

# **Meeting Packet**

**REGULAR SESSION**

**12/13/2023**

**08:00 PM**



# PHILOMATH SCHOOL DISTRICT 17J

## REGULAR SESSION

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

12/13/2023 08:00 PM

### A. REGULAR SESSION ~ 8:00 p.m.

#### 1. Call to Order: Chairperson

##### i. Pledge of Allegiance

##### ii. Approval of Consent Agenda

[Consent Agenda \(p. 4\)](#)

[Check Listing \(p. 5\)](#)

[November 2023 Minutes \(p. 11\)](#)

##### iii. Request for Agenda Modifications

#### 2. Student Government Report

#### 3. Public Comment

### B. REPORTS~

#### 1. Association Reports

- PEA

#### 2. Superintendent Report

#### 3. Financial Report

[Board Report \(p. 15\)](#)

[Financial Report \(p. 16\)](#)

[PES Student Activities Report \(p. 21\)](#)

[PMS Student Activities Report \(p. 22\)](#)

[PHS Student Activities Report \(p. 24\)](#)

[Enrollment Totals \(p. 28\)](#)

##### i. Approval of Resolution 2324-01

[Resolution No. 2324-01 \(p. 29\)](#)

**C. STRATEGY AND DISCUSSION ~**

**1. Downing Reforestation Plan**

[Downing Forest \(p. 30\)](#)

**D. DISCUSSION & ACTION ITEMS ~**

**1. City of Philomath Proposal: 16th & Cedar Streets**

**2. 2023-2024 Academic Calendar**

[Proposed Calendar Revision 23-24 \(p. 31\)](#)

**3. Strategic Planning Contract**

[Studer Flyer \(p. 33\)](#)

**4. Declaring Newspaper of Record**

**5. OSBA Elections**

- Board of Directors Position 10 - No Candidates Files
- LPC (Legislative Policy Committee) Position 10 - Sara Finger McDonald (Corvallis)
- Resolution 1
- Resolution 2

[Candidate Questionnaire \(p. 35\)](#)

[OSBA Resolution #1 \(p. 37\)](#)

[OSBA Resolution #2 \(p. 45\)](#)

**E. MEETING CLOSURE ~**

**1. Next Meeting Agenda Items**

**2. Board Thanks**

**3. Board Requests**

**4. Adjournment**

**F. IMPORTANT DATES**

Dec 18-Jan 1		Winter Break
Jan 2		School Back in Session
Jan 11	6:00 pm	Budget Committee Information Meeting
Jan 18	7:00 pm	Regular Board Meeting

**CONSENT AGENDA**

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**December 13, 2023**

Updated: 12/7/23 1:21 PM

**A. List of Bills:**

- 1. November 2023

**B. Minutes:**

- 1. November 16, 2023

**C. Resolutions:** None

**D. Leave of Absence:** None

**E. Out of State Travel:** None

**F. Personnel/Staffing Adjustments:** None

**1. Retirements:** None

**2. Resignations:**

- i. Hannah Lee            Assistant Swim Coach
- ii. Marv Newcombe    Food Service Director

**3. New Hires:**

- i. Ryan Nakata        IA, PES

**4. Coaches:**

- i. Blake Woosley      Asst. Wrestling Coach
- ii. Ophelia Katsikis    Asst. Swimming Coach
- iii. Troy Ecker         Asst. Basketball Coach

**5. Staff Reassignments/Changes in FTE:** None

**6. Extra Duty Assignments:** None

## Benton County School District 17J

### Reprint Check Listing

Fiscal Year: 2023-2024

**Criteria:**

**Bank Account:**

**From Date:** 11/01/2023 **To Date:** 11/30/2023

**From Check:** **To Check:**

**From Voucher:** **To Voucher:**

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
217	11/21/2023	LES & BOB'S SPORTS & APPAREL, INC.	\$135.00	1172	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
218	11/21/2023	PHILOMATH MIDDLE SCHOOL	\$397.22	1172	Printed	Expense	<input type="checkbox"/>		
283	11/21/2023	PANICO, MIKE	\$190.86	1170	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
1739	11/02/2023	GEORGIE'S OF EUGENE	\$684.05	1153	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
1740	11/02/2023	LES & BOB'S SPORTS & APPAREL, INC.	\$820.60	1153	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
1741	11/02/2023	OREGON ROBOTICS TOURNAMENT & OUTREACH PR	\$600.00	1153	Printed	Expense	<input type="checkbox"/>		
1742	11/02/2023	STUEVE, NICOLE	\$67.77	1153	Printed	Expense	<input type="checkbox"/>		
1743	11/15/2023	BSN SPORTS	\$726.73	1164	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
1744	11/15/2023	LES & BOB'S SPORTS & APPAREL, INC.	\$335.00	1164	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
1745	11/15/2023	NORTH MEDFORD HIGH SCHOOL	\$550.00	1164	Printed	Expense	<input type="checkbox"/>		
1746	11/15/2023	OSAA	\$1,390.00	1164	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
1747	11/27/2023	LARSON, STEFANIE	\$462.50	1175	Printed	Expense	<input type="checkbox"/>		
1748	11/27/2023	SALEM VOLLEYBALL OFFICIALS ASSOCIATION	\$317.08	1175	Printed	Expense	<input type="checkbox"/>		
1749	11/27/2023	SPRAGUE DANCE TEAM	\$200.00	1175	Printed	Expense	<input type="checkbox"/>		
1750	11/27/2023	TREND LETTERS, LLC	\$11,605.30	1175	Printed	Expense	<input type="checkbox"/>		
1751	11/28/2023	EVERGREEN WREATHS AND MORE	\$247.00	1178	Printed	Expense	<input type="checkbox"/>		
1752	11/28/2023	LES & BOB'S SPORTS & APPAREL, INC.	\$316.80	1178	Printed	Expense	<input type="checkbox"/>		
1753	11/28/2023	MARSHFIELD HIGH SCHOOL	\$800.00	1178	Printed	Expense	<input type="checkbox"/>		
1754	11/28/2023	MID-VALLEY SOCCER REFEREES ASSOCIATION	\$304.00	1178	Printed	Expense	<input type="checkbox"/>		
1755	11/29/2023	BROWN, MICHELLE	\$525.00	1186	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22589	11/03/2023	CINTAS CORP	\$11,224.09	1154	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	

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22590	11/15/2023	BATTERIES PLUS BULBS	\$283.23	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22591	11/15/2023	BETTER PORTABLE TOILETS, INC.	\$455.00	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22592	11/15/2023	CENTRAL WELDING SUPPLY CO., INC	\$179.16	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22593	11/15/2023	CENTURYLINK	\$73.06	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22594	11/15/2023	CERTIFIED SYSTEMS, INC.	\$250.00	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22595	11/15/2023	COPIERS NORTHWEST	\$84.18	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22596	11/15/2023	CORVALLIS	\$402.00	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22597	11/15/2023	CLINIC-OCCUPATIONAL MEDICINE	\$239.00	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22598	11/15/2023	CORVALLIS HEATING, LLC	\$299.99	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22599	11/15/2023	CORVALLIS POWER EQUIPMENT SERVICES, INC.	\$292.50	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22600	11/15/2023	CTX	\$1,864.82	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22601	11/15/2023	DEMCO INC.	\$724.66	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22602	11/15/2023	DEPT OF CONSUMER & BUSINESS SERVICES	\$851.20	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22603	11/15/2023	EDNETICS, INC.	\$1,080.00	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22604	11/15/2023	EMERALD POOL & SPA	\$698.97	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22605	11/15/2023	GARRETT HEMANN ROBERTSON	\$3,436.00	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22606	11/15/2023	HAMMERQUIST INC.	\$1,590.00	1163	Printed	Expense	<input type="checkbox"/>		
22607	11/15/2023	HUNGERFORD LAW FIRM	\$669.50	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22608	11/15/2023	INGRAM LIBRARY SERVICES	\$1,014.49	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22609	11/15/2023	J.W. PEPPER & SONS, INC.	\$239.74	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22610	11/15/2023	JAMF, LLC	\$585.00	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22611	11/15/2023	K12 Management DBA FuelEd	\$1,760.00	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	

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22612	11/15/2023	MPTV	\$2,654.19	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22613	11/15/2023	NORTHWEST NATURAL GAS CO.	\$9,300.14	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22614	11/15/2023	OETC	\$2,163.00	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22615	11/15/2023	OOLIGAN PRESS	\$1,488.36	1163	Printed	Expense	<input type="checkbox"/>		
22616	11/15/2023	OREGON EQUIPMENT	\$2,300.60	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22617	11/15/2023	PERFORMANCE HEALTH SUPPLY LLC	\$265.00	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22618	11/15/2023	PHILOMATH FIRE AND RESCUE	\$630.00	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22619	11/15/2023	REXIUS FOREST BY-PRODUCTS INC	\$181.86	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22620	11/15/2023	SCHOOL SPECIALTY, INC	\$1,970.96	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22621	11/15/2023	STAPLES BUSINESS ADVANTAGE	\$169.16	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22622	11/15/2023	TWGW, INC.	\$143.62	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22623	11/15/2023	WALTER E. NELSON OF EUGENE	\$200.53	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22624	11/15/2023	WAXIE SANITARY SUPPLY	\$28.12	1163	Printed	Expense	<input checked="" type="checkbox"/>	11/30/2023	
22625	11/30/2023	AFLAC	\$45.50	1180	Printed	Payroll Ded	<input type="checkbox"/>		
22626	11/30/2023	AMERICAN FIDELITY - INS	\$4,112.71	1180	Printed	Payroll Ded	<input type="checkbox"/>		
22627	11/30/2023	AMERICAN FIDELITY ASSURANCE CO	\$10,568.54	1180	Printed	Payroll Ded	<input type="checkbox"/>		
22628	11/30/2023	AMERICAN FIDELITY ASSURANCE CO - 403b	\$6,931.34	1180	Printed	Payroll Ded	<input type="checkbox"/>		
22629	11/30/2023	AMERIPRISE FINANCIAL SERVICES, INC.	\$290.00	1180	Printed	Payroll Ded	<input type="checkbox"/>		
22630	11/30/2023	ASCENSUS TRUST	\$4,184.68	1180	Printed	Payroll Ded	<input type="checkbox"/>		
22631	11/30/2023	INVESCO INVESTMENT SERVICES, INC.	\$10,206.34	1180	Printed	Payroll Ded	<input type="checkbox"/>		
22632	11/30/2023	OSEA	\$2,555.72	1180	Printed	Payroll Ded	<input type="checkbox"/>		

