



**Hillsboro School District
Board of Directors**



**Prospective Board Member
Information Session**



The Oregon School Boards Association (OSBA) established the **Get on Board campaign** in 2017, and it has been running strongly every two years since. As our schools and students recover from the pandemic's effects, they continue to need great school board members.

The **Get on Board campaign** aims to encourage sitting board members to offer their expertise for another term and urge motivated community members to accept the challenge of board work.

Where do you come in? To prepare prospective board members, OSBA Board Development staff are offering two webinars in early 2025. Please take this opportunity to "Get on Board" and help make the decisions that will shape our children's future.

As you consider running, think about what being a board member means to you, your family and your community.

Oregon's school districts, education service districts (ESDs) and community college districts are governed by elected boards. Board actions affect the families of hundreds — even thousands — of students and employees.

Your duty will be representing all students, staff and community members as you work with other board members to craft policy.

**It's
challenging
volunteer
service.**

But you'll have
the satisfaction of
watching students
receive their diplomas,
knowing that you
helped shape
tomorrow's citizens
and leaders.

How to become a SCHOOL BOARD CANDIDATE

- Board members are elected to four-year terms, or two-year terms to fill a vacancy.
- You must be a registered voter and you must have lived in the district for one year immediately preceding the election.
- School district, ESD and community college employees elected to serve on their board must give up district employment to sit on the board.
- Your county elections official, superintendent, college president or school board member can tell you how board members are elected in your district.

School Board ELECTIONS

FILING DEADLINE MARCH 20

TWO WAYS TO FILE (Choose one)
SUBMIT to your local county clerk.

1

SUBMIT a petition containing the signatures of 25 registered voters or 10 percent of the registered voters in the district, whichever is less

2

SUBMIT a declaration of candidacy with a \$10 filing fee

**FOR MORE INFORMATION, VISIT
OSBA.ORG/GET-ON-BOARD**

FREQUENTLY ASKED QUESTIONS

HOW CAN I RECEIVE BOARD MEMBER TRAINING?

OSBA Board Development staff are offering **TWO FREE WEBINARS** for prospective candidates to answer questions about the process and help prepare candidates to become school board members if elected.

HOW TO RUN FOR SCHOOL BOARD THE PROCESS:

JANUARY

14 OR **16**
12-1 PM 6-7 PM

RUNNING FOR SCHOOL BOARD ROLES & RESPONSIBILITIES:

JANUARY

21 OR **23**
6-7 PM 12-1 PM

TO REGISTER AND FOR MORE INFORMATION, VISIT [OSBA.ORG/WEBINARS](https://osba.org/webinars)



WHAT DOES A SCHOOL BOARD DO?

The board's major responsibility is setting policy. The board hires and evaluates a chief executive (superintendent or college president), who in turn hires staff.

BOARD MEMBERS MUST ALSO:

- Establish budgets
- Approve curriculum
- Set goals, evaluate progress toward those goals
- Ask voters to approve bond measures and local option levies
- Guide collective bargaining



HOW MUCH TIME DOES BEING A GOOD BOARD MEMBER REQUIRE?

It varies. School board service involves a substantial time commitment as an unpaid volunteer. Boards typically meet one or two evenings a month. Before the monthly meetings, you'll need to study the materials. There are also committee meetings, work sessions and appearances.



WHAT DO I NEED TO KNOW BEFORE I START CAMPAIGNING?

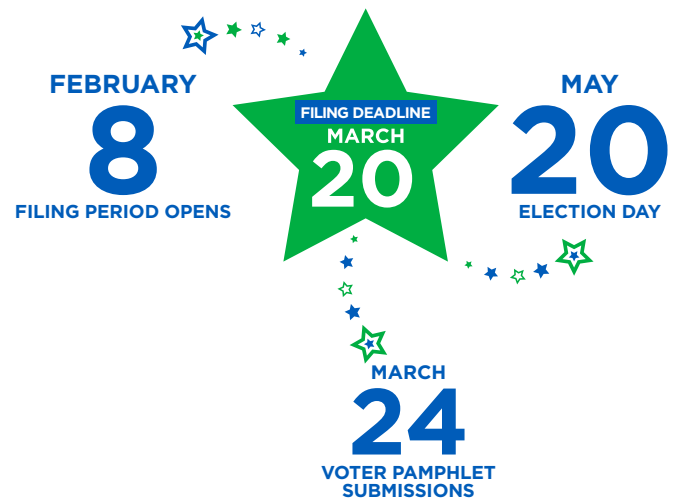
Board candidate campaigns range from simple to sophisticated. One common element, however, is the state requirement for reporting campaign finances. State law limits the sources and amounts of contributions and the purposes for which those contributions may be spent.

