Pleasant Hill School District No. 1

July 20, 2026

Board CHARGE & Regular Board Meeting

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Pleasant Hill School District

Review of OSBA Policy Update (Highly Recommended) – BBAA: Individual Board Member's Authority and Responsibilities

Purpose

The purpose of this is to review the proposed revisions to Board Policy BBAA, "Individual Board Member's Authority and Responsibilities," using the April 2026 Oregon School Boards Association (OSBA) model policy.

This discussion is intended to:

- Review changes in law and governance best practices.
- Determine whether the Board wishes to adopt the OSBA model language.
- Discuss the governance implications of the proposed revisions.
- Identify any district-specific modifications prior to formal adoption.

No Board action is requested during this review.

Background

The current Pleasant Hill School District policy was last revised in November 2021. Since that time, OSBA has updated the policy to reflect:

- Oregon Public Meetings Law requirements;
- Current governance best practices;
- Clarification of individual board member authority;
- Board member responsibilities related to ethics, confidentiality, mandatory reporting, and communication.

The proposed policy is intended to better define the distinction between the authority of an individual board member and the authority of the Board acting collectively.

Summary of Significant Changes

1. Individual Board Authority

The updated policy clarifies that Board members exercise authority only when the Board is meeting in accordance with Oregon Public Meetings Law and only when authorized through Board action.

Discussion Question

Does the Board agree that this language more clearly reflects the distinction between individual authority and collective Board authority?

2. Speaking on Behalf of the Board

The proposed policy clarifies that Board members may speak on behalf of the Board or District only when specifically authorized.

Outside of that authority, Board members speak only in their individual capacity.

Discussion Question

Does the Board support this clarification as a way to provide consistency in public communications?

3. Requests for District Records

The proposed policy broadens the language regarding requests for district records by:

- allowing requests for existing records through the Superintendent;
- requiring Board approval when requests involve confidential information or significant staff time.

This helps balance Board access to information with responsible use of district resources.

Discussion Question

Does this process appropriately balance transparency with administrative efficiency?

4. Complaints from the Public

The updated policy reinforces that individual Board members:

- refer complaints through established complaint procedures;
- notify the Superintendent when appropriate;
- do not independently investigate or resolve complaints.

This reinforces the Board's governance role while preserving administrative due process.

5. Board Member Communication with Administration

The revised language makes clear that individual Board members may not direct:

- the Superintendent;
- administrators;
- or other district employees

without Board authorization.

This language reinforces the Board's policy-making role while preserving the Superintendent's responsibility for district operations.

6. Additional Governance Responsibilities

The proposed policy also incorporates several responsibilities not currently addressed within the District policy, including:

- compliance with Oregon Public Meetings Law;
- mandatory reporting requirements;
- compliance with Oregon Government Ethics Law;
- protection of confidential information;
- adherence to Board policies and Board working agreements.

These additions reflect current legal expectations and governance best practices.

Discussion Items

Requests for Legal Opinions

OSBA requests that each Board intentionally determine how individual Board members should obtain legal advice.

Current Proposed Language

Individual Board members requesting legal advice that will result in district expense must first receive approval from a majority of the Board.

The Board Chair may obtain legal advice before the next Board meeting when necessary.

Governance Considerations

The Board should determine whether individual Board members should:

Option A

Be permitted to independently contact attorneys available through organizations such as OSBA or PACE when there is no cost to the District.

Advantages:

- Allows members to obtain general governance guidance.
- Supports ongoing Board development.
- No financial impact to the District.

Potential Consideration:

- Members could receive guidance independently that is not shared with the full Board.

Option B

Require all requests for legal advice to be coordinated through the Board Chair or Superintendent regardless of cost.

Advantages:

- Ensures consistent legal guidance.
- Maintains a single point of contact.
- Avoids conflicting legal interpretations.
- Reinforces the Board acting collectively.

Potential Consideration:

- Slightly limits individual member access to governance resources.

Superintendent Recommendation

Administration recommends (Option B):

1. Individual Board members continue to access general governance resources available through OSBA.
2. Any request for district-specific legal advice, legal interpretation, or advice that could affect District operations or incur legal expense be coordinated through the

Board Chair and Superintendent and, when appropriate, authorized by Board action.

This approach promotes consistency, protects attorney-client privilege, and ensures legal advice is provided to the Board as a governing body rather than to individual Board members.

Recommended Next Steps

Following discussion during this work session:

- Administration will prepare the final policy based on Board feedback.
- The policy will be presented at a regular Board meeting for First Reading.
- Adoption will be considered at a subsequent regular Board meeting.

This process provides Board members an opportunity to review the policy thoroughly before taking formal action.

OSBA Model Sample Policy

Code: BBAA
Adopted:

Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of their position when the Board is in a meeting which is being held in accordance with Oregon's Public Meetings Law. A Board member has the authority to act in the name of the Board only 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.

Board members may speak on behalf of the Board or district only when specifically authorized to do so. Any other statements do not represent the position of the Board or district. When expressing personal opinions in public, Board members are encouraged to clearly identify the opinions as their own.

All Board members shall maintain awareness of relevant district information and participate in Board functions and professional Board development activities.

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

1. Request for Records

   Any individual Board member who desires a copy of an existing record may make such a request to the superintendent. Requests involving confidential records or significant staff time will be referred to the Board for approval.

2. Requests for Legal Opinions{[1]}

   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 a Board Member

   When a Board member receives complaints or requests for action from staff, students or members of the public, the Board member will direct the staff, students, members of the public to the public

[1] {Consider how board members obtain legal advice and whether a cost is associated with that. Does the Board want individual board members to be able to contact attorneys at PACE or OSBA (no bill accrued) on their own, or does the Board want them to get Board approval first? Do you want individual Board members to be able to contact attorneys that will bill the district on their own, or do you want them to get board approval first?}

complaint policy Board policy KL – Public Complaints. Such information will be conveyed to the superintendent. An individual Board member is not authorized to independently act on complaints.

4. Board Member's Communication with Administration

No individual Board member may direct the superintendent or other staff to action without Board authorization. No Board member will intervene in the administration of the district or its schools.

5. Contracts or Agreements

All district contracts 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.

6. Visits to Schools

A Board members may visit schools in accordance with Board policy BG – Board–Staff Communications.

7. Public Meetings Law

All Board members will comply with Public Meetings Law[, including participating in an approved[2] training at least once during each term of office{[3]}].

8. Mandatory Reporting

A Board member having reasonable cause to believe that any child with whom the Board member comes in contact has suffered abuse or that any person with whom the Board member comes in contact has abused a child shall immediately make an oral report or cause an oral report be made to Department of Human Services[4] or local law enforcement.

9. Oregon Ethics Laws

All Board members will adhere to Oregon Government Ethics laws, including filing the statement of economic interest as required by Oregon Revised Statute (ORS) 244.

10. Confidential Information

All Board members will not disclose confidential information received as part of Board service.

11. Other Laws, Policies, Agreements and Procedures

All Board members will follow all laws, Board policies, working agreements, and any other procedures established by the district.

PROPOSED

[2] Approved by the Oregon Government Ethics Commission.

[3] {Training is only required for districts with annual fiscal expenditures of $1M or more. See ORS 192.700.}

[4] (855) 503-SAFE (7233)

END OF POLICY

Legal Reference(s):

ORS 192.311 – 192.478
ORS 192.610 – 192.705
ORS Chapter 244
ORS 332.045
ORS 332.055
ORS 332.057
ORS 332.075
ORS 332.107
ORS 419B.010

38 OR. ATTY. GEN. OP. 1995 (1978)
S. Benton Educ. Ass'n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

PROPOSED

Pleasant Hill School District 1

Code: **BBA**
Adopted: 1/10/00
Readopted: 9/13/10

Board Powers and Duties

The Legislature of the state of Oregon delegates to the Board responsibility for the conduct and governance of schools. 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 rules for governing schools and students consistent with State Board of Education rules and with local, state and federal laws.