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22633	11/30/2023	PenServ Plan Services, Inc/ Foresters	\$1,280.00	1180	Printed	Payroll Ded	<input type="checkbox"/>		
22634	11/30/2023	PHILOMATH EDUCATION ASSOC	\$686.00	1180	Printed	Payroll Ded	<input type="checkbox"/>		
22635	11/30/2023	PRUDENTIAL ANNUITIES	\$1,064.30	1180	Printed	Payroll Ded	<input type="checkbox"/>		
22636	11/30/2023	TEXAS LIFE	\$2,306.21	1180	Printed	Payroll Ded	<input type="checkbox"/>		
22637	11/30/2023	VOYA RETIREMENT INSURANCE AND ANNUITY CO	\$145.00	1180	Printed	Payroll Ded	<input type="checkbox"/>		
22638	11/30/2023	AMERICAN RED CROSS- Training Services	\$168.00	1187	Printed	Expense	<input type="checkbox"/>		
22639	11/30/2023	AT&T ONENET SERVICE	\$31.19	1187	Printed	Expense	<input type="checkbox"/>		
22640	11/30/2023	BEACOCK MUSIC	\$65.00	1187	Printed	Expense	<input type="checkbox"/>		
22641	11/30/2023	CENTRAL WELDING SUPPLY CO., INC	\$175.65	1187	Printed	Expense	<input type="checkbox"/>		
22642	11/30/2023	CHARIOT GROUP, INC., THE	\$1,425.60	1187	Printed	Expense	<input type="checkbox"/>		
22643	11/30/2023	CHILDREN'S HEALTH MARKET, THE	\$900.00	1187	Printed	Expense	<input type="checkbox"/>		
22644	11/30/2023	GINTAS CORP	\$9,228.33	1187	Printed	Expense	<input type="checkbox"/>		
22645	11/30/2023	COSA	\$550.00	1187	Printed	Expense	<input type="checkbox"/>		
22646	11/30/2023	DAVIS, JENICA	\$110.04	1187	Printed	Expense	<input type="checkbox"/>		
22647	11/30/2023	ELECTRIC GROUP, THE	\$105.00	1187	Printed	Expense	<input type="checkbox"/>		
22648	11/30/2023	FAXON FENCING	\$4,901.13	1187	Printed	Expense	<input type="checkbox"/>		
22649	11/30/2023	INGRAM LIBRARY SERVICES	\$340.62	1187	Printed	Expense	<input type="checkbox"/>		
22650	11/30/2023	LES & BOB'S SPORTS & APPAREL, INC.	\$568.00	1187	Printed	Expense	<input type="checkbox"/>		
22651	11/30/2023	LINN-BENTON COMMUNITY COLLEGE	\$11,426.62	1187	Printed	Expense	<input type="checkbox"/>		
22652	11/30/2023	MID COLUMBIA BUS COMPANY, INC.	\$111,230.16	1187	Printed	Expense	<input type="checkbox"/>		
22653	11/30/2023	NORTH RIDGE AUTOMOTIVE	\$506.85	1187	Printed	Expense	<input type="checkbox"/>		

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22654	11/30/2023	ODP BUSINESS SOLUTIONS, LLC	\$1,567.43	1187	Printed	Expense	<input type="checkbox"/>		
22655	11/30/2023	OREGON GOVERNMENT ETHICS COMMISSION	\$1,323.95	1187	Printed	Expense	<input type="checkbox"/>		
22656	11/30/2023	OSU MOTOR POOL	\$618.12	1187	Printed	Expense	<input type="checkbox"/>		
22657	11/30/2023	PACIFIC POWER	\$11,110.28	1187	Printed	Expense	<input type="checkbox"/>		
22658	11/30/2023	PHILOMATH RENTAL	\$75.75	1187	Printed	Expense	<input type="checkbox"/>		
22659	11/30/2023	RENEWABLE RESOURCE GROUP, INC.	\$84.00	1187	Printed	Expense	<input type="checkbox"/>		
22660	11/30/2023	RIVERSIDE INSIGHTS	\$385.00	1187	Printed	Expense	<input type="checkbox"/>		
22661	11/30/2023	SCHOOL SPECIALTY, INC	\$2,881.10	1187	Printed	Expense	<input type="checkbox"/>		
22662	11/30/2023	STOVER EVEY & JACKSON	\$448.51	1187	Printed	Expense	<input type="checkbox"/>		
22663	11/30/2023	TIMBER SUPPLY CO INC	\$36.00	1187	Printed	Expense	<input type="checkbox"/>		
22664	11/30/2023	TK ELEVATOR CORP.	\$4,953.50	1187	Printed	Expense	<input type="checkbox"/>		
22665	11/30/2023	US BANK EQUIPMENT FINANCE	\$1,337.07	1187	Printed	Expense	<input type="checkbox"/>		
22666	11/30/2023	WAXIE SANITARY SUPPLY	\$706.85	1187	Printed	Expense	<input type="checkbox"/>		
46150	11/30/2023	ANDERTON, CHERYL M	\$154.21	14	Printed	Payroll	<input type="checkbox"/>		
46151	11/30/2023	BUSHNELL, DIANA B	\$1,102.34	14	Printed	Payroll	<input type="checkbox"/>		
46152	11/30/2023	FIRTH, ALEX L	\$1,286.72	14	Printed	Payroll	<input type="checkbox"/>		
46153	11/30/2023	STUCKI, NICHOLE A	\$279.14	14	Printed	Payroll	<input type="checkbox"/>		
46154	11/30/2023	WOOSLEY, BLAKE T	\$716.01	14	Printed	Payroll	<input type="checkbox"/>		
46155	11/30/2023	AVERY, ISAAC J	\$165.78	14	Printed	Payroll	<input type="checkbox"/>		
46156	11/30/2023	DONOVAN, KATHLEEN M	\$165.78	14	Printed	Payroll	<input type="checkbox"/>		
46157	11/30/2023	HERNANDEZ, EVAN F	\$224.31	14	Printed	Payroll	<input type="checkbox"/>		
46158	11/30/2023	IRVIN, GWENDOLYN L	\$190.98	14	Printed	Payroll	<input type="checkbox"/>		
46159	11/30/2023	WEEBER, KYAH M	\$71.52	14	Printed	Payroll	<input type="checkbox"/>		

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46160	11/30/2023	BODNOVITS, JACOB A	\$97.09	14	Printed	Payroll	<input type="checkbox"/>		
46161	11/30/2023	CHUNG, BRADLEY D	\$189.00	14	Printed	Payroll	<input type="checkbox"/>		
46162	11/30/2023	HARVEY, BETHANY CE	\$814.64	14	Printed	Payroll	<input type="checkbox"/>		
46163	11/30/2023	HELBACK, SUSAN L	\$349.05	14	Printed	Payroll	<input type="checkbox"/>		
46164	11/30/2023	LAW, RANDALL K	\$349.05	14	Printed	Payroll	<input type="checkbox"/>		
46165	11/30/2023	SCHROCK, AILEEN M	\$201.66	14	Printed	Payroll	<input type="checkbox"/>		
46166	11/30/2023	SMITH, HAILEY M	\$527.01	14	Printed	Payroll	<input type="checkbox"/>		
46167	11/30/2023	SCHWINABART, DARLA J	\$2,042.62	14	Printed	Payroll	<input type="checkbox"/>		
46168	11/30/2023	VAN PATTEN, CANDACE M	\$4,261.65	14	Printed	Payroll	<input type="checkbox"/>		
46169	11/30/2023	CHAMBERS, TINA L	\$1,423.35	14	Printed	Payroll	<input checked="" type="checkbox"/>	11/30/2023	
46170	11/30/2023	LATZ, COOPER E	\$2,148.53	14	Printed	Payroll	<input type="checkbox"/>		
46171	11/30/2023	MONNETTE, PAMELA R	\$1,993.90	14	Printed	Payroll	<input type="checkbox"/>		
46172	11/30/2023	SKAAR, LINDA M	\$4,235.59	14	Printed	Payroll	<input type="checkbox"/>		
46173	11/30/2023	SARPOLA, THOMAS B	\$942.57	14	Printed	Payroll	<input type="checkbox"/>		

Total Amount: \$306,035.63  
**End of Report**

# REGULAR SESSION

## Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

11/16/2023 07:00 PM

### A. REGULAR SESSION

1. **Call to Order:** The Regular Session of the Philomath School District Board of Directors was called to order by Board Chair Rick Wells, on November 16, 2023 at 7:02 pm at the Philomath School District Office at 1620 Applegate Street, Philomath, OR. Those in attendance included Board members Rick Wells, Joe Dealy, Erin Gudge, Sandi Hering and Ryan Cheeke; Superintendent, Susan Halliday; Business Manager, Jennifer Griffith; Executive Assistant, Michele McRae.
  - i. **Pledge of Allegiance:** Director Dealy led us in the Pledge of Allegiance.
  - ii. **Approval of Consent Agenda:** Director Cheeke moved to approve the Consent Agenda as presented. Director Gudge seconded the motion. It was approved unanimously by the Board. Motion passes unanimously 5-0.
  - iii. **Request for Agenda Modifications:** Director Wells removed item 2B: Social Emotional Learning from the agenda. It will be on the January 2024 agenda.
2. **Student Government Report:** ASB hosted a blood drive and it was very successful. They are preparing for holiday events like the giving tree. Director Cheeke asked about the Veteran's Day assembly's. Raegan McKinney reported that they were well attended by the community, and that they went very well. Director Hering reported that she visited each school's Veteran's Day assembly, and they each did a fantastic job.
3. **Public Comment:** Greg Henderson, Rick Bennett, Troy Muir, and Whitney Thomas all spoke in support of Troy Muir being allowed to volunteer as a coach in the district.