Contact the Secretary of State Elections Division online (oregonvotes.gov) or at 503-986-1518 for guidance.

What makes a GOOD SCHOOL BOARD MEMBER?

- Public education advocate
- Skilled decision maker
- Courage to stand up for your convictions
- Team player
- Willing to devote time and energy to your volunteer position

KEY DATES



rev. 01.02.2025



If you are elected to a school, ESD or community college board, we encourage you to contact and become actively involved with the Oregon School Boards Association.

1201 Court St. NE, Suite 400, Salem, OR 97301 | 503-588-2800 | info@osba.org | www.osba.org



Frequently Asked Questions

How do I become a school board candidate?

Board members are elected to four-year terms, or two-year terms to fill a vacancy. You must be a registered voter and you must have lived in the district for one year immediately preceding the election. School district, ESD and community college employees elected to serve on their board must give up district employment to sit on the board.

Your county elections official, superintendent, college president or school board member can tell you how board members are elected in your district.

When are school board elections?

Half of the board members in Oregon's school, community college and education service districts are elected or re-elected in each odd-numbered year. Under Oregon law, such elections are held the third Tuesday in May. **The next election is May 20, 2025.**

2025 IMPORTANT DATES:

Filing period opens February 8, 2025

Filing deadline March 20, 2025

For voters pamphlet March 24, 2025

Election May 20, 2025

How do I file?

The filing period opens February 8, 2025. Prospective candidates can file in one of two ways:

1. Submit a petition containing the signatures of 25 registered voters or 10 percent of the registered voters in the district, whichever is less
2. Submit a declaration of candidacy with a \$10 filing fee

How can I receive training?

Through workshops and conferences, OSBA equips school board members with the leadership training they need to perform at their best. To help prospective candidates answer questions about the process and prepare them to become school board members if they are elected, OSBA Board Development staff is offering two webinars in January 2025.

What does a school board do?

The board's major responsibility is setting policy. The board hires a chief executive (superintendent or college president), who in turn hires staff. Board members must also:

- Establish budget
- Approve curriculum
- Set goals, evaluate progress toward those goals
- Ask voters to approve bond measures and local option levies
- Guide collective bargaining

How much time is required?

It varies. School board service involves a substantial time commitment as an unpaid volunteer. Boards typically meet one or two evenings a month. Before the monthly meetings, you'll need to study the materials. There are also committee meetings, work sessions and appearances.

What do I need to know before I start campaigning?

Board candidate campaigns range from simple to sophisticated. One common element, however, is the state requirement for reporting campaign finances. State law limits the sources and amounts of contributions and the purposes for which those contributions may be spent. Contact the Secretary of State Elections Division [online](#) or at (503) 986-1518 for guidance.

How are school board members of color supported?

OSBA helped establish the [Oregon School Board Members of Color Caucus](#) in 2016. Caucus members have identified their mission as "to promote quality education for all students with emphasis on the unique needs of students of color."

What makes a good board member?

- Public education advocate
- Skilled decision maker
- Willing to devote time and energy to your volunteer position
- Courage to stand up for your convictions
- Team player

Prospective Board Member Notes

February 2025

In addition to the other materials provided, the following information regarding Board activities, time commitments, and miscellaneous notes may be helpful for school board candidates.

Board Meetings

Board meetings are usually scheduled on Tuesday evenings, twice each month. The meeting schedule is approved by the Board for the upcoming school year. Special sessions may be added or changes made to the approved schedule in accordance with public meetings laws.