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

2. Judicial Authority

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

3. Executive/Administrative Authority

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

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

The Board will oversee the district's financial affairs by authorizing, appropriating and adopting budgets and by proposing tax levy 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 - 294.565
ORS 328.205-328.304
ORS 330.080-330.310
ORS 334.005
ORS 334.125
ORS 334.145
ORS 334.175
ORS 334.185
ORS 334.215
ORS 334.225
ORS 334.240
ORS Chapter 339
ORS 342.805-342.937
ORS Chapter 343

OAR 581-024-0205
OAR 581-024-0206
OAR 581-024-0208
OAR 581-024-0210
OAR 581-024-0225
OAR 581-024-0226
OAR 581-024-0228
OAR 581-024-0235
OAR 581-024-0250
OAR 581-024-0252
OAR 581-024-0260
OAR 581-024-0265
OAR 581-024-0280
OAR 581-024-0288

Pleasant Hill School District

Review of OSBA Policy Update (Optional) – BBE: Vacancies on the Board

Purpose

The purpose of this is to review the proposed revisions to Board Policy BBE, "Vacancies on the Board," using the April 2026 Oregon School Boards Association (OSBA) model policy.

This discussion is intended to:

- Review changes in Oregon law and governance best practices.
- Establish a transparent and consistent process for filling future Board vacancies.
- Determine whether the Board wishes to adopt the OSBA model policy, with any district-specific modifications.
- Identify any local preferences before formal adoption.

No Board action is requested during this review.

Background

Pleasant Hill School District's current policy establishes that Board vacancies are filled through Board appointment and identifies the qualifications of appointees and the length of their appointments. However, it provides very little guidance regarding the process the Board should follow when a vacancy occurs.

The 2026 OSBA model policy significantly expands this section by outlining a transparent, orderly process that promotes fairness, consistency, and public confidence.

Summary of Significant Changes

1. Formal Declaration of Vacancy

The proposed policy begins by requiring the Board to formally declare a vacancy during a public Board meeting.

This ensures the vacancy is officially recognized before the appointment process begins.

Discussion Question

Should the Board formally declare every vacancy by Board action before beginning the appointment process?

2. Establishing an Application Process

The proposed policy requires:

- an application period of at least twenty (20) days;
- public notice on the District website;
- application instructions and deadlines available to the public;
- the ability for the Board to extend or reopen the application period if necessary.

The current Pleasant Hill policy does not establish an application process.

Discussion Question

Does the Board agree that a minimum application period promotes transparency and equal opportunity for interested community members?

3. Verification of Eligibility

The Superintendent (or designee) verifies that applicants meet statutory qualifications before interviews occur.

Applicants must:

- be registered voters within the district;
- have resided within the district for at least one year;
- satisfy any zone residency requirements, if applicable;
- meet statutory eligibility requirements regarding district employment.

This removes uncertainty before the Board begins deliberations.

4. Open Review of Applicants

The proposed policy specifies that:

- applicant materials are reviewed in an open meeting;
- interviews, if conducted, occur in an open meeting;
- appointment occurs by vote in an open meeting.

This provides a clear and transparent public process.

Discussion Question

Does the Board wish to interview all qualified applicants or reserve the option to select finalists for interviews?

5. Voting Procedures

The proposed policy clarifies that appointment requires an affirmative vote of a majority of the Board.

If no applicant receives a majority vote, the Board may:

- conduct additional rounds of voting; or
- reopen the application process.

This provides direction should multiple qualified applicants be considered.

6. Administration of the Oath

The proposed policy specifies that newly appointed Board members:

- take the oath of office before assuming duties; and
- are seated immediately thereafter.

This formalizes the transition process.

7. Service of the Appointee

The proposed policy simplifies the language regarding the appointee's term of service.

The appointee serves until June 30 following the next election, at which time either:

- the remainder of the unexpired term; or
- a new full term

will be filled by election, depending upon the timing of the vacancy.

This language is more concise while remaining consistent with Oregon law.

Discussion Items

A. Length of Application Period

OSBA recommends a minimum twenty-day application period.

Discussion Question

Does the Board wish to:

- retain the twenty-day minimum;
- establish a longer application period as a local practice; or
- retain flexibility by extending the period when necessary?

B. Interview Process

The model policy allows the Board to interview selected applicants.

The Board may wish to discuss:

- interviewing every qualified applicant;
- interviewing only finalists;
- using a standardized interview process.

Establishing expectations in advance promotes consistency.

C. Reopening the Application Process

If no applicant receives a majority vote, the proposed policy allows the Board to reopen the application period.

Discussion Question

Does the Board agree that reopening the process is preferable to appointing a candidate without majority support?

D. Board Appointment Philosophy

Although not addressed directly in policy, the Board may wish to discuss guiding principles for appointments, such as:

- commitment to serving all students;
- ability to work collaboratively;
- respect for Board governance roles;

- willingness to participate in Board training;
- commitment to District Strategic Plan priorities.

These expectations may be communicated during recruitment but would not become formal policy.

Superintendent Recommendation

Administration recommends adopting the OSBA model policy and AR substantially as written.

The revised policy:

- provides a transparent appointment process;
- aligns with current Oregon law;
- establishes consistent procedures for future Boards;
- reduces uncertainty during vacancies;
- promotes public confidence in Board appointments.

Administration further recommends developing an administrative procedure or Board vacancy packet that includes:

- application forms;
- timeline;
- interview questions;
- evaluation rubric;
- appointment timeline;
- orientation schedule for newly appointed Board members.

Having these materials prepared in advance will allow the District to respond efficiently whenever a vacancy occurs.

Recommended Next Steps

Following Board discussion:

- Administration will prepare a final draft reflecting any Board direction.
- The revised policy will be presented at a regular Board meeting for First Reading.
- Formal adoption will be considered at a subsequent regular Board meeting.

This approach provides an opportunity for thoughtful discussion while ensuring the District has a well-defined process in place before a future vacancy occurs.

OSBA Model Sample Policy

Code: BBE
Adopted:

Vacancies on the Board

Vacancies on the Board will be filled through the following procedures:

1. At a Board meeting, the Board will declare the vacancy[1];

2. The Board or designee will establish an application period of at least 20 days. Applicants will be required to submit an application to the district office by the designated date. Deadlines and instructions will be posted on the district website. The Board can vote to extend or re-open the application period at any time;

3. After the application period has ended, the superintendent or designee will verify applicant eligibility. Applicants must:

   a. Be an elector of the district.[2] This requires being registered to vote within the district;
   b. Have resided in the district for a period of one year immediately preceding the appointment;
   c. [Be a resident of the zone of the vacant position, if the position is zoned;]
   d. Not be an employee of the district or a charter school located within the district[{[3]}, except as a substitute bus driver in accordance with ORS 332.016].

4. The Board will review applicant materials in an open Board meeting;

5. The Board may select applicants to interview. Any interview will be held in an open Board meeting;

6. During an open Board meeting, the Board will vote to appoint one of the applicants. In the event that no applicant receives a majority of votes[4], the Board may re-vote or vote to re-open the application period;

[1] In accordance with ORS 332.030, the Board shall declare a vacancy upon any of the following:
1. The death or resignation of any Board member;
2. When a Board member is removed from office or the election of the Board member has been declared void by the judgment of any court;
3. When a Board member ceases to be a resident of district [or zone from which nominated (see exception for board members who move out of the zone, but remain residents of the district in ORS 332.030(2) - (3))];
4. When a Board member ceases to discharge the duties of office for two consecutive months unless prevented by sickness or other unavoidable cause;
5. When a Board member ceases to discharge the duties of office for four consecutive months for any reason; or
6. When a Board member is recalled.

[2] ORS 254.005(4) provides "'Elector' means an individual qualified to vote under section 2, Article II, Oregon Constitution." District staff may verify this with local elections officials.

[3] {Include this bracketed language only if the district has an ADM or 50 or fewer.}

[4] ORS 332.055 requires the affirmative vote of a majority of Board members to transact any business. Consequently [three] votes are necessary to appoint a board member, regardless of how many vacancies exist.

