other facilities of the district available to public use in a manner that does not conflict with their use for the educational program of the district, and which is otherwise fiscally possible.

The Board will periodically establish a fee schedule for the use of district facilities and materials. Fees may be reduced or waived at the discretion of Administration. Superintendent has the flexibility to enter into partnership agreements with community organizations.

The superintendent is directed to establish regulations to govern the use of school facilities, property and materials.

END OF POLICY

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Legal Reference(s):

ORS 332.107  
ORS 332.155

OAR 437-001-0760  
OAR 437-002-0020 to -0075  
OAR 581-022-1530 Toxic Substances Control Act, 15 U.S.C. Sections 2601-2629, as amended by the Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. Sections 2641-2656.

**DELETE**

**Regulations and Fee Schedule for Use of Central Linn School Buildings and Facilities**

1. The area used will be cleaned immediately after the program or event is over or before the start of the next school day, to the satisfaction of the school principal.
2. Any breakage, damage or loss of equipment will be paid for by the person whose name appears on the building use request form and to whom the key is assigned. They are responsible for any damages or misuse of the building, equipment and facility during your assigned time. Further use may be revoked if damage occurs.
3. All tape, nails, screws, staples or other hanging or fastening devices are to be removed immediately at the end of the program or event as part of the clean-up process.
4. Keys may not be loaned or duplicated. Keys will be promptly returned.
5. The use of alcohol or tobacco is prohibited on school premises.
6. Abuse of building, facilities or equipment may result in forfeiture.
7. No-shows and cancellations may result in forfeiture.
8. Deposits are to be paid in full at the time of rental. (The Kitchen, Gym, Fields and Track require a \$50 refundable deposit.) Fees may be reduced or waived at the discretion of Administration.
9. School use takes precedence over private use.
10. Fees collected will be put in a building maintenance fund.
11. Superintendent has the flexibility to enter into partnership agreements with community organizations.
12. Individuals, groups and or organizations must provide the District with proof of liability insurance prior to rental and use of school property.



## DAILY RATES

Five hours or more is considered day rate.

		<u>Not for Profit</u>	<u>For Profit</u>
CLASSROOM		\$ 15.00 5 Hr. Base \$ 2.00 ea. Additional Hour	\$ 30.00 5 Hr. Base \$ 3.00 ea. Additional Hr.
KITCHEN		\$ 25.00	\$ 50.00
CAFETERIA	Under 50	\$ 25.00 District \$ 50.00 Non-District	\$100.00 District \$200.00 Non-District
	Over 50	\$ 50.00 District \$100.00 District	\$200.00 District \$300.00 Non-District
GYM	Under 50	\$ 25.00 District \$ 50.00 Non-District	\$100.00 District \$200.00 Non-District
	Over 50	\$ 50.00 District \$100.00 Non-District	\$200.00 District \$300.00 Non-District
FIELDS		\$ 5.00	\$ 20.00
TRACK		\$ 5.00	\$ 20.00

Rental of the kitchen, gym, fields and track require a \$50 refundable deposit. Fees may be reduced or waived at the discretion of Administration.

## APPLICATION FOR FACILITY USE

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Responsible Person

\_\_\_\_\_  
School Site Requested

\_\_\_\_\_  
Address

\_\_\_\_\_  
Room/Location

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Starting and Ending Dates

\_\_\_\_\_  
Days of the Week

\_\_\_\_\_  
Starting and Ending Times

One Time     Ongoing     Full Time

Estimate of Attendance \_\_\_\_\_

For Profit     Non-Profit

ODL # \_\_\_\_\_

District Use     Non-District Use

School Sponsored

**The District is requiring the renter provide proof of liability insurance to be retained on file at the District Office.**

### EQUIPMENT NEEDS

\_\_\_ Cafeteria / Kitchen – If kitchen and equipment are used, one of the school’s cooks may be hired at the current rate per hour to oversee the use of the kitchen if requested or at the school’s discretion and paid for by the renter.