Committees

Board members are invited to serve on many District committees and teams. Examples may include:

Committee	Board Members	<u>Estimated</u> Time Commitment
Advocacy Committee	1 – 3	4 hours total
Audit Committee	1 – 3	2 hours total
Bargaining Team - Licensed	2 - 3	4 hours every 3 weeks during bargaining process
Bargaining Team - Classified	2 - 3	6 hours every 3 weeks during bargaining process
Budget Committee	All Board Members	1 – 2 official meetings scheduled in May
Career and College Pathway Steering Committee	2 - 3	3 hours / meeting; 2 meetings / year
Long-Range Facilities Planning Committee	1 - 2	1.5 hours / month
Safety Committee	2	1.5 hours / meeting; 2 meetings / year
LAU Plan Review Team	1	5 hours
School-Based Health Center Steering Committee	1 - 2	1.0 hour per quarter
Strategic Planning Teams	All Board Members	Every 4 years; several meetings

Individual Board members may also be selected for state or regional committees, such as the OSBA Legislative Policy Committee and Metro's Policy Advisory Committee.

Professional Development

- Board members are expected to participate in professional development in the course of their tenure on the Board. New Board members are asked to attend classes offered by the Oregon School Boards Association (OSBA) on Board duties and related topics, such as bargaining, the legislative process, etc.
- Attendance at OSBA regional events is encouraged, as is attendance at the OSBA annual conference in the fall.
- Attendance at the National School Board Association (NSBA) annual conference is encouraged for Board members, if the budget allows.
- Periodically, the Board will participate in other professional development opportunities, including events with other school boards.

School Visits and District Events

- Board members make regular visits to schools throughout the year, and meet regularly with union representatives
- Superintendent Coffee Chats (optional attendance for Board members)
- High School Graduations
- Valedictorian Lunch—May
- Faith Luncheon—October
- Board members may also represent the District at community events, such as the Hillsboro Rotary (Thursdays), the Hillsboro Schools Foundation Gala & Auction (February), and the Hillsboro Chamber's Crystal Apple Awards (May)

Miscellaneous Notes

- More than three Board members at a meeting constitutes a quorum, which must meet in public and adhere to public meeting laws.
- Board members may not conduct business in private. They may have closed meetings if the topic is one of a limited number that can legally be discussed in an executive session.
- Board members may not have private conference calls or sequential phone calls or emails with one another about Board business.
- The District will pay for Board members to attend various functions, for example: OSBA conference registration and parking; NSBA registration, airfare, hotel and meals (for new Board members, if the budget allows); and other pertinent conference registrations.
 - Many times, Board members elect to pay certain expenses independently without requesting reimbursement from the District. Board members who use personal credit cards and request reimbursement for District travel or other District business may not receive incentives, such as cash reimbursements, frequent flyer miles, or other benefits that are based on the dollar amount of the purchases.
 - When Board members serve on OSBA committees or the NSBA board, their expenses for related activities are paid by OSBA or NSBA, respectively.
- Board meetings usually begin at 5:15 p.m.; therefore, the District generally provides a light, inexpensive dinner.
- The average time commitment for Board members is 10-15 hours per week, considering all of the activities, attending Board meetings, reading Board packets, and doing other research, as necessary.
- A flexible job is almost a requirement for a Board member, since there are many activities that take place during the course of the work day.

Hillsboro School District 2024-25 Board / Superintendent Working Agreements

Purpose

The Board of Directors is the educational policy-making body for the Hillsboro School District. The Board and Superintendent function together as a leadership team to effectively meet the District's challenges, agreeing that their first and greatest concern is the educational welfare of students. The Board and Superintendent are jointly committed to upholding the values and implementing the protocols outlined in the following working agreements.

Information Requests

- Individual Board members with requests for information will contact the Superintendent or appropriate Cabinet member. The Superintendent and / or Cabinet member will respond to general questions and inquiries.
- If information requests require additional staff work, the Superintendent will determine how to proceed. Requests that require considerable staff work will be added to a Board agenda, so the Board can determine whether it is a valuable investment of staff time.
- Information requests made during Board meetings will be recorded and tracked in the minutes.

Personnel Issues

- Board members support the employment of those persons best qualified to serve as school staff.
- Board members recognize that their sole employee is the Superintendent, whom they direct as a Board, and that it is not their role to direct staff.
- Board members agree that when they have concerns, they will follow the chain of command and contact the Superintendent or a Cabinet member.
- The Superintendent and Board Chair will collaborate to respond to employee concerns.

