



**Jefferson School District 14J**  
**BOARD OF DIRECTORS' WORK SESSION**  
*April 25, 2024 - Board Room*  
*5:30 PM – Work Session*

**Updated AGENDA**

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**1. Call Meeting to Order/Flag Salute**  
*Chair Roe*

**2. Roll Call**  
*Chair Roe*

**3. Review/Adjust/Approve agenda**  
*Chair Roe*

**4. New Business**

a. June JSD Board Meeting: Change from June 10, 2024 to June 17, 2024.....Board Members  
*Information/Action Page(s) 5-8*

b. 2023-2024 Budget Committee Calendar – Amended.....Hattie Truett  
*Information/Action Page(s) 9-11*

**c. Old Business**

a. Firearms Prohibited Policy - KGBB.....Board Members  
*Information Page(s) 12-13*

**d. Board Comments**

a. General.....Board Members

**e. Adjourn**

*Board Chair*

**Next Meeting(s):**

**Regular Monthly – JSD Board Mtg**

May 13, 2024

5:30pm

JSD Board Room



## 2023-2024 Board of Directors

Position 1:

Teresa Mitchell, Director  
Term Expires: 6.30.2027

Position 2:

Terry Kamlade, Director  
Term Expires: 6.30.2025

Position 3:

Carole Vickery, Director  
Term Expires: 6.30.2027

Position 4:

Fred Sondermayer, Vice Chair  
Term Expires: 6.30.2025

Position 5:

Tracy Roe, Chair  
Term Expires: 6.30.2025

## 2023-2024 Subcommittee / Representation

Finance Subcommittee (2):

Teri Mitchell  
Carole Vickery

Bargaining Subcommittee (2):

Fred Sondermayer  
Terry Kamlade

Willamette ESD Budget Representation (1):

Terry Kamlade

Policy Subcommittee (2):

Tracy Roe  
Carole Vickery

### Strategic Pillars:

- Together, the Jefferson Community, and the Jefferson School District will prioritize funding to provide sufficient staffing, appropriate curriculum, and key programs that will equip our students to succeed.
- Jefferson School District will improve community engagement by focusing on creating purposeful, authentic parent involvement through a shared culture where everyone feels welcomed, respected and appreciated.
- Students will be encouraged to reach their goals using methods that include discovery, self-awareness, self-advocacy, credible choices, and learning collaboration.
- In preparation for their future, students are encouraged to be present and engaged in our safe, welcoming environment as they learn to set goals and adapt to discover their passion.



## **The Jefferson School Board 14J 2023-2024 Board Goals**

1. The school board members will plan and participate in at least 4 school board work sessions annually.
2. The school board members will visit another district's board meeting.
3. The school board will use collaborative processes with the community and district that result in well-informed problem solving and decision making.
4. The school board will work to improve transparency and communication.

**JSD Work Sessions to date:**

2/12/24 Superintendent Evaluation  
3/4/24 Superintendent Evaluation  
4/15/24 KGBB – Firearms Prohibited



## Jefferson School District 14J

### **BOARD OF DIRECTORS' WORK SESSION: *Motion Samples***

*April 25, 2024 - Board Room & Zoom*

*5:30 PM – Regular Public Session*

#### **Board Motion Samples**

- I move to accept the agenda as presented.
  
- I move to change the June 10, 2024 Jefferson School District board meeting to Monday June 17, 2024.
  
- I move to accept the Amended Fiscal Year 2024-2025 Budget Calendar as presented.

# Jefferson School District 14J

Code: BD/BDA  
Adopted: 1/09/17  
Revised/Readopted: 2/11/19; 4/08/24  
Orig. Code: BD/BDA

## Board Meetings

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. “Meeting” means the convening<sup>1</sup> of a quorum of the Board as the district’s governing body to make a decision<sup>2</sup> or to deliberate<sup>3</sup> toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the Board, i.e. a work session. “Meeting” does not include any on-site inspection of any project or program the attendance of members of the Board at any national, regional or state association to which the Board or its members belong.