### B. REPORTS

1. **Association Reports:**
  - i. PEA Co-president Dave Dunham said that he has appreciated recent visits by board members to the different buildings. He said that they are continuing to address issues in the Bargaining Agreement. He said that the calendar issue has raised some concerns. They are also working on clarifying some of the contract language.
  - ii. OSEA: Dawnia Kohn, OSEA Vice President, reported that they have all of their officer positions filled. They set a date in February to talk about ground rules for their upcoming bargaining sessions with the district.
2. **Superintendent's Report:**
  - i. Superintendent Halliday reported that students at Clemens Primary School have been working on STEM Fridays where they have worked on a circuitry project. The

elementary school parent club is bringing back movie nights. Blodgett Elementary School recently had a harvest celebration full of crafts, sweets and activities. The middle school will have a passport party. The high school had mock congressional sessions, and the Academy is celebrating their unique learning setting. She went on to celebrate many departments in the district and all of their hard work.

- ii. The Special Education Committee will be providing cookies and flowers to the staff in recognition of the anniversary of the passing of the legislation allowing all students to have the same rights in their education.
- iii. Director Gudge questioned the issue on the calendar. Superintendent Halliday explained the issue and said that it will be brought up at the December Board meeting.

### 3. **Financial Report:**

- i. Jennifer Griffith reported that she still hasn't heard from the Oregon Department of Education on a state school fund update. She is hoping for a recalculation. She said they are still working within their budget appropriations.
- ii. The budget calendar will be in the January Board packet, and the informational meeting for the Budget Committee will be scheduled for January.
- iii. The play cover for CPS is going out for bids tomorrow. It will be open for a month. There were no questions.
- iv. Superintendent Halliday gave Kudos to the business office. She said that the auditors were only here for a day, and the initial reports are back, and she said everything went smoothly thanks to Jennifer and the business office.
- v. Superintendent Halliday spoke about Native American Awareness Month.

## C. **STRATEGY AND DISCUSSION**

1. **Communication Protocols:** Superintendent Halliday summarized policy BG: Board Staff Communication, and she presented a draft for expanding the policy to include a description of what a visitation by board members in different capacities should look like.
2. **State Report Cards:** The state report cards are in the board packet and they are available to everyone through a link on the district's website. Superintendent Halliday put a summary together based on the current and past year's report cards.
3. **16<sup>th</sup> & Cedar Road Improvements:** Director Wells reported that student pick up and drop off areas need to be resolved. There will be road improvements taking place. He said that the district may need to give an easement to the city, and this will be voted on at the December Board Meeting. The city will send pictures and drawings to the district to consider.
4. **Initiation of Superintendent's Evaluation (OSBA):** Action on this was taken at the 6 pm Work Session.

## D. **DISCUSSION & ACTION ITEMS**

1. **Policies (Second Reading):** Director Gudge pointed out that in proposed policy GCBDA-GDBDA-AR(1), in the final paragraph of page 6 of the policy, the language that should be adopted should be "a rolling 12-month period measured backward from the date the employee uses any family and medical leave". Director Gudge moved to approve all of the policies as presented. Director Dealy seconded the motion. The board unanimously approved the policies. Motion passes 5-0.
  - i. BD-BDA: Board Meetings

- ii. BDC: Executive Sessions
  - iii. BF: Policy Development
  - iv. JECB: Admission of Non-Resident Students
  - v. GCPC/GDPC: Retirement of Staff
  - vi. BFC: Adoption and Revision of Policies
  - vii. LBE: Public Charter Schools
  - viii. LBEA: Resident Student Denial for Virtual Public Charter School Attendance
  - ix. GCBDA-GDBDA: Family Medical Leave
  - x. EFA: Local Wellness
  - xi. Delete Current GCBDA/GDBDA-AR(1): Federal Family and Medical Leave/State Family Medical Leave
  - xii. GCBDA/GDBDA-AR(1): Family Leave: Director Gudge noted that in this proposed policy, the language that should be adopted at the bottom of page 6 of the proposed policy should be “a rolling 12-month period measured backward from the date the employee uses any family and medical leave”.
2. **OSBA Work Session #2:** Superintendent Halliday is reaching out to the OSBA trainer to try to coordinate dates that will work for everyone.
  3. **Superintendent's Contract:** Director Wells outlined the new contract. Director Gudge is concerned that the pay in this contract is low in comparison to superintendents in like sized districts. She said that she would like the salary to be reconsidered if enrollment totals bring more money into the district this year in order to reflect equity. She said that if we are leading with equity in this district, it's important to consider our leadership. Director Dealy moved to approve the contract as presented. Director Gudge seconded the motion. The board unanimously approved the contract. Motion passes 5-0.

#### E. MEETING CLOSURE

1. **Next Meeting Agenda Items:** Director Wells would like the city's proposal for 16<sup>th</sup> & Cedar streets on the agenda. The Superintendent's evaluation will be discussed in executive session. Superintendent Halliday would like the reforestation plan on the December agenda.
2. **Board Thanks:** Superintendent Halliday acknowledged the Chamber of Commerce Student of the Month, Raegan McKinney, who is also the Student Representative to the Board. Director Gudge reported that she previewed the HS musical “Newsies” and they sound wonderful! She thanked everyone who is working on the musical. She thanked the district for allowing her to attend the OSBA conference. She brought back tools that they can use. She also thanked everyone who stayed for the whole board meeting. Director Dealy thanked everyone in the district. He thanked Brad Fuqua and said that everyone should be subscribing to his newspaper as he does a fabulous job reporting on local news. Director Cheeke said that he is glad that Philomath is recognizing our Veterans. Director Wells thanked everyone in the district. He echoed what Director Dealy said about Brad Fuqua doing a great job at keeping everyone apprised of what is going on in the district.

3. **Board Requests**

4. **Adjournment:** Director Wells adjourned the meeting at 9:27 pm.

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Board Chair

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Superintendent

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Date



December 13, 2023

Board Members:

Included in this board packet is Resolution 2324-01 requesting board approval to appropriate unanticipated revenue received from the 2022-23 State Forest Products passed through Benton County. This resolution appropriates the revenue amount greater than originally budgeted in the 2023-24 budget.

Following the City of Philomath naming PhilomathNews as their official public newspaper for legal notices, the District consulted with legal council and the Department of Revenue regarding the possibility of doing the same. The passing of House Bill 3167, expanded publication formats to include digital publications for public notice purposes in ORS 193.010. For the District, these notices include Budget Meetings, Budget Hearings and any other necessary legal public notices. We ask that the Board discuss and endorse naming PhilomathNews as the School District's Newspaper of Record for publication of legal notices.

Enrollment numbers as of December 7, 2023 are included in the board packet. Enrollment for the 2023-24 school year is remaining higher than we predicted. ODE has not released information regarding a re-balancing of the State School Fund as of the writing of this letter.

The 2022-23 financial audit is complete. The auditors, Accuity, Inc. will be at the January board meeting to present the final audit report to the board.

A Budget information session has been scheduled on January 11, 2024 for Budget Committee members. The 2024-25 Budget preparation calendar will be presented at the January Board meeting for approval.

November 2023 General Fund Expenditures totaled \$1,983,080. Expenditures that exceed \$10,000 are as follows:

- |                                   |            |                                  |
|-----------------------------------|------------|----------------------------------|
| • Invesco Investment Services     | \$ 10,206  | (403b Retirement Contributions)  |
| • American Fidelity Assurance Co. | \$ 10,568  | (Paid Leave OR payment)          |
| • Pacific Power                   | \$ 11,110  | (Monthly power bill)             |
| • Cintas Corp                     | \$ 11,224  | (Custodial supplies)             |
| • Linn Benton Community College   | \$ 11,427  | (Tuition for HS & PA enrollment) |
| • Trend Letters, LLC              | \$ 11,605  | (Cheerleading uniform/supplies)  |
| • Mid Columbia Bus Company        | \$ 111,230 | (October 2023 transportation)    |
| • Kings Valley Charter School     | \$ 234,740 | (November SSF payment to KVCS)   |

Respectfully Submitted,

Jennifer Griffith  
Business Manager



2023-2024 Philomath SD 17J | General Fund Overview - Revenue

YTD Local Sources

88.90% of Budget

Prior Year YTD: 87.67% of Actuals

YTD State Sources

50.20% of Budget

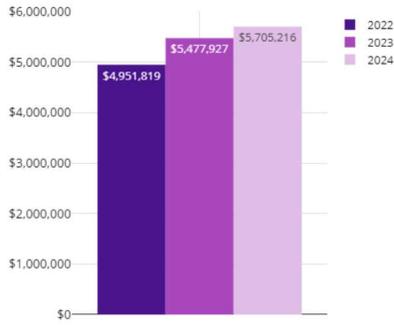
Prior Year YTD: 44.18% of Actuals

YTD All Sources (except 5400s)

61.13% of Budget

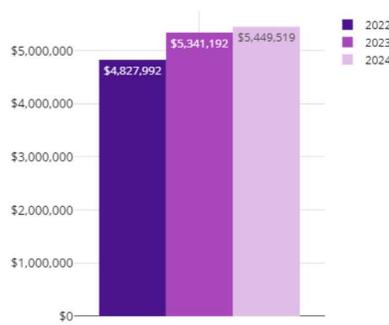
Prior Year YTD: 56.55% of Actuals

Local Sources (1000s)



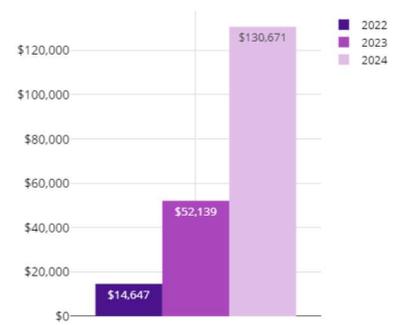
For the Period JUL - NOV

Property Taxes (1100s)