7. The newly appointed Board member(s) will take an oath of office before assuming the duties of office and will be seated immediately thereafter.

[If the vacancy occurs in a zone and an eligible zone resident cannot be found, the Board shall appoint one of the eligible residents from the district to serve in accordance with ORS 332.124.]

The appointee will serve until June 30 following the next election. At that election, either the remainder of the term for the position, or a full term for the position will be on the ballot.

If the offices of a majority of Board members are vacant at the same time, the directors of the [ ] Education Service District shall appoint persons to fill the vacancies from qualified individuals.

END OF POLICY

Legal Reference(s):

ORS 249.865 - 249.877
ORS 254.005
ORS 255.245
ORS 255.335
ORS 332.030
ORS 332.122
ORS 332.124

PROPOSED

OSBA Model Sample Administrative Regulation

Code: BBE-AR
Revised/Reviewed:

Board Member Vacancy Application

When a Board vacancy is declared, the Board will appoint a qualified person in accordance with Board policy BBE – Vacancies on the Board. To be considered for appointment, this form must be submitted to the district office by the deadline communicated by the district. Submitted applications become public records and may be disclosable upon request.

Name: _____

Motivation and Experience

Why do you want to serve on the Board?

_____

_____

_____

_____

Which experiences or perspectives will help you represent and serve all students and families?

_____

_____

_____

_____

How will you help advance the district's mission and goals?

_____

_____

_____

_____

How will you engage respectfully with individuals whose viewpoints differ from your own?

_____

_____

_____

Knowledge, Time Commitment and Governance

Availability: Board meetings, work sessions, and committee service often occur in the evenings and occasionally during the daytime. How will you balance Board obligations with other commitments?

_____

Laws applying to public entities: Briefly share any familiarity you have with Oregon public meetings and public records laws: _____

_____

_____

PROPOSED

Policy and Budget: What experience do you have with policy development, budgets, or strategic planning?

Student-Centered Decision-Making: How will you ensure decisions reflect student outcomes, safety, and well-being?

PROPOSED

This page is intended for internal and verification purposes. It is not intended to be provided to the Board or discussed at a Board meeting. Once submitted, it is a public record and may be subject to disclosure.

Contact and Personal Information

Name (as it appears on voter registration): _____

Preferred name (if different): _____

Position applying for: _____

Note: Your address is used only to verify residency within the district/zone, as required by Oregon law. Verification may be required.

Home street address (as it appears on voter registration):

_____

City: _____ State: OR _____

Primary phone: _____ Alternative phone: _____

Email: _____

Best way to contact you? ☐ Phone ☐ Email ☐ Text

Accessibility and Accommodations

We welcome applicants with disabilities. Do you need an accommodation to participate in interviews or meetings (e.g., ASL interpreter, materials in alternative formats, physical access, assistive technology)?

☐ No ☐ Yes (please describe): _____

Attestations (Required)

- ☐ The information I have provided is true and complete to the best of my knowledge.
- ☐ I meet the statutory eligibility for appointment: registered elector and one-year residency (ORS 332.018).
- ☐ [I reside in the zone corresponding to this vacancy (ORS 332.030 and ORS 332.122).]
- ☐ I am not disqualified by employee status (ORS 332.016).
- ☐ I understand the appointment duration (through June 30 after the next regular district election) (ORS 332.030(4)).

Signature: _____ Date: _____

PROPOSED

Pleasant Hill School District 1

Code: **BBE**
Adopted: 7/87
Readopted: 1/10/00, 9/13/10

Vacancies on the Board

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

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

1. Will serve until June 30 following the next "election," at which time the individual elected in March of that year will fill the remaining portion of an unexpired term or serve a full four year term; or

2. Will serve until June 30 of a subsequent "election" year if the vacancy occurs after the filing date in an "election" year.

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

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

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

If the offices of a majority of Board members are vacant at the same time, the Directors of the Lane Education Service District shall appoint persons to fill the vacancies from qualified school district voters.

END OF POLICY

Legal Reference(s):

ORS 249.865 - 249.877
ORS 255.245
ORS 255.335
ORS 332.030
ORS 332.122
ORS 332.124

Pleasant Hill School District

Review of OSBA Policy Update (Highly Recommended) – BD: Board Meetings, Notices and Communications

Purpose

The purpose of this is to review the proposed revisions to Board Policy BD, "Board Meetings, Notices and Communications," using the April 2026 Oregon School Boards Association (OSBA) model policy.

This discussion is intended to:

- Review recent updates to Oregon Public Meetings Law.
- Clarify Board expectations regarding meetings, communications, and deliberations.
- Discuss governance best practices for conducting Board business.
- Determine whether the Board wishes to adopt the revised OSBA model policy with any local modifications.
- Adopting the updated policy BD would result in the deletion of current policy BD-BDA.

No Board action is requested during this review.

Background

Pleasant Hill School District's current policy establishes general procedures for Board meetings, work sessions, executive sessions, electronic communications, and public notice. While the policy has served the District well, the 2026 OSBA model substantially expands the policy to reflect changes in Oregon law and to provide much greater clarity regarding Board communications, deliberations, meeting types, accessibility, and notice requirements.

Rather than simply describing Board meetings, the revised policy provides a governance framework intended to help Board members comply with Oregon Public Meetings Law in both formal meetings and day-to-day communications.

Summary of Significant Changes

1. Definitions

The proposed policy introduces definitions for key Public Meetings Law terms, including:

- Communication
- Convening
- Decision
- Decision-making process
- Deliberation
- Executive session
- Intermediary
- Meeting
- Public Meetings Law
- Quorum
- Work session

These definitions provide a common understanding of terms that frequently arise during Board service.

Discussion Question

Does the Board find value in including these statutory definitions within Board policy to support governance training and consistent understanding?

2. Types of Meetings

The revised policy clearly distinguishes among:

- Regular meetings
- Special meetings
- Emergency meetings
- Work sessions
- Executive sessions

Each meeting type is accompanied by a description of its purpose and applicable legal requirements.

One significant clarification is that **work sessions are meetings governed by Public Meetings Law** and may include Board deliberation.

Discussion Question

Does the Board agree that clearly defining each meeting type will improve consistency in Board operations?

3. Work Sessions

The revised policy defines work sessions as opportunities for:

- planning;
- receiving information;
- preliminary discussion; and
- Board deliberation.

The policy also states that **official Board decisions may be made during a properly noticed work session**.

While this is legally permissible, Pleasant Hill School District has historically reserved work sessions primarily for discussion and education.

Discussion Question

Does the Board wish to continue its current practice of using work sessions primarily for discussion and reserving formal action for regular Board meetings, except when circumstances warrant otherwise?

4. Communications Outside of Board Meetings

One of the most significant updates addresses communications outside formal meetings.

The revised policy provides extensive guidance regarding prohibited "serial meetings" and clarifies that Board members may not deliberate outside a properly noticed meeting through:

- email;
- text messages;
- telephone calls;
- video meetings;
- intermediaries;
- or combinations of these methods.

The policy also identifies communications that remain permissible, including:

- factual information;
- educational materials;
- scheduling;
- administrative coordination.

This section reflects current Oregon Public Meetings Law and is intended to reduce the risk of inadvertent violations.

Discussion Question

Would the Board benefit from annual Public Meetings Law training using practical examples of permissible and prohibited communications?

5. Electronic Communications

The revised policy continues the District's existing practice of including a cautionary statement on emails exchanged among Board members.

This reminder reinforces that:

- electronic communications may constitute public records;
- electronic communications may inadvertently become unlawful deliberation if members reply or engage in discussion.

Administration recommends continuing this practice.

6. Meeting Locations and Accessibility

The proposed policy expands requirements related to meeting accessibility by addressing:

- hybrid meetings;
- virtual attendance;
- public access to electronic meetings;
- accessibility for persons with disabilities;
- interpreter services;
- meeting locations;
- compliance with the Oregon Indoor Clean Air Act.

These provisions reflect statutory requirements and current expectations for public participation.

7. Public Notice Requirements

The revised policy provides significantly greater detail regarding meeting notices.

