Pleasant Hill School District No. 1

October 19, 2026

Regular Board Meeting

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Commitment, Excellence, Community

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

Monday, October 5, 2026; 7:00 p.m.; Pleasant Hill Community Center

1. CALL TO ORDER

Board of Directors Chair Drew Gottfried called the October 5, 2026 board meeting to order at 7:00 with the Pledge of Allegiance. Board of Directors present were Vice Chair Rusty Rexius and Jennifer Woodland. Others present were Superintendent Jim Crist, Director of Special Programs Whitney Connolly, Elementary School Principal Brenna Fairchild, Middle/High School Principal Alan Stearns and Board Secretary Kimberly Silbernagel.

Director Rexius read the mission statement.

2. CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions.

3. PUBLIC FORUM

There was no public comment.

4. ACTION ITEMS

4.1 Approve September 21, 2026 Meeting Minutes **(Exhibit 2627.50)**

Jennifer Woodland moved to approve 4.1 September 21, 2026 Board Meeting Minutes. The motion passed 3-0.

– Vacant Gottfried – Yes Woodland – Yes Rexius – Yes Hammond – Absent

4.2 Approve Personnel Action (**Resolution 2627.51)**

Rusty Rexius moved to approve 4.2 Personnel Action. The motion passed 3-0.

– Vacant Gottfried – Yes Woodland – Yes Rexius – Yes Hammond – Absent

4.3 Adopt BDD – Board Meeting Procedures (**Resolution 2627.52)**

Jennifer Woodland moved to adopt 4.3 BDD – Board Meeting Procedures. The motion passed 3-0.

– Vacant Gottfried – Yes Woodland – Yes Rexius – Yes Hammond – Absent

4.4 Adopt BDDC – Board Meeting Agenda (**Resolution 2627.53)**

Rusty Rexius moved to adopt 4.4 BDDC – Board Meeting Agenda. The motion passed 3-0.

– Vacant Gottfried – Yes Woodland – Yes Rexius – Yes Hammond – Absent

4.5 Adopt BDDG – Recordings and Minutes of Board Meetings (**Resolution 2627.54)**

Jennifer Woodland moved to adopt 4.5 BDDG – Recording and Minutes of Board Meetings. The motion passed 3-0.

– Vacant Gottfried – Yes Woodland – Yes Rexius – Yes Hammond – Absent

4.6 Adopt DL – Issuance of Payroll Checks (**Resolution 2627.55)**

Rusty Rexius moved to adopt 4.6 DL – Issuance of Payroll Checks. The motion passed 3-0.

– Vacant Gottfried – Yes Woodland – Yes Rexius – Yes Hammond – Absent

4.7 Adopt KNA – Immigration Enforcement on District Property (**Resolution 2627.56)**

Jennifer Woodland moved to adopt 4.7 KNA – Immigration Enforcement on District Property. The motion passed 3-0.

– Vacant Gottfried – Yes Woodland – Yes Rexius – Yes Hammond – Absent

4.8 First Read EBB – Integrated Pest Management **(Exhibit 2627.57)**

Rusty Rexius moved to acknowledge the First Read of Policy EBB. The motion passed 3-0.

– Vacant Gottfried – Yes Woodland – Yes Rexius – Yes Hammond – Absent

4.9 First Read GBA – Equal Employment Opportunity **(Exhibit 2627.58)**

Jennifer Woodland moved to acknowledge the First Read of Policy GBA. The motion passed 3-0.

– Vacant Gottfried – Yes Woodland – Yes Rexius – Yes Hammond – Absent

4.10 First Read GBN/JBA – Sexual Harassment **(Exhibit 2627.59)**

Rusty Rexius moved to acknowledge the First Read of Policy GBN/JBA. The motion passed 3-0.

– Vacant Gottfried – Yes Woodland – Yes Rexius – Yes Hammond – Absent

4.11 First Read JBA/GBN – Sexual Harassment **(Exhibit 2627.60)**

Jennifer Woodland moved to acknowledge the First Read of Policy JBA/GBN. The motion passed 3-0.

– Vacant Gottfried – Yes Woodland – Yes Rexius – Yes Hammond – Absent

4.12 First Read GCBDD/GDBDD – Sick Time **(Exhibit 2627.61)**

Rusty Rexius moved to acknowledge the First Read of Policy GCBDD.GDBDD. The motion passed 3-0.

– Vacant Gottfried – Yes Woodland – Yes Rexius – Yes Hammond – Absent

5. POLICY REVIEW

5.1 IICC – Volunteers (**Exhibit 2627.62)**
5.2 KK – Visitors to District Facilities (**Exhibit 2627.63)**
Superintendent Crist included these policies for the Board to review since it is a new school year.

6. REPORTS AND INFORMATION

6.1 2025-26 Integrated Programs Report (**Exhibit 2627.64)**
K-12 Curriculum and High School Success Coordinator Susanna Williams shared the 2025-26 Integrated Programs Report with the Board. The is a required report that the District must submit to the Oregon Department of Education.

Ms. Williams thanked the Board for their support in student investments, specifically STAR Assessment and staff development, that have allowed the District to make changes to support students.

6.2 2025-26 State Test Report (**Exhibit 2627.65)**
Superintendent Crist reported that 2025–26 test participation increased in all three subjects, about 9% in ELA, 16% in math, and 23% in science. ELA proficiency rose 2.3 percentage points, while math declined 4.3 points and science declined 12.8 points. Mr. Crist explained that the higher participation provides a more complete picture of student performance and may help explain the declines. Math results improved in grades 3–5, while secondary math and science were identified as areas needing continued instructional attention. He cautioned that state tests reflect only a sample of standards and should be considered alongside classroom performance, local assessments, and student growth.

7. BOARD COMMUNICATION

7.1 Calendar of Events
Superintendent Crist reviewed the upcoming events happening throughout the district.

8. OTHER BUSINESS

There was no other business.

9. NEXT MEETING

- Regular Board Meeting – October 19, 2026; 7:00 p.m.; Pleasant Hill Community Center

10. ADJOURNMENT – 7:50 p.m.

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

Date: October 19, 2026
Resolution: 2627.67

Board Policy - Adopt

Relevant Data:

From time to time, changes in laws or operating practice requires changes or additions to board policies. In addition, the district subscribes to a policy review service with Oregon School Boards Association and receives samples that are used to develop policy for Pleasant Hill Schools

The following policy is presented for Board Approval as a first reading and review to reflect updated procedures in the district. This policy was reviewed at the September 21, 2026 and First Read approved at the October 5, 2026 Regular Board Meeting.

- EBB – Integrated Pest Management

Recommendation:

It is recommended that the Board of Directors adopt the identified board policy.

Submitted and Recommended By:
Jim Crist
Superintendent

Pleasant Hill School District 1

Code: EBB
Adopted:

Integrated Pest Management

To ensure the health and safety concerns of student, staff and community members, the Board shall adopt an integrated pest management plan (IPM) which emphasizes the least possible risk to students, staff and community members and shall adopt a list[2] of low-impact pesticides for use with the IPM plan. The IPM plan and list shall be available to the public through the district's website[3].

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:

    a. Protect the health and safety of students and staff;
    b. Protect the integrity of district buildings and grounds;
    c. Maintain a productive learning environment; and
    d. Protect local ecosystem health.

2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;

3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;

4. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;

5. Evaluates the need for pest control by identifying acceptable pest population density levels;

6. Monitors and evaluates the effectiveness of pest control measures;

7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;

8. Excludes the application of pesticides for purely aesthetic purposes;

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[2] See ORS 634.705(5).

[3] Inclusion of the list and IPM in the district's Healthy and Safe Schools Plan satisfies this requirement as long as it is posted on the district's website.

9. Includes school staff education about sanitation, monitoring, inspection and pest control measures;

10. Gives preference to the use of nonchemical pest control measures;

11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and

12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The Facilities and Operations Director is designated as the Integrated Pest Management Plan Coordinator and has the authority for overall implementation and evaluation of the IPM plan.

Integrated Pest Management Plan Coordinator

The IPM Plan Coordinator shall:

1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;

2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;

3. Oversee pest prevention efforts;

4. Ensure identification and evaluation of pest situation;

5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property and the environment;

6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;

7. Evaluate pest management results;

8. Keep for at least four years following the application date, records of applied pesticides that include:

    a. A copy of the label;
    b. A copy of the Safety Data Sheet (SDS);
    c. The brand name and U.S. Environmental Protection Agency (USEPA) registration number of the product;
    d. The pest condition that prompted the application;
    e. The approximate amount and concentration of pesticide applied;
    f. The location and description of the area where the pesticide was applied;
    g. The type of application and whether the application was effective;
    h. The name(s) of the person(s) applying the pesticide;
    i. The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;
    j. The dates and times for the placement and removal of warning signs; and

k. Copies of all required notices given, including the dates the IPM Coordinator(s) gave the notices.

9. Respond to inquiries about the IPM plan and refer complainants to Board policy KL - Public Complaints; and

10. Conduct outreach to district staff about the district's IPM plan.

At least once every five years, the Board shall review the IPM plan, make any necessary updates and readopt the IPM plan.[4] The final IPM plan shall include the day, month and year the Board adopted or readopted the plan.

END OF POLICY

Legal Reference(s):

ORS 634.116 ORS 634.700 - 634.750

[4] For IPMs adopted prior to January 1, 2026, the Board shall review, update and readopt the IPM no later than January 1, 2027, or five years from the date of the most recent approval of the plan, whichever is later.

Date: October 19, 2026
Resolution: 2627.68

Board Policy - Adopt

Relevant Data:

From time to time, changes in laws or operating practice requires changes or additions to board policies. In addition, the district subscribes to a policy review service with Oregon School Boards Association and receives samples that are used to develop policy for Pleasant Hill Schools

The following policy is presented for Board Approval as a first reading and review to reflect updated procedures in the district. This policy was reviewed at the September 21, 2026 and First Read approved at the October 5, 2026 Regular Board Meeting.

- GBA – Equal Employment Opportunity

Recommendation:

It is recommended that the Board of Directors adopt the identified board policy.

Submitted and Recommended By:
Jim Crist
Superintendent

Pleasant Hill School District 1

Code: GBA
Adopted:

Equal Employment Opportunity

Equal employment opportunity and treatment shall be practiced by the district regardless of race[1], color, religion, sex, sexual orientation, gender identity, national origin, marital status, pregnancy, childbirth or a related medical condition, age, veterans' status, service in a uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The district administers preference in hiring or promotion decisions in accordance with Oregon law for applicants claiming preference as a veteran, disabled veteran, state servicemember or former state servicemember.

The superintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act and the Americans with Disabilities Act Amendments Act (ADA), and Section 504 of the Rehabilitation Act. The superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be communicated to all students, parents of students and employees through handbooks and will be published on the district website.