\_\_\_ Custodial Coverage – A school custodian may be hired if requested or at the school’s discretion, at the current rate per hour and paid by the renter. He/she will unlock the building and secure it after the event, provide cleaning apparatus and in general help protect school property. Additional custodial help and fees adjustable according to heavy use requests.

I have read and understand the attached regulations and fee schedule for use of Central Linn School Buildings and Facilities. The undersigned hereby releases and forever discharges Central Linn School District, its board, agents, employees, representatives, insurers, assigns, from any and all claims, demands, actions, causes of action or suits of any kind or nature whatsoever and particularly on account of any and all injuries to person or damage to property as a result of your use of the facilities. The undersigned hereby declares that the terms of this release have been completely read and are fully understood and voluntarily accepted for the purpose of precluding forever any claims arising out of any possible incident or accident by the undersigned and those individuals that are part of this rental group.

\_\_\_\_\_  
Signature of Person Responsible

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Building Principal or Designee

\_\_\_\_\_  
Date Approved

Key Checkout Date: \_\_\_\_\_

Key Return Date: \_\_\_\_\_

Custodian Time: \_\_\_\_\_

Cook Time: \_\_\_\_\_

Building Cost: \_\_\_\_\_

Scheduled on Calendar: \_\_\_\_\_

**Proof of Insurance Attached:** \_\_\_\_\_

**CENTRAL LINN SCHOOL DISTRICT  
ENROLLMENT**

**As of November 6, 2023**

<i>November 2022</i>	<i>October 2023 (Sept. 26, 2023 data)</i>	<i>November 2023</i>
<b>K 30</b>	<b>K 39</b>	<b>K 39</b>
<b>1 40</b>	<b>1 31</b>	<b>1 34</b>
<b>2 39</b>	<b>2 44</b>	<b>2 44</b>
<b>3 33</b>	<b>3 35</b>	<b>3 35</b>
<b>4 33</b>	<b>4 35</b>	<b>4 35</b>
<b>5 43</b>	<b>5 41</b>	<b>5 41</b>
<b>6 42</b>	<b>6 42</b>	<b>6 42</b>
<b>Total 260</b>	<b>Total 267</b>	<b>Total 270</b>
<b>7 29</b>	<b>7 46</b>	<b>7 46</b>
<b>8 43</b>	<b>8 35</b>	<b>8 35</b>
<b>9 51</b>	<b>9 50</b>	<b>9 50</b>
<b>10 50</b>	<b>10 51</b>	<b>10 47</b>
<b>11 52</b>	<b>11 49</b>	<b>11 49</b>
<b>12 56</b>	<b>12 56</b>	<b>12 56</b>
<b>Total 281</b>	<b>Total 287</b>	<b>Total 283</b>
<b>District Total 541</b>	<b>District Total 554</b>	<b>District Total 553</b>

**September 2003 = 583**  
**September 2004 = 640**  
**September 2005 = 647**  
**September 2006 = 678**  
**September 2007 = 644**  
**September 2008 = 651**  
**September 2009 = 655**  
**September 2010 = 708**

**September 2011 = 676**  
**September 2012 = 676**  
**September 2013 = 710**  
**September 2014 = 657**  
**September 2015 = 643**  
**September 2016 = 652**  
**September 2017 = 643**  
**September 2018 = 644**

**September 2019 = 633**  
**September 2020 = 579**  
**September 2021 = 552**  
**September 2022 = 529**  
**September 2023 = 555**