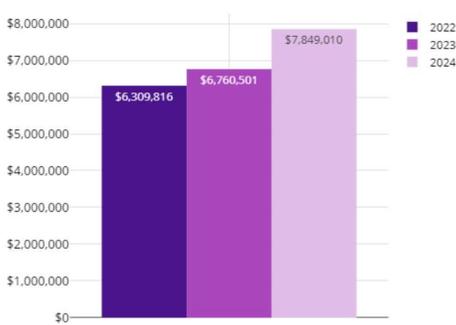
For the Period JUL - NOV

Interest Earnings (1500s)



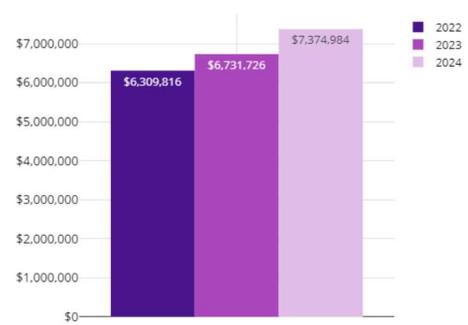
For the Period JUL - NOV

State Sources (3000s)



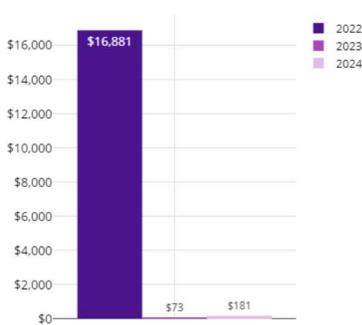
For the Period JUL - NOV

State School Fund (3101)



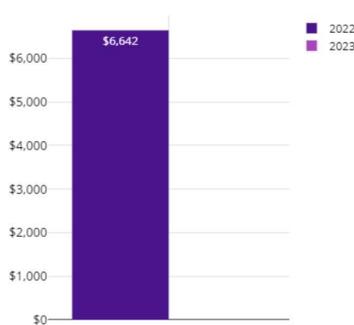
For the Period JUL - NOV

Intermediate Sources (2000s)



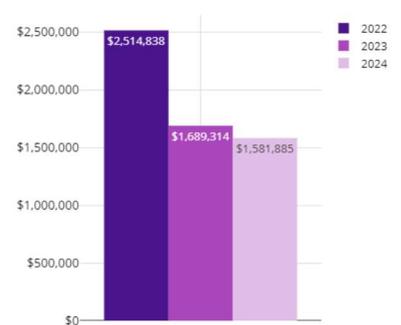
For the Period JUL - NOV

Federal Sources (4000s)



For the Period JUL - NOV

Other Sources (5000s)



For the Period JUL - NOV



2023-2024 Philomath SD 17J | General Fund Overview - Expense

YTD Salary and Benefits

**30.02%** of Budget

Prior Year YTD: 29.90% of Actuals

YTD Purchased Services

**44.66%** of Budget

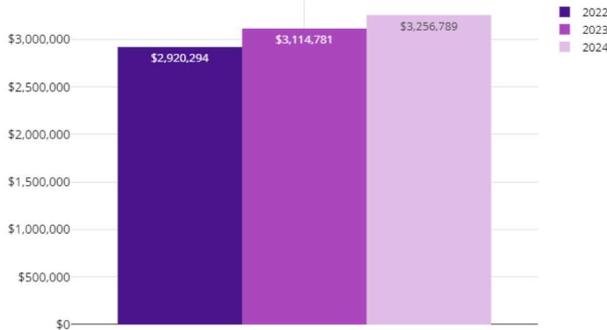
Prior Year YTD: 37.91% of Actuals

YTD Other Expenses

**77.60%** of Budget

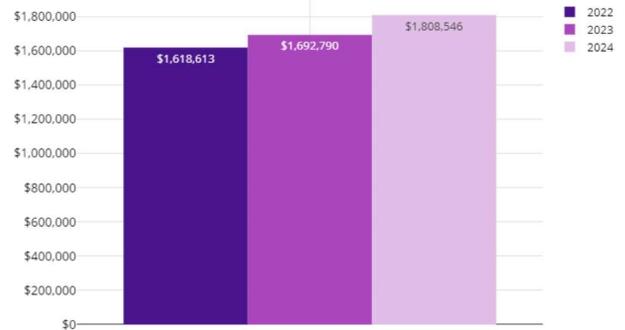
Prior Year YTD: 69.70% of Actuals

Salaries (100s)



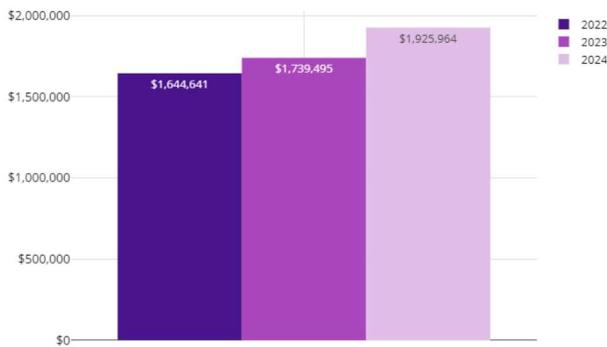
For the Period JUL - NOV

Benefits (200s)



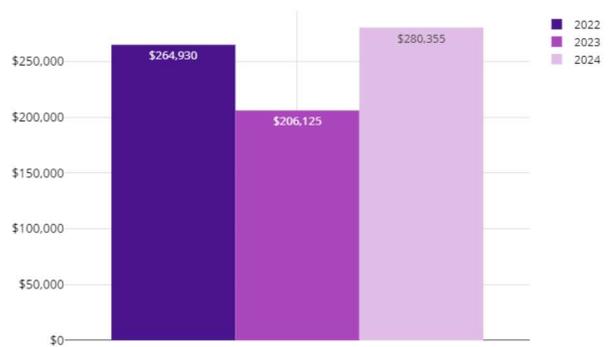
For the Period JUL - NOV

Purchased Services (300s)



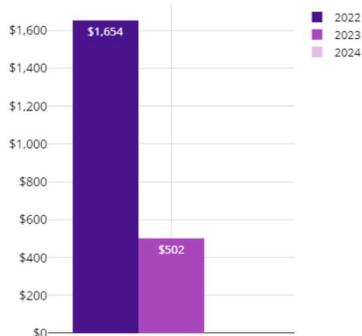
For the Period JUL - NOV

Supplies (400s)



For the Period JUL - NOV

Capital Outlay (500s)



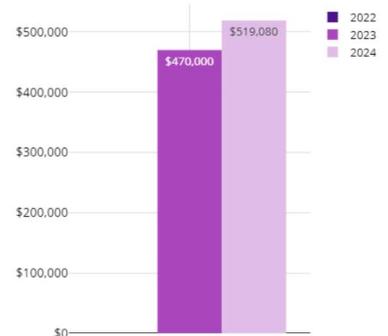
For the Period JUL - NOV

Other Objects (600s)



For the Period JUL - NOV

Transfers (700s)

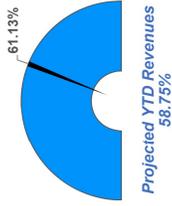


For the Period JUL - NOV

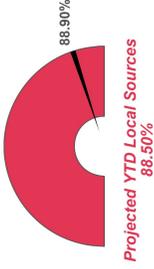
# 100 General Fund Revenue Dashboard Summary

For the Period Ending November 30, 2023

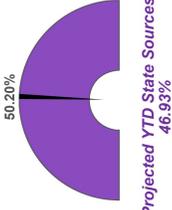
## Actual YTD Revenues



## Actual YTD Local Sources



## Actual YTD State Sources

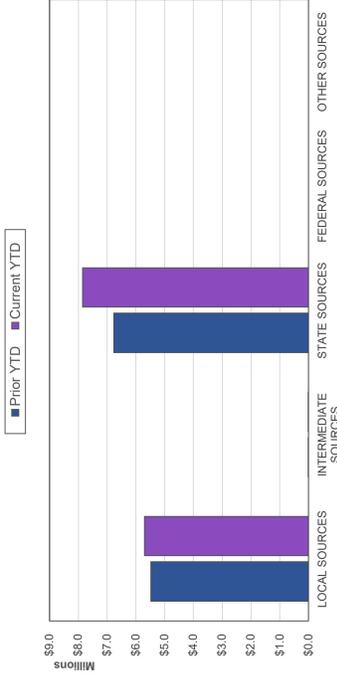


## General Fund Revenues

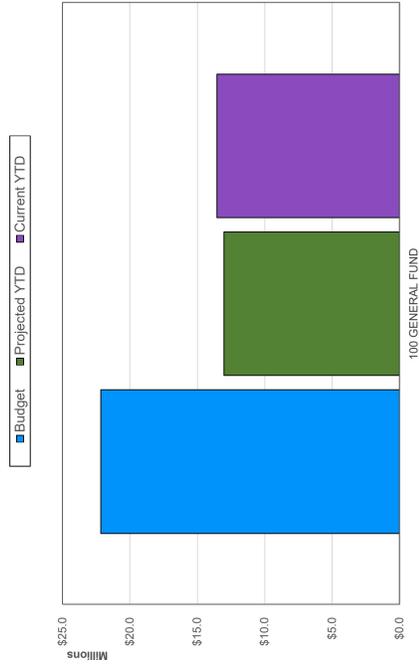
### Top 10 General Fund Sources of Revenue (Year-to-Date)

State School Fund (SSF)	\$7,849,010
Property Taxes	\$4,198,633
Resources - Beginning Fund Balance	\$1,681,885
Local Option Levy Taxes	\$1,247,863
Interest On Investments	\$130,671
Kings Valley Charter School Fees	\$57,899
Miscellaneous	\$56,949
Rentals	\$6,645
Contributions And Donations From Private Sources	\$3,543
Penalties And Interest On Taxes	\$3,023
<b>Percent of Total Revenues Year-to-Date</b>	<b>100.00%</b>