The superintendent will develop other specific recruitment, interview and evaluation procedures necessary to implement this policy. These procedures will seek to provide an equal employment opportunity and eliminate the effects of past and present discrimination, intended or unintended, on the basis of race, religion, national origin, age, sex, marital status or physical or mental disabilities.

END OF POLICY

Legal Reference(s):

ORS 174.100
05
ORS 326.051
ORS 332.505
ORS 408.225 – 408.237
ORS 652.210 - 652.220
ORS 659.850
ORS 659A.003
ORS 659A.006
ORS 659A.009
ORS 659A.029
ORS 659A.030
ORS 659A.082
ORS 659A.109
ORS 659A.112
ORS 659A.147
ORS 659A.820

OAR 581-021-0045
OAR 581-022-2405
OAR 839-006-0435 - 0480

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2024).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, et. seq. (2024).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2024); 29 C.F.R Part 1626 (2025).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2024).

[1] Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001.

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2024).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 794 (2024); 34 C.F.R. Part 104 (2025).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2024); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2024); 29 C.F.R. Part 1630 (2025); 28 C.F.R. Part 35 (2025).
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2024).
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2024).
Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301-4303, 4311 (2024).

Date: October 19, 2026
Resolution: 2627.69

Board Policy - Adopt

Relevant Data:

From time to time, changes in laws or operating practice requires changes or additions to board policies. In addition, the district subscribes to a policy review service with Oregon School Boards Association and receives samples that are used to develop policy for Pleasant Hill Schools

The following policy is presented for Board Approval as a first reading and review to reflect updated procedures in the district. This policy was reviewed at the September 21, 2026 and First Read approved at the October 5, 2026 Regular Board Meeting.

- GBN/JBA – Sexual Harassment

Recommendation:

It is recommended that the Board of Directors adopt the identified board policy.

Submitted and Recommended By:
Jim Crist
Superintendent

Pleasant Hill School District 1

Code: GBN/JBA
Adopted:

Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure and GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties[3] shall include:

1. A demand or request for sexual favors in exchange for benefits;

2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:

    a. Interferes with a student's educational activity or program;
    b. Interferes with a school or district staff member's ability to perform their job; or
    c. Creates an intimidating, offensive, or hostile environment.

3. Assault when sexual contact occurs without consent[4].

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the

[3] "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) at a school-sponsored activity or program; or 3) off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

[4] "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

conduct is not the product of sexual intent or a person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual

's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual(s):

Jim Crist, Superintendent at 541-736-0701 or jcrist@pleasanthill.k12.or.us

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is also designated as the Title IX coordinator. *See* GBN/JBA-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;

2. Staff member is protected and to promote a nonhostile work environment; or

3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;

2. Interviews with witnesses;

3. Review of video surveillance;

4. Review of written communications, including electronic communications;

5. Review of any physical evidence; and

6. Use of third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;

2. Removal of third parties engaged in sexual harassment;

3. Additional supervision in activities;

4. Additional controls for district electronic systems;

5. Trainings and education for staff and students; and

6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;

2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;

3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;

4. Limiting attendance at district events; and

5. Providing for additional supervision, including law enforcement if necessary, at district events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or

2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notices

When a person[10] who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;

2. If appropriate, any impacted person who is not a reporting person;

3. Each reported person; and

4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include[11]:

1. Name and contact information for all persons designated by the district to receive complaints;

2. The rights of the person that the notification is going to;

3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;

4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;

5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;

6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;

7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:

    a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
    b. For the reported persons, information about and contact information for state and community-based mental health services.

8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

[10] Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

[11] Remember confidentiality laws when providing any information.

9. Prohibition of retaliation.

The notice must:

1. Be written in plain language that is easy to understand;

2. Use print that is of a color, size and font that allows the notification to be easily read; and

3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

Additionally, notice must be provided to the person who initiated the complaint and, if applicable, the person's parents, when an investigation is initiated and when it is concluded. The notification at the conclusion of the investigation must include whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity[12];

3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;

5. "Domestic violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

[12] "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX coordinator receiving the person's verbal or written report. The report can be made at any time.

Jim Crist is designated as the Title IX coordinator and can be contacted at 541-736-0701. The Title IX coordinator will coordinate the district's efforts to comply with its responsibilities related to this AR. The district prominently will display the contact information for the Title IX coordinator on the district website and in each handbook.

Response

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.[14] The district shall treat complainants and respondents equitably by providing supportive measures[15] to the complainant and by following a grievance procedure[16] prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.[17]

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[14] (Title 34 C.F.R. § 106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

[15] (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.[15] The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

[16] This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* GBN/JBA-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

[17] The Title IX coordinator may also discuss that the Title IX coordinator has the ability to file a formal complaint.

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.[18] The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX coordinator(s);

2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and

3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

Inquiries about the application to Title IX and its requirements may be referred to the Title IX coordinator or the Assistant Secretary[19], or both.

No Retaliation

Neither the district or any person may retaliate[20] against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX coordinator shall be prominently published in the school student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

END OF POLICY

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[18] The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

[19] Of the United Stated Department of Education.

[20] Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

Legal Reference(s):

ORS 243.706
ORS 332.107
ORS 342.700
ORS 342.704
ORS 342.708
ORS 342.850
ORS 342.865
ORS 659.850
ORS 659A.006
ORS 659A.029
ORS 659A.030
OAR 581-021-0038
OAR 584-020-0040
OAR 584-020-0041

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

Date: October 19, 2026
Resolution: 2627.70

Board Policy - Adopt

Relevant Data:

From time to time, changes in laws or operating practice requires changes or additions to board policies. In addition, the district subscribes to a policy review service with Oregon School Boards Association and receives samples that are used to develop policy for Pleasant Hill Schools

The following policy is presented for Board Approval as a first reading and review to reflect updated procedures in the district. This policy was reviewed at the September 21, 2026 and First Read approved at the October 5, 2026 Regular Board Meeting.

- JBA/GBN – Sexual Harassment

Recommendation:

It is recommended that the Board of Directors adopt the identified board policy.

Submitted and Recommended By:
Jim Crist
Superintendent

Pleasant Hill School District 1

Code: JBA/GBN
Adopted:

Sexual Harassment

The district is committed to eliminating sexual harassment. Sexual harassment will not be tolerated in the district. All students, staff members and other persons are entitled to learn and work in an environment that is free of harassment. All staff members, students and third parties are subject to this policy. Any person may report sexual harassment.

The district processes complaints or reports of sexual harassment under Oregon Revised Statute (ORS) 342.700 et. al. and federal Title IX laws found in Title 34 C.F.R. Part 106. Individual complaints may require both of these procedures, and may involve additional complaint procedures.

General Procedures

When information, a report or complaint regarding sexual harassment is received by the district, the district will review such information, report or complaint to determine which law applies and will follow the appropriate procedures. When the alleged conduct could meet both of the definitions in ORS Chapter 342 and Title IX, both complaint procedures should be processed simultaneously (*see* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure and JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure). The district may also need to use other complaint procedures when the alleged conduct could meet the definitions for other complaint procedures.

OREGON DEFINITION AND PROCEDURES

Oregon Definition

Sexual harassment of students, staff members or third parties[3] shall include:

1. A demand or request for sexual favors in exchange for benefits;

2. Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that:

    a. Interferes with a student's educational activity or program;
    b. Interferes with a school or district staff member's ability to perform their job; or
    c. Creates an intimidating, offensive, or hostile environment.

3. Assault when sexual contact occurs without consent[4].

[3] "Third party" means a person who is not a student or a school or district staff member and who is: 1) on or immediately adjacent to school grounds or district property; 2) at a school-sponsored activity or program; or 3) off school grounds or district property if a student or a school or district staff member acts toward the person in a manner that creates a hostile environment for the person while on school or district property, or at a school- or district-sponsored activity.

[4] "Without consent" means an act performed: (a) without the knowing, voluntary and clear agreement by all parties to participate in the specific act; or (b) when a person who is a party to the act is incapacitated by drugs or alcohol; unconscious; or pressured through physical force, coercion or explicit or implied threats to participate in the act.

Sexual harassment does not include conduct that is necessary because of a job duty of a school or district staff member or because of a service required to be provided by a contractor, agent, or volunteer, if the conduct is not the product of sexual intent or a person finding another person, or another person's actions, offensive because of that other person's sexual orientation or gender identity.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual

's sexual behaviors in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

Oregon Procedures

Reports and complaints of sexual harassment should be made to the following individual(s):

Jim Crist, Superintendent at 541-736-0701 or jcrist@pleasanthill.k12.or.us

This individual is responsible for accepting and managing complaints of sexual harassment. Persons wishing to report should contact them using the above information. This person is also designated as the Title IX coordinator. *See* JBA/GBN-AR(1) - Sexual Harassment Complaint Procedure.

Response

Any staff member who becomes aware of behavior that may violate this policy shall immediately report to a district official. The district official (with coordination involving the reporting staff member when appropriate) will take any action necessary to ensure the:

1. Student is protected and to promote a nonhostile learning environment;

2. Staff member is protected and to promote a nonhostile work environment; or

3. Third party who is subjected to the behavior is protected and to promote a nonhostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the person who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Investigation

All reports and complaints about behavior that may violate this policy shall be investigated. The district may use, but is not limited to, the following means for investigating incidents of possible harassment:

1. Interviews with those involved;

2. Interviews with witnesses;

3. Review of video surveillance;

4. Review of written communications, including electronic communications;

5. Review of any physical evidence; and

6. Use of third-party investigator.

The district will use a reasonable person standard when determining whether a hostile environment exists. A hostile environment exists if a reasonable person with similar characteristics and under similar circumstances would consider the conduct to be so severe as to create a hostile environment.

The district may take, but is not limited to, the following procedures and remedial action to address and stop sexual harassment:

1. Discipline of staff and students engaging in sexual harassment;

2. Removal of third parties engaged in sexual harassment;

3. Additional supervision in activities;

4. Additional controls for district electronic systems;

5. Trainings and education for staff and students; and

6. Increased notifications regarding district procedures and resources.

When a student or staff member is harassed by a third party, the district will consider the following:

1. Removing that third party's ability to contract or volunteer with the district, or be present on district property;

2. If the third party works for an entity that contracts with the district, communicating with the third party's employer;

3. If the third party is a student of another district or school, communicate information related to the incident to the other district or school;

4. Limiting attendance at district events; and

5. Providing for additional supervision, including law enforcement if necessary, at district events.

No Retaliation

Retaliation against persons who initiate complaint or otherwise report sexual harassment or who participate in an investigation or other related activities is prohibited. The initiation of a complaint, reporting of behavior, or participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the:

1. Educational assignments or educational environment of a student or other person initiating the complaint, reporting the behavior, or participating in the investigation; or

2. Any terms or conditions of employment or of work or educational environment of a school or district staff member or other person initiating the complaint, reporting the behavior, or participating in the investigation.

