



Yoncalla School District
BOARD OF DIRECTORS
REGULAR MEETING
WORK SESSION TO FOLLOW

July 21, 2026
295 5th Street
Yoncalla School Board Meeting Room
Yoncalla, OR 97499

School Board email: ysd.schoolboard@yoncalla.k12.or.us

Please join us at one of our streaming meetings:

<https://www.facebook.com/yhseagles/>

or look for the ZOOM link on high school FB page

5:00 PM

I. CALL TO ORDER

- A. Pledge of Allegiance

II. AWARDS, RECOGNITION AND CORRESPONDANCE

III. PUBLIC FORUM

The public is invited to attend board meetings, and will be given a limited time of 3 (three) minutes per person to voice any opinions or problems, except that public or board criticism of personnel of the district will be heard only in executive session. Such items should be brought to the attention of the superintendent at least 5 (five) business days prior to the board meeting. Public Forum will be limited to 30 minutes.

IV. ADJUSTMENTS TO THE AGENDA

V. CONSENT AGENDA

- A. Minutes of the Board Meeting June 18, 2026
B. Accounts Payable/Funding Update
C. Hiring of Crystal Smith as Concessions Coordinator
D. Board Policies
- | | | |
|--------|--------|----------|
| • BBAA | • BBE | • BBE AR |
| • BCB | • BD | • BDC |
| • BDD | • BDDC | • BDDG |
| • CBA | • CBG | • DBEA |

VIII. ACTION ITEMS.

- A. Consider for Approval Budget Resolution 2026-2027 01 Ford Family CTE Grant, \$48,710.78
B. Hiring of Amy Grabinski as Temporary MS Science Teacher for 26-27
Hiring of Chelsea Ross as TAG Coordinator
C.

IX. ANNOUNCEMENTS

- A. Next Board Meeting, September 17 2026

X. ADJOURN

WORK SESSION

- A. Aligning goals for the 2026-2027 School Year with District Priorities.



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BOARD MEMBER PRESENT

Della Orcutt, Chair-Absent

Cathey Grimes, Vice-Chair

Fawn Sybrant

Lisa Frasier

Twila McDonald

Quincy Converse, Student Representative-Absent

ADMINISTRATION PRESENT

Brian Berry

Chelsea Ross

Hanna Drennen

Kelly LaRoque

Cody Reed

Laurie Simlerness

6:00 PM

CALL TO ORDER.

- A. Pledge of Allegiance was recited. Vice Chair Grimes called the meeting to order, and the Pledge of Allegiance was recited. Also present, Kaiden Marshall, Brinleigh Lewis, Emmet Mazelin, Lucy Brundage, Matt Sybrant.
- B. Elect Board Chair. Chair Grimes nominated Director Sybrant for 2026-2027 Board Chair, Director Frasier seconded, passed unanimously with Directors Grimes, McDonald, Frasier and Sybrant voting yes.
- C. Elect Vice Chair. Director McDonald nominated Director Grimes to be 2026-2027 Vice Chair, Director Sybrant seconded, passed unanimously with Directors McDonald, Frasier, Sybrant and Grimes voting yes.

- I. **AWARDS, RECONGNITION AND CORRESPONDENCE.** All four seniors from the graduating class of 2027 shared with the board their plans and hopes for an out of state senior trip, which included their request to begin fundraising. The board also took a moment to recognize Kelly LaRoque, who has served as Business Manager for Yoncalla School District for four years. During her tenure in Yoncalla, the district's yearly audits have been exemplary, and her desire to keep YSD in excellent financial condition have been greatly appreciated.

II. PUBLIC FORUM.

The public is invited to attend board meetings, and will be given a limited time of 3 (three) minutes per person to voice any opinions or problems, except that public or board criticism of personnel of the district will be heard only in executive session. Such items should be brought to the attention of the superintendent at least 5 (five) business days prior to the board meeting. Public Forum is limited to 30 minutes. None.

- III. **ADJUSTMENTS TO THE AGENDA.** Added an Executive Session at the end of the meeting, called under ORS 192 660 (2)(a) to consider the employment of a public officer, staff member, or agent, Director Frasier made a motion to approve the consent agenda as adjusted, Director Sybrant seconded, passed unanimously with Directors, Grimes, Sybrant, McDonald and Frasier voting yes.

IV. CONSENT AGENDA

- A. Minutes of the May 7, 2026 Board Meeting
- B. Minutes of the May 7, 2026 Budget Committee Meeting
- C. Accounts Payable/Funding Update
- D. Surplus of My World Interactive Elementary Social Studies curriculum
- E. Hiring of Darren Purcell as Head Coach for Middle School Football
- F. Hiring of Leighsa Swearingen for head Coach for High School Volleyball
- G. Hiring of Katelyn White as Assistant Cook
- H. Hiring of Madison Kokos as Title I Elementary Instructional Assistant
- I. Designate Chelsea Ross as Chief Executive Officer/Clerk
- J. Designate Angie Brownson as Deputy Clerk
- K. Designate Chelsea Ross as Custodians of Funds
- L. Authorize Facsimile Signature of Chelsea Ross and Angie Brownson
- M. Appoint Chelsea Ross as Budget Officer
- N. Designate Chelsea Ross as District Election Authority
- O. Designate US Bank as Bank Depository
- P. Authorize Investment of Funds with Local Government Investment Pool and US Bank
Appoint OSBA as General Legal Counsel
- Q. Appoint Oregon School Boards Association as Labor Relations Consultant
- R. Appoint Zolezzi Insurance as Insurance Agent of Record
- S. Designate Neuner, Davidson and Cooley as auditor of Record
- T. Appoint Chelsea Ross as person designated to represent Yoncalla SD in matters pertaining to AHERA (Asbestos Hazard Emergency Response Action)

Director Frasier made a motion to approve, Director Sybrant seconded, passed unanimously with Directors McDonald, Grimes, Sybrant and Frasier voting yes. Director McDonald did note that she was not at the May 7, 2026 meeting, and Director Grimes noted that she declared a potential conflict of interest in Item H.

V. DISCUSSION ITEMS

- A. Yoncalla Library Collaboration. Jill Cunningham shared information and lead a discussion regarding collaboration between the Yoncalla Library and Yoncalla School District. A robust conversation was had about the positives of this collaboration, and also some concerns.
- B. Date and Time for July 2026 Work Session. After discussion, the date for the July works session was set for July 21st, from 5:00 to 7:00 PM.

VI. REPORTS

- A. **Financial Report**-Business Manager Kelly LaRoque shared the following:
 - The district continues to maintain a strong financial position.
 - Revenues and expenditures overview for May 2026.
 - The district's YTD actual balance is currently at \$2,173,755.
 - The estimated ending fund balance for June 30, 2026 is \$1,400,384 (24% of the budget).
- B. **Superintendent Report**-Superintendent Brian Berry the following:
 - YSD enrollment, currently 283 students, 173 PK-6th grade, 110 7th-12th grades and including 5 Expanded Options students
 - Building permit issue for new youth sports dugouts.
 - Grandstands project, Josh and his team from Great Western have been working very diligently.
 - Summer learning will be happening at the elementary school and high school.

VIII. ACTION ITEMS

- A. Consider for approval Resolution 2025-2026-05, Budget Adoption, Appropriations, Imposing and Categorizing the Tax. Director Frasier made a motion to approve, Director Sybrant seconded, passed unanimously with Directors McDonald, Grimes, Sybrant and Frasier voting yes.
- B. Consider for approval Resolution 2025-2026-06, Intrafund Transfer. Director Frasier made a motion to approve, Director Grimes seconded, passed unanimously with Directors McDonald, Grimes, Sybrant and Frasier voting yes.
- C. Consider for Approval 2026-2027 School Board Calendar. Director Frasier made a motion to approve, Director Grimes seconded, passed unanimously with Directors McDonald, Grimes, Sybrant and Frasier voting yes.
- D. Consider for approval hiring of Brian Berry as part time Assistant Superintendent. Director Frasier made a motion to approve, Director Grimes seconded, passed unanimously with Directors McDonald, Grimes, Sybrant and Frasier voting yes.

IX. ANNOUNCEMENTS

- A. OSBA Summer Conferences, July 10 or July 16, 2026
- B. Board Work Session, July 2026- Date and Time TBD
- C. Next Board Meeting, August 20, 2026, 6:00 PM

X. ADJOURN.

Director Sybrant made a motion to adjourn, Director Frasier seconded, meeting was adjourned at 7:31 PM.

Yoncalla SD 32 Financial Summary

As of June 30, 2026

Overview: This financial report provides a summary of actual revenues and expenditures for the period ending June 30, 2026, alongside the original budget for the fiscal year. As a reminder these are **pre-audit** numbers. As we complete the year-end closing process and work through the audit, there may be a few adjustments before the financials are finalized. Any significant changes will be reflected in a future financial report.

Revenue Highlights:

- Total budgeted revenue for the year is \$5,799,000, with actual receipts of \$6,345,186 with a beginning fund balance of \$1,273,975 representing 109% of the budget.
- Key revenue sources include:
 - **Current Year's Taxes:** \$21,999 in June, \$1,252,610 YTD (102% of budget).
 - **Prior Year's Taxes:** \$2,734 in June, \$33,825 YTD (135% of budget).
 - **Interest on Investments:** \$3,169 in June, \$81,631 YTD (163% of budget).
 - **Rental or Lease Sources:** \$2,113 in June, \$26,785 YTD (112% of budget).
 - **Miscellaneous:** \$5,694 in June, \$89,953 YTD (180% of budget).