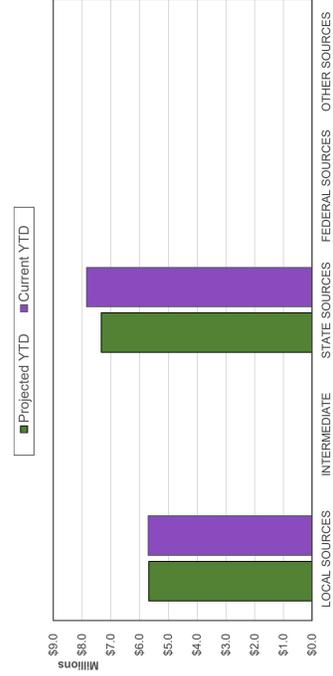
### General Fund Revenue by Source | Prior YTD vs. Current YTD



### Revenues by Fund | Budget / Projected YTD / Current YTD



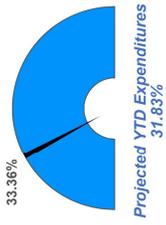
### General Fund Revenue by Source | Projected YTD vs. Current YTD



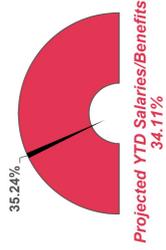
# 100 General Fund Expense Dashboard Summary

For the Period Ending November 30, 2023

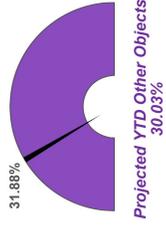
## Actual YTD Expenditures



## Actual YTD Salaries/Benefits



## Actual YTD Other Objects

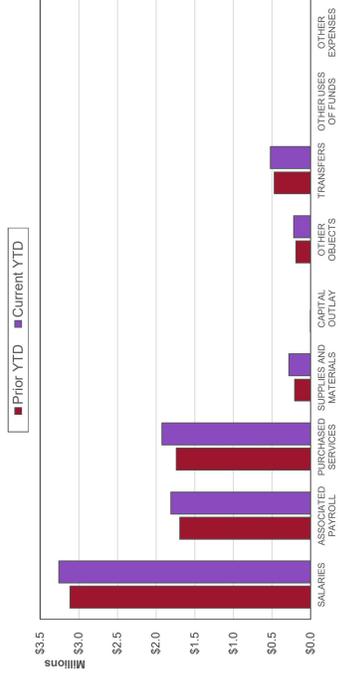


## General Fund Expenditures

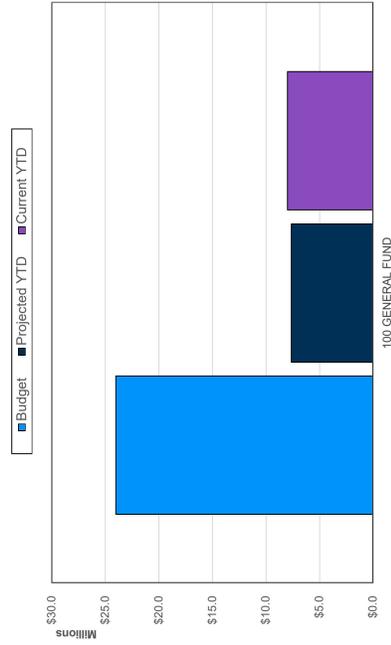
### Top 10 General Fund Expenditures by Program (Year-to-Date)

Licensed Salaries	\$1,490,007
Charter School Payments, Adm	\$836,470
Classified Salaries	\$641,521
Public Employees Retirement System	\$531,522
Fund Transfers	\$519,080
Medical Insurance	\$519,048
Administrator Salaries	\$503,291
Unrepresented Salaries	\$328,015
Charter School, Remote Elementary	\$288,160
Pers Bond 1	\$260,551
<b>Percent of Total Expenditures Year-to-Date</b>	<b>75.12%</b>

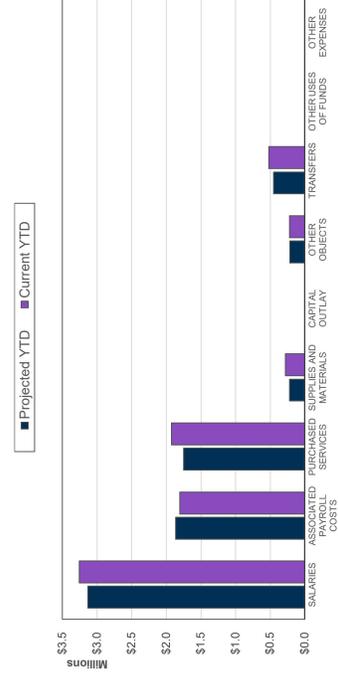
### General Fund Expenditures by Object | Prior YTD vs. Current YTD



### Expenditures by Fund | Budget / Projected YTD / Current YTD



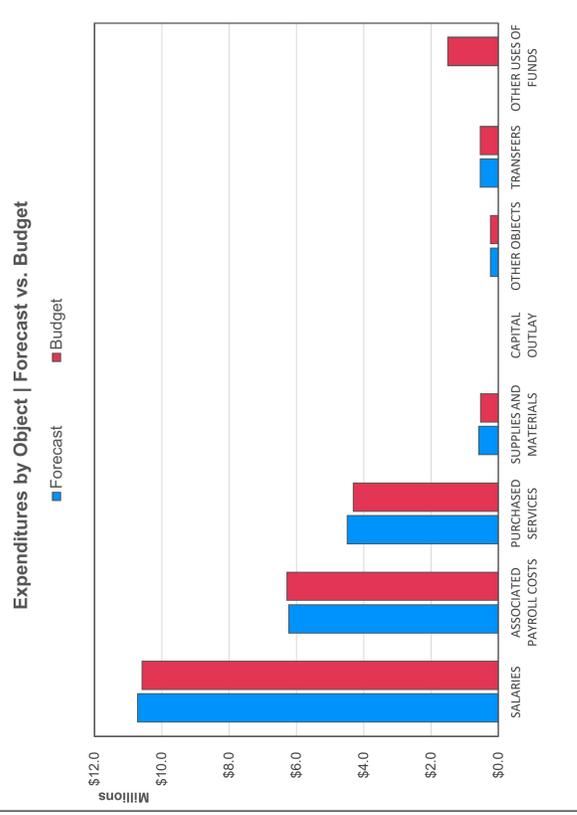
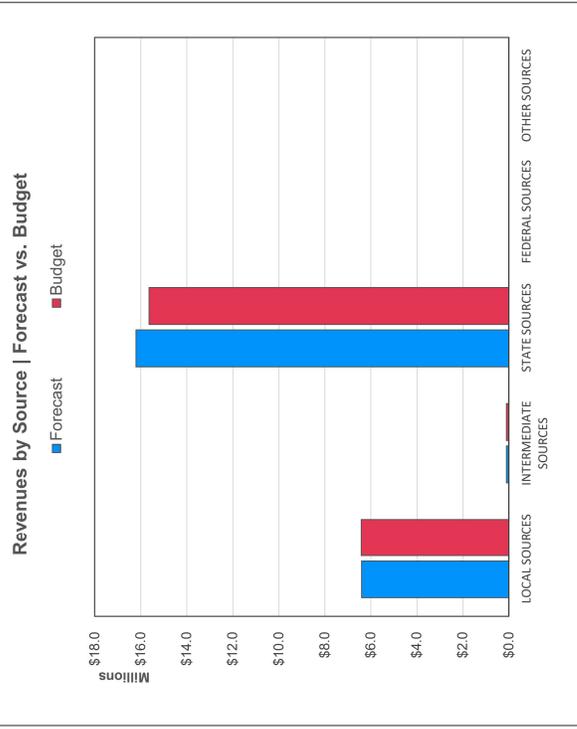
### General Fund Expenditures by Object | Projected YTD vs. Current YTD



# 100 General Fund | Financial Projection by Object

For the Period Ending November 30, 2023

	Prior YTD	Current YTD	Add: Projections	Annual Forecast	Annual Budget	Variance Fav. / (Unfav)
Beginning Fund Balance	\$ 1,689,314	\$ 1,581,885	\$ -	\$ 1,581,885	\$ 1,839,574	\$ (257,689)
<b>REVENUES</b>						
Local Sources	5,477,927	5,705,216	704,201	6,409,418	6,417,877	(8,459)
Intermediate Sources	73	181	108,377	108,558	118,000	(9,442)
State Sources	6,760,501	7,849,010	8,354,507	16,203,517	15,636,407	567,110
Federal Sources	-	-	-	-	-	-
Other Sources	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 12,238,501</b>	<b>\$ 13,554,408</b>	<b>\$ 9,167,085</b>	<b>\$ 22,721,493</b>	<b>\$ 22,172,284</b>	<b>\$ 549,209</b>
<b>EXPENDITURES</b>						
Salaries	\$ 3,114,781	\$ 3,256,789	\$ 7,465,505	\$ 10,722,294	\$ 10,588,559	\$ (133,735)
Associated Payroll Costs	1,692,790	1,808,546	4,423,669	6,232,214	6,285,765	53,551
Purchased Services	1,739,495	1,925,964	2,571,498	4,497,461	4,312,036	(185,425)
Supplies and Materials	206,125	280,355	305,498	585,852	528,008	(57,844)
Capital Outlay	502	-	5,696	8,800	8,800	3,104
Other Objects	191,255	219,915	18,431	238,346	236,820	(1,526)
Transfers	470,000	519,080	20,000	539,080	540,000	920
Other Uses of Funds	-	-	-	-	1,511,870	1,511,870
Other Expenses	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,414,947</b>	<b>\$ 8,010,648</b>	<b>\$ 14,810,297</b>	<b>\$ 22,820,944</b>	<b>\$ 24,011,858</b>	<b>\$ 1,190,914</b>
<b>SURPLUS / (DEFICIT)</b>	<b>\$ 4,823,553</b>	<b>\$ 5,543,760</b>	<b>\$ (5,643,212)</b>	<b>\$ (99,451)</b>	<b>\$ (1,839,574)</b>	
<b>ENDING FUND BALANCE</b>						
				\$ 1,482,433		