Notice requirements now include:

- meeting date, time and location;
- electronic access information, when applicable;
- principal subjects anticipated for discussion;
- interpreter request information;
- notice timelines for regular, special and emergency meetings;
- executive session citations.

These additions improve consistency with current Public Meetings Law.

8. Complaints

The proposed policy establishes that complaints alleging violations of Public Meetings Law are handled through the District's complaint process.

This provides a clearly identified process for addressing concerns should they arise.

Discussion Items

The OSBA model identifies several optional provisions that require local Board consideration.

A. Translation Services

The model allows districts to include language regarding translation services when requested sufficiently in advance.

Considerations

Advantages

- Improves community accessibility.
- Supports multilingual families.
- Demonstrates commitment to inclusive engagement.

Considerations

- Availability of qualified interpreters.
- Cost.

- Frequency of requests.

Discussion Question

Should Pleasant Hill formally include translation services within Board policy, or continue providing accommodations administratively as resources permit?

B. Firearms at Board Meetings

The model includes optional language prohibiting firearms and dangerous weapons at Board meetings except as authorized by law.

Some districts address this issue through a separate Board policy.

Discussion Question

Does the Board wish to include this language within Policy BD or continue addressing weapons through existing District policies?

C. Mandatory Public Meetings Law Training

The model includes language requiring Board members to attend Public Meetings Law training consistent with Oregon law.

Administration recommends retaining this language.

Annual training supports:

- legal compliance;
- effective governance;
- protection of Board members;
- consistent Board practices.

Superintendent Recommendation

Administration recommends adopting the OSBA model policy substantially as written.

The revised policy:

- reflects current Oregon Public Meetings Law;
- provides greater clarity regarding Board authority and communications;

- significantly reduces the risk of inadvertent Public Meetings Law violations;
- modernizes procedures for electronic meetings and hybrid participation;
- establishes consistent meeting notice practices;
- strengthens governance expectations for future Boards.

Administration further recommends that the Board continue its longstanding governance practice of using work sessions primarily for discussion, planning, education, and policy review, while reserving formal action for regular Board meetings except when circumstances require otherwise. Although Oregon law permits action during properly noticed work sessions, separating discussion from action promotes thoughtful deliberation, enhances public understanding, and supports transparent governance.

Recommended Next Steps

Following Board discussion:

- Administration will prepare a final draft reflecting any Board direction.
- The revised policy will be presented at a regular Board meeting for First Reading.
- Formal adoption will be considered at a subsequent regular Board meeting.

Because this policy governs nearly every aspect of Board operations, administration recommends treating this work session as both a policy review and an annual governance training opportunity.

OSBA Model Sample Policy

Code: BD
Adopted:

Board Meetings, Notices and Communications

Definitions

"Communication" means the expression or transmission of information from one person to another through verbal, non-verbal, written, or electronic means. Non-verbal means include gestures, such as thumbs-up and thumbs-down, as well as sign language.

"Convening" means gathering in a physical location, using electronic, video or telephonic technology to be able to communicate contemporaneously among participants, using serial electronic written communication among participants, or using an intermediary to communicate among participants.

"Decision" means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of the Board[1] is required, at any meeting at which a quorum is present.

"Decision-making process" means the process the Board engages in to make a decision, such as: (a) identifying or selecting the nature of the decision to be made; (b) gathering information related to the decision to be made; (c) identifying and assessing alternatives; (d) weighing information; and (e) making a decision.

"Deliberation" means discussion or communication that is part of a decision-making process.

"Executive session" means any meeting or part of a meeting of the Board that is closed to certain persons for deliberation on certain matters.

"Intermediary" means a person who is used to facilitate communications among members of the Board about a matter subject to deliberation or decision by the Board, by sharing information received from a member of the Board with other members of the Board. The term "intermediary" can include a member of the Board.

"Meeting" means the convening of the Board for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter. Meeting does not include any on-site inspection of any project or program or the attendance of members of the Board at any national, regional or state association to which the Board or the members belong.

"Public Meetings Law" means Oregon Revised Statutes (ORS) 192.610 – 192.705 and Oregon Administrative Rules (OAR) 199-040 and 199-050.

PROPOSED

[1] This policy is written to apply to the Board. Other bodies, including Board committees, may be subject to public meeting laws. This policy may help other bodies understand what is required, but is intended as direction for the Board.

"Quorum" means the minimum number of members of the Board required to legally transact business. For the Board, a quorum is [three{[2]}] Board members.

"Work session" or "workshop" means meetings held for the purpose of either presenting information to the Board to prepare for a regular or special meeting, or to allow the Board to engage in preliminary discussions or deliberations.

Board Authority at Meetings

The Board has the authority to act only when a quorum is present at a properly noticed regular, special or emergency meeting. The affirmative vote of [three{[3]}] members of the Board is required to transact any business.

Types of Meetings

The Public Meetings Law applies to all regular, special, emergency, executive session and work session meetings of the Board.

1. Regular Meetings

   The regular meeting schedule will be established at the annual organizational meeting each year and may be changed by the Board with public notice. The purpose of each regular meeting will be to conduct the regular Board business.

2. Special Meetings

   A special meeting may be scheduled when less than a quorum is present at a regular meeting and therefore no business may be conducted, 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. Special meetings may be convened by the Board chair, upon request of three Board members, or by common consent of the Board.

3. Emergency Meetings

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

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

[2] {ORS 332.055 establishes the quorum as a majority. If the Board has five members, three constitute a quorum. If the Board has seven members, four constitute a quorum. If the Board has nine members, five constitute a quorum.}

[3] {ORS 332.055 provides "the affirmative vote of the majority of members of the board is required to transact any business." If the Board has five members, three votes are required. If the Board has seven members, four votes. If the Board has nine members, five votes.}

be conducted in accordance with Public Meetings Law. The Board may make official decisions during a work session.

5. Executive Sessions

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

Communications Outside of a Board Meeting (Serial Meetings Prohibited)

Private meetings where a quorum of the Board engages in discussions or communications that are part of the Board's decision-making process on matters within the authority of the Board violate Public Meetings Law, except as part of an executive session.

A quorum of Board members shall not, outside of a meeting conducted in compliance with Public Meetings Laws, use a series of communications of any kind, directly or through intermediates, for the purpose of deliberating or deciding on any matter that is within the jurisdiction of the Board. This prohibition applies to using any one or a combination of the following methods of communication:

1. In-person;
2. Telephone calls;
3. Videos, videoconferencing, or electronic video applications;
4. Written communication, including electronic written communications, such as email, texts, and other electronic applications;
5. Use of one or more intermediaries to convey information among members; and
6. Any other means of conveying information.

Communications outside of a Board meeting may contain communications between or among members of the Board, including a quorum, 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;
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.

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

Important: Please do not reply or forward this communication if this communication could constitute a decision or deliberation toward a decision between and among members of the district board. Board member electronic communications on district business are subject to Public Meetings and Public Records Law.

A quorum of Board members may attend social meetings or gatherings so long as no discussions or deliberations are had.

Meeting Location, Public Accommodations and Logistical Requirements

All meetings will be open to the public except as provided by law.

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law[4]. The Board may attend training sessions outside the district boundaries but may not deliberate or discuss district business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced. Meeting locations shall be accessible to persons with disabilities.

Any Board meeting may be held in person, through the use of electronic or telephonic means, or in some combination of in-person, electronic or telephonic means.

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. For Board meetings (excluding executive session) held by telephone or other electronic means of communication, the district shall make available a place or an electronic means by which the public can listen to or view the meetings in real time. The place provided may be a place where no Board member is present.

For executive sessions where the media are statutorily authorized to be present, if any person, including any Board member, is attending the executive session by telephone, video, or other electronic means, the district shall provide members of the media the same attendance option. The district may establish reasonable security measures to ensure the media's attendance by telephone, video, or other electronic means is conducted through a secure connection or method.