Expenditure Highlights:

- Total budgeted expenditures for the year are \$5,799,000, with actual spending of \$4,863,445 (84% of budget).
- Key expenditures include:
 - **Instruction:** \$390,249 in June, \$2,523,268 YTD (91% of budget).
 - **Support Services:** \$234,074 in June, \$2,235,177 YTD (95% of budget).

Financial Position:

- The district's YTD actual balance is currently at \$1,481,741.
- The **estimated ending fund balance** for June 30, 2026, is projected at \$1,481,741 (26% of the budget).

Operational Outlook:

Monthly operating costs are approximately \$272,263 with the current funds enough to cover 5.44 months of operations. When factoring in encumbrances, the district can cover 3.66 months of operations.

Notes:

I wanted to apologize for not being able to attend tonight's board meeting, as I am attending the OASBO Annual Summer Conference this week. Thank you for your understanding. If you have any questions about the financial report, I would be happy to answer them.

Respectfully submitted,

Angie Brownson

Business Manager

Yoncalla School District 32

E: abrownson@desd.k12.or.us

P: (541) 440-4779

Yoncalla School District
General Fund - Fund 100
FY 25-26 Cash Flow Projection

Actuals Through: June 30, 2026		Actuals Jul	Actuals Aug	Actuals Sep	Actuals Oct	Actuals Nov	Actuals Dec	Actuals Jan	Actuals Feb	Actuals Mar	Actuals Apr	Actual May	Actual Jun	BUDGET ORIGINAL	YTD Actual	Actuals % of Budget	YTD Encumbrances	YTD Actual + Encumbrance	Actual + Enc % of Budget	Over (Under) Budget	Actuals June 2025
REVENUE																					
1111	CURRENT YEAR'S TAXES	\$ 4,038	\$ 6,647	\$ 2,635	\$ 1,796	\$ 721,111	\$ 311,704	\$ 125,104	\$ 13,468	\$ 31,100	\$ 6,501	\$ 6,505	\$ 21,999	\$ 1,232,000	\$ 1,252,610	102%		\$ 1,252,610	102%	\$ 20,610	\$ 21,366
1112	PRIOR YEAR'S TAXES	\$ 2,074	\$ 5,081	\$ 3,506	\$ 1,538	\$ 5,818	\$ 1,866	\$ 2,998	\$ 2,450	\$ 1,681	\$ 2,347	\$ 1,732	\$ 2,734	\$ 25,000	\$ 33,825	135%		\$ 33,825	135%	\$ 8,825	\$ 1,502
1113	COUNTY TAX SALES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%		\$ -	0%	\$ -	\$ -
1114	PAYMENTS IN LIEU OF PROPERTY TAXES	\$ -	\$ -	\$ 4,135	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,135	413%		\$ 4,135	413%	\$ 4,135	\$ -
1510	INTEREST ON INVESTMENTS	\$ 3,989	\$ 5,378	\$ 6,188	\$ 6,284	\$ 6,215	\$ 7,867	\$ 10,197	\$ 9,001	\$ 8,418	\$ 7,074	\$ 7,851	\$ 3,169	\$ 50,000	\$ 81,631	163%		\$ 81,631	163%	\$ 31,631	\$ 2,295
1740	CO-CURRICULAR FEES	\$ -	\$ -	\$ 1,520	\$ -	\$ -	\$ -	\$ 1,100	\$ -	\$ 440	\$ -	\$ -	\$ -	\$ 5,000	\$ 3,060	61%		\$ 3,060	61%	\$ (1,940)	\$ 1,400
1930	RENTAL OR LEASE SOURCES	\$ -	\$ 4,112	\$ 4,112	\$ 2,056	\$ -	\$ 4,112	\$ 2,056	\$ -	\$ 2,056	\$ 4,112	\$ 2,056	\$ 2,113	\$ 24,000	\$ 26,785	112%		\$ 26,785	112%	\$ 2,785	\$ 2,000
1960	RECOVERY OF EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%		\$ -	0%	\$ -	\$ -
1990	MISCELLANEOUS	\$ 8,372	\$ 24,896	\$ 2,933	\$ 9,358	\$ 609	\$ 3,605	\$ 8,666	\$ 986	\$ 283	\$ 22,863	\$ 1,687	\$ 5,694	\$ 50,000	\$ 89,953	180%		\$ 89,953	180%	\$ 39,953	\$ 9,905
2101	COUNTY SCHOOL FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,563	\$ -	\$ 15,000	\$ 4,563	30%		\$ 4,563	30%	\$ (10,437)	\$ -
2102	GENERAL ESD FUNDS	\$ -	\$ -	\$ -	\$ -	\$ 14,336	\$ -	\$ -	\$ -	\$ 13,697	\$ -	\$ 13,150		\$ 40,000	\$ 41,183	103%		\$ 41,183	103%	\$ 1,183	\$ -
2199	OTHER IMMEDIATE RESOURCES	\$ -	\$ 291	\$ -	\$ -	\$ -	\$ 263	\$ -	\$ 260	\$ -	\$ -	\$ 192	\$ -	\$ -	\$ 1,006	101%		\$ 1,006	101%	\$ 1,006	\$ -
3101	SSF - GENERAL SUPPORT	\$ 573,462	\$ 286,559	\$ 286,559	\$ 286,515	\$ 286,515	\$ 286,317	\$ 286,317	\$ 259,412	\$ 259,337	\$ 279,963	\$ 1,579		\$ 3,400,000	\$ 3,378,852	99%		\$ 3,378,852	99%	\$ (21,148)	\$ -
3103	COMMON SCHOOL FUND	\$ 18,236	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,166	\$ -	\$ -	\$ -	\$ -	\$ 33,000	\$ 35,401	107%		\$ 35,401	107%	\$ 2,401	\$ -
3199	RESTRICTED GRANTS-IN-AID	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%		\$ -	0%	\$ -	\$ -
3900	MISC STATE - FED FOREST REIM	\$ -	\$ -	\$ -	\$ 59,439	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,439	5944%		\$ 59,439	5944%	\$ 59,439	\$ -
4801	FEDERAL FOREST FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,769	\$ -	\$ -	\$ 58,769	5877%		\$ 58,769	5877%	\$ 58,769	\$ -
5300	SALE/COMP FIXED ASSETS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%		\$ -	0%	\$ -	\$ -
5400	BEGINNING FUND BAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,273,975	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 925,000	\$ 1,273,975	138%		\$ 1,273,975	138%	\$ 348,975	\$ -
Total Monthly Revenue:		\$ 610,171	\$ 332,964	\$ 311,588	\$ 366,985	\$ 1,034,604	\$ 1,889,709	\$ 436,439	\$329,648	\$317,087	\$302,234	\$ 376,468	\$37,289	\$ 5,799,000	\$ 6,345,186	109%	\$ -	\$ 6,345,186	109%	\$ 546,186	\$ 38,468
EXPENDITURES BY FUNCTION																					
1000	INSTRUCTION	\$ (2,659)	\$ 187,119	\$ 213,905	\$ 214,899	\$ 194,837	\$ 218,179	\$ 183,235	\$ 217,492	\$ 210,671	\$ 231,438	\$ 263,901	\$ 390,249	\$ 2,775,706	\$ 2,523,268	91%		\$ 2,523,268	91%	\$ (252,438)	\$ 386,175
2000	SUPPORT SERVICES	\$ 78,116	\$ 152,442	\$ 298,434	\$ 201,970	\$ 159,015	\$ 211,095	\$ 153,115	\$ 181,472	\$ 193,822	\$ 163,945	\$ 207,678	\$ 234,074	\$ 2,348,294	\$ 2,235,177	95%		\$ 2,235,177	95%	\$ (113,117)	\$ 159,564
3000	Enterprise & Community Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%		\$ -	0%	\$ -	\$ -
5000	TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 105,000	\$ 105,000	\$ 105,000	100%		\$ 105,000	100%	\$ -	\$ -
6000	CONTINGENCIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 285,000	\$ -	0%		\$ -	0%	\$ (285,000)	\$ -
7000	UNAPPROP ENDING BAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 285,000	\$ -	0%		\$ -	0%	\$ (285,000)	\$ -
Total Monthly Expenditures:		\$ 75,457	\$ 339,561	\$ 512,340	\$ 416,869	\$ 353,852	\$ 429,275	\$ 336,350	\$ 398,964	\$ 404,493	\$ 395,384	\$ 471,579	\$ 729,322	\$ 5,799,000	\$ 4,863,445	84%	\$ -	\$ 4,863,445	84%	\$ (935,555)	\$ 545,739
Ending Balance:		\$ 534,714	\$ (6,597)	\$ (200,751)	\$ (49,884)	\$ 680,752	\$ 1,460,434	\$ 100,088	\$ (69,316)	\$ (87,406)	\$ (93,149)	\$ (95,111)	\$ (692,034)	\$ -	\$ 1,481,741		\$ -				\$ (507,271)
Estimated End Fund Balance on 6/30/2026:																		\$1,481,741	26%		

ACTUALS	
Monthly Operating Costs:	272,263
\$ of Months to Operate:	5.44

ACTUALS & ENCUMBRANCES	
Monthly Operating Costs:	405,287
\$ of Months to Operate:	3.66