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

All regular, special and emergency meetings of the Board will be open to the public except as provided by law. Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. All meetings will be conducted in compliance with state and federal statutes. For information how to give or submit public comment it is outlined in Board policy BDDH - Public Comment at Board Meetings<sup>4</sup> and/or posted on the district’s website.

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law<sup>5</sup>. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business. No meeting will be held at any place where discrimination

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

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

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

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

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

on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced.

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

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

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

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

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

#### 1. Regular, Special and Emergency Meetings

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

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

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

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

#### 2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district

business. This includes electronic, video or telephonic communications, serial electronic communications among participants and using an intermediary to communicate among participants. Such communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Communications outside of a Board meeting may contain:

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

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

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

### 3. Private or Social Meetings

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

### 4. Work Sessions

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

### 5. Executive Sessions

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

Complaints regarding public meetings laws can be filed with the Board in accordance with Board Policy KL – Public Complaints. The Board will respond and provide a copy of the complaint and response to the Oregon Government Ethics Commission within 21 days in accordance with state law.<sup>6</sup>

### **Mandatory Training**

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

END OF POLICY

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

[ORS Chapter 192](#)

[ORS 255.335](#)

[ORS 433.835 - 433.875](#)

[ORS 332.040 - 332.061](#)

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

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

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

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

ACA - Americans with Disabilities Act

BDC - Executive Sessions

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<sup>6</sup> See House Bill 2805 (2023) Section 5(2) for requirements of the response.





# Jefferson School District 14J

1328 North 2<sup>nd</sup> Street Jefferson, OR 97352 •541-327-3337 •Fax 541-327-2960  
www.jefferson14j.com

## 2024-2025 PROPOSED BUDGET CALENDAR

February 12, 2024	Approval of 2024-2025 Budget Calendar Review Open Budget Committee Vacancies
March 11, 2024	Board fills by Appointment all Budget Committee Vacancies
April 24, 2024	Publish Notice of Budget Committee Meeting (5-30 days prior to Budget Meeting) (also start to publish website)
May 8, 2024	Early Release of Budget Document (10 days prior to Budget Meeting)
May 15, 2024	Budget Committee Meeting/Budget Approval 6:00 PM
May 22, 2024	Subsequent Budget Committee Meeting (if needed)
May 29, 2024	Publish Budget Summary (5 – 30 days prior to Budget Hearing)
June 10, 2024	Budget Hearing, Adoption, Levy Taxes, Appropriations (No later than June 30, 2024)
July 1, 2024	Levy Certified To Assessor (No later than July 15, 2024)*
September 15, 2024	Send Copy of all Budget Documents to County Clerk (No later than September 30, 2024)*

### **Meeting Time 6 PM**

\*ORS 305.820(2) states that if any deadline that needs to be filed to tax collector or county falls on a weekend of holiday, then the deadline is extended to the next business day.



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## Amended FISCAL YEAR 2024-2025 BUDGET CALENDAR

February 12, 2024	Approval of 2024-2025 Budget Calendar Review Open Budget Committee Vacancies
March 11, 2024	Board fills by Appointment all Budget Committee Vacancies
May 6, 2024	Publish Notice of Budget Committee Meeting (5-30 days prior to Budget Meeting) (also start to publish website)
May 20, 2024	Early Release of Budget Document (10 days prior to Budget Meeting)
May 30, 2024	Budget Committee Meeting/Budget Approval 6:00 PM
June 13, 2024	Subsequent Budget Committee Meeting (if needed)
May 20, 2024	Publish Budget Summary (5 – 30 days prior to Budget Hearing)
June 17, 2024	Budget Hearing, Adoption, Levy Taxes, Appropriations (No later than June 30, 2024)
July 1, 2024	Levy Certified To Assessor (No later than July 15, 2024)*
September 15, 2024	Send Copy of all Budget Documents to County Clerk (No later than September 30, 2024)*

### **Meeting Time 6 PM**

\*ORS 305.820(2) states that if any deadline that needs to be filed to tax collector or county falls on a weekend or holiday, then the deadline is extended to the next business day.