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 persons who are deaf or hard of hearing. The request should include the name of the requester, sign language preference and any other relevant information requested. 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 aids and services may 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.{[5]}]

Recordings or minutes will be kept for all meetings in accordance with state law and Board policy BDDG – Recordings or Minutes of Board Meetings.

All meetings shall comply with applicable provisions of the Oregon Indoor Clean Air Act.

PROPOSED

[4] 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.

[5] {Districts are encouraged to evaluate translation needs and resources prior to adding this language. A district may decide that translating the agenda, minutes or other documents, or public comment is sufficient.}

[The possession of a firearm, deadly weapon or any other instrument used as a dangerous weapon is prohibited at Board meetings, except as authorized by law.{[6]}]

Public Notice Requirements

The district posts public notice{[7]} of its meetings on the district's website or on a publicly accessible website hosted by a third-party that is linked to the district's website.

The public notice shall identify the following:

1. The time, date, location of the meeting, and, to the extent reasonably possible, will include the electronic link or telephone access information to allow members of the public to attend the meeting by telephone or electronic means;

2. The agenda or list of the principal subjects anticipated to be considered at the meeting and will be specific enough to permit the public to recognize matters in which they are interested. The Board may amend the agenda or may add or remove items from the list of principal subjects prior to or during a meeting. See Board policy BDDC – Board Meeting Agenda for additional meeting agenda information; and

3. The name, telephone number, and email address of a person at the district office to contact to request an interpreter or other communication aids or a statement that the district will provide a sign language interpreter or other communication aids at the meeting.

The district will provide notice to interested persons and news representatives who have requested notice through means reasonably calculated to provide actual notice to interested persons known to the Board.

For all regular meetings, the meeting notice shall be provided with as much advance notice as reasonably possible, but no less than 48 hours' advance notice.

For all special meetings, the meeting notice shall be provided with no less than 24 hours' advance notice.

For an emergency meeting, public notice shall be provided with as much advance notice as reasonably possible given the emergency circumstances. The district shall attempt to contact the media and other interested persons to inform them of the emergency meeting by telephone, email, social media, or other method reasonably calculated to provide actual notice. If reasonably possible under the emergency circumstances, the emergency meeting notice shall be conspicuously displayed on the district's website or on a publicly accessible website hosted by a third-party hosted and linked to the district's website.

PROPOSED

[6] {ORS 166.670(1)(a) prohibits the possession of firearms or "any other instrument used as a dangerous weapon" on school grounds and in facilities occupied by the district, unless an exception applies. ORS 166.370(3)(g) provides an exception for persons "licensed under ORS 166.291 and 166.292 to carry a concealed handgun." ORS 166.377 allows districts to adopt a policy stating that this defense (the exception in ORS 166.670(3)(g)) does not apply "on the grounds of the schools controlled by the board." Some districts have adopted policy KGBB to do so.}

[7] {The public notice must be displayed conspicuously on the district's website. If the district does not maintain a publicly accessible website, the district shall satisfy the public notice requirements through other means such as posting on the Oregon Transparency Website, community postings, bulletin boards, newspaper notice, or any other means reasonably calculated to provide actual notice to the general public. Modify this sentence to communicate how the district publishes its public notices.}

If a meeting will include an executive session, the notice shall comply with the above notice requirements and the notice shall also identify the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization. Example:

> "The Board will meet in executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent."

If an executive session is to be part of an open regular, special, or emergency meeting, the notice shall comply with the above notice requirements and prior to entering the executive session, the Board chair shall make a public announcement and identify in open session the specific statutory provision and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization (See Board policy BDC – Executive Sessions for additional information on executive sessions.)

Complaints

Complaints regarding Public Meetings Laws can be filed in accordance with Public Meetings Law complaint procedures outlined in Board policy KL – Public Complaints. Complaints must be filed within 30 days of the alleged violation.

[{[8]}Mandatory Training

Every member of the Board shall attend or view a training on Public Meetings Law as required by ORS 192.700 and Board policy BBAA – Board Member's Authority and Responsibilities.]

END OF POLICY

Legal Reference(s):

ORS Chapter 192
ORS 332.040 - 332.061
ORS 332.107
ORS 433.835 - 433.875
OAR 199-050-0005 – 199-050-0085

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

PROPOSED

[8] {Training is only required for districts with annual fiscal expenditures of $1M or more. See ORS 192.700.}

OSBA Model Sample Policy

Code: BD/BDA
Adopted:

Board Meetings

{School boards must follow public meeting law regardless of whether the board adopts this policy. This policy reflects public meeting law as amended by House Bill 2805 (2023).}

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[1] of a quorum of the Board as the district's governing body to make a decision[2] or to deliberate[3] 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 or 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[4]] [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[5]. 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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[1] "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.

[2] "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.

[3] "Deliberation" means discussion or communication that is part of a decision-making process.

[[4] 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.]

[5] 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.

[{[6]}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.

[6] {Districts are encouraged to evaluate translation needs and resources prior to adding this language. A district may decide that translating the agenda, minutes or other documents, or public comment is sufficient.}

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 [may make] [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.[7]

[{[8]}**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

Legal Reference(s):

ORS Chapter 192 ORS 255.335 ORS 332.040 - 332.061 ORS 433.835 - 433.875

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.

DELETE

[7] See House Bill 2805 (2023) Section 5(2) for requirements of the response.

[8] {This is required for Board members in districts with total expenditures for a fiscal year of $1 million or more. This number will be reviewed by OGEC at least once every five years. If the district has total expenditures of less than $1 million, this language can be kept, but "shall" should be replaced with "is encouraged to."}

Pleasant Hill School District 1

Code: BD/BDA
Adopted: 7/87
Revised/Readopted: 1/10/00; 4/24/17; 11/15/21

Board Meetings

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

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[1].

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law[2]. 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 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 those with disabilities, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they were not included in the notice.

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. Other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice.

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

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[1] 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 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.

[2] 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.

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 also be scheduled if less than a quorum is present at a meeting or additional business still needs to be conducted at the ending time of a meeting. At least 24 hours' notice must be provided to all Board members, the news media, which have requested notice, and the general public for any special meeting.

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

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 communication. Electronic communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Electronic communications may contain:

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

E-mails sent to other Board members 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.

5. Executive Sessions

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

END OF POLICY

Legal Reference(s):

ORS 174.100
ORS 174.104
ORS Chapter 192
ORS Chapter 193
ORS 255.335
ORS 332.040 - 332.061
ORS 433.835 - 433.875

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.
Oregon House Bill 2560 (2021).
Oregon House Bill 3041 (2021).

Cross Reference(s):

ACA - Americans with Disabilities Act
BDC - Executive Sessions

Pleasant Hill School District

Review of OSBA Policy Update (Highly Recommended) – BDC: Executive Sessions

Purpose

The purpose of this is to review the proposed revisions to Board Policy BDC, "Executive Sessions," using the April 2026 Oregon School Boards Association (OSBA) model policy.

This discussion is intended to:

- Review recent changes to Oregon Public Meetings Law affecting executive sessions.
- Clarify the Board's responsibilities before, during, and after executive sessions.
- Discuss governance best practices for maintaining confidentiality and complying with statutory requirements.
- Determine whether the Board wishes to adopt the updated OSBA model policy with any local modifications.

No Board action is requested during this review.

Background

Pleasant Hill School District's current policy identifies the statutory purposes for which executive sessions may be held and outlines basic procedural requirements.

The 2026 OSBA model significantly expands the policy by incorporating recent legislative changes, clarifying notice requirements, adding newly authorized executive session topics, and reinforcing confidentiality obligations.

The revised policy is intended to ensure Board compliance with Oregon Public Meetings Law while providing clearer guidance for Board members and administration.

Summary of Significant Changes

1. Clarified Procedures for Convening Executive Sessions

The revised policy explains that executive sessions may be:

- scheduled as part of a regular, special, or emergency meeting;
- conducted as a separately noticed executive session; and
- noticed in accordance with Board Policy BD and Oregon Public Meetings Law.

The current policy does not clearly distinguish these procedural options.