Yoncalla School District #32

*** BOARD REPORT APPROPRIATIONS***

From Date: 6/1/2026

To Date: 6/30/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.0000.0000.000.000.000.00	UNDESIGNATED	(\$5,799,000.00)	(\$624,322.49)	(\$4,758,675.81)	(\$1,040,324.19)	\$0.00	(\$1,040,324.19)	17.94%
100.1000.0000.000.000.000.00	UNDESIGNATED	\$2,775,705.93	\$390,248.83	\$2,523,267.67	\$252,438.26	\$0.00	\$252,438.26	9.09%
100.2000.0000.000.000.000.00	UNDESIGNATED	\$2,348,294.07	\$234,073.66	\$2,235,408.14	\$112,885.93	\$0.00	\$112,885.93	4.81%
100.5000.0000.000.000.000.00	UNDESIGNATED	\$105,000.00	\$0.00	\$0.00	\$105,000.00	\$0.00	\$105,000.00	100.00%
100.6000.0000.000.000.000.00	UNDESIGNATED	\$285,000.00	\$0.00	\$0.00	\$285,000.00	\$0.00	\$285,000.00	100.00%
100.7000.0000.000.000.000.00	UNDESIGNATED	\$285,000.00	\$0.00	\$0.00	\$285,000.00	\$0.00	\$285,000.00	100.00%
	FUND: GENERAL FUND - 100	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Grand Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

End of Report

Yoncalla School District
Financial Overview
Actuals As of June 30, 2026 - PRE-AUDIT

GENERAL FUND						
	2024-25	2025-26	2025-26			Over (Under)
Revenue	Actuals	Adopted Budget	YTD Actuals	Encumbrances	Estimated Totals	Budget
Local Revenue:						
1111-Current Taxes	\$ 1,192,742	\$ 1,232,000	\$ 1,252,610	\$ -	\$ 1,252,610	\$ 20,610
1112-Prior Years' Taxes	\$ 27,427	\$ 25,000	\$ 33,825	\$ -	\$ 33,825	\$ 8,825
1113-County Tax Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1114-Payments in Lieu	\$ -	\$ -	\$ 4,135	\$ -	\$ 4,135	\$ 4,135
1510-Interest on Investments	\$ 86,243	\$ 50,000	\$ 81,631	\$ -	\$ 81,631	\$ 31,631
1740-Co-Curricular Fees	\$ 4,400	\$ 5,000	\$ 3,060	\$ -	\$ 3,060	\$ (1,940)
1930-Rental or Lease Sources	\$ 22,000	\$ 24,000	\$ 26,785	\$ -	\$ 26,785	\$ 2,785
1960-Recovery of Expenditure	\$ 1,932	\$ -	\$ -	\$ -	\$ -	\$ -
1990-Miscellaneous Income	\$ 54,363	\$ 50,000	\$ 89,953	\$ -	\$ 89,953	\$ 39,953
2101-County School Fund	\$ 3,623	\$ 15,000	\$ 4,563	\$ -	\$ 4,563	\$ (10,437)
2102-General ESD Funds	\$ 41,414	\$ 40,000	\$ 41,183	\$ -	\$ 41,183	\$ 1,183
2199- Other immediate resources	\$ 1,087	\$ -	\$ 1,006	\$ -	\$ 1,006	\$ 1,006
State Revenue:						
3101-School Support Fund	\$ 3,336,983	\$ 3,400,000	\$ 3,378,852	\$ -	\$ 3,378,852	\$ (21,148)
3103-Common School Fund	\$ 18,236	\$ 33,000	\$ 35,401	\$ -	\$ 35,401	\$ 2,401
3199-Other Restricted Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3900-Misc. Revenue	\$ -	\$ -	\$ 59,439	\$ -	\$ 59,439	\$ 59,439
Federal Revenue						
4801-Federal Forest Fees	\$ 3,929	\$ -	\$ 58,769	\$ -	\$ 58,769	\$ 58,769
5300- Sale Comp Fixed Assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$ 4,794,378	\$ 4,874,000	\$ 5,071,211	\$ -	\$ 5,071,211	\$ 197,211
Total Expenditures (Below)	\$ 4,812,134	\$ 5,514,000	\$ 4,863,445	\$ -	\$ 4,863,445	\$ (650,555)
Revenue Over (Under) Expenditures	\$ (17,756)	\$ (640,000)	\$ 207,766	\$ -	\$ 207,766	\$ 847,766
Beginning Fund Balance	\$ 1,198,069	\$ 925,000	\$ 1,273,975	\$ -	\$ 1,273,975	\$ 348,975
Ending Fund Balance	\$ 1,180,313	\$ 285,000	\$ 1,481,741	\$ -	\$ 1,481,741	\$ 1,196,741
Expenditures By Function:						
Instruction	\$ 2,430,361	\$ 2,775,706	\$ 2,523,268	\$ -	\$ 2,523,268	\$ (252,438)
Support Services	\$ 2,246,773	\$ 2,348,294	\$ 2,235,177	\$ -	\$ 2,235,177	\$ (113,117)
Enterprise & Community Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ 135,000	\$ 105,000	\$ 105,000	\$ -	\$ 105,000	\$ -
Contingency	\$ -	\$ 285,000	\$ -	\$ -	\$ -	\$ (285,000)
Totals by Function	\$ 4,812,134	\$ 5,514,000	\$ 4,863,445	\$ -	\$ 4,863,445	\$ (650,555)