**Central Linn School District 552C**

**Expenditures Month End For the Period 10/01/2023 through 10/31/2023**

Fiscal Year: 2023-2024

Include Pre Encumbrance

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	
<b>EXPENSES</b>							
<b>Instruction</b>							
Elementary K- 6 (+)	\$1,355,248.00	\$128,020.31	\$300,802.79	\$1,054,445.21	\$1,116,090.83	(\$61,645.62)	-4.5%
High School Programs (+)	\$1,785,084.00	\$167,348.27	\$359,167.72	\$1,425,916.28	\$1,302,487.04	\$123,429.24	6.9%
Athletics (+)	\$228,121.00	\$19,308.75	\$38,138.69	\$189,982.31	\$129,065.25	\$60,917.06	26.7%
Early Literacy Program (+)	\$84,839.00	\$8,089.57	\$21,297.70	\$63,541.30	\$63,179.29	\$362.01	0.4%
TAG (+)	\$3,750.00	\$0.00	\$0.00	\$3,750.00	\$0.00	\$3,750.00	100.0%
Special Education (+)	\$875,155.00	\$73,666.53	\$139,160.58	\$735,994.42	\$640,296.68	\$95,697.74	10.9%
Alternative Education (+)	\$0.00	\$18,128.00	\$18,128.00	(\$18,128.00)	\$0.00	(\$18,128.00)	0.0%
English Second Language Program (+)	\$66,166.00	\$4,779.72	\$9,473.69	\$56,692.31	\$49,271.19	\$7,421.12	11.2%
<b>Sub-total : Instruction</b>	<b>\$4,398,363.00</b>	<b>\$419,341.15</b>	<b>\$886,169.17</b>	<b>\$3,512,193.83</b>	<b>\$3,300,390.28</b>	<b>\$211,803.55</b>	<b>4.8%</b>
<b>Support Services</b>							
Guidance Services (+)	\$6,500.00	\$1,334.53	\$6,357.96	\$142.04	\$13,256.35	(\$13,114.31)	-201.8%
Health/ Homeless Liason Services (+)	\$91,203.00	\$107.46	\$3,018.57	\$88,184.43	\$11,049.29	\$77,135.14	84.6%
Service Direction (+)	\$180,321.00	\$9,637.50	\$39,240.80	\$141,080.20	\$97,534.98	\$43,545.22	24.1%
Library Services (+)	\$74,570.00	\$6,937.37	\$17,731.15	\$56,838.85	\$44,365.62	\$12,473.23	16.7%
Board of Education Services (+)	\$397,142.00	\$19,759.40	\$68,709.81	\$328,432.19	\$55,299.71	\$273,132.48	68.8%
Executive Administration Services (+)	\$365,418.00	\$37,266.62	\$133,416.28	\$232,001.72	\$227,301.93	\$4,699.79	1.3%
Office of the Principal Services (+)	\$762,546.00	\$64,470.38	\$221,456.60	\$541,089.40	\$490,931.25	\$50,158.15	6.6%
Fiscal Services (+)	\$261,013.00	\$19,731.73	\$78,741.60	\$182,271.40	\$153,858.28	\$28,413.12	10.9%
Operations and Maintenance (+)	\$1,048,385.00	\$79,518.90	\$439,603.35	\$608,781.65	\$464,255.03	\$144,526.62	13.8%
Security Services (+)	\$0.00	\$7,920.00	\$20,328.00	(\$20,328.00)	\$0.00	(\$20,328.00)	0.0%
Student Transportation Services (+)	\$670,010.00	\$63,084.50	\$171,920.64	\$498,089.36	\$430,524.69	\$67,564.67	10.1%
Technology Services (+)	\$163,220.00	\$15,253.70	\$78,182.36	\$85,037.64	\$47,386.92	\$37,650.72	23.1%
Retiree Insurance (+)	\$0.00	\$258.09	\$2,812.65	(\$2,812.65)	\$2,144.37	(\$4,957.02)	0.0%
<b>Sub-total : Support Services</b>	<b>\$4,020,328.00</b>	<b>\$325,280.18</b>	<b>\$1,281,519.77</b>	<b>\$2,738,808.23</b>	<b>\$2,037,908.42</b>	<b>\$700,899.81</b>	<b>17.4%</b>
<b>Community Services</b>							
Friday Enrichment Program (+)	\$0.00	\$0.00	\$0.00	\$0.00	\$139.91	(\$139.91)	0.0%