Students who initiate a complaint or otherwise report harassment covered by the policy or who participate in an investigation may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered because of the report or investigation, unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

Notices

When a person[10] who may have been affected by this policy files a complaint or otherwise reports behavior that may violate the policy, the district shall provide written notification to the following:

1. Each reporting person;

2. If appropriate, any impacted person who is not a reporting person;

3. Each reported person; and

4. Where applicable, a parent or legal guardian of a reporting person, impacted person, or reported person.

The written notification must include[11]:

1. Name and contact information for all persons designated by the district to receive complaints;

2. The rights of the person that the notification is going to;

3. Information about the internal complaint processes available through the school or district that the person who filed the complaint may pursue, including the person designated for the school or district for receiving complaints and any timelines;

4. Notice that civil and criminal remedies that are not provided by the school or district may be available to the person through the legal system and that those remedies may be subject to statutes of limitation;

5. Information about services available to the student or staff member through the school or district, including any counseling services, nursing services or peer advising;

6. Information about the privacy rights of the person and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;

[10] Student, staff member, or third party, or if applicable, the student or third party's parent. If the person is a minor, the district should consider when to contact the person's parent.

[11] Remember confidentiality laws when providing any information.

7. Information about, and contact information for, services and resources that are available to the person, including but not limited to:

    a. For the reporting person, state and community-based resources for persons who have experienced sexual harassment; or
    b. For the reported persons, information about and contact information for state and community-based mental health services.

8. Notice that students who report about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct; and

9. Prohibition of retaliation.

The notice must:

1. Be written in plain language that is easy to understand;

2. Use print that is of a color, size and font that allows the notification to be easily read; and

3. Be made available to students, students' parents, staff members and member of the public at each office, at the district office and on the website of the school or district.

Additionally, notice must be provided to the person who initiated the complaint and, if applicable, the person's parents, when an investigation is initiated and when it is concluded. The notification at the conclusion of the investigation must include whether a violation of the policy was found to have occurred, to the extent allowable under state and federal student confidentiality laws.

Oregon Department of Education (ODE) Support

The ODE will provide technical assistance and training upon request.

FEDERAL DEFINITION AND PROCEDURES

Federal Definition

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity[12];

3. "Sexual assault": an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

4. "Dating violence": violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship;

5. "Domestic violence": felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

6. "Stalking": engaging in a course of conduct directed at a specific person that would cause a reasonable person fear for the person's own safety or the safety of others, or suffer substantial emotional distress.

This definition only applies to sex discrimination occurring against a person who is a subject of this policy in the United States. A district's treatment of a complainant or a respondent in response to a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX.

Federal Procedures

The district will adopt and publish grievance procedures that provide for the prompt and equitable resolution of the student and employee complaints alleging any action that would be prohibited by this policy. *See* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure.

Reporting

Any person may report sexual harassment. This report may be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the Title IX coordinator receiving the person's verbal or written report. The report can be made at any time.

Jim Crist is designated as the Title IX coordinator and can be contacted at 541-736-0701. The Title IX coordinator will coordinate the district's efforts to comply with its responsibilities related to this policy. The district prominently will display the contact information for the Title IX coordinator on the district website and in each handbook.

Response

[12] "Education program or activity" includes locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs." (Title 34 C.F.R. § 106.44(a))

The district will promptly respond to information, allegations or reports of sexual harassment when there is actual knowledge of such harassment, even if a formal complaint has not been filed.[14] The district shall treat complainants and respondents equitably by providing supportive measures[15] to the complainant and by following a grievance procedure[16] prior to imposing any disciplinary sanctions or other actions that are not supportive measures against a respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes, with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.[17]

If after an individualized safety and risk analysis, it is determined that there is an immediate threat to the physical health or safety of any person, an emergency removal of the respondent can take place.[18] The district must provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. A non-student employee may also be placed on non-disciplinary administrative leave pending the grievance process.

Notice

The district shall provide notice to all applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX coordinator(s);

2. That the district does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX. This includes admissions and employment; and

3. The grievance procedure and process, how to file a formal complaint of sex discrimination or sexual harassment, and how the district will respond.

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[14] (Title 34 C.F.R. § 106.44(a)) Response cannot be deliberately indifferent. A recipient is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

[15] (Title 34 C.F.R. § 106.44(a)) Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment.[15] The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide supportive measures. (Title 34 C.F.R. § 99.30(a))

[16] This grievance procedure must meet the requirements of Title 34 C.F.R. § 106.45 (included in accompanying administrative regulation, *see* JBA/GBN-AR(2) - Federal Law (Title IX) Sexual Harassment Complaint Procedure).

[17] The Title IX coordinator may also discuss that the Title IX coordinator has the ability to file a formal complaint.

[18] The district may still have obligations under Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the American with Disabilities Act (ADA). (Title 34 C.F.R. § 106.44(c))

Inquiries about the application to Title IX and its requirements may be referred to the Title IX coordinator or the Assistant Secretary[19], or both.

No Retaliation

Neither the district or any person may retaliate[20] against an individual for reporting, testifying, providing evidence, being a complainant, otherwise participating or refusing to participate in any investigation or process in accordance with this procedure. The district must keep confidential the identity of parties and participating persons, except as disclosure is allowed under Family Educational Rights and Privacy Act (FERPA), as required by law, or to carry out the proceedings herein. Complaints of retaliation may be filed using these procedures.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute retaliation.

Publication

This policy shall be made available to students, parents of students and staff members. This policy and contact information for the Title IX coordinator shall be prominently published in the school student handbook and on the district website. This policy shall also be made available at each school office and at the district office. The district shall post this policy on a sign in all grade 6 through 12 schools, on a sign that is at least 8.5 inches by 11 inches in size. A copy of the policy will be made available to any person upon request.

END OF POLICY

Legal Reference(s):

ORS 243.706
ORS 332.107
ORS 342.700
ORS 342.704
ORS 342.708
ORS 342.850
ORS 342.865
ORS 659.850
ORS 659A.006
ORS 659A.029
ORS 659A.030

OAR 581-021-0038
OAR 584-020-0040
OAR 584-020-0041

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Indep. Sch. Dist., 524 U.S. 274 (1998).

[19] Of the United Stated Department of Education.

[20] Retaliation includes, but is not limited to, intimidation, threats, coercion, and discrimination.

Date: October 19, 2026
Resolution: 2627.71

Board Policy - Adopt

Relevant Data:

From time to time, changes in laws or operating practice requires changes or additions to board policies. In addition, the district subscribes to a policy review service with Oregon School Boards Association and receives samples that are used to develop policy for Pleasant Hill Schools

The following policy is presented for Board Approval as a first reading and review to reflect updated procedures in the district. This policy was reviewed at the September 21, 2026 and First Read approved at the October 5, 2026 Regular Board Meeting.

- GCBDD/GDBDD – Sick Time

Recommendation:

It is recommended that the Board of Directors adopt the identified board policy.

Submitted and Recommended By:
Jim Crist
Superintendent

Pleasant Hill School District 1

Code: GCBDD/GDBDD
Adopted:

Sick Time *

"Employee" means an individual who renders personal services at a fixed rate to the district if the district either pays or agrees to pay for personal services or permits the individual to perform personal services. The definition does not include volunteers, independent contractors or others excluded by law.

Employees qualify to begin earning and accruing sick time on the first day of employment with the district and are eligible to use sick time beginning on the 91st calendar day of employment with the district and may use sick time as it is accrued.

The district employs 10 or more employees and therefore shall allow an eligible employee to access up to 40 hours of paid sick time per year. Paid sick time shall accrue at the rate of at least one hour of paid sick time for every 30 hours the employee works, or 1-1/3 hours for every 40 hours the employee works. Paid sick time of 40 hours shall be front-loaded to an employee at the beginning of each year.

The employee may carry up to 40 hours of unused sick time from one year to the subsequent year. An employee is limited to accruing no more than 80 hours of sick time and using no more than 40 hours of sick time in a year.

Sick time shall be taken in hourly increments and may be used for the employee's or a family member's[8] mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition, or need for preventive care, or for reasons consistent with qualifying Family and Medical Leave (FMLA), Paid Family and Medical Leave Insurance (PFMLI) or Oregon Family Leave (OFLA).

Sick time earned by an employee may also be used for the following reasons:

1. In the event of a public health emergency compliant with Oregon Revised Statute (ORS) 653.616;

2. To donate blood in connection with a voluntary program for the donation of blood that is approved or accredited by the American Association of Blood Banks or the American Red Cross; or

3. For leave to address domestic violence, harassment, sexual assault, bias, or stalking under ORS 659A.272 (safe leave).

When sick time is used to care for, or to deal with the death of, an individual related by blood or affinity whose close association with the district employee is the equivalent of a family relationship, the district requires an attestation form signed and submitted by the employee.

The use of sick time may not lead to, or result in, an adverse employment action against the employee.

[8] "Family member" is defined in OAR 839-007-0000.

The district reserves the right, after an employee uses sick time for more than five consecutive scheduled workdays, to require verification or certification in accordance with law of the need for the sick time, including a medical verification or certification[11] paid for by the district. If an employee fails to provide verification or certification or fails to provide other evidence as required by the district, the employee shall be subject to appropriate disciplinary action, up to and including dismissal.

When the reason for sick time is consistent with FMLA, PFMLI or OFLA leave, sick time leave and qualifying FMLA, PFMLI or OFLA leave may run concurrently.

When the reason for sick time is consistent with ORS 332.507, sick time leave and leave pursuant to ORS 332.507 may run concurrently.

If the reason for sick time is a foreseeable absence, the district requires an employee to provide advance notice of the intention to use sick time 10 days prior to when the requested sick time is to begin or as soon as otherwise practicable. When an employee uses sick time for a foreseeable absence, the employee shall take reasonable effort to schedule the sick time in a manner that does not unduly disrupt the operations of the district (e.g., grading deadlines, inservice training, mandatory meetings). The district may discipline an employee if the employee fails to make a reasonable effort to schedule leave in a manner that does not unduly disrupt the operations of the district.

If the reason for sick time is unforeseeable, such as an emergency, accident or sudden illness, the employee shall notify the district consistent with the reporting time established by the district, or when circumstances prevent the employee from providing notice as required, as soon as practicable.

The district may discipline an employee for violating workplace policies and procedures if the employee fails to provide notice as required.

The district shall establish a standard process to track the eligibility for sick time of a substitute.

END OF POLICY

Legal Reference(s):

ORS 332.507
ORS 342.545
ORS 342.610
ORS 653.601 - 653.661
ORS 659A.150 - 659A.186
OAR 839-007-0020 – 007-0065

Americans with Disabilities Act/Americans with Disabilities Act Amendments Act, 42 U.S.C. §§ 12101-12213 (2024); 29 C.F.R. Part 1630 (2025); 28 C.F.R. Part 35 (2025).
Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654 (2024); Family and Medical Leave Act, 29 C.F.R. Part 825 (2025).