Yoncalla School District #32

*** BOARD REPORT EOM-Revenues***

From Date: 6/1/2026

To Date: 6/30/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
100.0000.1111.000.000.000.00	DISTRICT	(\$1,232,000.00)	(\$21,999.30)	(\$1,252,609.77)	\$20,609.77	\$0.00	\$20,609.77	-1.67%
100.0000.1112.000.000.000.00	DISTRICT	(\$25,000.00)	(\$2,734.46)	(\$33,825.17)	\$8,825.17	\$0.00	\$8,825.17	-35.30%
100.0000.1114.000.000.000.00	DISTRICT	\$0.00	\$0.00	(\$4,134.57)	\$4,134.57	\$0.00	\$4,134.57	0.00%
100.0000.1510.000.000.000.00	DISTRICT	(\$50,000.00)	(\$3,168.79)	(\$81,630.75)	\$31,630.75	\$0.00	\$31,630.75	-63.26%
100.0000.1740.000.000.000.00	DISTRICT	(\$5,000.00)	\$0.00	(\$3,060.00)	(\$1,940.00)	\$0.00	(\$1,940.00)	38.80%
100.0000.1930.000.000.000.00	DISTRICT	(\$24,000.00)	(\$2,112.75)	(\$26,784.75)	\$2,784.75	\$0.00	\$2,784.75	-11.60%
100.0000.1990.000.000.000.00	DISTRICT	(\$50,000.00)	(\$5,694.15)	(\$89,952.88)	\$39,952.88	\$0.00	\$39,952.88	-79.91%
100.0000.2101.000.000.000.00	DISTRICT	(\$15,000.00)	\$0.00	(\$4,562.70)	(\$10,437.30)	\$0.00	(\$10,437.30)	69.58%
100.0000.2102.000.000.000.00	DISTRICT	(\$40,000.00)	\$0.00	(\$41,183.00)	\$1,183.00	\$0.00	\$1,183.00	-2.96%
100.0000.2199.000.000.000.00	DISTRICT	\$0.00	\$0.00	(\$1,006.40)	\$1,006.40	\$0.00	\$1,006.40	0.00%
100.0000.3101.000.000.000.00	DISTRICT	(\$3,400,000.00)	\$1,579.26	(\$3,375,693.61)	(\$24,306.39)	\$0.00	(\$24,306.39)	0.71%
100.0000.3103.000.000.000.00	DISTRICT	(\$33,000.00)	\$0.00	(\$35,401.36)	\$2,401.36	\$0.00	\$2,401.36	-7.28%
100.0000.3900.000.000.000.00	DISTRICT	\$0.00	\$0.00	(\$59,438.58)	\$59,438.58	\$0.00	\$59,438.58	0.00%
100.0000.4801.000.000.000.00	DISTRICT	\$0.00	\$0.00	(\$58,769.23)	\$58,769.23	\$0.00	\$58,769.23	0.00%
100.0000.5400.000.000.000.00	BEGINNING FUND BALANCE	(\$925,000.00)	\$0.00	(\$1,273,974.88)	\$348,974.88	\$0.00	\$348,974.88	-37.73%
	FUND: GENERAL FUND - 100	(\$5,799,000.00)	(\$34,130.19)	(\$6,342,027.65)	\$543,027.65	\$0.00	\$543,027.65	-9.36%
201.0000.4501.000.000.000.00	DISTRICT	\$0.00	\$0.00	(\$1,907.88)	\$1,907.88	\$0.00	\$1,907.88	0.00%
201.0000.4590.000.000.000.00	DISTRICT	\$0.00	(\$8,393.92)	(\$8,393.92)	\$8,393.92	\$0.00	\$8,393.92	0.00%
201.0000.5400.000.000.000.00	BEGINNING FUND BALANCE	\$0.00	\$0.00	\$1,907.88	(\$1,907.88)	\$0.00	(\$1,907.88)	0.00%
	FUND: FEDERAL GRANTS - 201	\$0.00	(\$8,393.92)	(\$8,393.92)	\$8,393.92	\$0.00	\$8,393.92	0.00%
202.0000.1510.000.000.000.00	INTEREST ON INVESMENTS	\$0.00	(\$116.36)	(\$1,046.95)	\$1,046.95	\$0.00	\$1,046.95	0.00%
202.0000.5200.000.000.000.00	DISTRICT	(\$20,000.00)	\$0.00	\$0.00	(\$20,000.00)	\$0.00	(\$20,000.00)	100.00%
202.0000.5400.000.000.000.00	BEGINNING FUND BALANCE	(\$473,000.00)	\$0.00	(\$568,048.17)	\$95,048.17	\$0.00	\$95,048.17	-20.09%
	FUND: BLDG IMP/REPR - 202	(\$493,000.00)	(\$116.36)	(\$569,095.12)	\$76,095.12	\$0.00	\$76,095.12	-15.44%
208.0000.1510.000.000.000.00	INTEREST ON INVESMENTS	(\$1,200.00)	(\$207.04)	(\$1,862.82)	\$662.82	\$0.00	\$662.82	-55.24%
208.0000.1970.000.000.000.00	DISTRICT	(\$28,172.00)	(\$4,584.90)	(\$28,212.21)	\$40.21	\$0.00	\$40.21	-0.14%
208.0000.5400.000.000.000.00	BEGINNING FUND BALANCE	(\$67,000.00)	\$0.00	(\$74,651.84)	\$7,651.84	\$0.00	\$7,651.84	-11.42%
	FUND: UNEMPLOYMENT RESERVE - 208	(\$96,372.00)	(\$4,791.94)	(\$104,726.87)	\$8,354.87	\$0.00	\$8,354.87	-8.67%
209.0000.1510.000.000.000.00	DISTRICT	(\$4,500.00)	(\$781.79)	(\$7,034.16)	\$2,534.16	\$0.00	\$2,534.16	-56.31%
209.0000.1970.000.000.000.00	DISTRICT	(\$28,172.00)	(\$4,486.14)	(\$27,241.99)	(\$930.01)	\$0.00	(\$930.01)	3.30%
209.0000.5400.000.000.000.00	BEGINNING FUND BALANCE	(\$268,000.00)	\$0.00	(\$278,879.47)	\$10,879.47	\$0.00	\$10,879.47	-4.06%
	FUND: PERS RESERVE - 209	(\$300,672.00)	(\$5,267.93)	(\$313,155.62)	\$12,483.62	\$0.00	\$12,483.62	-4.15%
210.0000.1760.000.000.000.00	CLUB FUNDRAISING	(\$100,000.00)	\$0.00	\$311.92	(\$100,311.92)	\$0.00	(\$100,311.92)	100.31%
210.0000.5400.000.000.000.00	BEGINNING FUND BALANCE-STUDEN1	(\$40,000.00)	\$0.00	(\$65,759.07)	\$25,759.07	\$0.00	\$25,759.07	-64.40%
	FUND: STUDENT BODY - 210	(\$140,000.00)	\$0.00	(\$65,447.15)	(\$74,552.85)	\$0.00	(\$74,552.85)	53.25%
211.0000.5200.000.000.000.00	DISTRICT	(\$70,000.00)	\$0.00	\$0.00	(\$70,000.00)	\$0.00	(\$70,000.00)	100.00%
211.0000.5400.000.000.000.00	BEGINNING FUND BALANCE	\$0.00	\$0.00	(\$28,597.54)	\$28,597.54	\$0.00	\$28,597.54	0.00%
	FUND: TECHNOLOGY FUND - 211	(\$70,000.00)	\$0.00	(\$28,597.54)	(\$41,402.46)	\$0.00	(\$41,402.46)	59.15%
250.0000.3299.000.000.000.00	OTHER RESTRICTED GRANTS-IN-AID	(\$115,374.00)	(\$17,369.73)	(\$106,650.08)	(\$8,723.92)	\$0.00	(\$8,723.92)	7.56%
250.0000.5400.000.000.000.00	BEGINNING FUND BALANCE	\$0.00	\$0.00	\$8,115.57	(\$8,115.57)	\$0.00	(\$8,115.57)	0.00%
	FUND: STATE GRANTS - 250	(\$115,374.00)	(\$17,369.73)	(\$98,534.51)	(\$16,839.49)	\$0.00	(\$16,839.49)	14.60%
251.0000.3299.000.000.000.00	DISTRICT	\$0.00	(\$90,903.29)	(\$363,613.13)	\$363,613.13	\$0.00	\$363,613.13	0.00%
251.0000.5400.000.000.000.00	BEGINNING FUND BALANCE	(\$394,335.00)	\$0.00	\$0.00	(\$394,335.00)	\$0.00	(\$394,335.00)	100.00%

Yoncalla School District #32

*** BOARD REPORT EOM-Revenues***

From Date: 6/1/2026

To Date: 6/30/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	FUND: STUDENT INVESTMENT ACCOUNT - 251	(\$394,335.00)	(\$90,903.29)	(\$363,613.13)	(\$30,721.87)	\$0.00	(\$30,721.87)	7.79%
252.0000.3299.000.000.00.00	OTHER RESTRICTED GRANTS-IN-AID	(\$109,017.00)	(\$25,316.19)	(\$151,756.46)	\$42,739.46	\$0.00	\$42,739.46	-39.20%
252.0000.5400.000.000.00.00	BEGINNING FUND BALANCE	\$0.00	\$0.00	\$48,712.81	(\$48,712.81)	\$0.00	(\$48,712.81)	0.00%
	FUND: HIGH SCHOOL SUCCESS - M98 - 252	(\$109,017.00)	(\$25,316.19)	(\$103,043.65)	(\$5,973.35)	\$0.00	(\$5,973.35)	5.48%
280.0000.3299.000.000.00.00	PRESCHOOL PROMISE RESOURCES	(\$569,500.00)	(\$196,992.50)	(\$1,148,749.46)	\$579,249.46	\$0.00	\$579,249.46	-101.71%
280.0000.5400.000.000.00.00	BEGINNING FUND BALANCE	\$0.00	\$0.00	\$581,534.61	(\$581,534.61)	\$0.00	(\$581,534.61)	0.00%
	FUND: PROMISE PRESCHOOL - 280	(\$569,500.00)	(\$196,992.50)	(\$567,214.85)	(\$2,285.15)	\$0.00	(\$2,285.15)	0.40%
281.0000.5400.000.000.00.00	BEGINNING FUND BALANCE	\$0.00	\$0.00	(\$63,690.79)	\$63,690.79	\$0.00	\$63,690.79	0.00%
	FUND: SPECIAL PROJECTS - 281	\$0.00	\$0.00	(\$63,690.79)	\$63,690.79	\$0.00	\$63,690.79	0.00%
286.0000.4590.000.000.00.00	DISTRICT	(\$180,000.00)	(\$194,525.28)	(\$321,335.18)	\$141,335.18	\$0.00	\$141,335.18	-78.52%
286.0000.5400.000.000.00.00	BEGINNING FUND BALANCE	(\$75,000.00)	\$0.00	\$2,466.87	(\$77,466.87)	\$0.00	(\$77,466.87)	103.29%
	FUND: TITLE I (A) - 286	(\$255,000.00)	(\$194,525.28)	(\$318,868.31)	\$63,868.31	\$0.00	\$63,868.31	-25.05%
287.0000.4590.000.000.00.00	DISTRICT	\$0.00	(\$1,153.53)	(\$2,984.24)	\$2,984.24	\$0.00	\$2,984.24	0.00%
	FUND: TITLE V (A) - 287	\$0.00	(\$1,153.53)	(\$2,984.24)	\$2,984.24	\$0.00	\$2,984.24	0.00%
289.0000.4590.000.000.00.00	DISTRICT	(\$10,000.00)	(\$1,195.32)	(\$15,847.04)	\$5,847.04	\$0.00	\$5,847.04	-58.47%
289.0000.5400.000.000.00.00	BEGINNING FUND BALANCE	\$0.00	\$0.00	\$7,648.76	(\$7,648.76)	\$0.00	(\$7,648.76)	0.00%
	FUND: REAP/SRSA - 289	(\$10,000.00)	(\$1,195.32)	(\$8,198.28)	(\$1,801.72)	\$0.00	(\$1,801.72)	18.02%
290.0000.4506.000.000.00.00	DISTRICT	(\$4,500.00)	(\$1,607.10)	(\$1,607.10)	(\$2,892.90)	\$0.00	(\$2,892.90)	64.29%
	FUND: PERKINS GRANT - 290	(\$4,500.00)	(\$1,607.10)	(\$1,607.10)	(\$2,892.90)	\$0.00	(\$2,892.90)	64.29%
295.0000.1920.000.000.00.00	DISTRICT	(\$15,000.00)	(\$60,710.78)	(\$78,310.78)	\$63,310.78	\$0.00	\$63,310.78	-422.07%
295.0000.1990.000.000.00.00	MISCELLANEOUS	(\$5,000.00)	\$0.00	(\$1,000.00)	(\$4,000.00)	\$0.00	(\$4,000.00)	80.00%
295.0000.5400.000.000.00.00	BEGINNING FUND BALANCE	(\$33,000.00)	\$0.00	\$20,247.57	(\$53,247.57)	\$0.00	(\$53,247.57)	161.36%
	FUND: Misc Grants - 295	(\$53,000.00)	(\$60,710.78)	(\$59,063.21)	\$6,063.21	\$0.00	\$6,063.21	-11.44%
296.0000.4590.000.000.00.00	DISTRICT	(\$69,000.00)	(\$71,111.06)	(\$102,492.65)	\$33,492.65	\$0.00	\$33,492.65	-48.54%
296.0000.5400.000.000.00.00	BEGINNING FUND BALANCE	(\$23,000.00)	\$0.00	(\$1,672.09)	(\$21,327.91)	\$0.00	(\$21,327.91)	92.73%
	FUND: IDEA - 296	(\$92,000.00)	(\$71,111.06)	(\$104,164.74)	\$12,164.74	\$0.00	\$12,164.74	-13.22%
297.0000.4590.000.000.00.00	DISTRICT	(\$33,000.00)	(\$7,121.15)	(\$23,932.64)	(\$9,067.36)	\$0.00	(\$9,067.36)	27.48%
297.0000.5400.000.000.00.00	BEGINNING FUND BALANCE	(\$18,350.00)	\$0.00	(\$14,492.24)	(\$3,857.76)	\$0.00	(\$3,857.76)	21.02%
	FUND: TITLE II (A) & TITLE IV (A) - 297	(\$51,350.00)	(\$7,121.15)	(\$38,424.88)	(\$12,925.12)	\$0.00	(\$12,925.12)	25.17%
298.0000.4300.000.000.00.00	INDIAN ED REVENUE	(\$13,134.00)	(\$7,311.95)	(\$19,717.60)	\$6,583.60	\$0.00	\$6,583.60	-50.13%
	FUND: INDIAN EDUCATION GRANT - 298	(\$13,134.00)	(\$7,311.95)	(\$19,717.60)	\$6,583.60	\$0.00	\$6,583.60	-50.13%
299.0000.1610.000.000.00.00	DISTRICT	(\$1,000.00)	(\$214.00)	(\$1,484.50)	\$484.50	\$0.00	\$484.50	-48.45%
299.0000.1611.000.000.00.00	DISTRICT	(\$1,000.00)	\$0.00	\$0.00	(\$1,000.00)	\$0.00	(\$1,000.00)	100.00%
299.0000.3102.000.000.00.00	DISTRICT	(\$900.00)	(\$1,579.26)	(\$1,579.26)	\$679.26	\$0.00	\$679.26	-75.47%
299.0000.3299.000.000.00.00	DISTRICT	\$0.00	(\$4,316.65)	(\$7,975.62)	\$7,975.62	\$0.00	\$7,975.62	0.00%
299.0000.4504.000.000.00.00	DISTRICT	(\$80,000.00)	(\$5,209.68)	(\$58,582.46)	(\$21,417.54)	\$0.00	(\$21,417.54)	26.77%
299.0000.4505.000.000.00.00	DISTRICT	(\$120,000.00)	(\$13,086.78)	(\$145,416.01)	\$25,416.01	\$0.00	\$25,416.01	-21.18%
299.0000.4910.000.000.00.00	DISTRICT	(\$5,000.00)	\$0.00	\$0.00	(\$5,000.00)	\$0.00	(\$5,000.00)	100.00%
299.0000.5200.000.000.00.00	DISTRICT	(\$15,000.00)	\$0.00	\$0.00	(\$15,000.00)	\$0.00	(\$15,000.00)	100.00%
299.0000.5400.000.000.00.00	BEGINNING FUND BALANCE	(\$40,000.00)	\$0.00	(\$96,427.55)	\$56,427.55	\$0.00	\$56,427.55	-141.07%