## Benton County School District 17J

### Student Activities Summary Report

Fiscal Year: 2023-2024

From: 7/1/2023 To: 6/30/2024

Print Detail

Page Break by Activity

Exclude Encumbrances  Reverse Signs  Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
284.0000.9701.097.797.810 PES Food Pantry	10,036.52	200.00	(563.55)	9,672.97	.00	9,672.97
284.0000.9701.097.797.812 PES Blodgett	6,514.85	.00	(1,038.32)	5,476.53	.00	5,476.53
284.0000.9701.097.797.815 CPS Donations	2,819.75	10,000.00	200.00	13,019.75	(9,124.83)	3,894.92
284.0000.9701.097.797.816 PES Grants	4,010.89	1,650.00	.00	5,660.89	.00	5,660.89
284.0000.9701.097.797.826 PES Field Trips	.00	.00	.00	.00	.00	.00
284.0000.9701.097.797.827 PES Library	507.69	.00	.00	507.69	.00	507.69
284.0000.9701.097.797.828 PES Donations-Unrestricted	3,077.88	4,201.45	(5,715.47)	1,563.86	.00	1,563.86
284.0000.9701.097.797.830 PES Music	(173.43)	413.00	(453.60)	(214.03)	.00	(214.03)
284.0000.9701.097.797.834 Falcon Swag Fund Balance	.00	55.00	742.18	797.18	.00	797.18
284.0000.9701.097.797.842 PES Social Committee	732.65	889.73	(632.18)	990.20	.00	990.20
284.0000.9701.097.797.846 PES Yearbook	1,721.00	.00	1,642.96	3,363.96	.00	3,363.96
284.0000.9701.097.797.847 PES Students in Need	(62.43)	.00	.00	(62.43)	.00	(62.43)
284.0000.9701.097.797.849 CPS Students in Need	(29.80)	.00	.00	(29.80)	.00	(29.80)
284.0000.9701.097.797.850 PES School Supplies	.00	.00	.00	.00	.00	.00
<b>GRAND TOTALS</b>	29,155.57	17,409.18	(5,817.98)	40,746.77	(9,124.83)	31,621.94

End of Report

## Benton County School District 17J

### Student Activities Summary Report

From: 7/1/2023 To: 6/30/2024

Fiscal Year: 2023-2024

Print Detail

Page Break by Activity

Exclude Encumbrances  Reverse Signs  Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
285.0000.9701.098.798.500 PMS Apparel	838.00	.00	(182.40)	655.60	.00	655.60
285.0000.9701.098.798.501 PMS Art	1,181.04	270.00	.00	1,451.04	.00	1,451.04
285.0000.9701.098.798.502 PMS Athletics	3,281.03	527.00	(904.85)	2,903.18	.00	2,903.18
285.0000.9701.098.798.503 PMS Band	3,192.97	1,000.00	(413.78)	3,779.19	(1,610.00)	2,169.19
285.0000.9701.098.798.504 PMS Band Repair/Replace	379.76	.00	.00	379.76	.00	379.76
285.0000.9701.098.798.506 PMS Choir Beginning Balance	504.71	319.25	(223.45)	600.51	.00	600.51
285.0000.9701.098.798.508 PMS Drama	12,244.16	416.00	.00	12,660.16	(1,271.00)	11,389.16
285.0000.9701.098.798.510 PMS Library	30.47	.00	.00	30.47	.00	30.47
285.0000.9701.098.798.511 PMS Life Skills	612.11	.00	.00	612.11	.00	612.11
285.0000.9701.098.798.512 PMS Lock Replacement	1,710.17	.00	.00	1,710.17	.00	1,710.17
285.0000.9701.098.798.515 PMS Outdoor School	23,290.23	.00	(27.32)	23,262.91	.00	23,262.91
285.0000.9701.098.798.516 PMS Sports/Pay-to-Play	25.00	.00	.00	25.00	.00	25.00
285.0000.9701.098.798.519 PMS School Enhancement	93.63	102.12	.00	195.75	.00	195.75
285.0000.9701.098.798.520 PMS Science	12.14	.00	.00	12.14	.00	12.14
285.0000.9701.098.798.521 PMS Shop	631.70	760.00	(471.76)	919.94	(300.00)	619.94
285.0000.9701.098.798.522 PMS Struxness - Helping Families	1,428.99	.00	(397.22)	1,031.77	.00	1,031.77
285.0000.9701.098.798.523 PMS Student Body Fees	5,033.73	8,175.00	(3,238.40)	9,970.33	.00	9,970.33
285.0000.9701.098.798.524 PMS Suspension Account	301.50	.00	(301.50)	.00	.00	.00
285.0000.9701.098.798.525 PMS Technology	877.35	.00	.00	877.35	.00	877.35
285.0000.9701.098.798.527 PMS Textbook Damage/Replacement	221.77	.00	.00	221.77	.00	221.77
285.0000.9701.098.798.529 PMS Student Wellness	5,585.90	.00	.00	5,585.90	.00	5,585.90
285.0000.9701.098.798.530 PMS Oregon Research Institute	2,123.74	.00	.00	2,123.74	.00	2,123.74

## Benton County School District 17J

### Student Activities Summary Report

From: 7/1/2023 To: 6/30/2024

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Exclude Encumbrances  Reverse Signs  Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Range Balance	Encumbrances	Available Balance
285.0000.9701.098.798.531 PMS Trip Club	225.08	.00	.00	225.08	.00	225.08
285.0000.9701.098.798.532 PMS Health/PE	1,404.05	.00	.00	1,404.05	.00	1,404.05
285.0000.9701.098.798.533 PMS Elective Rotation fee	.00	.00	.00	.00	.00	.00
285.0000.9701.098.798.534 PMS Battle of the Books	305.00	700.00	(254.19)	750.81	.00	750.81
285.0000.9701.098.798.535 PMS School Supplies	10.00	.00	.00	10.00	.00	10.00
285.0000.9701.098.798.536 PMS Turkey Bingo	(328.82)	.00	328.82	.00	.00	.00
285.0000.9701.098.798.537 PMS Fitness	426.02	.00	.00	426.02	.00	426.02
285.0000.9701.098.798.538 PMS Engineering	(76.51)	150.00	.00	73.49	.00	73.49
285.0000.9701.098.798.685 PMS Lost or Damaged Technology	.00	.00	.00	.00	.00	.00
<b>GRAND TOTALS</b>	65,564.92	12,419.37	(6,086.05)	71,898.24	(3,181.00)	68,717.24

End of Report

## Benton County School District 17J

### Student Activities Summary Report

From: 7/1/2023 To: 6/30/2024

Fiscal Year: 2023-2024

Print Detail

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

Page Break by Activity

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.000 Student Activities	(217.41)	.00	.00	(217.41)	.00	(217.41)
286.0000.9701.099.799.600 PHS Over/Short	149.09	.00	.00	149.09	.00	149.09
286.0000.9701.099.799.603 PHS AP Testing	.84	.00	.00	.84	.00	.84
286.0000.9701.099.799.604 PHS Art	2,699.71	1,090.13	(1,483.98)	2,305.86	(816.22)	1,489.64
286.0000.9701.000.799.605 PHS Art Club	432.00	120.00	.00	552.00	.00	552.00
286.0000.9701.099.799.605 Begining Fund Balance Student Activities	432.00	120.00	.00	552.00	.00	552.00
286.0000.9701.099.799.606 PHS ASB	6,238.15	10,501.05	(6,382.25)	10,356.95	(600.00)	9,756.95
286.0000.9701.099.799.607 PHS Athletic Officials	(9,701.60)	30,182.88	(18,291.49)	2,189.79	.00	2,189.79
286.0000.9701.099.799.611 PHS Athletics	2,818.52	8,896.98	(3,533.10)	8,182.40	790.59	8,972.99
286.0000.9701.099.799.612 PHS AV Technology	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.613 PHS Baseball	7,328.20	10,220.00	(5,500.00)	12,048.20	3,111.06	15,159.26
286.0000.9701.099.799.616 PHS Botany	4,301.84	.00	(545.49)	3,756.35	.00	3,756.35
286.0000.9701.099.799.617 PHS Boys Basketball	15,084.01	12,816.50	(3,180.43)	24,720.08	(3,528.21)	21,191.87
286.0000.9701.099.799.618 PHS Cheerleading	7,257.42	26,624.08	(28,652.64)	5,228.86	17,299.53	22,528.39
286.0000.9701.099.799.619 PHS Cinematic Art Club	443.86	.00	.00	443.86	.00	443.86
286.0000.9701.099.799.620 PHS Community Service Club-G, Lake	455.06	.00	.00	455.06	.00	455.06
286.0000.9701.099.799.621 PHS Cross Country	7,356.17	1,810.57	(3,870.78)	5,295.96	(346.52)	4,949.44
286.0000.9701.099.799.622 PHS Dance Team	6,508.60	4,620.00	(7,049.03)	4,079.57	3,658.00	7,737.57
286.0000.9701.099.799.625 PHS Donation	693.01	200.00	.00	893.01	.00	893.01
286.0000.9701.099.799.627 PHS Driver Education	.00	5,275.00	.00	5,275.00	.00	5,275.00
286.0000.9701.099.799.633 PHS Robotics Fund Balance	16,422.83	4,507.24	(6,664.65)	14,265.42	(9,146.00)	5,119.42