[11] In the case of need for leave under ORS 659A.272, the district may not require the verification or certification to explain the nature of the illness or details related to the domestic violence, sexual assault, harassment, bias, or stalking, which necessitates the use of sick time.

Date: October 19, 2026

Pleasant Hill School District 2026-27
Financial Report as of September 30, 2026

General Fund Revenues:

- We have received $3,277,472 in State School Fund (SSF) payments.
- We have received $116,233 in interest from investments.
- We have received $44,719 in other revenue, which includes Sports Fees, Gate Fees and facility rentals.

General Fund Expenditures:

- Salary expenditures total $758,643.
- Benefits total $446,648.
- Purchased services total $167,925.
- Supplies and capital outlay is $81,853.
- Other Objects, mainly prepaid insurance and SAIF premiums is $199,419
- Transfers made to reserves is $700,000.

Quarterly Reports:

- General Fund Summary
  This is a summary of our revenues, expenditures and encumbrances for the period from July 1, 2026 to September 30, 2026.

- Cash and Investments Report
  This report shows the changes in our cash and investment accounts for the last three months. Our current cash and investments total $12,705,840.

- Reserve and Special Revenue Funds
  This report provides a snapshot of our reserve accounts and our special revenue accounts. Some of the budgeted transfers have been made and are included in the Resources column, along with the beginning fund balances.

Submitted by: Sheri Longobardo, Business Manager

PLEASANT HILL SCHOOL DISTRICT #1
2026-27 GENERAL FUND REVENUES AND EXPENDITURES - MONTHLY ACTIVITY
October 2, 2026

	BUDGET	7/26	8/26	9/26	10/26	11/26	12/26	1/27	2/27	3/27	4/27	5/27	6/27	YTD TOTAL	BALANCE OVER / (UNDER) BUDGET
Resources															
Beginning Fund Balance	**$6,534,313**													**$7,184,845**	**$650,532**
Current Year's Taxes	$4,011,704	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	(4,011,704)
Prior Year's Taxes	30,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	(30,000)
Payment in Lieu Prop Tax	3,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	(3,000)
Penalties & Int on Taxes	10,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	(10,000)
Transportation Fees	3,500	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	(3,500)
Interest on Investments	450,000	$38,587	$39,232	$38,414	$0	$0	$0	$0	$0	$0	$0	$0	$0	$116,233	(333,767)
Other Curricular Activity	93,000	$750	$16,040	$13,980	$0	$0	$0	$0	$0	$0	$0	$0	$0	$30,770	(62,230)
Rentals	7,500	$810	$980	$560	$0	$0	$0	$0	$0	$0	$0	$0	$0	$2,350	(5,150)
Miscellaneous	50,000	$10	$4,461	$6,978	$0	$0	$0	$0	$0	$0	$0	$0	$0	$11,449	(38,551)
Fingerprint Rev	1,875	$0	$75	$75	$0	$0	$0	$0	$0	$0	$0	$0	$0	$150	(1,725)
County / Intermediate	33,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	(33,000)
Lane ESD Stipends	20,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	(20,000)
State School Fund	9,552,285	$1,639,228	$819,122	$819,122	$0	$0	$0	$0	$0	$0	$0	$0	$0	$3,277,472	(6,274,813)
Common School Fund	140,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	(140,000)
Small School Grant	58,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	(58,000)
High Cost Disability Grant	70,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	(70,000)
Interfund Transfers	0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	0
Total Revenues	**$14,533,864**	**$1,679,385**	**$879,910**	**$879,129**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**3,438,424**	**($11,095,440)**
Total Resources	**$21,068,177**													**$10,623,268**	**($10,444,909)**
Expenditures															
Salaries	$7,173,790	$80,882	$149,704	$528,057	$0	$0	$0	$0	$0	$0	$0	$0	$0	$758,643	($6,415,147)
Associated Payroll Costs	4,270,469	$49,082	$87,892	$309,675	$0	$0	$0	$0	$0	$0	$0	$0	$0	$446,648	($3,823,821)
Purchased Services	2,666,562	$65,281	$31,695	$70,948	$0	$0	$0	$0	$0	$0	$0	$0	$0	$167,925	($2,498,637)
Supplies and Materials	591,048	$25,278	$18,843	$37,195	$0	$0	$0	$0	$0	$0	$0	$0	$0	$81,316	($509,732)
Cap Outlay	15,000	$0	$0	$537	$0	$0	$0	$0	$0	$0	$0	$0	$0	$537	($14,463)
Other Objects	256,175	$192,813	$4,973	$1,634	$0	$0	$0	$0	$0	$0	$0	$0	$0	$199,419	($56,756)
Transfers	2,345,000	$0	$700,000	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$700,000	($1,645,000)
Contingency/Beg Fund Bal	3,750,133	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	($3,750,133)
Total Expenditures	**$21,068,177**	**$413,336**	**$993,107**	**$948,045**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$2,354,488**	**($18,713,689)**
Ending Fund Balance														**$8,268,780**	**$8,268,780**

PLEASANT HILL SCHOOL DISTRICT #1
2026-27 GENERAL FUND - Quarter Ended September 30, 2026 - Prior to Audit
October 2, 2026

	BUDGET	ACTUAL			
RESOURCES	**Adopted Budget**	**9/30/26**	**Encumbrances**	**YTD plus Encumbr.**	**Over / (Under) Budget**
Beginning Fund Balance	**$6,534,313**	**$7,184,845**	**$0**	**$7,184,845**	**$650,532**
Revenues					
State School Fund					
Current Years Taxes	$4,011,704	$0	$0	$0	($4,011,704)
Prior Years Taxes, Other	$43,000	-	0	0	(43,000)
County School Fund	$28,000	0	0	0	(28,000)
Common School Fund	$140,000	0	0	0	(140,000)
State School Fund	$9,552,285	3,277,472	0	3,277,472	(6,274,813)
SSF Prior Year Adjustment	$0	0	0	0	0
Small High School Grant	$58,000	0	0	0	(58,000)
High Cost Disability Grant	$70,000	0	0	0	(70,000)
Total SSF Revenue	**$13,902,989**	**$3,277,472**	**$0**	**$3,277,472**	**($10,625,517)**
Interest on Investments	$450,000	116,233	$0	$116,233	($333,767)
Other Revenue	$180,875	44,719	$600	$45,319	($135,556)
Transfers In	$0	0	0	0	0
Total Revenues	**$14,533,864**	**$3,438,424**	**$600**	**$3,439,024**	**($11,094,840)**
TOTAL RESOURCES	**$21,068,177**	**$10,623,269**	**$600**	**$10,623,869**	**($10,444,308)**

REQUIREMENTS					
Salaries	$7,173,790	$758,643	$5,839,792	$6,598,435	($575,355)
Benefits	4,270,469	446,648	3,279,008	3,725,655	(544,814)
Purchased Services	2,666,562	167,925	1,412,422	1,580,347	(1,086,215)
Supplies	591,048	81,316	44,768	126,084	(464,964)
Capital Outlay	15,000	537	1,571	2,108	(12,892)
Other Objects	256,175	199,419	12,506	211,925	(44,250)
Transfers	2,345,000	700,000	-	700,000	(1,645,000)
Contingency	3,750,133	0	-	0	(3,750,133)
TOTAL REQUIREMENTS	**$21,068,177**	**$2,354,488**	**$10,590,066**	**$12,944,554**	**($8,123,623)**
ENDING FUND BALANCE	**$0**				**($2,320,685)**
% of Total Revenues	0.0%				

PLEASANT HILL SCHOOL DISTRICT #1

2026-27 CASH AND INVESTMENTS REPORT - Quarter Ended September 30, 2026 - Prior to Audit

October 2, 2026

CASH ACCOUNTS	7/1/2026	ADDITIONS	DISBURSEMENTS	INTEREST	FEES*	ENDING BALANCE 6/30/26	YIELD
General Checking	**$412,348**	$1,717,174	$1,136,081	$9	$0	**$993,450**	0.02%
Payroll	**$10,001**	592,259	591,770	1	0	**$10,491**	0.02%
TOTAL CASH ACCOUNTS	**$422,349**	$2,309,433	$1,727,852	$11	$0	**$1,003,941**	

INVESTMENTS	7/1/2026	ADDITIONS	DISBURSEMENTS	INTEREST	FEES*	ENDING BALANCE 6/30/26	YIELD
Local Government Investment Pool	**$10,303,977**	$5,976,182	$5,374,000	$112,492	$2	**$11,018,649**	4.00%
Pleasant Hill School District Money Market	**$695,381**	4,774,000	4,857,887	3,710	0	**$615,204**	3.51%
Stan Smith Scholarship Fund (COD)	**$4,363**	0	0	4	0	**$4,367**	0.10%
Pleasant Hill High School Money Market	**$63,123**	0	0	556	0	**$63,679**	3.51%
TOTAL INVESTMENTS	**$11,066,844**	$10,750,182	$10,231,887	$116,763	$2	**$11,701,899**	

TOTAL CASH AND INVESTMENTS	**$11,489,193**	**$13,059,615**	**$11,959,739**	**$116,773**	**$2**	**$12,705,840**

PLEASANT HILL SCHOOL DISTRICT #1
2026-27 RESERVES AND SPECIAL REVENUE FUNDS - Quarter Ended September 30, 2026 - Prior to Audit
October 2, 2026

FUND	RESERVE ACCOUNT	RESOURCES AS OF 9/30/2026	EXPENDITURES AS OF 9/30/2026	RESOURCES - EXPENDITURES
271	Insurance / Benefit	$452,828	$5,213	$447,615
282	K-12 Enrichment	69,689	5,190	64,499
283	Equipment Repair / Replacement	141,280	491	140,789
284	Maintenance	641,658	77,612	564,045
285	Capital Projects	2,506,932	1,637,781	869,152
286	Technology	229,022	141,737	87,285
287	Instructional Materials	390,174	203,842	186,332
289	Field Repair and Replacement Reserve	124,937	-	124,937
TOTAL RESERVES		**$4,556,520**	**$2,071,866**	**$2,484,654**

OTHER SPECIAL REVENUE FUNDS				
244	PHSD Preschool Program	25,787	1,431	24,357
299	Food Service Fund	136,261	24,379	111,882
TOTAL OTHER SPECIAL REVENUE FUNDS		**$162,048**	**$25,809**	**$136,239**

TOTAL RESERVES AND OTHER	**$4,718,569**	**$2,097,675**	**$2,620,893**

Pleasant Hill School District
Student Enrollment - Quarterly Comparisons to past years
Quarter 1 - September 30

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
KG	49	64	62	78	73	61	71	76	60	58	61	74
1	73	55	67	63	81	84	60	78	76	59	61	69
2	72	72	64	66	66	82	74	71	80	70	69	64
3	79	75	73	67	73	70	78	83	72	77	72	72
4	76	79	75	75	74	82	63	81	85	72	77	75
5	63	85	80	77	79	71	67	71	77	82	71	73
6	79	70	92	85	77	75	61	76	74	84	86	76
7	73	86	73	98	86	73	87	57	69	77	80	89
8	93	78	81	81	95	77	70	83	66	71	77	80
9	78	98	81	88	81	95	84	82	78	75	85	76
10	83	82	89	85	82	70	98	84	80	81	79	84
11	83	82	84	85	83	72	73	101	80	78	69	72
12	82	81	81	78	84	63	80	63	95	77	68	65
Total	983	1007	1002	1026	1034	975	966	1006	992	961	955	969
PHES	491	500	421	426	446	450	413	460	450	418	411	427
PHMS	166	164	246	264	258	225	218	216	209	232	243	245
PHHS	326	343	335	336	330	300	335	330	333	311	301	297

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

Date: October 19, 2026
Resolution: 2627.74

Division 22

Relevant Data:

Under OAR 581-022-2305, school districts must report annually on their compliance with Division 22 standards for the preceding school year. By November 1, districts must present the report orally to the local school board at an open public meeting that allows for public comment and post the report on the district website. Districts must submit their assurances to the Oregon Department of Education (ODE) by November 15 using ODE's online reporting form.