Discussion Question

Does the Board agree that clearly identifying these procedures will improve consistency and legal compliance?

2. Standard Opening Statement

The OSBA model includes a recommended script for the Board Chair to read immediately before beginning an executive session.

The script reminds attendees that:

- representatives of the media may attend when authorized by law;
- executive session discussions are confidential;
- no final decisions may be made in executive session (except where expressly authorized by law);
- the Board will return to open session when appropriate.

Although not legally required, use of a standardized script promotes consistency and reinforces confidentiality expectations.

Discussion Question

Would the Board like the Chair to use a standard executive session script at each meeting?

3. Expanded Executive Session Purposes

The current policy lists the traditional statutory reasons for executive sessions.

The revised policy adds recently authorized purposes, including:

- safety of governing body members, staff, volunteers, and public facilities;
- cybersecurity infrastructure and responses to cybersecurity threats.

These additions reflect changes in Oregon law and recognize the increasing importance of physical and cybersecurity planning.

4. Personnel Executive Sessions

The revised policy provides additional guidance regarding executive sessions involving personnel matters.

Specifically, it clarifies that:

- discussions regarding compensation generally may not occur under personnel executive session authority;
- written notice must be provided to affected employees before certain personnel executive sessions;
- employees retain the right to request an open hearing when provided by law.

These requirements are intended to protect employee rights while ensuring compliance with Public Meetings Law.

Discussion Question

Would the Board benefit from a brief legal review of personnel-related executive session procedures each year?

5. Litigation Executive Sessions

The revised policy clarifies that legal counsel must be present during executive sessions held for consultation regarding current or anticipated litigation.

This reinforces attorney-client privilege and ensures the statutory requirements for this executive session authority are satisfied.

6. Recordings, Minutes, and Confidentiality

The current policy requires executive session minutes and states that discussions are confidential.

The revised policy expands this section by clarifying that:

- recordings or minutes must be maintained in accordance with state law;
- recordings and minutes are confidential unless disclosure is required by law;
- Board members, district employees, and media representatives are instructed not to disclose executive session information except as authorized by law.

This is one of the most important governance additions in the policy.

Discussion Items

A. Use of the OSBA Executive Session Script

The Board may wish to formally adopt the OSBA recommended opening statement as its standard practice.

Advantages include:

- consistency;
- clear expectations for attendees;
- reinforcement of confidentiality obligations;
- improved compliance with Public Meetings Law.

Administration recommends using the standard script.

B. Annual Executive Session Training

Because executive session requirements continue to evolve through legislation and court decisions, administration recommends incorporating a brief annual executive session refresher into the Board's governance calendar.

Topics could include:

- permissible executive session purposes;
- confidentiality;
- personnel matters;
- litigation;
- student discipline;
- labor negotiations.

C. Confidentiality Expectations

Executive session confidentiality protects:

- employees;
- students;
- attorney-client communications;
- collective bargaining;
- litigation strategy;
- district security.

The Board may wish to discuss expectations for handling confidential information after executive sessions conclude.

Administration recommends reaffirming that confidential discussions remain confidential unless disclosure is specifically authorized or required by law.

Superintendent Recommendation

Administration recommends adopting the OSBA model policy substantially as written.

The revised policy:

- reflects current Oregon Public Meetings Law;
- incorporates recent statutory changes regarding security and cybersecurity;
- provides clearer procedures for convening executive sessions;
- strengthens guidance regarding personnel matters and employee notice requirements;
- reinforces confidentiality expectations;
- reduces the risk of inadvertent procedural violations.

Administration also recommends adopting the OSBA model opening statement for executive sessions as a standard governance practice and incorporating a brief annual executive session refresher into the Board's governance calendar.

Recommended Next Steps

Following Board discussion:

- Administration will prepare a final draft reflecting any Board direction.
- The revised policy will be presented at a regular Board meeting for First Reading.
- Formal adoption will be considered at a subsequent regular Board meeting.

Because executive sessions involve some of the Board's most sensitive responsibilities—including personnel, labor negotiations, litigation, student discipline, and district security—administration recommends treating this review as both a policy update and an annual governance training to reinforce legal compliance and sound Board practice.

OSBA Model Sample Policy

Code: BDC
Adopted:

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 but may not take final action in executive session except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student in accordance with ORS 332.061.

An executive session may be included as an agenda item of a meeting open to the public in accordance with Board policy BDDC - Board Meeting Agenda or held as its own meeting. Public notice is required as outlined in Board policy BD – Board Meetings, Notices and Communications.

If an executive session is held as part of a meeting open to the public, the Board chair will announce the executive session in compliance with Board policy BD – Board Meetings, Notices and Communications and include and identify the appropriate statutory citation, appropriate subsection and the paragraph authorizing the session under ORS 192.660 or ORS 332.061 for holding such session and by noting the general subject of the executive session.

Example:

> "The Board will now meet in executive session under ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent."

Prior to or at the beginning of the executive session, the Board chair may read the following[1]:

> "Representatives of the news media and designated staff shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the audience back into the room."

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent; may not include a discussion or negotiation of compensation (including salaries and benefits).[2]

[1] This statement should be amended if ORS 192.660 does not require that representatives of the news media be allowed to attend, ORS 332.061 allows the Board to vote in executive session, or the Board will not be returning to open session following the executive session. This statement can also be included on the agenda.

[2] This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. It also does not apply to the employment of the chief executive officer, other public officers, employees and staff members of the district unless:
a. The vacancy has been advertised;
b. Regular hiring procedures have been adopted;
c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and

(ORS 192.660(2)(a))

2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer[3], employee, staff member or individual agent who does not request an open hearing[4]; may not include a discussion or negotiation of compensation (including salaries and benefits). (ORS 192.660(2)(b))

3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))

4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))

5. To consider information or records that are exempt by law from public inspection.[5] (ORS 192.660(2)(f))

6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.[6] (ORS 192.660(2)(h))

7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing[7]; may not include a discussion or negotiation of compensation (including salaries and benefits or a general

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d. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

[3] To determine whether the individual involved is considered a public officer, consult with legal counsel.

[4] Notice must be provided to the public officer, employee, staff member or individual agent in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

a. Identification of the governing body before which the matter will be considered (the Board);
b. The time, date and location of the meeting;
c. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and
d. Information on how the public official may make a request for an open hearing.

[5] Consider including a reference to the law that exempts the information or records from public inspection in the notice.

[6] Legal counsel must be present in the executive session, either in-person or via electronic or telephonic communications.

[7] Notice must be provided to the chief executive officer, public officer, employee or staff member in accordance with OAR 199-0040-0030. The public official must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

a. Identification of the governing body before which the matter will be considered (the Board);
b. The time, date and location of the meeting;
c. The purpose for which the governing body proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the governing body will be considering the dismissal or disciplining of, hearing complaints or charges against, or reviewing and evaluating the performance of the public official receiving the notice; and
d. Information on how the public official may make a request for an open hearing.

evaluation of an agency, goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs. (ORS 192.660(2)(i))

8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))

9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))

10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))

11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))

12. To review matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;

2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and

3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential records; the discussion; and each Board member's vote on the issue.

Recordings or minutes shall be kept for all executive sessions in accordance with state law and Board policy – BDDG – Recordings and Minutes of Board Meetings.

Content discussed in executive sessions and recordings or minutes for executive sessions are confidential except as provided by law. Board members, district employees and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required or allowed by law.

END OF POLICY

PROPOSED

Legal Reference(s):

ORS 192.660
ORS 192.685
ORS 192.705
ORS 332.045
ORS 332.061
OAR 199-040-0015 - 0060
OAR 199-050-0015
OAR 199-050-0040
OAR 199-050-0050
OAR 199-050-0060

PROPOSED

Pleasant Hill School District 1

Code: BDC
Adopted: 7/87
Readopted: 1/10/00, 9/13/10; 1/13/20

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student.