## Benton County School District 17J

### Student Activities Summary Report

From: 7/1/2023 To: 6/30/2024

Fiscal Year: 2023-2024

Print Detail

Page Break by Activity

Exclude Encumbrances  Reverse Signs  Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.634 Robotics PHRED FLL Fund Balance	.00	1,000.00	(300.00)	700.00	.00	700.00
286.0000.9701.099.799.635 PHS Foods	3,468.39	1,225.00	(955.90)	3,737.49	.00	3,737.49
286.0000.9701.099.799.636 PHS Football	5,960.37	1,240.00	(6,622.98)	577.39	5,400.01	5,977.40
286.0000.9701.099.799.637 PHS Forestry	9,868.91	300.00	(1,202.33)	8,966.58	(1,020.00)	7,946.58
286.0000.9701.099.799.638 PHS GED	8.17	.00	.00	8.17	.00	8.17
286.0000.9701.099.799.639 PHS German Class	353.54	.00	.00	353.54	.00	353.54
286.0000.9701.099.799.640 PHS Girls Basketball	13,113.98	3,641.50	(6,428.59)	10,326.89	(1,509.97)	8,816.92
286.0000.9701.099.799.641 PHS Health Occ/Anatomy	(.53)	420.00	.00	419.47	.00	419.47
286.0000.9701.099.799.642 PHS Green Team	159.83	.00	.00	159.83	.00	159.83
286.0000.9701.099.799.643 PHS Racial Equity Club	7.00	.00	.00	7.00	.00	7.00
286.0000.9701.099.799.644 PHS Life Skills	3,510.48	.00	.00	3,510.48	.00	3,510.48
286.0000.9701.099.799.645 PHS Library	(16.13)	.00	.00	(16.13)	.00	(16.13)
286.0000.9701.099.799.646 PHS Lifeguard	.00	140.00	.00	140.00	.00	140.00
286.0000.9701.099.799.647 PHS Link Crew	1,187.99	160.00	(462.30)	885.69	.00	885.69
286.0000.9701.099.799.649 PHS Manufacturing Technology	7,550.87	1,545.00	(822.88)	8,272.99	(4,000.00)	4,272.99
286.0000.9701.099.799.652 PHS Misc Books	5.78	20.00	.00	25.78	.00	25.78
286.0000.9701.099.799.653 PHS Music Band	1,685.95	728.50	(470.00)	1,944.45	.00	1,944.45
286.0000.9701.099.799.654 PHS Music Choir	.00	319.00	.00	319.00	.00	319.00
286.0000.9701.099.799.655 PHS Music Tour	9,694.61	.00	.00	9,694.61	.00	9,694.61
286.0000.9701.099.799.656 PHS National Honor Society	1,642.73	120.00	(525.00)	1,237.73	.00	1,237.73
286.0000.9701.099.799.657 PHS OWC Athletics Account	5,972.64	5,652.00	(5,566.94)	6,057.70	(195.00)	5,862.70

## Benton County School District 17J

### Student Activities Summary Report

Fiscal Year: 2023-2024

From: 7/1/2023 To: 6/30/2024

Print Detail

Exclude Encumbrances   
  Reverse Signs   
  Page Break by Activity   
  Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.658 PHS OWC Activities Account	.00	2,000.00	(873.13)	1,126.87	.00	1,126.87
286.0000.9701.099.799.659 PHS Parking/Student Safety	697.43	1,045.00	(324.00)	1,418.43	.00	1,418.43
286.0000.9701.099.799.660 PHS PE Fees	294.59	.00	(63.99)	230.60	.00	230.60
286.0000.9701.099.799.661 PHS Peer Counseling	195.74	.00	.00	195.74	.00	195.74
286.0000.9701.099.799.664 PHS PHS Pay to Play	1,847.50	15,320.00	(10,967.50)	6,200.00	.00	6,200.00
286.0000.9701.099.799.665 PHS Preschool	1,853.93	2,400.00	(1,916.30)	2,337.63	.00	2,337.63
286.0000.9701.099.799.666 PHS Prom	4,816.66	753.91	(2,072.00)	3,498.57	(2,745.00)	753.57
286.0000.9701.099.799.667 PHS PSAT Fee Collections	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.670 PHS Scholarship	200.77	.00	.00	200.77	.00	200.77
286.0000.9701.099.799.672 PHS Scholarship - Steve Moos-BES fundraiser	.00	.00	.00	.00	.00	.00
286.0000.9701.099.799.674 PHS School Enhancement	8,346.45	1,908.55	(150.00)	10,105.00	.00	10,105.00
286.0000.9701.099.799.675 PHS School of Business	2,449.64	.00	(165.46)	2,284.18	.00	2,284.18
286.0000.9701.099.799.676 PHS Science	.00	.00	(73.14)	(73.14)	.00	(73.14)
286.0000.9701.099.799.678 PHS Soccer Boys	991.11	3,305.00	.00	4,296.11	.00	4,296.11
286.0000.9701.099.799.679 PHS Soccer Girls	827.29	2,243.00	(2,564.96)	505.33	.00	505.33
286.0000.9701.099.799.680 PHS Softball	8,266.01	(40.00)	(550.00)	7,676.01	.00	7,676.01
286.0000.9701.099.799.681 PHS Spanish Class	1,531.61	.00	.00	1,531.61	.00	1,531.61
286.0000.9701.099.799.682 PHS Youth Transition Program	997.88	270.68	.00	1,268.56	.00	1,268.56
286.0000.9701.099.799.684 PHS Student Body Fee	250.00	13,065.00	(12,795.00)	520.00	.00	520.00
286.0000.9701.099.799.685 PHS Lost or Damaged Technology	.00	160.00	.00	160.00	.00	160.00
286.0000.9701.099.799.686 PHS Swim Team	267.86	1,955.00	.00	2,222.86	.00	2,222.86

## Benton County School District 17J

### Student Activities Summary Report

Fiscal Year: 2023-2024

From: 7/1/2023 To: 6/30/2024

Print Detail

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

Page Break by Activity

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
286.0000.9701.099.799.687 PHS Boys Tennis	6,514.44	825.00	(3,312.59)	4,026.85	.00	4,026.85
286.0000.9701.099.799.688 PHS Girls Tennis	.00	825.00	3,201.85	4,026.85	.00	4,026.85
286.0000.9701.099.799.689 PHS Theatre	5,518.04	1,041.81	(3,154.77)	3,405.08	(571.30)	2,833.78
286.0000.9701.099.799.690 PHS Track	1,858.05	4,290.00	(135.00)	6,013.05	.00	6,013.05
286.0000.9701.099.799.693 PHS Volleyball	6,513.65	15,362.15	(10,493.71)	11,382.09	275.00	11,657.09
286.0000.9701.099.799.695 PHS Warrior Wellness	3,212.68	.00	(132.00)	3,080.68	.00	3,080.68
286.0000.9701.099.799.696 PHS Wrestling	(516.25)	3,040.00	.00	2,523.75	(1,739.00)	784.75
286.0000.9701.099.799.697 PHS Yearbook	15,647.03	11,595.00	(17,095.31)	10,146.72	(10,332.00)	(185.28)
286.0000.9701.099.799.698 PHS Lagessee PTP Waiver Scholarship	6,699.33	.00	(250.00)	6,449.33	.00	6,449.33
286.0000.9701.099.799.705 HS Student Transcript Fees	45.11	.00	(35.87)	9.24	.00	9.24
286.0000.9701.099.799.708 Pool Timing System Fundraiser	.00	.00	.00	.00	.00	.00
<b>GRAND TOTALS</b>	212,203.43	214,860.53	(172,433.64)	254,630.32	(6,015.03)	248,615.29

End of Report

**2023 / 2024 SCHOOL YEAR**  
**ENROLLMENT FIGURES as of: December 13, 2023**

District	CPS	PES	BL	PMS	PHS	Academy	Part Time	KVCS	Part Time
Kindergarten	117	90		7			0		0
1st	116	<u>89</u>		7			1		0
2nd	113		88	6			0		0
3rd	121		95	10			0		
4th	105		84	<u>5</u>			1		0
5th	122		<u>100</u>				3		
6th	143				121		1		
7th	135				117		3		0
8th	134				<u>114</u>		5		0
9th	130					103	9		0
10th	161					126	21		
11th	149					114	24		0
12th	128					<u>105</u>	<u>17</u>		<u>0</u>
Totals		<u>179</u>	<u>367</u>	<u>35</u>	<u>352</u>	<u>448</u>	<u>85</u>		<u>0</u>
								<u>208</u>	

TOTAL FULL-TIME ENROLLMENT - All Schools 1,674

**Philomath School District 17J - 2023-2024 School Year -- Summary of Enrollment**

School	09/23	10/19	11/16	12/13	01/18	02/15	03/21	04/18	05/16	06/20
CPS	178	178	183	179	0	0	0	0	0	0
PES	367	367	364	367	0	0	0	0	0	0
BL	35	35	35	35	0	0	0	0	0	0
PMS	344	343	343	352	0	0	0	0	0	0
PHS	476	482	461	448	0	0	0	0	0	0
Academy	71	80	87	85	0	0	0	0	0	0
KVCS	203	202	203	208	0	0	0	0	0	0
SubTotal	1,674	1,687	1,676	1,674	0	0	0	0	0	0
Part-time students	0	1	4	0	0	0	0	0	0	0
Total Enrollment	1,674	1,688	1,680	1,674	0	0	0	0	0	0

**Philomath School District 17J - 2022-2023 School Year -- Summary of Enrollment**

School	09/15	10/20	11/17	12/12	01/19	02/16	03/14	04/20	05/18	06/15
CPS	169	167	167	167	165	165	166	167	166	165
PES	348	350	350	350	349	352	352	353	355	353
BL	28	27	27	27	29	30	31	31	33	33
PMS	331	330	332	329	329	333	334	328	331	327
PHS	471	458	456	448	431	444	443	410	413	411
Academy	57	69	70	74	82	82	81	83	84	88
KVCS	209	204	206	199	197	194	191	185	181	182
SubTotal	1,613	1,605	1,608	1,594	1,582	1,600	1,598	1,557	1,563	1,559
Part-time students	7	10	11	9	15	5	5	27	27	21
Total Enrollment	1,620	1,615	1,617	1,603	1,597	1,605	1,603	1,584	1,590	1,580



**RESOLUTION NO. 2324-01**

**A RESOLUTION APPROVING UNANTICIPATED  
FUNDING FOR FISCAL YEAR 2023-2024**

WHEREAS, the Board of Directors would like to recognize and accept additional funding for 2023-24 of \$424,000 in the form of State Forest Funding greater than originally budgeted. These funds will be appropriated in the General Fund of the Philomath School District to be used for a Capital Improvement project and increase the Instruction Services appropriation.