Any identified noncompliance requires a corrective action plan subject to ODE review and approval. Deficiencies must be corrected by the beginning of the following school year unless ODE approves an extension.

Compliance Findings

The district reports compliance with all applicable standards for the 2025–26 school year, except the local performance assessment requirement identified below. The standards address five categories: High-Quality Learning Experiences for All Students; Aligned and Focused Educational Systems; Engaged Partners and Communities; Safe and Inclusive Schools; and Committed and Supported Staff.

The Essential Skills graduation requirements under OAR 581-022-2115(3) and Essential Skill Assessments for English Language Learners under OAR 581-022-2120 remain waived through the 2027–28 school year. These waivers do not apply to local performance assessments.

Identified Area of Noncompliance

OAR 581-022-2115(2)—Assessment of Essential Skills: Local Performance Assessment Requirement

Districts must administer local performance assessments in mathematics, scientific inquiry, speaking, and writing annually in grades 3–8 and at least once during high school. Assessments must use an official state scoring guide or a qualifying district-adopted common scoring instrument or comparable measure.

Based on school-level reporting, the district identified the following deficiencies:

- **Elementary School (Grades 3–5):** Scientific inquiry assessments were not completed in grades 3, 4, or 5. Grade 4 reported completing a mathematics task but did not identify the scoring instrument used; compliance for that assessment could not be verified.

- **Middle School (Grades 6–8):** Only grade 6 English language arts was reported as meeting the requirement. All other required assessments were reported as not met. Documentation must also establish whether the grade 6 ELA assessments addressed both speaking and writing.
- **High School:** The high school reported that it did not meet the local performance assessment requirement in any of the four required skill areas.

Proposed Corrective Action Plan

1. **Establish assessment schedules and responsibilities.** The District Instructional Coach and school principals will develop a districtwide schedule identifying required assessments by grade and skill area, responsible staff, and qualifying scoring tools.
2. **Address identified deficiencies.** Schools will implement scientific inquiry assessments in grades 3–5, verify or correct grade 4 mathematics scoring practices, and administer all required middle school assessments. The high school will establish a documented process ensuring that each student completes an assessment in each of the four required skill areas at least once during high school.
3. **Maintain records and monitor completion.** Schools will maintain student participation and scoring records, provide make-up opportunities, and conduct periodic reviews to identify and address missing assessments. Principals will verify implementation and report progress to the District Assessment Coordinator and superintendent.
4. **Complete corrective action within the following timelines:**
    - **January 31, 2027:** Finalize assessment schedules, performance tasks, scoring tools, staff guidance, and student tracking systems.
    - **By the end of the 2026–27 school year:** Complete required student assessments and make-up opportunities.
    - **June 30, 2027:** Complete the district's verification of implementation and documentation across all schools.

The proposed plan will be submitted to ODE for review and approval.

Recommendation:

It is recommended that the Board of Directors approve the Division 22 report as presented.

Submitted and Recommended By:

Jim Crist
Superintendent

Pleasant Hill School District

Report on Compliance with Public School Standards

2025-26 School Year

By November 1 of each year, school district superintendents are required by OAR 581-022-2305: District Assurances of Compliance with Public School Standards to report to their community on the district's status with respect to all of the Standards for Public Elementary and Secondary Schools. The Standards are adopted by the State Board of Education and set out in Oregon Administrative Rules Chapter 581, Division 22. **Pleasant Hill School District**

The table below contains a summary of School District's compliance with each of the requirements of Oregon's administrative rules found in DIVISION 22 - STANDARDS FOR PUBLIC ELEMENTARY AND SECONDARY SCHOOLS during the 2025-26 school year. For each rule reported as out of compliance, **Pleasant Hill** School District has provided an explanation of why the school district was out of compliance and the school district's proposed corrective action plan to come into compliance. The corrective action must be approved by ODE and completed by the district by the beginning of the 2027-28 school year.

What are the requirements of the standards? For a general overview of what each rule/standard requires, consult this high-level Rules at a Glance summary. For specific, comprehensive requirements, use the links below for each individual rule.

Category: High-Quality Learning Experiences for All Students

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2000 Diploma Requirements	**In compliance**	Pleasant Hill Graduates are required to earn a minimum of 24 credits, 4 language art,3 math, 3 science, 3 social sciences, .5 of higher education and career path skills, .5 personal finance, 1 health education,1 PE, and 3 CTE, the Arts or World Languages, and 5 electives.Policy IKF – Graduation Requirements	Not applicable
581-022-2010 Modified Diploma	**In compliance**	A modified diploma will be awarded to students who have demonstrated the	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
		inability to meet the full set of academic standards adopted by the State Board of Education for a diploma while receiving reasonable modifications and accommodations. A modified diploma may only be awarded to a student who eligibility criteria and other criteria, if applicable, outlined in OAR 581-022-2010(3) Policy IKF	
581-022-2015 Extended Diploma	**In compliance**	An extended diploma will be awarded only to students who have demonstrated the inability to meet the full set of academic content standards adopted by the State Board of Education for a diploma while receiving modifications and accommodations. Beginning in grade five or beginning after a documented history to qualify for an extended diploma, the district shall annually provide to the parents or guardians of the student, information about the availability and requirements of an extended diploma. Policy IKF Age appropriate human sexualityeducation is in place through SocialEmotional Learning Time as well asphysical education/health time bylicensed instructors.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2020 Certificate of Attendance	**In compliance**	The district has met all of the requirements for this rule.	Not applicable
581-022-2050 Human Sexuality Education	**In compliance**	The district has met all of the requirements for this rule. Policy IGAI: Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education	Not applicable
581-022-2055 Career Education	**In compliance**	The district has met all of the requirements for this rule. Policy IJ School Counseling Program and CTE Courses	Not applicable
581-022-2263 Physical Education Requirements *Elementary Grades	**In compliance**	The district has met all of the requirements for this rule. All grades at or above PE instructional minutes.	Not applicable
581-022-2263 Physical Education Requirements *Middle Grades	**In compliance**	The district has met all of the requirements for this rule. All grades at or above PE instructional minutes.	Not applicable
581-022-2340 Media Programs	**In compliance**	The district has met all of the requirements for this rule. Media specialist is hired through LESD	Not applicable
581-022-2350 Independent Adoptions of Instructional Materials	**In compliance**	The district has met all of the requirements for this rule. Policy IIA: Instructional Resources/Instructional Materials	Not applicable
581-022-2355 Instructional Materials Adoption	**In compliance**	The district has met all of the requirements for this rule. District is in	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
		compliance with instructional materials adoptions.	
581-022-2360 Postponement of Purchase of State-Adopted Instructional Materials	**In compliance**	The district has met all of the requirements for this rule. Yes, PHSD has at least one kindergarten through grade five teacher in each kindergarten through grade five school has received training related to dyslexia.	Not applicable
581-022-2440 Teacher Training Related to Dyslexia	**In compliance**	The district has met all of the requirements for this rule. Yes, PHSD has at least one kindergarten through grade five teacher in each kindergarten through grade five school has received training related to dyslexia.	Not applicable
581-022-2500 Programs and Services for TAG Students- **Sections (1) and (2) TAG Plan Requirements**	**In compliance**	The district has met all of the requirements for this rule. Policy GBBA - Talented and Gifted Students – Identification Policy IGBBC - Talented and Gifted – Programs and Services https://resources.finalsite.net/images/v1788189821/pleasanthillk12orus/cb3jc147c0j64thg2nwe/PHSDTAGPlan2026-2027.pdfv	Not applicable
581-022-2500 Programs and Services for TAG Students –	**In compliance**	The district has met all of the requirements for this rule. Policy GBBA - Talented and Gifted Students	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
Sections (3) and (4): Instruction Requirements		– Identification Policy IGBBC - Talented and Gifted – Programs and Services https://resources.finalsite.net/images/v1788189821/pleasanthillk12orus/cb3jc147c0j64thg2nwe/PHSDTAGPlan2026-2027.pdfv	
581-022-2505 Alternative Education Programs	**In compliance**	The district has met all of the requirements for this rule. IGBHA - Alternative Education Programs	Not applicable

Category: Aligned and Focused Educational Systems

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2025 Credit Options	**In compliance**	The district has met all of the requirements for this rule. Policy IKF Graduation Requirements	Not applicable
581-022-2030 District Curriculum	**In compliance**	The district has met all of the requirements for this rule. School curriculum is aligned to state content standards and now includes Personal Finance and Higher Education and Career Path Skills.	Not applicable
581-022-2060 Comprehensive School Counseling	**In compliance**	The District provides students access to counseling services for academics and career planning as well as mental health through our on site programs	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
		that are administered by grade level in elementary school and through advisory schedule at the secondary level. All presented by licensed (3) counselors, certified licensed teachers, and a college and career coordinator.	
581-022-2100 Administration of State Assessments	**In compliance**	All state tests are given as required. Staff are trained annually on proper test administration and reporting of testing improprieties. Policy IL - Assessment Program	Not applicable
581-022-2110 Exception of Students with Disabilities from State Assessments	**In compliance**	Student supports and accommodations are provided for students with disabilities in accordance with their IEPs or 504s within state testing requirements.Policy IL - Assessment Program	Not applicable
581-022-2115 Assessment of Essential Skills: Diploma Requirements	**Waived through the end of 2027-28 school year**	Not applicable	Not applicable
581-022-2115(2) Assessment of Essential Skills: Local Performance Assessment Requirement	**In compliance**	Elementary Grade 3: Writing and speaking completed for all students using rubrics. Mathematics and scientific inquiry not completed. Elementary Grade 4: Writing and speaking completed for all students	Principals and the district assessment coordinator will establish a grade / skill-area assessment schedule, designate responsible staff, and provide qualifying common scoring tools.