Yoncalla School District #32

*** BOARD REPORT EOM-Revenues***

From Date: 6/1/2026

To Date: 6/30/2026

Fiscal Year: 2025-2026

☐ Subtotal by Collapse Mask

☐ Include pre encumbrance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

☐ Exclude Inactive Accounts with zero balance

☐ Include All Encumbrances

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
	FUND: FOOD SERVICE - 299	(\$262,900.00)	(\$24,406.37)	(\$311,465.40)	\$48,565.40	\$0.00	\$48,565.40	-18.47%
405.0000.1510.000.000.000.00	DISTRICT	\$0.00	\$0.00	(\$0.54)	\$0.54	\$0.00	\$0.54	0.00%
405.0000.1920.000.000.000.00	DISTRICT	(\$499,500.00)	\$0.00	\$0.00	(\$499,500.00)	\$0.00	(\$499,500.00)	100.00%
405.0000.5400.000.000.000.00	BEGINNING FUND BALANCE	(\$500.00)	\$0.00	(\$453.77)	(\$46.23)	\$0.00	(\$46.23)	9.25%
	FUND: TRACK PROJECT - 405	(\$500,000.00)	\$0.00	(\$454.31)	(\$499,545.69)	\$0.00	(\$499,545.69)	99.91%
410.0000.5400.000.000.000.00	BEGINNING FUND BALANCE	\$0.00	\$0.00	\$1,296.80	(\$1,296.80)	\$0.00	(\$1,296.80)	0.00%
	FUND: CAPITAL PROJECTS - 410	\$0.00	\$0.00	\$1,296.80	(\$1,296.80)	\$0.00	(\$1,296.80)	0.00%
700.0000.1510.000.000.000.00	INTEREST ON INVESMENTS	(\$350.00)	(\$48.77)	(\$438.79)	\$88.79	\$0.00	\$88.79	-25.37%
700.0000.1920.000.000.000.00	DISTRICT	(\$2,500.00)	(\$1,500.00)	(\$7,325.00)	\$4,825.00	\$0.00	\$4,825.00	-193.00%
700.0000.5400.000.000.000.00	BEGINNING FUND BALANCE	(\$32,000.00)	\$0.00	(\$91,995.98)	\$59,995.98	\$0.00	\$59,995.98	-187.49%
	FUND: SCHOLARSHIP - 700	(\$34,850.00)	(\$1,548.77)	(\$99,759.77)	\$64,909.77	\$0.00	\$64,909.77	-186.25%
Grand Total:		(\$9,364,004.00)	(\$753,973.36)	(\$9,590,951.84)	\$226,947.84	\$0.00	\$226,947.84	-2.42%

End of Report

Hi everyone,

I received a new batch of policy updates this past week, so I wanted to get them out to you ASAP. As always, the language between the brackets are the ones that the Board has an opportunity to change. I have highlighted in yellow what I would recommend, and red for the language I would delete, but policy is the Boards chance to guide what I am required to do moving forward! ☺ So, feel free to give feedback as you see fit. Just make sure that you are not hitting reply all when you do this.

BBAA- Board Member's Authority and Responsibilities

- The only update that I would suggest adding is on page 2 #7. I would add the part about participating in a training about public meetings during your term. This happens at conferences, so I don't think it is a big deal, however, we want to encourage board members to get educated on the process.

BBE – Vacancies on the Board

- On page 1 #3, on letter b I would delete the language about being a resident of the zone because we do not have zones. On letter d, I would get rid of the language about a substitute bus driver being an employee. We contract out for bus services, so they wouldn't be an employee of the district anyway. On page 2 #7, I would remove the language about zones and I would add the Douglas as our local ESD.

BBE-AR – Board Member Vacancy Application

- This one just has one item to mess with. On the last page, I would delete the language about zones, as we do not have zones in our district.

BCB – Board Officers

- This is just an update of language for the Board.

BD – Board Meetings, Notices and Communications

- There have been several changes to Oregon Public Meetings laws over the last few years. These include statutes from the Oregon Legislature and rules from the Oregon Government Ethics Commission. In 2026, the Legislature passed House Bill 4177, but it will not go into effect as it was vetoed by the governor. The policies included in this update include language that matches the new laws. On page 2 I would keep the number 3 for what constitutes a quorum. On page 4 I would keep the language about a translator to be community friendly. On page 5 I would keep

the language about firearms being prohibited. Finally, on page 6 I would leave the language about Board training.

BDC – Executive Sessions

- This is just an update of an old policy.

BDD – Board Meeting Procedures

- Another updated policy. The only thing I would add is the first page language about 3 being a quorum.

BDDC – Board Meeting Agenda

- Another update of a policy. The only thing is to add the 5 days before the meeting language on page 1.

BDDG – Recordings and Minutes of Board Meetings

- This is an update, however, the recording of the meeting language had to be added. My suggestions for this policy are on page 1. I would keep the language for the first paragraph and at the bottom of the page, I would add the language about the minutes being published on the district website.

CBA – Qualifications and Duties of the Superintendent

- This one is another with updated language. The old policy will be deleted. The updated language is highlighted in gray.

CBG – Evaluation of the Superintendent

- Another policy update, however, at the top of this one I would suggest keeping the language that the superintendent is evaluated once a year.

DBEA – Budget Committee

- Another update. The update is that a person who is part of the district equity committee has to be on the committee. The good news is that equity talk is built in to both the elementary and high school advisory committees, so as long as one of the advisory committee parents are on the committee, we are good. On the first page of the policy, I would use the language of having 5 board members and 5 other people as part of the committee. The verbiage in red I would remove because it doesn't apply to our district.

EBB – Integrated Pest Management

- House Bill 2684 (2025) added some new requirements to law for Integrated Pest Management Plan requirements. The first requires posting the Integrated Pest Management Plan and list of low-impact pesticides to the website (can be included

in the Healthy and Safe Schools Plan); the second requires a review of a IPM plan every five years to identify updates, if any, and readoption. The only portion that I would add is the wording of the District Maintenance Coordinator on page 2. This person keeps track of the pest management materials used throughout the district.

EBBA – Student Health Services

- Senate Bill 2948 (2025, now in ORS 342.458) added language regarding nurse delegation. This update reflects the new language. On page 2, I would remove number 12. This is taken care of at the beginning of each school year. Also, at the bottom of the page, we are already doing the menstruation products, so this is redundant.