WHEREAS, ORS 294.471 provides for making a supplemental budget for an occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current fiscal year, which requires a change in financial planning; and

WHEREAS, after adoption of the budget, Philomath School District 17J needs to recognize an increase in instruction services in the General Fund less than 10%;

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PHILOMATH SCHOOL DISTRICT 17J:

The budget for fiscal year 2023-2024 is hereby amended, and the amounts appropriated by the Board of Directors under Resolution 2324-01 for the General Fund are hereby amended as follows:

<u>Appropriation Category</u>	<u>Original Budget</u>	<u>Increase/ (Decrease)</u>	<u>Amended Budget</u>
<i>General Fund</i>			
1000: Instruction	\$ 13,913,402	\$ 200,000	\$ 14,113,402
4000: Facilities Acquisition and Construction	\$ 0	\$ 224,000	\$ 224,000

Passed by the Board of Directors of Philomath School District this 13<sup>th</sup> day of December 2023.

By: \_\_\_\_\_  
Board Chair

By: \_\_\_\_\_  
Superintendent



# Philomath School District 17J

Benton County School District No. 17J, 1620 Applegate Street Philomath OR 97370 (541) 929-3169

December 1, 2023

To: Philomath School District Board of Directors  
From: Simon Babcock, PHS Teacher  
Re: Downing Reforestation Plan

Seedlings have been donated by Starker Forests through their partnership with the PHS Forestry program. Starker Forests is the same organization that donated the seedlings in 1981 when the forest was created. The trees will be planted at a 10'x10' spacing which is industry standard. There will be approximately 435 trees per acre of land. The planting process will take place within the PHS Forestry classes and PHS Forestry students will plant all trees.

There will be five species planted. These species were recommended by CTE Advisory Board members (PHS Forestry Program Alumni) and are species that do well in the environment.

1. Douglas Fir
2. Incense-Cedar
3. Ponderosa Pine
4. Sitka Spruce
5. Western Red Cedar

The PHS Forestry classes are also growing native tree and shrub species in their greenhouse that they will plan to plant in future years.

# Philomath School District 17J Academic Calendar

2023 – 2024

Calendar Key	
IS	Staff Inservice Days
(	First Day for 2 <sup>nd</sup> , 6 <sup>th</sup> , and 9 <sup>th</sup> Grade
((	First Day for 3-5, 7-8, & 10-12.
	Early Release for Students
	½ Day School/ ½ Day C/G/A
	No Students – C/ G/ A
	No School (or Holiday)
MU	Inclement Weather Make-Up

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	IS	IS		

September 2023						
S	M	T	W	T	F	S
					IS	2
3	H	(5	((	7	<del>8</del>	9
10	11	12	13	14	<del>15</del>	16
17	18	19	20	21	<del>22</del>	23
24	25	26	27	28	<del>29</del>	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	<del>6</del>	7
8	9	10	11	<del>12</del>	<del>13</del>	14
15	16	17	18	19	<del>20</del>	21
22	23	24	25	26	<del>27</del>	28
29	30	31				
13 <sup>th</sup> : Elem (NC); Sec (C/G)						

November 2023						
S	M	T	W	T	F	S
			1	<del>2</del>	<del>3</del>	4
5	6	7	8	9	H	11
12	13	14	15	16	<del>17</del>	18
19	20	21	N	H	H	25
26	27	28	29	30		
3 <sup>rd</sup> : Elem (C/G); Sec (NC)						

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	<del>8</del>	9
10	11	12	13	14	<del>15</del>	16
17	Winter Break					23
24	Winter Break					30
31						

January 2024						
S	M	T	W	T	F	S
	N	2	3	4	<del>5</del>	6
7	8	9	10	11	<del>12</del>	13
14	H	16	17	18	<del>19</del>	20
21	22	23	24	25	<del>26</del>	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	<del>2</del>	3
4	5	6	7	8	<del>9</del>	10
11	12	13	14	15	<del>16</del>	17
18	MU	20	21	22	<del>23</del>	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					<del>1</del>	2
3	4	5	6	7	<del>8</del>	9
10	11	12	13	14	<del>15</del>	16
17	18	19	20	21	<del>22</del>	23
24	Spring Vacation					30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	<del>5</del>	6
7	8	9	10	<del>11</del>	<del>12</del>	13
14	15	16	17	18	<del>19</del>	20
21	22	23	24	25	<del>26</del>	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	<del>3</del>	4
5	6	7	8	9	<del>10</del>	11
12	13	14	15	16	<del>17</del>	18
19	20	21	22	23	MU	25
26	H	28	29	30	<del>31</del>	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	<del>7</del>	G
9	10	11	12	13	<del>14</del>	15
16	<del>17</del>	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Dates to Remember:**

- October 12-13: Secondary (6-12) Conferences
- November 2-3: Elementary (K-5) Conferences

Staff View (Updated 12/13/2023)

November 2: End of Q1 – 42 Days  
November 30: End of T1 – 57 Days  
January 26: End of S1/ Q2 – 84 Days/ 42 Days  
March 14: End of T2 – 59 Days  
April 11: End of Q3 – 46 Days  
June 13: End of Q4 – 43 Days  
June 14: End of T3 – 57 Days

DRAFT



# WHO IS STUDER EDUCATION?

We work side-by-side with organizations to help establish, accelerate, and hardwire the necessary changes to create a culture of performance excellence. We help create better alignment and consistency of leadership practices, engaged employees working toward common goals, and the highest levels of service. **Our success depends on your success.**

## WHY WE DO WHAT WE DO

Excellent people create excellent organizations. We build the right culture so people have purpose, do worthwhile work and make a difference. We start with passion and provide tools and tactics aligned to the Nine Principles of Organizational Excellence® to achieve organizational results. We help people solve problems, learn something new, and reflect on work practices to improve individual and organizational performance.

## WHAT WE DO

### WE PARTNER AND NETWORK WITH ORGANIZATIONS TO:

- Focus on service as the key driver to success
- Develop and build a high-performing workplace culture
- Apply a systems-improvement process to create consistency and alignment of leadership practices
- Facilitate strategic and short-cycle action planning and execution to achieve organizational results

## HOW WE DO IT

We engage with leaders in a variety of ways to offer tactics, tools, and resources aligned to the Nine Principles of Organizational Excellence®. Our delivery models include:

### ORGANIZATIONAL EXCELLENCE PARTNERSHIPS AND COACHING

Partner with our coaching team to devise and execute a systems-improvement process and apply Nine Principles tools and tactics to achieve results.

### NINE PRINCIPLES TOOLKITS & WORKSHOPS

Engage in intensive learning workshops targeted to the immediate needs of the organization to address specific areas of priority and improvement.

### 9P DIGITAL PLATFORM

Connect and learn anytime and anywhere with access to digital resources for on-demand or guided learning and development.

## OUR SERVICES

### STRATEGIC PLANNING

Develop a shared vision and road map for future success.

### ALIGNED SCORECARDS

Define annual success metrics and actions to achieve results.

### STAKEHOLDER SURVEYS

Collect input and data from stakeholders and take action based on feedback.

### LEADERSHIP SPRINTS

Build a process and cadence of short-cycle action planning with leaders.

### EMPLOYEE ENGAGEMENT

Develop a fully engaged and "all in" workforce to achieve meaningful organizational results.

### LEADERSHIP DEVELOPMENT

Develop leaders to be key enablers of continuous improvement and organizational excellence to ensure quality outcomes aligned to the strategic vision for success.

### SERVICE EXCELLENCE

Intentionally engage employees in applying key strategies and practices for providing excellent service to stakeholders.

# 9P | NINE PRINCIPLES

FOR ORGANIZATIONAL EXCELLENCE®

The Nine Principles® were created by Quint Studer and informed by his work helping partner organizations develop a success-based organizational culture driven by evidence. They are the guiding beliefs and standards of practice that support excellence in any organization. The principles align to the Malcolm Baldrige Criteria for Performance Excellence. They present a guide for all professionals on the path to excellence. They identify the leader behaviors that maximize performance, support organizational excellence, and are essential to creating a success-based culture.

## Principle 1: Commit to Excellence

Activate high-performing results while living out mission and values.

## Principle 2: Measure the Important Things

Assess current status and track progress toward goals.

## Principle 3: Build a Culture Around Service

Connect services to organizational values.

## Principle 4: Create and Develop Leaders

Make leadership development a priority.

## Principle 5: Focus on Employee Engagement

Build a top-performing workforce.

## Principle 6: Build Individual Accountability

Create a self-motivating workforce.

## Principle 7: Align Behaviors with Goals and Values

Align leadership and resources.

## Principle 8: Communicate at All Levels

Show why, then describe what and how.

## Principle 9: Recognize and Reward Success

Everyone makes a difference.



[studereducation.com/nine-principles](http://studereducation.com/nine-principles)

# 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.

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.

# 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 Redistricting 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. Packet page 36 of 63



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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.



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

---

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

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

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

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

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

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

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

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

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

*Submitted by: OSBA Board of Directors*



# BYLAWS

As Amended by the Membership: December 2018

Suggested Revisions: September 23, 2023

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## SECTION 1 PURPOSE

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

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

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

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

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

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

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

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

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

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

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

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

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

## SECTION 2 MEMBERS

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

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

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

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

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

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

**2.4 Voting Power.**

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

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

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

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

## 2.5 Process of Approval of Member Resolutions.

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

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

## 2.6 Regional Election of Directors and LPC Members

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **SECTION 3 DIRECTORS**

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

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

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

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

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

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

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

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

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

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

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

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

**3.5.3 Designated Representatives.** ~~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.~~

~~**3.133.14 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.

**4.4.34.4.4** 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 The Oregon School Board Members of Color Caucus is was established by a vote of the membership in 2018.

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

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

## SECTION 5 OFFICERS OF THE BOARD OF DIRECTORS

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

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

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

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

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

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

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

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

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

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

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

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

## SECTION 6 NONDISCRIMINATION

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

## SECTION 7 GENERAL PROVISIONS

### 7.1 Amendment of Bylaws.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

\* \* \* \* \*

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

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