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
		using rubrics. Mathematics task completed, but no scoring instrument identified. Scientific inquiry not completed. Elementary Grade 5: Writing, speaking, and mathematics completed for all students using scoring guides/rubrics. Scientific inquiry not completed. Middle school Grades 6-8: Only grade 6 ELA reported as met; no other areas reported as met. High School: School reports noncompliance.	Address elementary gaps, complete all missing middle school areas, and ensure each high school student receives all four assessments at least once during high school. Retain participation and scoring records and provide make-up opportunities. Proposed timeline: By January 31, 2027, finalize tasks, scoring tools, staff guidance, and tracking. By June 30, 2027, complete and verify 2026-27 implementation.
581-022-2120 Essential Skill Assessments for English Language Learners	**Waived through the end of 2027-28 school year**	Not applicable	Not applicable
581-022-2250 District Improvement Plan	**In compliance**	The district has met all of the requirements for this rule. Submitted and approved by ODE.	Not applicable
581-022-2260 Records and Reports	**In compliance**	The district leadership team meets monthly to review numerous state reporting requirements and to ensure timelines will be met. Student activity funds are reconciled regularly with the board of directors receiving monthly reports and check registers. All district funds are audited annually.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2265 Report on PE Data	**In compliance**	The district has met all of the requirements for this rule.	Not applicable
581-022-2300 Standardization	**In compliance**	The district has met all of the requirements for this rule.	Not applicable
581-022-2305 District Assurances of Compliance with Public School Standards	**In compliance**	The district has met all of the requirements for this rule.	Not applicable
581-022-2315 Special Education for Children with Disabilities	**In compliance**	The district has met all of the requirements for this rule. Policy IGBA: Students with Disabilities -Child Identification Procedures	Not applicable
581-022-2320 Required Instructional Time	**In compliance**	The district has met all of the requirements for this rule. All grade levels at or above instructional minutes.	Not applicable
581-022-2323 Preserving Student Instructional Time	**In compliance**	The District did not reduce any instructional time.	Not applicable
581-022-2325 Identification of Academically Talented and Intellectually Gifted Students	**In compliance**	The district has met all of the requirements for this rule. District TAG coordinator provides annual staff training and oversight. Policy IGBBA - Talented and Gifted Students	Not applicable
581-022-2335 Daily Class Size	**In compliance**	The district has met all of the requirements for this rule. Yes- PHSD maintains class sizes that promote	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
		effective practices consistent with expected outcomes.	
581-022-2400 Personnel	**In compliance**	The district has met all of the requirements for this rule. Yes- All teachers, specialists and administrators employed must be licensed	Not applicable
581-022-2445 Universal Screenings for Risk Factors of Dyslexia	**In compliance**	The district has met all of the requirements for this rule. PHSD universally screens for risk factors of dyslexia in kindergarten, and for students entering Oregon schools for the first time in first grade, using screening test that is on the Department's approved list.	Not applicable

Category: Engaged Partners and Communities

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2005 Veterans Diploma	**In compliance**	The district has met all of the requirements for this rule. Policy IKF: Graduation Requirements	Not applicable
581-022-2255 School and District Performance Report Criteria	**In compliance**	The district has met all of the requirements for this rule. The Superintendent will notify the public by December 15 of each year that school and district performance reports are	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
		available at each school and school district and at the Department of Education website and office.	
581-022-2270 Individual Student Assessment, Recordkeeping and Reporting	**In compliance**	The District utilizes a number of different methods to measure student progress and achievement of standards reflected in accurate grading. Policy IK - Academic Achievement Policy	Not applicable
581-022-2307 Educational Equity Advisory Committees	**In compliance**	The district has met all of the requirements for this rule and had an EEAC member on the school district budget committee.	Not applicable
581-022-2330 Rights of Parents of TAG Students	**In compliance**	The district has met all of the requirements for this rule. IGBBAAR: Appeal Procedure for Talented and Gifted Student Identification and Placement	Not applicable
581-022-2370 Complaint Procedures	**In compliance**	The district has met all of the requirements for this rule. Policy GBN/JBA- Sexual Harassment, Policy JBA/GBN Sexual Harassment, ACAR: Discrimination Complaint Procedure, Policy KL- Public Complaints	Not applicable

Category: Safe & Inclusive Schools

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2045 Substance Use Prevention and Intervention Plan	**In compliance**	The district has met all of the requirements for this rule. Policy IGAEB: Drug, Alcohol and Tobacco Prevention, Health Education	Not applicable
581-022-2205 Policies on Reporting of Child Abuse	**In compliance**	The district has met all of the requirements for this rule. Policy BBFC, JHFE, JHFF,GBNAA: Reporting of Suspected Abuse of a Child	Not applicable
581-022-2210 Anabolic Steroids and Performance Enhancing Substances	**In compliance**	The district has met all of the requirements for this rule. Policy IGDJ: Interscholastic Activities & PHSD Coaches Handbook	Not applicable
581-022-2215 Safety of School Sports – Concussions	**In compliance**	The district has met all of the requirements for this rule. Policy IGDJ: Interscholastic Activities &PHSD Coaches Handbook.	Not applicable
581-022-2220 Health Services	**In compliance**	The district has met all of the requirements for this rule. School Board Policy: Communicable Diseases - Students (JHCC) Administrative Rule: Communicable Diseases - Students (JHCC-AR)	Not applicable
581-022-2223 Healthy and Safe Schools Plan	**In compliance**	The district has met all of the requirements (HAAS Plan) for this rule.	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2225 Emergency Plans and Safety Programs	**In compliance**	The district has met all of the requirements for this rule. HASS Plan is submitted to Brian French@ ODE and PHSD is in good standinghttps://www.pleasanthill.k12.or.us/resources/healthy-safe-schools	Not applicable
581-022-2230 Asbestos Management Plans	**In compliance**	The district has met all of the requirements for this rule. HASS Plan is submitted to Brian French@ ODE and PHSD is in good standinghttps://www.pleasanthill.k12.or.us/resources/healthy-safe-schools	Not applicable
581-022-2267 Annual Report on Restraint and Seclusion	**In compliance**	The district has met all of the requirements for this rule. Yes- PHSD Special Programs Director submitted.	Not applicable
581-022-2308 Agreements Entered Into with Voluntary Organizations	**In compliance**	The district has met all of the requirements for this rule. Policy IGDJ: Interscholastic Activities & PHSD Coaches Handbook	Not applicable
581-022-2310 Equal Education Opportunities	**In compliance**	The district has met all of the requirements for this rule. Policy JB: Equal Educational Opportunity	Not applicable
581-022-2312 Every Student Belongs	**In compliance**	The district has met all of the requirements for this rule. Policy ACB: All Students Belong	Not applicable
581-022-2345 Auxiliary Services	**In compliance**	The district has met all of the requirements for this rule. Policy	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
		KGF/EDC: Authorized Use of District Equipment and Materials- Food Service and Transportation Audit W/ ODE are in good standing	
581-022-2430 Fingerprinting of Subject Individuals in Positions Not Requiring Licensure as Teachers, Administrators, Personnel Specialists, School Nurses	**In compliance**	The district has met all of the requirements for this rule. Policy GCDA/GDDA Criminal Records Checks and Fingerprinting Policy IICC: Volunteers GCDA/GDDA-AR - Criminal Records Checks and Fingerprinting	Not applicable
581-022-2510 Suicide Prevention Plan	**In compliance**	The district has met all of the requirements for this rule. Policy JHH Student Suicide Prevention PHSD Suicide Prevention Process and Procedural Manual	Not applicable
581-022-2515 Menstrual Dignity for Students	**In compliance**	The district has met all of the requirements for this rule.	Not applicable

Category: Committed and Supportive Staff

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
581-022-2405 Personnel Policies	**In compliance**	The district has met all of the requirements for this rule. Policy GCL/GDL Staff Development Policy GBA Equal Employment Opportunity Policy CCG Evaluation of	Not applicable

Rule # and Title	Status	Explanation/Evidence	Corrective Action Plan & Timeline
		Administrators, GCN/GDN evaluation of staff Policy GBD Board-Staff Communications Policy GBL Personnel records. Policy CCG Evaluation of Administrators, Policy GCN/GDN evaluation of staff In Compliance	
581-022-2410 Teacher and Administrator Evaluation and Support	**In compliance**	The district has met all of the requirements for this rule. Policy CCG Evaluation of Administrators, Policy GCN/GDN evaluation of staff	Not applicable
581-022-2415 Core Teaching Standards	**In compliance**	The district has met all of the requirements for this rule. Policy GCN/GDN evaluation of staff for licensed staff shall be based on core teaching standards	Not applicable
581-022-2420 Educational Leadership - Administrator Standards	**In compliance**	The district has met all of the requirements for this rule. Policy CCG Evaluation of Administrators	Not applicable

Date: October 19, 2026
Resolution: 2627.75

Revision to Resolution Making Appropriations

Relevant Data:

The board is being asked to correct the appropriations portion of Resolution No. 2526-153, adopted June 15, 2026, for the 2026–27 fiscal year.

The original resolution incorrectly included a $125,000 Debt Service Fund reserve within the fund's $1,795,000 appropriation. The correct appropriation is $1,670,000, with the $125,000 reserve included in Total Unappropriated and Reserve Amounts.

Budget Item	Originally Adopted	Revised Amount
Debt Service Fund appropriation	$1,795,000	$1,670,000
Total Appropriations, All Funds	$28,578,971	$28,453,971
Total Unappropriated and Reserve Amounts, All Funds	$3,450,672	$3,575,672
Total Adopted Budget	**$32,029,643**	**$32,029,643**

This correction reduces total appropriations by $125,000 and increases unappropriated and reserve amounts by the same amount. **The total adopted budget remains unchanged.** All other fund appropriations remain unchanged, and the budget document as originally presented is correct.

The revised resolution addresses appropriations only; it does not change the tax provisions adopted in the original resolution. Following approval, the revised resolution will be filed with the Oregon Department of Education and provided to the district's auditors.

Requested Board Action:

Approve the attached revised appropriations resolution correcting the Debt Service Fund appropriation and the related totals.

Superintendent Recommendation:

I recommend approval of the revised appropriations resolution to correctly classify the $125,000 Debt Service Fund reserve and align the appropriations resolution with the budget document as originally presented.

Recommended Motion:

“I move that the Pleasant Hill School District Board of Directors approve Resolution No. 2627-75, revising the appropriations adopted under Resolution No. 2526-153, as presented.”