ECAA – Access to Buildings

- This is an update of the policy that we already have. The new wording is in gray. There are no areas in which we are allowed to add any wording.

GBA – Equal Employment Opportunity

- This one is required. Senate Bill 808 (2025) amended ORS 408.225, 408.230 and 408.235, which discusses issuing preferences to veterans and disabled veterans during a hiring or promotion process, and defined and added state servicemembers and former state servicemembers. These are servicemembers who are current servicemembers of the Oregon National Guard or former servicemembers of the Oregon National Guard, and who meet the new provisions. As a result, board policy GBA – Equal Employment Opportunity and administrative regulation GBA-AR – Veteran and State Servicemember Preference has been updated to reflect SB 808 and to account for the four different employment preferences now allowed under Oregon law effective January 1, 2026. Additionally, OAR 581-022-2405 requires districts have policies regarding equal employment opportunities and affirmative action. Language has been added to more clearly meet these requirements. There are no areas that allow for any added wording.

GBA-AR – Veteran and State Servicemember Preference

- Most of the information is posted above. Just fyi, we already have a process for this. Veterans are given extra points in the screening process, so we are in compliance with this policy already. The language I would add begins on page 2. In our process, the building principal is the person responsible for checking all applications and determining if any vets are given interviews. On this page numbers 1, 2, 3, and 5 would add building principals to the language with the superintendent being the person that people would go to in case of a complaint.

GBN/JBA – Sexual Harassment

- Multiple laws address sexual harassment in Oregon schools. Oregon laws include requirements to provide notice to individuals involved in reports of sexual harassment. This update is to clarify these notice requirements. The parts that can be changed start on page 2. I would keep the examples under number 3. Under Oregon Procedures I would have the language about the superintendent named as the person responsible for any sexual harassment complaint. Under response I would keep the language that we need staff to report these issues immediately. On page 3 under investigation, I would keep all the language that defines the investigation. On page 5 number 3, I would delete the list of individual people and keep the language that is about the person who filed the complaint. On page 5 I would also keep the ODE support information. On page 6, I would keep the information about contacting the superintendent. Again, this is too important to not have the superintendent involved in the investigation. Finally, on page 8, I would get rid of the language about inquiries about Title IX. This is redundant as we have already talk about this earlier in the policy. Under publication, we should be posting this in our handbooks and website.

GCBDA/GDBDA-AR(1) – Family and Medical Leave

- Many changes have been made to leave laws over the last few years. This update reflects those changes. On page 3 number 3, I would remove the language about related by affinity. This language is already in our collective bargaining agreement in terms of who you can take bereavement for. On page 6 under the leave period, I would keep the language about a rolling 12 month period. This is currently what the ESD uses for calculations, and would make it an easier process for all. I would delete the other options.

GCBDD/GDBDD – Sick Time

- The change from Senate Bill 1108 (2025) added another allowable use for earned sick time: to donate blood in connection with a voluntary program that is approved or accredited by the American Association of Blood Banks or the American Red Cross. Also, what I did for this one was contact the ESD to make sure their team is aware of what our district is doing as they are the ones who deal with sick time for our district. So, starting on page 1, I would keep the language about allowing an employee to access 40 hours of sick time. This is what we and most schools in the state do. That means that we would get rid of the rest of the language below that language. On page 2, I would keep the language about being able to limit 80 ours of sick time to accrue. We would also want to keep the language under number 2 as we already do this and it is in our collective bargaining agreement. I would also keep the language at the bottom of the page about sick

time when dealing with family. On page 3, at the top I would keep the language about requiring a note from a doctor if you have 3 consecutive days off. At the bottom of the page, I would keep the language about discipline for staff that disrupts district business. Also, keep the language about the employee giving at least 24 hour notice if they are going to be absent.

JBA/GBN – Sexual Harassment

- Multiple laws address sexual harassment in Oregon schools. Oregon laws include requirements to provide notice to individuals involved in reports of sexual harassment. This update is to clarify these notice requirements. The parts that can be changed start on page 2. I would keep the examples under number 3. Under Oregon Procedures I would have the language about the superintendent named as the person responsible for any sexual harassment complaint. Under response I would keep the language that we need staff to report these issues immediately. On page 3 under investigation, I would keep all the language that defines the investigation. On page 5 number 3, I would delete the list of individual people and keep the language that is about the person who filed the complaint. On page 5 I would also keep the ODE support information. On page 6, I would keep the information about contacting the superintendent. Again, this is too important to not have the superintendent involved in the investigation. Finally, on page 8, I would get rid of the language about inquiries about Title IX. This is redundant as we have already talk about this earlier in the policy. Under publication, we should be posting this in our handbooks and website.

Also, here are a couple of things that will be coming down in July to be aware of.

1. WEBSITE ACCESSIBILITY

- a. Summary: The American with Disabilities Act prohibits discrimination on the basis of disability. Included in this prohibition is a requirement that websites be accessible to those with disabilities. In order to meet this requirement, district websites must be compliant with Web Content Accessibility Guidelines (WCAG) 2.1, Level AA by April 24, 2026 (districts with a population of 50,000 or more) or April 24, 2027 (districts with a population of less than 50,000). OSBA has been working on an updated policy hosting site for a few years to meet these requirements and provide additional functionality for districts. OSBA anticipates this will be available for use soon. Additionally, OSBA is looking at potential updates to various policies to remind districts of this requirement. Edits may be included in the next policy update.

2. IMMIGRATION ENFORCEMENT

- a. Summary: Three laws regarding immigration enforcement policies were passed by the Oregon Legislature in 2026: • Senate Bill 1538 (2026, effective July 1, 2026). This law requires the Attorney General's office to publish model policies regarding federal immigration law enforcement and requires school districts to provide all employees applicable model Policy Update – April 2026 Page 8 of 9 policies published by the Attorney General. Additionally, this law adds "immigration or citizenship status" to the list of protected classes in ORS 659.850. • Senate Bill 1594 (2026, relevant portion effective July 1, 2026). This law duplicates portions of Senate Bill 1538, requiring Attorney General model policies be provided to employees. • House Bill 4079 (effective September 30, 2026). This law requires school district boards to adopt a policy for "providing notice when a federal immigration authority is confirmed to have entered school property for immigration enforcement." This policy must be consistent with model policies published by the Attorney General and requires the policy be included in the student handbook and on the district's website. OSBA will release updated samples prior to the July 1, 2026 effective date, but is waiting for updates to the model policies from the Attorney General's office.

April 2026

In this update:

- BBAA – Individual Board Member’s Authority and Responsibilities, Optional, Delete
- BBAA – Board Member’s Authority and Responsibilities, Highly Recommended, *New*
- BBE – Vacancies on the Board, (Version 1) Optional, Delete
- BBE – Vacancies on the Board, Optional, *New*
- BBE-AR – Board Member Vacancy Application, Optional, *New*
- BCB – Board Officers, Optional
- BCF – Advisory Committees to the Board, Optional, Delete
- BD – Board Meetings, Notices and Communications, Highly Recommended, *New*
- BD/BDA – Board Meetings, Optional, Delete
- BDC – Executive Sessions, Highly Recommended, *New*
- BDC – Executive Sessions, Optional, Delete
- BDD – Board Meeting Procedures, Optional, Delete
- BDD – Board Meeting Procedures, Optional, *New*
- BDDC – Board Meeting Agenda, Optional, Delete
- BDDC – Board Meeting Agenda, Highly Recommended, *New*
- BDDG – Minutes of Board Meetings, Optional, Delete
- BDDG – Recordings and Minutes of Board Meetings, Highly Recommended, *New*
- CBA – Qualifications and Duties of the Superintendent, Highly Recommended
- CBG – Evaluation of the Superintendent, Required
- DBEA – Budget Committee (version 2), Highly Recommended
- EBB – Integrated Pest Management, Required
- EBBA – Student Health Services */**, Highly Recommended
- ECAA – Access to Buildings, Optional
- GAA – Personnel Definitions *, Optional, Delete
- GBA – Equal Employment Opportunity, Required
- GBA-AR – Veteran and State Servicemember Preference, Highly Recommended
- GBN/JBA – Sexual Harassment, Required
- GCBDA/GDBDA-AR(1) – Family and Medical Leave *(Version 1 – FMLA/OFLA), Highly Recommended
- GCBDD/GDBDD – Sick Time *, Highly Recommended
- JBA/GBN – Sexual Harassment, Required

OSBA Model Sample Policy

Code:
Adopted:

BBAA

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

7. Public Meetings Law

All Board members will comply with Public Meetings Law², including participating in an approved² 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 Services⁴ 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.

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).

OSBA Model Sample Policy

Code:
Adopted:

BBE

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 vacancy¹;
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 votes⁴, 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 [Douglas] 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](#)

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: _____

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

P

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

R

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D

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: _____

OSBA Model Sample Policy

Code: BCB
Adopted:

Board Officers

~~At~~ No later than the next regular ~~its first scheduled~~ meeting after July 1, the Board will elect one of its members to serve as chair and one to serve as vice chair. In an election year, this meeting must occur no later than the last day of July. No member of the Board may serve as chair more than four years in succession. ~~If a Board member is unable to continue to serve as an officer, a replacement will be elected immediately. The replacement officer will serve the remainder of the officer's term until the following July.~~

The Board chair will:

1. ~~[Work with the superintendent to]~~ ~~[Direct the superintendent or designee to]~~ establish Prepare the agenda for ~~regular~~ Board meetings in accordance with Board policy BDDC – Board Meeting Agenda;
2. Call special meetings ~~when required~~;
3. Preside at ~~all~~ meetings of the Board and enforce the rules of order. The Board chair has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. If public comment is a part of the meeting, the Board chair may regulate the order and length of appearances and limit appearances to presentations of relevant points in accordance with Board policy BDDH – Public Comment at Board Meetings;
4. Sign ~~the minutes and other~~ official documents that require the signature of the chair;
5. Represent the district and the Board at official functions, unless this duty is delegated by the Board chair to another Board member;
6. Appoint ~~all~~ Board members to committees ~~[and will be an ex-officio member of all such committees]~~ unless otherwise ordered by the Board;
7. Have the right to discuss issues and vote; and
8. Perform such other duties as may be prescribed by law or by action of the Board.