Speaking with One Voice

- Board members agree that they will strive to render all decisions based on the available facts and their independent judgment.
- Board members agree to accept the decision of the majority, while honoring the right of individual members to express opposing viewpoints and vote their convictions.
- The Board Chair, Vice Chair, and Superintendent will confer with each other, when possible, before responding to the media and

community as the official voice of the Board. The Superintendent and District Communications Officer will communicate facts and notify the Board when responding, as appropriate.

- Board members will be certain to clarify when they are speaking on their own behalf and when they are speaking as representatives of the Board. (For example, "... I am speaking to you today as an individual, and not on behalf of the Hillsboro School District Board of Directors.")

Superintendent / Board Relationship

- Board members agree to work with other Board members to establish effective Board policies, and to delegate authority for the administration of the schools to the Superintendent.
- Board members agree that they will not take any private action that will compromise the Board or administration. They will respect the confidentiality of information that is privileged under applicable law, and they will avoid being placed in a position that involves a conflict of interest.
- The Superintendent will communicate with the Board in a timely manner about issues that concern the District. Board members will provide feedback or suggestions to the Superintendent.
- Board members have access to members of Cabinet. In the event that a Board member contacts a Cabinet member, the Superintendent will be copied on the correspondence.
- The Superintendent will provide the Board with weekly updates.
- The Board Chair and Vice Chair will meet with the Superintendent to plan Board meeting agendas and strategize on how to address key issues.
- Board members and the Superintendent agree to be open to suggestions, and respectful in their manner of giving and receiving feedback, including reminders when their working agreements are being violated. The Board Chair and/or Superintendent will counsel Board members when necessary.
- The Board and Superintendent will review, revise, and recommit to their working agreements annually.

Meetings

- Board members agree to read all packet materials prior to the meetings.
- The Board packet will normally be emailed to Board members by the end of the day on the Thursday prior to a regularly scheduled Board meeting.
- When an individual Board member has a question about an agenda item prior to a Board meeting, they will strive to contact the Superintendent, so that information can be gathered and shared before the meeting.
- The Superintendent and Board secretary will act as parliamentarians at Board meetings to help ensure that each motion is clear and there is no missing or misunderstood information.
- The Board Chair will make every effort to ensure that all Board members wishing to speak regarding an agenda item have an opportunity to be heard.

Communication – Board / Superintendent / Staff / Community

- Board members and the Superintendent agree to show respect and consideration for each other at Board meetings and in all of their communications, work collaboratively together, strive to be a highly functioning team, and offer the same level of consideration and respect to administrators, staff members, audience members, and community members.
- Board members will endeavor to make policy decisions only after full discussion at publicly held Board meetings.
- Board members agree to encourage the free expression of opinion by all Board members, and to follow the protocols established by the Board and Superintendent when communicating with other Board members, students, staff, and community members.
- Board members are encouraged to visit schools.
 - When Board members visit schools in their official capacity, they agree to plan their visits in advance with the principal, and wear their District “Board Member” badges.
 - When Board members visit schools as a parent or volunteer, they will sign in at the office and ask for a visitor badge. Advance notice is encouraged, but may not be required in all cases.
- Board members agree that emails sent to the entire Board from community members will be answered by the Board Chair (or designee) on behalf of the Board, and copied to all Board members, and that concerns about the District will be referred to the Superintendent and Cabinet member, if appropriate. The Board Chair (or designee)

will include the following points in their response:

1. Thank you for sharing your concern regarding _____.
2. I have referred your concern to the Superintendent and Cabinet member (if appropriate).

If a Board member would like to respond to a community member who has contacted several Board members regarding a concern, the Board member's response will include the following points:

1. Thank you for sharing your concern regarding _____.
2. The Hillsboro School District Board Chair (or designee) will respond on behalf of the Board.

Board Meeting Agendas

- The Board Chair, Vice Chair, and Superintendent will set the Board agenda. Individual Board members may request that items be added to the agenda by contacting the Superintendent or Board Chair.
- Items will only be added to the agenda at a Board meeting if the majority of the Board agrees to consider them.