An executive session may be convened by order of the Board chair, upon request of three Board members or by common consent of the Board for a purpose authorized under Oregon Revised Statute (ORS) 192.660 during a regular, special or emergency meeting. The presiding officer will announce the executive session by identifying the authorization under ORS 192.660 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent. (ORS 192.660(2)(a))

2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))

3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))

4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))

5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))

6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))

7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))

8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))

9. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))

10. To discuss matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;

2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and

3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential records; the discussion; and each Board member's vote on the issue.

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential.

END OF POLICY

Legal Reference(s):

ORS 192.660
ORS 332.045
ORS 332.061
House Bill 2514 (2019)

Cross Reference(s):

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

Pleasant Hill School District

Board Policy Work Session

Review of Board Policy CCC: Hiring of Licensed Administrators

Purpose

The purpose of this work session is to review Board Policy CCC, **"Hiring of Licensed Administrators,"** and discuss whether the policy continues to reflect the Board's expectations regarding the recruitment and selection of licensed administrators.

This review is not prompted by a change in Oregon law or an Oregon School Boards Association (OSBA) policy update. Rather, it is intended to provide the Board with an opportunity to discuss its governance expectations following recent conversations regarding the hiring process for administrative positions.

No Board action is requested during this review.

Background

Board Policy CCC establishes the District's process for hiring licensed administrators below the position of Superintendent.

The policy currently provides that:

- Existing district administrators will be notified of administrative vacancies and may apply for the position.
- The Superintendent may determine that an administrative vacancy will be filled through an internal transfer.
- If the Superintendent does not select an internal transfer, the District conducts a competitive hiring process that includes public posting, screening, interviews, and a recommendation to the Board for appointment.

The policy therefore provides two different pathways for filling administrative vacancies:

1. Internal transfer determined by the Superintendent.
2. Competitive recruitment and selection process.

Why This Policy Matters

Licensed administrators have a significant influence on:

- student achievement;

- school culture;
- staff leadership;
- district operations; and
- implementation of the Board's Strategic Plan.

Because these positions have a substantial impact on the success of the District, the Board may wish to periodically review its expectations regarding how administrative vacancies are filled.

Governance Discussion

The recent appointment of a licensed administrator prompted discussion regarding whether the current policy appropriately reflects the Board's expectations.

One perspective expressed during that discussion was that a competitive recruitment process often provides the greatest opportunity to identify the strongest candidate by allowing multiple qualified individuals to compete for the position.

At the same time, the current policy recognizes that there may be circumstances in which an internal transfer is in the District's best interest.

The question before the Board is not whether a previous hiring decision was appropriate.

Rather, the question is whether the existing policy continues to reflect the Board's expectations for future administrative hiring decisions.

Current Policy

Under the current policy, the Superintendent may determine that an existing administrator will transfer into a vacant administrative position.

If that determination is made, the competitive recruitment procedures described later in the policy are not required.

Discussion Options

Option A – Retain the Current Policy

Maintain the existing language allowing the Superintendent discretion to determine when an internal administrative transfer is appropriate.

Advantages:

- Provides flexibility to respond quickly to vacancies.
- Recognizes the Superintendent's responsibility for organizational leadership.
- Allows experienced administrators to assume new leadership roles without delaying the hiring process.

Considerations:

- A competitive applicant pool may not be developed.
- External candidates may not have an opportunity to apply.
- Internal staff may perceive fewer opportunities to compete for leadership positions.

Option B – Encourage Competitive Recruitment as the Preferred Practice

Revise the policy to state that administrative vacancies will generally be filled through a competitive recruitment process, while allowing the Superintendent to recommend an exception when circumstances warrant.

Examples of possible exceptions could include:

- district reorganization;
- reductions in force;
- emergency vacancies;
- succession planning;
- other circumstances determined to be in the District's best interest.

Advantages:

- Expands the pool of qualified candidates.
- Promotes transparency in the hiring process.
- Encourages competition and innovation.
- Demonstrates the District's commitment to selecting the strongest available candidate.

Considerations:

- Recruitment timelines may be longer.
- Additional administrative resources may be required.
- Internal candidates may still ultimately be selected following an open process.

Option C – Require Competitive Recruitment for All Licensed Administrator Vacancies

Revise the policy to require that every licensed administrator vacancy be publicly posted and filled through a competitive recruitment process.

Advantages:

- Ensures every qualified candidate has an opportunity to apply.
- Provides the greatest level of transparency.
- Establishes one consistent process for all administrative vacancies.

Considerations:

- Reduces organizational flexibility.

- Limits the Superintendent's ability to make strategic leadership assignments.
- May lengthen the hiring process, even when a highly qualified internal candidate has already been identified.

Governance Considerations

Regardless of which option the Board prefers, it is important to recognize the distinct governance roles involved.

The Board:

- Establishes policy.
- Employs the Superintendent.
- Appoints licensed administrators upon recommendation of the Superintendent.

The Superintendent:

- Assesses organizational needs.
- Recruits and evaluates candidates.
- Conducts the selection process.
- Recommends candidates for Board appointment.

The Board establishes the process.

The Superintendent administers the process.

Superintendent Recommendation

Administration recommends that the Board discuss whether its current policy appropriately balances two important governance principles:

- providing the Superintendent sufficient flexibility to effectively manage the District's leadership team; and
- ensuring that administrative vacancies are filled through a process that reflects the Board's expectations for transparency, competition, and selecting the strongest candidate available.

If the Board believes competitive recruitment should generally be the preferred practice, administration recommends revising the policy to establish that expectation while preserving limited flexibility for exceptional circumstances identified by the Superintendent and approved by the Board.

This approach recognizes the value of open competition while preserving the Superintendent's ability to respond to unique organizational needs.

Recommended Next Steps

Following Board discussion:

- Determine whether the Board wishes to retain the existing policy or revise its expectations regarding competitive recruitment.
- If revisions are desired, administration will prepare draft policy language for the Board's review.
- Any proposed policy revisions will be presented at a future regular Board meeting for First Reading and subsequent adoption.

This discussion is intended to establish clear governance expectations for future administrative hiring decisions rather than to revisit or evaluate previous personnel actions.

Pleasant Hill School District 1

Code: **CCC**
Adopted: 1/10/00
Readopted: 10/11/10

Hiring of Licensed Administrators

When administrative vacancies occur, transfer within the existing district administrative staff will be considered. Administrators will be notified of the vacancy and have the opportunity to submit an application for the position.

Except in those instances when a transfer of administrators within the school system is determined by the superintendent, the following procedure shall be followed in the selection of all administrative personnel below the rank of superintendent:

1. Openings in administrative positions may be announced publicly prior to the first interview, giving ample time for all interested parties to submit applications;

2. Applications shall be in writing and directed to the superintendent. It shall be the responsibility of the superintendent/designee to complete the pre-employment file with credentials furnished by or at the request of the applicant;

3. A screening committee shall be appointed by the superintendent;

4. Selected applicants shall be granted a personal interview following the deliberations of the screening committee;

5. Upon completion of all interviews by the screening committee, this group shall make a recommendation for the position under consideration;

6. The superintendent's recommendation will then be presented to the Board for consideration and appointment to the position.

An administrator shall serve a probationary period that does not exceed three years, unless the administrator and the district mutually agree to a shorter time period.

END OF POLICY

Legal Reference(s):

ORS 332.505
ORS 342.845

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FAX: 541-746-2537
www.pleasanthill.k12.or.us

Commitment, Excellence, Community

PLEASANT HILL SCHOOL DISTRICT NO. 1
REGULAR SCHOOL BOARD MEETING MINUTES

Monday, June 15, 2026; 7:00 p.m.; Pleasant Hill Community Center

1. CALL TO ORDER

Board of Directors Chair Drew Gottfried called the June 15, 2026 board meeting to order at 7:05 p.m. with the Pledge of Allegiance. Board of Directors present were Vice Chair Rusty Rexius, Stephen Hammond, John Oldham and Jennifer Woodland. Others present were Superintendent Jim Crist, Business Manager Sheri Longobardo, Special Education Director Whitney Connolly, Elementary School Principal Brenna Fairchild, Middle/High School Principal Chris Reiersgaard, High School Assistant Principal/Athletic Director Alan Stearns, Middle School Assistant Principal Caleb Salmond and Board Secretary Kimberly Silbernagel.