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### 2024-2025 Budget Committee

#### **ELECTED MEMBERS**

Tracy Roe  
Terry Kamlade  
Fred Sondermayer  
Teresa Mitchell  
Carole Vickery

#### **APPOINTED MEMBERS**

Suzanne Dwire – 6/2025  
Sara McCulloch – 6/2025  
Larry Wells – 6/2026  
Mike Mendez – 6/2026  
Kaye Jones – 6/2027

# Jefferson School District 14J

Code: KGBB  
Adopted: 7/18/22

## Firearms Prohibited

No person on grounds of the schools controlled by the Board (including in school buildings), will possess any firearm<sup>1</sup>, except when said firearm is possessed by a person who is not otherwise prohibited from possessing the firearm, and is unloaded and locked in a motor vehicle. The exception provided in Oregon Revised Statute (ORS) 166.370(3)(g) for concealed carry licensees (see ORS 166.291 and 166.292) does not apply to the possession of firearms on grounds of the schools controlled by the Board.<sup>2</sup> Firearms under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons for courses, programs and activities when in compliance with law and board policy.

Any person violating or threatening to violate the above rules, as determined by the district, may be issued a trespass citation, ejected from the premises and referred to law enforcement officials<sup>3</sup>.

The district will post clearly visible sign(s) at all normal points of entry to the school grounds subject to this policy indicating that the affirmative defense described in ORS 166.370(3)(g) does not apply.

END OF POLICY

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### Legal Reference(s):

[ORS 161.015](#)  
[ORS 164.245](#)  
[ORS 164.255](#)

[ORS 166.210 - 166.370](#)  
[ORS 297.405](#)  
[ORS 332.107](#)

[ORS 332.172](#)  
[ORS 339.315](#)

Gun-Free Schools Act, 20 U.S.C. § 7961 (2018).  
Senate Bill 554 (2021).

### Cross Reference(s):

KG - Community Use of District Facilities  
KGB - Public Conduct on District Property  
KI - Public Solicitation in District Facilities  
KK - Visitors to District Facilities

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<sup>1</sup> “Firearm” has the meaning given that term in ORS 166.210, except that it does not include a firearm that has been rendered permanently inoperable.

<sup>2</sup> See Senate Bill 554 (2021).

<sup>3</sup> ORS 339.315 requires any district employee with reasonable cause to believe that a person is in possession of a firearm within a school or has possessed a firearm within a school in violation of Oregon law in the previous 120 days report such information to an administrator or law enforcement. A district employee with reasonable cause to believe that a person is in possession of a firearm within a school or has possessed a firearm within a school in the previous 120 days in violation of Oregon law, may report such information to law enforcement.

## ***KGBB Firearms Prohibited Timeline***

March 2022	KGBB Policy Release from OSBA	
April 25, 2022	Public Listening Session	
May 2, 2022	Public Listening Session	
July 21, 2022	Board Work Session	
August 8, 2022	Board adopts the policy	
January 8, 2024	Guest Speaker:  Sherrif Nicolas Hunter - Marion County Sherriff	00:05:19
February 12, 2024	<u>Public Comments from:</u>  Teacher: Inger-Lis Nielsen – Jefferson High School Teacher: Poul Murtha – Jefferson High School Student: Parker Siegwirth – Junior Class President Student: Chloe Roth – Student Representative on the JSD Board <i>The board votes 3-2 to remove the policy KGBB – Firearms Prohibited</i>	1:33:00
March 11, 2024	<u>Public Comments from:</u>  Administrator: Scott Jantzi – Jefferson Middle School Teacher: Candance Harris – Jefferson Middle School	(poor audio) 00:45:44
April 8, 2024	Public Comments from:  Judy Tannehill – Moms Demand Action Dewey Robbins – Previous JSD Board Member Board discussion and a work session date set to address the public comments.	1:22:43
April 15, 2024	JSD Work Session	