Board Professional Development Requests

- Because Board members believe that professional development is a key component to being an effective Board member, they are committed to informing themselves about current educational issues by individual study and through participation in programs that provide valuable relevant information, such as programs sponsored by state and national school boards associations and other professional organizations.
- See policy BHB for specific information regarding professional development requests. Board members participating in professional development opportunities will share a brief summary of the training with the rest of the Board following the event.

Adopted 09/24/2024



Hillsboro School District

Board of Directors



Board Meeting Agendas

HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS
Administration Center, 3083 NE 49th Place, Hillsboro, OR 97124

Board Meeting Agenda
Tuesday, January 14, 2025
5:15 PM

Please note that the estimated times for specific items on Board meeting agendas are subject to change; if audience members wish to be present for specific agenda items, they are encouraged to arrive at least 15 minutes prior to the estimated time. A livestream link can be found at the top of the hsd website: <https://www.hsd.k12.or.us/> on the morning of the meeting.

1. **5:15 PM - Executive Session**

- A. Call to Order Executive Session
Presenter: Ivette Pantoja
Time: 5:15 PM
- B. ORS 192.660(2)(d) - Labor Negotiator Consultation
Presenter: Martha Rodriguez Siordia
Time: 5:15 PM, 30 minutes
- C. Recess Executive Session
Presenter: Ivette Pantoja
Time: 5:45 PM

2. **6:00 PM - Work Session**

- A. Call to Order
Presenter: Ivette Pantoja
Time: 6:00 PM
- B. Discuss Proclamations
Presenter: Ivette Pantoja
Time: 6:00 PM, 15 Minutes
- C. Sample Resolution on Safe and Welcoming Schools
Presenters: Ivette Pantoja / Beth Graser
Time: 6:15 PM, 30 minutes
- D. Discuss Topics of Interest for Joint Work Session
Presenter: Brooke Nova
Time: 6:45 PM, 15 minutes
- E. Action Items
 - 1. Approve Annual Clerk / Officer Designations
Presenters: Travis Reiman / Scott Harrison
Time: 7:00 PM, 5 minutes
SAMPLE MOTION: *I move that the Board of Directors approve the revised 2024-25 designations.*
- F. Discussion Time
Presenter: Ivette Pantoja
Time: 7:05 PM, 10 minutes
 - Student Representatives
 - Superintendent
 - Board Members
- G. Adjourn Board Meeting
Presenter: Ivette Pantoja
Time: 7:15 PM
- H. Next Meetings of the Board of Directors

- January 28, 2025, Board Work / Regular Session
- February 11, 2025, Work Session

The Board meeting packet may be found on the District website: <https://www.hsd.k12.or.us/board>.

This meeting will be held in English along with Spanish interpretation. If you need interpretation services in another language, please contact our Language Liaisons Department by email at langueliaisons@hsd.k12.or.us or by calling 503-844-1429, at least 48 hours before the meeting.

HILLSBORO SCHOOL DISTRICT 1J BOARD OF DIRECTORS
Administration Center, 3083 NE 49th Place, Hillsboro, OR 97124

Board Meeting Agenda
Tuesday, December 10, 2024
5:15 PM

Please note that the estimated times for specific items on Board meeting agendas are subject to change; if audience members wish to be present for specific agenda items, they are encouraged to arrive at least 15 minutes prior to the estimated time.

1. **4:00 PM - Audit Committee Meeting**
Presenter: Michelle Morrison
2. **5:15 PM - Executive Session**
 - A. Call to Order Executive Session
Presenter: Ivette Pantoja
Time: 5:15 PM
 - B. ORS 192.660(2)(d) - Labor Negotiator Consultation
Presenters: Michelle Morrison / Brian Haats / Martha Rodriguez Siordia
Time: 5:15 PM, 60 minutes
 - C. Recess Executive Session
Presenter: Ivette Pantoja
Time: 6:15 PM
3. **6:15 PM - Work Session**
 - A. Call to Order
Presenter: Ivette Pantoja
Time: 6:15 PM
 - B. Facility Usage Update
Presenters: Saideh Haghighi Khochkhou / Rian Petrick
Time: 6:15 PM, 30 minutes
 - C. Discuss Education Equity Advisory Committee Appointments
Presenter: Francesca Sinapi
Time: 6:45 PM, 10 minutes
 - D. Recess Work Session
Presenter: Ivette Pantoja
Time: 6:55 PM
4. **7:00 PM - Regular Session**
 - A. Call to Order and Flag Salute
Presenter: Ivette Pantoja
Time: 7:00 PM, 5 minutes
 - B. Land Acknowledgment
Presenter: Ivette Pantoja
Time: 7:05 PM, 5 minutes
 - C. Approval of Agenda
Presenter: Ivette Pantoja
Time: 7:10 PM, 5 minutes
SAMPLE MOTION: *I move that the Board of Directors approve the agenda as printed.*
 - D. Consent Agenda
Consent agenda items are distributed to Board members in advance for study, and enacted with a single motion.
Presenter: Ivette Pantoja