In the absence, ~~incapacitation or death~~ of the chair, the vice chair will perform the duties of chair and, when so acting, will have the chair's powers. The vice chair will perform other functions as designated by the Board.

If a Board member is unable to continue to serve as an officer, a replacement will be elected. The replacement officer will serve the remainder of the officer's term, until the officer resigns or ceases to remain on the Board, or until the officer is removed or replaced by the Board.

~~The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. [In absence of the designated Board secretary, the Board may name anyone~~
3/22/16 4/26 | RSPH

Board Officers – BCB

~~present to serve as secretary for that meeting.]The secretary to the Board will take notes at Board meetings, compile minutes and perform related work as assigned by the superintendent or requested by the Board chair. These duties will include, but not be limited to, the following:~~

- ~~1.——Record the disposition of all matters on which the Board considered action;~~
- ~~2.——Prepare and distribute minutes in advance for approval at the next Board meeting;~~
- ~~3.——Maintain properly authenticated official copies of the minutes;~~
- ~~4.——Maintain the official record of Board policies;~~
- ~~5.——Properly post public notice for all Board meetings.~~

Board ~~or District~~ Spokesperson

The Board may designate the chair, vice chair or another Board member as the Board's spokesperson. ~~The Board may appoint one of its members, usually the chair, or another person to make authorized statements to the public or the media when the Board deems that, under the circumstances, the district's position should be articulated by a single voice. The spokesperson serves at the Board's direction and may be removed or replaced at any time by action of a majority of the Board.~~ A Board member speaks on behalf of the Board only when specifically authorized by the Board. Official Board statements will be made using official district or Board communication channels, websites or social media accounts, or at official district events. When a Board member expresses personal opinions in public, the Board member is encouraged to clearly identify the opinions as personal. Comments made by Board members when not authorized by the Board are considered personal comments of the Board member.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)
[ORS 332.040](#)
[ORS 332.045](#)

[ORS 332.057](#)
[OAR 166-400](#)
~~[OAR 166-400](#)~~

[OAR 166-400-0010\(9\)](#)
[OAR 199-050-0050](#)

OSBA Model Sample Policy

Code:
Adopted:

BD

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 Board¹ 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.

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 law⁴. 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.

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.

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*.

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

OSBA Model Sample Policy

Code:
Adopted:

BDC

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 following¹:

“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 officer³, employee, staff member or individual agent who does not request an open hearing⁴; 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 hearing⁷; 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

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](#)

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OSBA Model Sample Policy

Code:
Adopted:

BDD

Board Meeting Procedures

1. Quorum

A quorum of the Board is [three^{1}] Board members.

2. Vote Needed for Exercise of Powers

The affirmative vote of [three^{2}] Board members will be necessary for exercising any of the Board's powers. All votes of the Board shall be taken by public vote, except when authorized in executive session under Oregon Revised Statute (ORS) 332.061.

3. Board Member Voting

The results of all votes shall be recorded, including the vote of each member's vote by name, on all votes taken by the Board. A written ballot, if used, shall identify the individual Board member by name and their vote, and shall be announced during the meeting at which the vote occurred. Secret ballots are prohibited.

4. Abstaining from Vote

Any conflicts of interest will be handled in accordance with ORS 244.120 and Board policy BBFA – Board Member Ethics and Conflicts of Interest. Board member abstentions will be documented in the meeting minutes or recording.

5. Parliamentary Procedure

Official Board business will be transacted by motion or resolution at properly noticed³ meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised*, "Procedure in Small Boards"⁴ as modified by the Board will govern the Board in its deliberation. Modifications include the following: Motions

¹ {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.}

² {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.}

³ See ORS 192.640, OAR 199-050-0040 and Board policy BD/BDA – Board Meetings for notice requirements. {In the June 2026 policy update, OSBA will be recommending policy BD/BDA be recoded and renamed: BD – Board Meetings, Notices and Communications.}

⁴ See *Robert's Rules of Order*, 12th Edition, § 49:21.

will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

P The Board chair will decide all questions relative to points of order, subject to an appeal to the Board.

Failure to follow *Robert's Rules of Order* will not invalidate a lawful Board decision.

R END OF POLICY

Legal Reference(s):

[ORS 192.650](#)
[ORS 244.120\(2\)](#)
[ORS 332.045](#)

[ORS 332.055](#)
[ORS 332.057](#)
[ORS 332.107](#)

[OAR 199-050-0005 \(9\)](#)
[OAR 199-050-0055](#)

38 OR. ATTY. GEN. OP. 1995 (1978)
41 OR. ATTY. GEN. OP. 28 (1980)

OSBA Model Sample Policy

Code:
Adopted:

BDDC

Board Meeting Agenda

{¹} The Board chair will direct the preparation of an agenda for all meetings of the Board. The Board chair may seek assistance from the superintendent or another Board member. Items of business may be suggested by any Board member, staff member, student or patron of the district by notifying the Board chair or superintendent at least [five] working days prior to the meeting. The agenda will include the principal subjects anticipated to be considered at the meeting and be specific enough to permit the public to recognize the matters in which they are interested. When the agenda includes an executive session, the agenda shall identify the specific statutory citation 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.)

The Board chair may direct an amendment to the agenda until it is posted, including adding or removing items. The Board may also amend the agenda during a meeting by a majority vote of the Board. This includes adding items to the agenda during the meeting.

A consent agenda may be used by the Board. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be voted on and approved at the same time. An item on the consent agenda will be removed from the consent agenda upon request of a Board member prior to the consent agenda's consideration. The item removed from the consent agenda will then be placed on the regular agenda.

The agenda, together with supporting materials, will be distributed to Board members at least [three] full working days prior to the meeting. A copy of the agenda will be posted on the district website at least 48 hours prior to any regular meeting and 24 hours prior to any special meeting.

Copies of the agenda for the press and public will not contain any confidential information included in Board member packets.

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)

[ORS 192.640](#)

[OAR 199-050-0040](#)

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

¹ {The Board is encouraged to review current practices for agenda preparation and Public Meetings Law.}

OSBA Model Sample Policy

Code:
Adopted:

BDDG

Recordings and Minutes of Board Meetings

[¹] The Board will ensure a [²] video recording is made of all of its meetings and portions of meetings that are not held in executive session. These recordings will be posted on the district's website or social media site within seven days following the meeting.]

A video or audio recording of a meeting can be kept as the official record as long as all required content is included and it is kept in an allowable format³. Alternatively, the district may create written minutes. Written minutes do not need to be a verbatim transcript and can be kept in hard copy or electronic form⁴.

The official record must give a true reflection of the matters discussed at the meeting and the views of the participants, and must include the following information:

1. All members of the Board present;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name for all actions taken⁵;
4. The substance of any discussion on any matter; and
5. A reference to any document discussed at the meeting.

If written minutes are created for meetings which do not take place in executive session, those minutes shall be available to the public within a reasonable time⁶ after the meeting. These minutes [will be published to the district website and] may be requested from the district office.

¹ {ORS 192.655 requires districts with an ADMr of 50 or more to record board meetings, and post the recording within seven days. Districts with fewer than 50 ADMr are exempt from this requirement and do not need to adopt this language.}

² {If the district lacks broadband internet, an audio recording is sufficient. See ORS 192.655.}

³ Oregon Administrator Rule (OAR) 166-017-0045(4) requires moving images or audio recordings be kept in MP2, MP3, MP4, or WAVE formats.

⁴ Oregon Administrator Rule (OAR) 166-017-0045(4) requires textual data or still images be kept in XML, ODT, TXT, PDF, RTF, PREG, JFIF, PNG, or TIFF formats.

⁵ If minutes are kept in a recorded form, all voting will use a roll call vote and if minutes are kept in written form the minutes will identify the vote of each member by name under each board action.

⁶ {The Oregon Attorney General's *Public Records and Meetings Manual* says, "three weeks arguably is within the reasonable time allowed by statute."}

Recordings or minutes⁷ of executive sessions will be kept in the same manner as other meetings of the Board. If disclosure of material from executive session recordings or minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure. Executive session minutes of a hearing held under ORS 332.061 shall contain only material not excluded under ORS 332.061(2) and information⁸ will not be disclosed in accordance with ORS 332.061.

Either the recording or minutes of Board meetings will be kept permanently. If written minutes are created for any meetings of the Board, any recordings will be kept for at least one year after the minutes are created.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.705](#)
[ORS 332.061](#)

[OAR 166-017-0005 - 0095](#)
[OAR 166-400-0010\(9\)](#)

[OAR 199-050-0060](#)

Attorney General's PUBLIC RECORDS AND MEETINGS MANUAL.