Submitted and Recommended By:

Jim Crist
Superintendent

Attachments:

1. Original Resolution No. 2526-153, with items requiring revision highlighted.
2. Proposed revised Resolution Making Appropriations, dated October 19, 2026.

FORM
OR-ED-RES

RESOLUTION No. 2526-153

RESOLUTION ADOPTING THE BUDGET

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

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2026, for the following purposes:

General Fund	
Instruction….....	8,429,438
Support Services…….	6,543,606
Enterprise & Community Services	0
Facilities Acquistion/Construction	0
Transfers……...…	2,345,000
Debt Service ……...……	0
Contingency……....	299,461
Total……...	**$17,617,505**

Debt Service Fund	
Debt Service	1,795,000
Total……	**$1,795,000**

Special Revenue Fund	
Instruction……	3,148,623
Support Services…….	2,666,683
Enterprise & Community Services	866,220
Facilities Acquistion/Construction	2,484,940
Total……..	**$9,166,466**

Capital Projects Fund	
Instruction……	0
Support Services…….	0
Enterprise & Community Services	0
Facilities Acquistion/Construction	0
Total……	**$0**

Total APPROPRIATIONS, All Funds	**$28,578,971**
Total Unappropriated and Reserve Amounts, All Funds	3,450,672
TOTAL ADOPTED BUDGET	**$32,029,643** *

(amounts with asterisks must match)*

RESOLUTION IMPOSING THE TAX

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

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the Education Limitation

Permanent Rate Tax.....$4.6414/$1000.

Excluded from Limitation

General Obligation Bond Debt Service…..$1,732,642.

The above resolution statements were approved and declared adopted on this 15th day of June, 2026.

X_____
Signature

150-504-059 (Rev. 11-05-21)

150-504-073-6 (Rev 1-13)

RESOLUTION No. 2627-75 (Revised)

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2026, for the following purposes:

General Fund	
Instruction….....	8,429,438
Support Services…….	6,543,606
Enterprise & Community Services	0
Facilities Acquistion/Construction	0
Transfers……...…	2,345,000
Debt Service ……...……	0
Contingency…….....	299,461
**Total……..... **	**$17,617,505**

Debt Service Fund	
Debt Service	1,670,000
**Total…… **	**$1,670,000**

Special Revenue Fund	
Instruction……	3,148,623
Support Services…….	2,666,683
Enterprise & Community Services	866,220
Facilities Acquistion/Construction	2,484,940
**Total……. **	**$9,166,466**

Capital Projects Fund	
Instruction……	0
Support Services…….	0
Enterprise & Community Services	0
Facilities Acquistion/Construction	0
**Total…… **	**$0**

Total APPROPRIATIONS, All Funds	**$28,453,971**
Total Unappropriated and Reserve Amounts, All Funds	3,575,672
TOTAL ADOPTED BUDGET	**$32,029,643**

The above resolution statements were approved and declared adopted on this 19th day of October, 2026.

X_____
Signature

Date: October 19, 2026
Resolution: 2627.76

OSBA Proposed 2026 Bylaws Amendments

Relevant Data:

OSBA has submitted proposed amendments to its bylaws for a vote of its member boards. The Pleasant Hill School District Board of Directors is being asked to determine the district's vote. The attached OSBA resolution and proposed amended bylaws provide the complete proposal.

The amendments are presented under one resolution for approval or rejection as a complete package. The board is not being asked to vote separately on individual amendments.

The most substantive change would replace the existing caucus structure with a Caucus Council, effective July 1, 2027. Under proposed Section 4.4.4, the OSBA executive director would establish caucuses using criteria developed by the executive director. Each caucus could recommend one representative to the council, subject to approval by the OSBA board of directors.

This would replace the existing provision requiring caucuses to be added or eliminated through the membership's bylaw amendment process. Although member boards must approve the current proposal, approval would transfer future caucus establishment decisions to the executive director. Member boards would no longer vote directly on each addition through the existing bylaw process.

The Caucus Council would retain two designated OSBA director seats, replacing the seats currently assigned separately to the Members of Color Caucus and Rural Caucus. The council could also recommend a finance committee representative and Legislative Policy Committee representatives, subject to OSBA board approval. The OSBA board would determine the number of council representatives on the Legislative Policy Committee.

Other proposed amendments include:

Proposed Change	Effect
Earlier resolution deadline	Moves the submission deadline from September 30 to September 15.

Regional voting clarification	Requires members with main administrative offices in multiple regions to designate one region in which to vote.
Less frequent regional review	Changes the required review of regional organization from every three years to every five years.
Annual meeting flexibility	Allows the OSBA board to establish the annual membership meeting's date, time, and format.
Ballot counting	Counts returned blank ballots and abstentions toward quorum but excludes them from yes/no totals. Ordinary measures pass when yes votes exceed no votes; bylaw amendments retain their separate two-thirds approval requirement.
Nonvoting advisors	Replaces specified ex-officio positions with nonvoting advisors appointed by OSBA board resolution.
Director vacancies	Revises authority to fill vacancies, subject to restrictions on additional seats associated with the president or immediate past president, and removes the option to appoint a director from a neighboring region.
Committee term limits	Establishes limits of five consecutive two-year terms for Finance and Legislative Policy Committee service, with eligibility to return after a two-year break. Finance committee members taking office before January 1, 2027, would retain unlimited terms.
Officer eligibility	Requires officers to retain their regional election or Caucus Council designation to continue serving, except for the immediate past president.

Legislative Policy Committee participation	Makes participation optional for most OSBA directors while retaining required participation for executive committee members.

Requested Board Action:

Determine the district's vote on the complete package of proposed 2026 OSBA bylaws amendments and authorize the superintendent to submit the district's ballot reflecting the board's action.

Superintendent Recommendation:

I recommend that the board vote **against** the proposed amendments. This recommendation is consistent with the board's previous opposition to adding caucuses and supports retaining direct member-board approval over caucus establishment and representation.

Although several procedural amendments may be reasonable, they are combined with a substantive transfer of authority from member boards to OSBA administration. Because the amendments are presented as one resolution, the board cannot support those procedural changes separately while rejecting the caucus restructuring through this vote.

Recommended Motion:

"I move that the Pleasant Hill School District Board of Directors vote against the proposed 2026 OSBA bylaws amendments and authorize the superintendent to submit the district's ballot reflecting this action."

Submitted and Recommended By:

Jim Crist
Superintendent

Attachment: OSBA Resolution to Amend the 2024 OSBA Bylaws and proposed amended bylaws.

Resolution to Amend the 2024 OSBA Bylaws

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

WHEREAS, in 2017, through a vote of the OSBA membership, OSBA was incorporated under ORS chapter 65 as a public benefit non-profit corporation and the OSBA bylaws replaced the OSBA constitution;

WHEREAS, in 2018, through a vote of the OSBA membership, the OSBA bylaws were amended to expand the OSBA board of directors and legislative policy committee with representatives from the Oregon school board members of color caucus;

WHEREAS, in 2023, through a vote of the OSBA membership, the OSBA bylaws were amended to expand the OSBA board of directors and legislative policy committee with representatives from the Oregon rural school board members caucus and additional revisions to the bylaws;

WHEREAS, in 2024, through a vote of the OSBA membership, the OSBA bylaws were amended to include the following substantive changes:

- Allowing caucuses to have an additional director on the OSBA board of directors in the circumstance where the OSBA president or immediate president is a director from a caucus. This revision is intended to provide the same opportunity for representation for caucuses as is currently provided to regionally elected directors.
- Clarify that OSBA board of directors must comply with the Oregon government ethics laws with respect to conflicts-of-interest.
- Require OSBA caucuses to submit an annual year end fiscal report to the OSBA board of directors.
- Create officer eligibility criteria that requires candidates for officer positions and directors in officer positions to be voting members of the OSBA board of directors.
- Edits to grammar, punctuation, and language for readability.

WHEREAS, in 2026, the OSBA board reviewed its governing structure as per Bylaws 2.7 and proposes to amend the OSBA bylaws as reflected in the attached draft OSBA bylaws with changes highlighted in the attached summary document; and

WHEREAS, the substantive changes to the draft OSBA bylaws are the following:

- Change deadline for members or board directors to submit resolutions to the OSBA board from September 30 to September 15.
- Clarify that if a member has a main administrative office in more than one region, the member board must declare which region it intends to vote and shall vote only in that region.
- Change the requirement of an in-person annual meeting of the members in November to a requirement that the annual meeting be held on a date and time and in a manner fixed by the board of directors and stated in the notice of the meeting.

- Clarify that returned blank ballots will count towards establishing a quorum but will not count as a “yes” or “no” vote.
- Replace the current caucus structure with a Caucus Council composed of designated representatives from caucuses that report to the OSBA executive director. The Caucus Council will retain two director seats on the OSBA board, replacing the two current caucus seats. The current two caucus directors will remain in their seats until the Caucus Council designates their first positions, or until December 31, 2027, whichever occurs first. The Caucus Council will have the option of designating a representative to serve on the finance committee. The Caucus Council will have the option of recommending seats on the OSBA legislative policy committee.
- Eliminate ex-officio positions and replace them with the option of appointment of nonvoting advisors to the board of directors as determined by resolution of the board of directors.
- Allow the OSBA board of directors the option of appointing directors to all vacant director positions except for the additional directors created pursuant to Section 3.5.1(e) if the president or immediate past president is no longer from the region to which the position is assigned.
- Eliminate the ability to appoint a director from a contiguous region.
- Add term limits to the finance and legislative policy committee positions.
- Clarify that OSBA officers, other than the past-president, must be reelected by their regions to continue serving as OSBA officers.
- Change OSBA board director participation on the legislative policy committee from a requirement to optional participation except that executive committee members continue to be required to serve on the LPC.

THEREFORE, BE IT RESOLVED by the OSBA board of directors that the proposed draft OSBA bylaws be submitted to the membership for consideration during the 2026 OSBA election; and

BE IT FURTHER RESOLVED that the proposed draft OSBA bylaws, the draft OSBA bylaws summary document, and a copy of this resolution be forwarded to all OSBA member boards in accordance with the OSBA board of directors’ adopted elections calendar.

Submitted by: OSBA Board of Directors

OREGON SCHOOL BOARDS ASSOCIATION

BYLAWS

As Amended by the Membership: December 2024
Proposed Edits: September 19, 2026

1201 COURT STREET NE, SUITE 400 • SALEM, OR 97301 | 1-800-578-OSBA • OSBA.ORG

SECTION 1 PURPOSE

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 2 MEMBERS

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

2.1.1 School District as defined under ORS Chapter 332;
2.1.2 Education Service District as defined under ORS Chapter 334;
2.1.3 Community College District as defined under ORS Chapter 341;
2.1.4 State Board of Education as defined under ORS Chapter 326; and
2.1.5 Any other governmental educational organization qualifying as a political subdivision, as approved by resolution of the board of directors.