Time: 7:15 PM, 5 minutes

SAMPLE MOTION: I move that the Board of Directors approve the Consent Agenda as printed

1. Approve Minutes of November 12, 2024, Board Meeting

2. Approve Routine Personnel Matters

E. Audience Time

Presenter: Ivette Pantoja

Time: 7:20 PM, 15 minutes

F. Reports

1. First Reading - 2025-26 School Calendar

Presenter: Brian Haats

Time: 7:35 PM, 5 minutes

2. Financial Report

Presenter: Michelle Morrison

Time: 7:40 PM, 5 minutes

3. 2023 PERS Valuation and 2025-27 Rates

Presenter: Michelle Morrison

Time: 7:45 PM, 15 minutes

G. Action Items

1. Declare Surplus Equipment and Authorize Disposal

Presenter: Saideh Haghighi Khochkhrou

Time: 8:00 PM, 5 minutes

SAMPLE MOTION: I move that the Board of Directors declare the HSD Facilities and Information Technology Department equipment surplus and authorize the disposal in accordance with District Surplus Procedures.

2. Accept Annual Comprehensive Financial Report for 2023-2024

Presenter: Michelle Morrison

Time: 8:05 PM, 5 minutes

SAMPLE MOTION: I move that the Board of Directors accept the Annual Comprehensive Financial Report for 2023-2024.

3. Adopt Planning Calendar for the 2025-26 Budget

Presenter: Michelle Morrison

Time: 8:10 PM, 5 minutes

SAMPLE MOTION: I move that the Board of Directors adopt the planning calendar for the 2025-26 budget.

H. Information - Administrative Regulation Update

Presenter: Travis Reiman

1. K/L - District-Community Relations

a. KG-AR(1): Community Use of District Facilities

Presenter: Saideh Haghighi Khochkhrou

b. KG-AR(2): Facility Use Fee Schedule

Presenter: Saideh Haghighi Khochkhrou

I. HCU / HEA Reports

Presenter: Ivette Pantoja

Time: 8:15 PM, 10 minutes

J. Discussion Time

Presenter: Ivette Pantoja

Time: 8:25 PM, 10 minutes

1. Student Representatives' Time

2. Superintendent's Time

3. Board of Directors' Time

K. Adjourn Board Meeting

Presenter: Ivette Pantoja

Time: 8:35 PM

L. Next Meetings of the Board of Directors:

- January 14, 2025, Board Work Session
- January 28, 2025, Board Work / Regular Session

The complete Board meeting packet may be downloaded from the District website at: <https://www.hsd.k12.or.us/board>.



Hillsboro School District

Board of Directors



Board-Related

Policies



Code: BBA
Adopted: 6/07
Revised/Readopted: 1/22/19
Orig. Code(s): BBAB

Board Powers and Duties

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

1. Legislative or Rule-Making Authority

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

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

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

2. Judicial Authority

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

3. Executive/Administrative Authority

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

The Board may establish academic and financial goals for the District and evaluate the Superintendent's implementation of those goals.

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

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

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

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

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

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)
[ORS 243.656](#)
[ORS Chapters 279A, 279B](#) and [279C](#)
[ORS 294.305 to -294.565](#)

[ORS 328.205 to -328.304](#)
[ORS 332.072](#)
[ORS 332.075](#)
[ORS 332.105](#)

[ORS 332.107](#)
[ORS Chapter 339](#)
[ORS 342.805 to -342.937](#)
[ORS Chapter 343](#)

Cross Reference(s):

DJ - District Purchasing



Code: **BBAA**
Adopted: 2/17/09
Revised/Readopted: 1/22/19; 9/22/20; 1/25/22
Orig. Code(s): BBAA

Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of their position when the Board is in legal session only.