Operating Statement with Encumbrance



**Central Linn School District 552C**

**Expenditures Month End For the Period 10/01/2023 through 10/31/2023**

Fiscal Year: 2023-2024

Include Pre Encumbrance

	<u>Budget</u>	<u>Range To Date</u>	<u>Year To Date</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>Budget Balance</u>	
Sub-total : Community Services	\$0.00	\$0.00	\$0.00	\$0.00	\$139.91	(\$139.91)	0.0%
Long Term Debt Service							
Long Term Debt (+)	\$155,429.00	\$4,931.65	\$19,726.60	\$135,702.40	\$0.00	\$135,702.40	87.3%
Sub-total : Long Term Debt Service	\$155,429.00	\$4,931.65	\$19,726.60	\$135,702.40	\$0.00	\$135,702.40	87.3%
Interfund Transfers							
Interfund Transfers (+)	\$691,844.00	\$0.00	\$0.00	\$691,844.00	\$0.00	\$691,844.00	100.0%
Sub-total : Interfund Transfers	\$691,844.00	\$0.00	\$0.00	\$691,844.00	\$0.00	\$691,844.00	100.0%
Contingency							
Planned Reserves (+)	\$120,727.00	\$0.00	\$0.00	\$120,727.00	\$0.00	\$120,727.00	100.0%
Sub-total : Contingency	\$120,727.00	\$0.00	\$0.00	\$120,727.00	\$0.00	\$120,727.00	100.0%
Unappropriated Ending Fund Balance							
Unappropriated Ending Fund Balance (+)	\$300,000.00	\$0.00	\$0.00	\$300,000.00	\$0.00	\$300,000.00	100.0%
Sub-total : Unappropriated Ending Fund Balance	\$300,000.00	\$0.00	\$0.00	\$300,000.00	\$0.00	\$300,000.00	100.0%
<b>Total : EXPENSES</b>	<b>\$9,686,691.00</b>	<b>\$749,552.98</b>	<b>\$2,187,415.54</b>	<b>\$7,499,275.46</b>	<b>\$5,338,438.61</b>	<b>\$2,160,836.85</b>	<b>22.3%</b>
<b>NET ADDITION/(DEFICIT)</b>	<b>\$9,686,691.00</b>	<b>\$749,552.98</b>	<b>\$2,187,415.54</b>	<b>\$7,499,275.46</b>	<b>\$5,338,438.61</b>	<b>\$2,160,836.85</b>	<b>22.3%</b>

End of Report

Operating Statement with Encumbrance

**Central Linn School District 552C**

**Revenue Month End For the Period 10/01/2023 through 10/31/2023**

Fiscal Year: 2023-2024

	<u>10/01/2023 - 10/31/2023</u>	<u>Year To Date</u>	<u>Budget</u>	<u>Budget Balance</u>	
<b>INCOME</b>					
Local Revenue					
Current Year's Taxes (+)	\$5,276.93	\$17,831.30	\$3,737,014.00	\$3,719,182.70	0.5%
Prior Year's Taxes (+)	\$4,386.16	\$12,968.81	\$75,285.00	\$62,316.19	17.2%
Tuition From Other Districts (+)	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.0%
Interest Earnings (+)	\$4,834.38	\$24,977.46	\$40,000.00	\$15,022.54	62.4%
Admissions (+)	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
Pay to Play (+)	\$5,485.00	\$11,140.00	\$40,000.00	\$28,860.00	27.9%
Contributions & Donations (+)	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%
Misc Revenue (+)	\$0.00	\$16,673.31	\$105,000.00	\$88,326.69	15.9%
Sub-total : Local Revenue	\$19,982.47	\$83,590.88	\$4,004,799.00	\$3,921,208.12	2.1%
Intermediate Revenue					
Severe Disability through ESD (+)	\$0.00	\$0.00	\$8,200.00	\$8,200.00	0.0%
Sub-total : Intermediate Revenue	\$0.00	\$0.00	\$8,200.00	\$8,200.00	0.0%
State Revenue					
School Support Fund (+)	\$298,355.00	\$1,492,133.00	\$3,537,247.00	\$2,045,114.00	42.2%
Common School Fund (+)	\$0.00	\$37,077.80	\$77,088.00	\$40,010.20	48.1%
State Forest Revenue (+)	\$0.00	\$0.00	\$25,000.00	\$25,000.00	0.0%
Small High School Grant (+)	\$0.00	\$0.00	\$38,000.00	\$38,000.00	0.0%
Restricted Grants in Aid (+)	\$0.00	\$0.00	\$228,757.00	\$228,757.00	0.0%
Sub-total : State Revenue	\$298,355.00	\$1,529,210.80	\$3,906,092.00	\$2,376,881.20	39.1%
Beginning Fund Balance					
Beginning Fund Balance (+)	\$0.00	\$0.00	\$1,800,000.00	\$1,800,000.00	0.0%
Sub-total : Beginning Fund Balance	\$0.00	\$0.00	\$1,800,000.00	\$1,800,000.00	0.0%
<b>Total : INCOME</b>	<b>\$318,337.47</b>	<b>\$1,612,801.68</b>	<b>\$9,719,091.00</b>	<b>\$8,106,289.32</b>	<b>16.6%</b>
<b>NET ADDITION/(DEFICIT)</b>	<b>\$318,337.47</b>	<b>\$1,612,801.68</b>	<b>\$9,719,091.00</b>	<b>\$8,106,289.32</b>	<b>16.6%</b>