Director Gottfried read the mission statement.

2. CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions.

3. PUBLIC FORUM

There was no public comment.

4. ACTION ITEMS

4.1 Approve Consent Agenda

4.101 June 1, 2026 Regular Board Meeting Minutes **(Exhibit 2526.148)**

Amendment to Minutes: John Oldham did not abstain from voting but was absent from the meeting.

4.102 Enrollment Report – May **(Exhibit 2526.149)**

4.103 Financial Report – May **(Exhibit 2526.150)**

4.104 Personnel Report **(Resolution 2526.151)**

John Oldham moved to approve the Consent Agenda with the above amendment to the June 1, 2026 Board Meeting Minutes. The motion passed 5-0.

Oldham – Yes Gottfried – Yes Woodland – Yes Rexius – Yes Hammond – Yes

4.2 Approve 2026-27 Board Meeting Calendar **(Exhibit 2526.152)**

Superintendent Crist review the proposed calendar.

Oldham – Yes Gottfried – Yes Woodland – Yes Rexius – Yes Hammond – Yes

4.3 Adoption of the 2026-27 Budget **(Resolution 2526.153)**

Resolution Adopting the Budget

Stephen Hammond moved that be it resolved that the Board of the Pleasant Hill School District No 1 hereby adopts the budget for fiscal year 2026-27 in the total amount of $32,029,643. This budget is now on file at the Pleasant Hill District Office, located at 36386 Highway 58 in Pleasant Hill, Oregon.

Rusty Rexius seconded the motion. The motion passed 4-1.

Oldham – No Gottfried – Yes Woodland – Yes Rexius – Yes Hammond – Yes

Resolution Imposing the Tax

Stephen Hammond moved that be it resolved hat the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2026 - 2027:
(1) At the rate of $4.6414 per $ 1000 of assessed value for permanent rate tax;
(2) In the amount of $1,732,642 for debt service on general obligation bonds.

Rusty Rexius seconded the motion. The motion passed 5-0.

Oldham – Yes Gottfried – Yes Woodland – Yes Rexius – Yes Hammond – Yes

Resolution Categorizing the Tax

Stephen Hammond moved that be it resolved that the taxes imposed are hereby categorized for purposes of Article XI section 11 b as:
Subject to the Education Limitation
Permanent Rate Tax ..... $4.6414/$1000.

Excluded from Limitation
General Obligation Bond Debt Service ..... $1,732,642.

Rusty Rexius seconded the motion. The motion passed 5-0.

Oldham – Yes Gottfried – Yes Woodland – Yes Rexius – Yes Hammond – Yes

Resolution Making Appropriations

Stephen Hammond moved that be it resolved at the amounts shown below are hereby appropriated for the fiscal year beginning July I, 2026, for the following purposes:

General Fund
$17,617,505

Special Revenue Fund
$9,166,466

Debt Service Fund
$1,795,000

Capital Projects Fund
$0

Total Appropriations, All Funds
$28,578,971

Total Unappropriated and Revenue Amounts, All Funds
$3,450,672

Total Adopted Budget
$32,029,643

Jennifer Woodland seconded the motion. The motion passed 4-1.

Oldham – No Gottfried – Yes Woodland – Yes Rexius – Yes Hammond – Yes

5. REPORTS AND INFORMATION

5.1 STAR Data

Superintendent Crist presented the compiled STAR assessment data from fall, winter and spring testing on behalf of Ms. Stephanie Lovdokken. The data compared yearly early literacy percent proficiency, early literacy growth percentile, yearly reading percent proficiency, reading yearly growth percentile, yearly mathematics percent proficiency and mathematics growth percentile across the elementary, middle and high school buildings for the 2025-26 school year.

5.2 PHES Scorecard
5.3 PHMS Scorecard
5.4 PHHS Scorecard

Ms. Fairchild, Mr. Salmond and Mr. Stearns shared their spring scorecard with the Board. Each report presented the four pillars of the district's strategic objectives and how their building is progressing in each area. The four pillars are Academic Equity and Viable Curriculum, Student Well-Being & Emotional Support, Data Driven Decision Making and Future Ready. Their reports compared winter and spring data. This is the first year of STAR assessment testing and going forward this will allow district leadership to review data and trends across school years. Discussions centered around student progress/benchmarks, student attendance, student well-being and behaviors, staff satisfaction surveys, and goals for the 2026-27 school year.

6. BOARD DISCUSSION

There was no board discussion.

7. BOARD COMMUNICATION

The Board of Directors thanked Chris Reiersgaard for his service to the district and wished him a happy retirement.

Director Gottfried asked for board self-evaluations to be sent to him by the end of the month.

8. OTHER BUSINESS

There was no other business.

9. NEXT MEETING

- Board Work Session and Regular Board Meeting (if needed at 7:00 p.m.) – July 20, 2026; 5:30 p.m.; Pleasant Hill Community Center

10. ADJOURNMENT – 8:22 p.m.

Signed: _____, this _____ day of _____, 2026
Drew Gottfried, Board Chair

Date: July 20, 2026
Resolution: 2627.007

Personnel Action

Relevant Data:

Each month the Board of Directors is asked to approve personnel action involving licensed employees. Tonight the Board is being asked to approve the attached new hire. If the Board of Directors would like to discuss any of these recommendations in executive session, in accordance with ORS 192.660(2)(f) Exempt Public Records, the employee should be identified by the number and it will be withdrawn pending further instruction from the Board.

Scot Bujarski - Special Education Teacher

Mr. Bujarski is recommended for hire as a Special Education Teacher. He brings eight years of special education teaching experience across Oregon and California, including experience in resource, self-contained, and co-taught classroom settings. He holds Oregon preliminary licensure in both Special Education (K–12) and Elementary Education (K–12), a Master's degree in Education, and has extensive experience developing and implementing IEPs, behavior support plans, and differentiated instruction for students with diverse learning needs. His instructional philosophy emphasizes high expectations, relationship building, collaboration, and inclusive practices, making him a strong addition to Pleasant Hill's special education team.

Recommendation:

It is recommended that the Board of Directors approve the personnel action for licensed employees as reflected in this resolution and any addendum presented along with this resolution. Categories include:

- Licensed Hire

Submitted and Recommended By:

Jim Crist
Superintendent

NO	NAME OR EMPLOYEE ID	CURRENT STATUS	FTE	EFFECTIVE DATE	NOTES
	NEW HIRES				
1	SCOT BUJARSKI	PROBATIONARY	1.0	8/28/2026	
	RESIGNATIONS				
	RETIREMENTS				

Pleasant Hill School District
Student Enrollment - Quarterly Comparisons to past years
Quarter 4 - June

	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
KG	62	50	61	62	70	77	60	74	75	58	59	62
1	67	72	55	65	80	81	81	66	77	75	60	58
2	74	73	74	65	66	65	85	76	70	78	68	70
3	71	78	72	73	84	74	66	81	79	74	75	74
4	62	82	78	76	84	74	75	65	82	79	72	74
5	71	65	82	78	78	78	66	65	67	74	83	73
6	64	85	68	87	80	79	79	56	70	72	77	85
7	90	74	82	75	86	78	75	82	57	68	74	80
8	75	97	76	81	94	90	80	69	78	65	69	72
9	76	78	98	76	81	82	99	77	80	77	73	81
10	84	72	83	86	81	82	77	94	81	76	71	76
11	87	79	77	76	82	79	74	63	92	78	76	64
12	65	78	78	75	83	80	78	65	64	84	74	66
Total	948	983	984	975	1049	1019	995	933	972	958	931	935
PHES	471	505	490	419	462	449	433	427	450	438	417	411
PHMS	165	171	158	243	260	247	234	207	205	205	220	237
PHHS	312	307	336	313	327	323	328	299	317	315	294	287

*PHES Grades K-5 beginning 2016-17 School Year
*PHHS Grades 6 beginning 2016-17 School Year