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

When expressing personal opinions in public, the Board member should clearly identify the opinions as their own.

Members will be knowledgeable of information requested through Board action, supplied by the Superintendent, gained through attendance at District events or activities, and through professional Board activities.

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

1. Request for Information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the Superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information, which require additional time or expense to the District must be submitted to the Board for consideration.

2. Requests for Legal Opinions

Requests for legal advice or opinions by a Board member that will incur a cost for the District must be approved by a majority vote of the Board before the request is made to legal counsel. The Board chair is authorized to obtain legal advice or opinions if advantageous to do so prior to the next meeting (e.g., advice regarding an executive session or a decision to invite district legal counsel) without a need for Board approval. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students, or members of the public, the Board members will direct the staff, students, members of the public to the complaint

policy Board policy KL – Public Complaints. Such information will be conveyed to the Superintendent.

4. Board Member’s Relationship to Administration

Individual Board members will be informed about the District’s educational program, may visit schools or other facilities to gain information, and may request information from the Superintendent. No individual Board member may direct the superintendent to action without Board authorization. Board members will not intervene in the administration of the District or its schools.

5. Contracts or Agreements

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

END OF POLICY

Legal Reference(s):

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.075](#)

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

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

Cross Reference(s):

BHD - Board Member Compensation and Expense Reimbursement

DFEA - Admissions to District Events



Code: BBBA
Adopted: 6/19/07
Revised/Readopted: 1/22/19; 10/25/22
Orig. Code(s): BBBA

Board Member Qualifications

A person is eligible to serve as a Board member if the person is a qualified elector¹ of the District and has been a resident within the District for one year immediately preceding the election or appointment.

A person who is an employee of the District is not eligible to serve as a Board member while so employed.

A person who is an employee of a public charter school may not serve as a member of the Board of the District in which the public charter school that employs the person is located.

END OF POLICY

Legal Reference(s):

ORS 247.002	ORS 332.016	ORS 332.124
ORS 247.035	ORS 332.018	ORS 332.126
ORS 249.013	ORS 332.030	

OREGON CONSTITUTION, ARTICLE II, Section 2.

Cross Reference(s):

BBE - Vacancies on the Board

¹ “Elector” means an individual qualified to vote under Article II, section 2, [Oregon Constitution](#).



Code: BBF
Adopted: 12/22/09
Revised/Readopted: 1/22/19; 10/27/20; 6/18/24
Orig. Code(s): BBF

Board Member Standards of Conduct

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

Board members will recognize the Superintendent as the executive officer to whom the Board has delegated administrative authority to establish regulations and oversee the implementation of Board policy.

When a Board member expresses personal opinions in public, the Board member should clearly identify the opinions as personal.

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

A Board member shall not disclose information and documents discussed or reviewed in executive session.

Board members individually and the Board as a public entity subscribe to the ethics laws for public officials provided in state law.

A Board member will not post confidential information or documents about students, staff members, or district business online, including but not limited to, on social media.

Board members will treat fellow Board members, staff members, students, and the public with respect while posting online or to social media and will adhere to Oregon Public Meetings Laws, including when communicating with other Board members via websites or other electronic means.

A Board member is a mandatory reporter of child abuse. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately make a report to the Department of Human Services (DHS)¹ or to law enforcement within the county where the person making the report is located at the time of contact.

¹ How to report abuse or neglect: [Oregon DHS](#). Call 855-503-SAFE (7233)

END OF POLICY

Legal Reference(s):

[ORS 162.015 - 162.035](#)
[ORS 162.405 - 162.425](#)
[ORS 192.610 - 192.710](#)

[ORS 244.040](#)
[ORS Chapter 244](#)
[ORS 332.055](#)

[ORS 419B.005](#)
[ORS 419B.010](#)
[ORS 419B.015](#)

Cross Reference(s):

BBFC - Reporting of Suspected Abuse of a Child
GBI - Gifts and Solicitations
GBNAB\JHFE - Suspected Abuse of a Child Reporting Requirements
JHFE\GBNAB - Suspected Abuse of a Child Reporting Requirements