⁷ "...a record of any executive session may be kept in the form of a sound or video tape or digital recording, which need not be transcribed unless otherwise provided by law." ORS 192.650(2)

⁸ORS 332.061 prohibits the disclosure of:

1. The name of the minor student;
2. The issue, including a student's confidential records;
3. The discussion; and
4. The school board member's vote on the issue.

OSBA Model Sample Policy

Code: CBA
Adopted:

Qualifications and Duties of the Superintendent

The Board requires the superintendent be a strong educational leader who has the following professional experience and training:

1. A current license that qualifies the individual to serve as superintendent of the district^{1};
2. A master's degree or higher in the field of education, preferably in educational administration;
3. Successful teaching experience at the elementary or secondary school level;
4. Service as a superintendent or administrative experience in the central administration of a school system.

In lieu of the experience and training requirements above, the Board may consider as a candidate for its superintendent's position an individual who meets alternative licensure requirements. The Board may take steps to assist an individual to qualify for such a license.

The superintendent will have the following personal and professional qualities:

1. Success in leadership roles with staff, community and professional peers;
2. Ability to communicate effectively, both orally and in writing;
3. Scholarship, intelligence and excellent ability to plan and organize;
4. Training, experience and success in personnel selection, evaluation and development;
5. Knowledge of curriculum development, implementation and evaluation;
6. Knowledge of business and support service systems which facilitate planning, control and accountability;
7. Experience in administering collective bargaining agreements;
8. Ability to motivate other administrators and significantly involve them in the decision-making process;
9. Strong management skills; and the desire and ability to motivate and innovate, taking advantage of the district's strengths.

General Functions

1. The superintendent is the chief executive officer of the district and, under the direction of the Board, is responsible for control and operation of the school system, and for implementing the decisions and policies of the Board.

^{1} Please contact the Teacher Standards Practices Commission (TSPC) with questions regarding licensure.}

2. The superintendent has the authority to formulate and delegate duties and responsibilities to subordinate administrative personnel. The delegation of such duties and responsibilities, however, will not relieve the superintendent of responsibility for the action taken under such delegation.

Specific Functions

The superintendent will have the duty and authority to perform the following specific functions:

1. Review data regularly and lead the district in enacting equitable changes to improve educational outcomes for every student;
2. Serve as educational leader to the Board, staff and community;
3. Act as the district's chief administrative officer;
4. Serve as district school clerk, performing such duties as required by law or by the Board;
5. Support the Board with scheduling meeting places, ~~prepare an agenda~~ providing for required notices, and ensuring any required recordings or minutes are created for all Board meetings and ~~other~~ for all committee meetings authorized by the Board, as appropriate;
6. Attend all regular and special meetings of the Board, except when excused;
7. Serve as executive officer of the budget committee and prepare an educational plan that is the basis for formulating the district's budget;
8. Administer adopted Board policies;
9. Regularly review adopted Board policies and make recommendations for needed changes;
10. Advise, inform and make recommendations to the Board on matters of policy and other required action(s), and inform the Board on all phases of district operation;
11. Provide an ongoing program of communication to and from the community, staff and Board concerning district programs and activities;
12. Assess trends and changing procedures in salary negotiations and assist the Board in collective bargaining and salary consultation with district employee groups;
13. Serve as a member of the Board's salary consultation and negotiations teams, and make recommendations to the Board on all issues;
14. Direct the implementation and administration of all agreements resulting from the consultation or negotiation process;
15. Develop and file a complete list of position descriptions, with job descriptions within each classification for all classes of personnel; review and change those descriptions as needed or directed by the Board;
16. Formulate and recommend for Board adoption such personnel policies as may be necessary for efficient functioning of the district staff;
17. Make rules and reasonable regulations to govern routine matters and see that such rules and regulations are communicated to employees concerned;
18. Resolve problems of operations and settle disputes referred through administrative channels;

19. Work with staff organizations and committees in the development of sound personnel practices and procedures and provide for their implementation;
20. Assume responsibility for the development, maintenance and operation of a constructive program of in-service, training and education for all school system employees. For this responsibility, the superintendent may employ lecturers, grant temporary leave from work, approve reimbursement for extension or college courses and develop professional library facilities as required, subject to Board approval;
21. Recommend to the Board, the appointment, renewal, contract extension, contract nonrenewal, contract non-extension or dismissal of licensed district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
22. Appoint, promote, demote or discharge classified and non-represented employees as provided by state law, Board policy, collective bargaining agreements and meet and confer agreements, as applicable;
23. Assign or transfer all district employees in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
24. Evaluate the performance of all district administrative personnel in accordance with state law and Board policy, and make recommendations for those positions to the Board before March 15 of each year;
25. Provide for ~~Evaluate the~~ performance evaluations of licensed and classified personnel in accordance with state law, Board policy and the employee's collective bargaining agreement, as applicable;
26. Assign and control the promotion of students;
27. Maintain a continuous inventory of all district property, furniture, material and supplies;
28. Recommend plans for repairs to district property and for new construction and see that all plans adopted by the Board are properly executed;
29. Establish procedures to involve teachers, principals, supervisory personnel and representatives from student and community groups in the preparation and selection of courses of study and other instructional materials;
30. Recommend instructional materials, instructional supplies and school equipment to be purchased by the district;
31. Direct the preparation of the budget, prepare the budget message for presentation to the budget committee, supervise the administration of all fiscal policies of the district and serve as custodian of all district funds;
32. Develop and recommend to the Board long-range plans for educational programs, facilities and financial resources that are consistent with population trends, district goals and community needs;
33. Direct the district in its relationships with federal, state and local government agencies;
34. Cooperate with universities and colleges in their student-teacher training programs;
35. Attend local, state and national meetings, conferences and workshops as deemed beneficial to the interests of the district;

36. Visit, as may be required, all district schools as a regular part of a schedule and institute and carry out such regulations, as may be necessary, to attain their efficient operation;
37. Direct the administrative staff in establishing and changing, as needed, school attendance area boundaries subject to Board approval;
38. In cases of matters not specifically covered by Board policies, take appropriate action and report such action to the Board no later than the next regular Board meeting;
39. Have other power and duties as may be approved by the Board, and as may be necessary to fulfill the functions of the office of superintendent.

END OF POLICY

Legal Reference(s):

[ORS 332.075](#)
[ORS 342.143](#)
[ORS 342.173](#)

[ORS 342.850](#)
[OAR 584-020-0000 - 0035](#)
[OAR 584-046-0003 - 0024](#)

[OAR 584-080-0151](#)
[OAR 584-080-0152](#)
[OAR 584-080-0161](#)

OSBA Model Sample Policy

Code: CBG
Adopted:

Evaluation of the Superintendent

{Required policy. OAR 581-022-2405 requires districts to “adopt and implement personnel policies which address...evaluation procedures.” Review the superintendent contract before adopting to ensure there is no conflicting language; modify policy as needed.}

The Board will formally evaluate the superintendent’s job performance [at least once each year]. The evaluation will be based on the superintendent’s job description, any applicable standards of performance, Board policy and progress in attaining any goals for the year established by the superintendent and/or the Board.

Additional criteria for the evaluation, if any, will be developed at a public board meeting prior to conducting the evaluation. The superintendent will be notified of the additional criteria prior to the evaluation.

The Board’s discussion and conferences with and about the superintendent and their performance will be conducted in an executive session, unless the superintendent requests a session open to the public.¹ Such an executive session will not include a general evaluation of any district goal, objective or operation or of any directive to personnel concerning district goals, objectives, operations or programs. Results of the evaluation will be written and placed in the superintendent’s personnel file.

At the Board’s discretion, it may notify the superintendent in writing of specific areas to be remedied, and the superintendent may be given an opportunity to correct the problem(s). Where the Board provided written notice pursuant to the prior sentence, if the Board determines the superintendent’s performance remains unsatisfactory, the Board may dismiss or non-renew the superintendent pursuant to Board policy, the superintendent’s employment contract and state law and rules. In those situations where the superintendent’s employment contract includes an evaluation, dismissal or non-renewal provision, it shall take precedent over this policy.

END OF POLICY

Legal Reference(s):

[ORS 192.660\(2\)\(i\), \(8\)](#)
[ORS 332.107](#)
[ORS 332.505](#)

[OAR 199-040-0027](#)
[OAR 199-040-0030](#)

[OAR 581-022-2405](#)

¹ Notice must be provided to the superintendent in accordance with OAR 199-0040-0030. The superintendent 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 Board;
- b. The time, date and location of the meeting;
- c. The purpose for which the Board proposes to convene the executive session, including the citation to the applicable section of ORS 192.660 and the fact that the Board will be reviewing and evaluating the performance of the superintendent; and
- d. Information on how the superintendent may make a request for an open hearing.

Hanson v. Culver Sch. Dist. (FDAB 1975).



Yoncalla School District No. 32
Administrative Office
P.O Box 568 - Yoncalla, Oregon 97499
Phone: (541)849-2782

RESOLUTION# 2026-2027-01

Be it resolved that the Board of Directors of Yoncalla School District 32 hereby accepts a grant on behalf of The Ford Family Foundation in the total amount of \$48,710.78 for expanding CTE opportunities for students.

Resources:

Fund: 295 \$48,710.78

Requirements:

Fund: 295

Function: 1131

Object: 0410 \$24,355.78

0460 \$24,355.00

Reason:

New Revenue Source

Resolved this day July 21, 2026, by the Board of Directors of Yoncalla School District 32 to adopt this resolution.

Chairman of the Board

Superintendent/Clerk

Motion: _____

Second: _____

Voted: _____