End of Report

November 13, 2023

## Superintendent Report to the School Board



### Facility Updates

- We have begun weekly meetings with Essex Construction as part of the pre-construction phase of the Ag building. Wenaha and WRK attend these meetings in addition to CL administration to provide scope, engineering and architecture work, and project management.
- We have finished the protest period for HydroTemp and are finalizing contracts for installation. Work should begin soon with substantial completion prior to Winter break.

### Instructional Time

- Tomorrow we have the first of many ways for families and community to weigh-in on Instructional Time. We opened a survey for staff as well and to-date about 1/3 of all CL staff have responded. We will work with the Committee for recommendations to the School Board by March of 2024.

## Strategic Plan Updates

### Pillar 1: Engaged Learning

- We had several classroom walkthroughs this month focusing on student engagement and purpose of learning.
  - In partnership with the Center for Educational Leadership, we had teachers and administrators observing students in classes. Our focus is on the task the student is engaged with. What are they doing? What are they saying?
    - As part of the debrief, we work with the building principal to identify themes and next steps for key leadership moves tied to the Vision for Learning and the Strategic Plan.
  - We continue to have weekly walk-throughs in each building focusing on student tasks and student achievement. This month, Board Chair Karo attended with our walks and debrief. Board members are invited and encouraged to join our learning.
- The leadership team meets weekly on Tuesdays to focus on the tactical components of the work. This last week all of the leadership team shared their steps in the PDSA (Plan, Do, Study, Act) cycle involving student choice. The first group is supporting improved

discipline (student perception) and the second group is supporting lunch choices and student perceptions of having healthy lunch options.

**Pillar 2: Enrichment**

- The Construction Class, the Spanish class, FFA, and several others have participated in several field trips connecting our students to the great community. This week, the CONstruction class had two previous CL graduates come as guest speakers from Standard Construction to share their experience in the trades, the path for students, and opportunities they believed CL graduates could have.

**Pillar 3: Culture of Learning**

- Courtney Cunningham and DeAnna Kildae and three other staff members will be trained in the implementation of RULER. We will be working with Principals to incorporate this into staff meetings and professional learning throughout the year. The anticipated roll-out for students is next fall.

**Pillar 4: Family and Community**

- We had our first STEAM night at CLES with 63 families attending. Thank you to the Board members who came and supported our staff and students.

**Pillar 5: Extraordinary Staff**

- I have presented the nomination for the Small School Teacher of the Year to Ms. Wendy Cortright. Ms. Cortright exemplifies excellence in our system and is working on her continuous improvement. Her dedication to growing as a professional as well as her warmth and care for our youngest learners has led me to this nomination. Please help me in congratulating her!