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

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

2.3.1 Election and removal of directors except as set forth in Section 3.8;
2.3.2 Election and removal of the Legislative Policy Committee ("LPC") members except as set forth in Section 4.1.3(g);
2.3.3 Approval of resolutions to effectuate any of the following:

(a) Adoption, amendment, or restatement of the articles of incorporation or bylaws;
(b) Modification to the region descriptions set forth in Section 2.6.1; and
(c) Dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association's assets.

2.4 Voting Power.

2.4.1 Election of Directors and LPC Members. For the purposes of nominating and electing directors and LPC members, each member shall have one vote.
2.4.2 Resolution. For the purposes of approving a resolution, each member shall have one vote on all resolutions except as follows:

(a) K-12 Local Districts with an ADMr between 15,600 and 23,400 shall have two votes.
(b) K-12 Local Districts with an ADMr between 23,400.1 and 31,200 shall have three votes.
(c) K-12 Local Districts with an ADMr between 31,200.1 and 39,000 shall have four votes.
(d) K-12 Local Districts with an ADMr of 39,000.1 or more shall have five votes.

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

2.6 Regional Election of Directors and LPC Members.

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

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

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

2.6.3 Regional elections shall be determined by a majority of votes cast by members within the region.

2.7 Modification of Regions. A formal review of the regional organizations described in Section 2.6.1 shall be conducted by the board of directors at least every ~~three~~five years commencing with 2017. Any recommended changes to the regional organization shall be submitted to the members in the form of a resolution in accordance with the provisions of Section 2.5.

2.8 Annual Meetings. ~~An annual meeting of members shall be held in November of each year unless a different date or time is fixed by the board of directors and stated in the notice of the meeting. Failure to hold an annual meeting on the stated date shall not affect the validity of any corporate action. At the annual meeting,~~ An annual meeting of members will be held each calendar year on a date and time and in a manner fixed by the board of directors and stated in the notice of the meeting. At the annual meeting, the president and secretary-treasurer of the board of directors

and any other officer or person whom the president may designate, shall report on the state of the Association, its activities, and its financial condition.

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

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

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

2.12 **Action by Written Ballot.** Any action required of the members will be taken by written ballot, and the Association will deliver a written ballot to every member entitled to vote on the matter. Once delivered, a written ballot may not be revoked.

2.13 **Quorum.** A quorum of the members shall consist of a majority of members in good standing at the time the ballots are to be returned to the A~~a~~ssociation. If there is more than one item on a single ballot, the returned ballot will count towards establishing a quorum for each item on the ballot. A blank ballot or a ballot with an abstention counts for purposes of establishing a quorum if it is returned to the association.

2.14 **Approval.** With the exception of approving amendments to the Association's bylaws as outlined in Section 8.1, and with the exception of regional elections outlined in 2.6.3, approval of an item by written ballot is effective at the end of the voting period when:

(a) T~~he number of votes cast by ballot equals or exceeds a quorum of the members~~ A quorum is established pursuant to Section 2.13; and

(b) The number of ~~approvals equals or exceeds a majority of the number of returned ballots~~"yes" votes exceeds the number of "no" votes for the item.

An abstention or a blank ballot returned to the association does not count as a "yes" or "no" vote.

SECTION 3 DIRECTORS

3.1 **Powers.** Except as provided under Section 2.3, all corporate powers shall be exercised by or under the authority of the board of directors. The board of directors shall adopt policies defining specific obligations of the board of directors.

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

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

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

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

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

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

3.5 **Composition.** The board of directors will be comprised of up to 22 regionally elected directors and:

(a) Until June 30, 2027, ~~,~~ one designated director as defined in the bylaws of the Oregon School Board Members of Color Caucus, and one designated director as defined in the bylaws of the Oregon Rural School Board Members Caucus.

(b) Effective July 1, 2027, ~~and~~ two designated directors from the Caucus Council appointed pursuant to the operating procedures of the Caucus Council. Directors designated by the Oregon School Board Members of Color Caucus and the Oregon Rural School Board Members Caucus as of June 30, 2027, shall continue as directors until the Caucus Council designates its first two directors pursuant to this paragraph or until December 31, 2027, whichever occurs first.

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

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

3.5.2 Regional Election.

(a) The nomination and election of directors shall be in accordance with the elections calendar annually adopted by the board. The board of directors shall distribute notice

of position vacancies, candidate information packets, and official nomination forms to all incumbent directors and members in electing regions.

(b) Each regional candidate for a director position shall be nominated by a member within the region by means of a nomination form. To nominate a director candidate, one or more of the members in the region must timely submit to the board of directors a formal resolution or motion of the member and the completed nomination form(s). Nominations in regions where there is more than one open director position shall indicate the numbered position for which the nomination is being submitted.

(c) Each member in a region shall have one vote in the regional elections for the board of directors. The director candidate receiving a majority of the votes cast by the members within the region shall be elected.

(d) In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes cast, a second regional ballot shall be required between the two candidates receiving the highest number of votes; the one receiving a majority of the votes is elected.

3.5.3 Caucus Council Representatives. In accordance with their ~~bylaws~~operating procedures, the ~~caucuses of OSBA shall~~ Caucus Council may appoint ~~a~~ up to two representatives of the Caucus Council to serve as a directors of the Association. The representatives must be an elected or appointed member of any public board of education in Oregon that is an active member in good standing with the Association. All Association bylaws and policies shall apply to the designated representative serving as the Caucus Council~~'~~ directors of the Association.

If the president or immediate past president of the board of directors is a representative director from ~~a caucus~~ the Caucus Council, then the ~~c~~Caucus Council shall elect an additional director to serve for the duration of the president and/or the immediate past president's term.

3.5.4 ~~Ex-Officio~~Advisors. The board of directors may designate ~~following individuals or their designee may serve as ex-officio,~~ nonvoting, advisors to the board of directors by resolution, for such purposes and such duration as is specified in the resolution.~~:~~

~~(a) Any director of the National School Boards Association elected from Oregon;~~
~~(b) The Executive Director of the Coalition of School Administrators;~~
~~(c) The Chair-Elect of the Oregon Association of Education Service Districts;~~
~~(f) The board president of the Oregon Community College Association;~~
~~(g) The chair of the State Board of Education; and~~
~~(h) Any other person that the board of directors may appoint.~~

~~Ex-officio a~~Advisors do not vote and do not attend executive sessions of the board of directors unless they hold a separate position that entitles them to attend executive session, or they are invited to attend by the board of directors.

~~Ex-officio a~~Advisors are not eligible for travel reimbursement from OSBA unless they hold a separate position for which travel reimbursement is provided.

3.6 **Vacancies.** In the event that any director position~~, other than the president or immediate past president serving as a second director for a region as set out in Section 3.5.1(e),~~ is vacant during the term of office, the remaining directors may appoint an interim director from the same region to serve until December 31 of the same year. Notwithstanding the foregoing, a vacated director position will not be filled if it is an additional director position created pursuant to Section 3.5.1(e) and the president or immediate past president is no longer from the region or Caucus Council position to which the position is assigned.

~~If the board of directors cannot recruit a candidate from the region, they may appoint a person from a contiguous region to serve as director representing the open region. An individual appointed as a director from a contiguous region is not eligible to serve as an officer of the board.~~

All appointed interim directors must run for regional election during the next election cycle following appointment in order to be eligible to continue service on the board of directors past December 31 of the election year. The members shall elect, using the procedures in Section 3.5.2, an interim director to serve from January 1 of the next year until the end of the remaining term.

If there is a vacancy in an OSBA ~~c~~Caucus Council-designated director position, then the ~~c~~Caucus Council shall, as set forth in Section 3.5.3, appoint a new ~~caucus~~ representative to serve the remaining term.

3.7 **Resignation.** A director may resign at any time by delivering written notice to the president or the secretary. A resignation is effective when notice is effective under ORS 65.034 unless the notice specifies a later effective date. Once delivered, a notice of resignation is irrevocable unless revocation is permitted by the board of directors.

3.8 **Removal.** A director may be removed for cause by vote of two-thirds majority of the directors. A director may be removed with or without cause by a majority vote of the members who elected the director. The board may provide guidance or adopt and amend policies regarding what types of actions the board considers to be sufficient cause for removal.

3.9 **Regular Meetings.** An annual meeting of the board of directors shall be held immediately after, and at the same place as, the annual meeting of members. The board of directors may schedule additional regular meetings to occur during a calendar year. All other meetings are special meetings.

3.10 **Special Meetings.** A special meeting of the board of directors may be called by the president or the president-elect or 20 percent of the board of directors. All directors shall be officially notified of a special meeting by written notice delivered personally, by telephone, or electronic mail at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the method by which directors can participate by telephone or video. No matter may be considered at a special meeting other than the matter(s) specified in the notice.

3.11 **Place of Meetings.** The board of directors may hold annual, regular, or special meetings at any location in the State of Oregon.

3.12 **Telephonic/Video Meetings.** The board of directors may conduct meetings ~~through the use of~~using any means of communication by which all persons participating may simultaneously hear each other during the meeting. A director participating in the meeting by this means is deemed to be present at the meeting.

3.13 **Notice of Meetings.** All directors shall be officially notified of a special meeting by written notice delivered ~~personally,~~ by ~~telephone or~~ electronic mail to all directors at least 48 hours prior to the date of the meeting. Such notice shall include a description of all agenda items and any matters to be voted upon by the directors, the place and time of the meeting, and instructions describing the method by which directors can participate by telephone or video. Notice of meetings shall comply with all procedures and include any information as required by ORS Chapter 192.

3.14 **Waiver of Notice.** A director may at any time waive any notice required by these bylaws. A director's attendance at or participation in a meeting waives any required notice to the director of the meeting unless the director, at the beginning of the meeting or promptly upon the director's arrival, objects to holding the meeting or transacting business at the meeting and does not thereafter vote for or assent to any action taken at the meeting. Except as provided in the preceding sentence, any waiver must be in writing, must be signed by the director entitled to the notice, must specify the meeting for which the notice is waived, and must be filed with the minutes or the corporate records.

3.15 **Quorum.** A quorum of the board of directors shall consist of a majority of the number of directors in office at the time the meeting begins.

3.16 **Voting.** If a quorum is present when a vote is taken, the affirmative vote of a majority of the directors present when the action is taken is the act of the board of directors except to the extent that the articles of incorporation, these bylaws, or applicable law require the vote of a greater number of directors.

3.17 **Presumption of Assent.** A director who is present at a meeting of the board of directors when corporate action is taken is deemed to have assented to the action taken unless:

(a) The director objects at the beginning of the meeting, or promptly upon the director's arrival, to holding the meeting or transacting the business at the meeting; and
(b) The director's dissent from the action taken is entered in the minutes of the meeting.

3.18 **Compensation.** Directors and members of committees may receive reimbursement of such expenses as may be determined by resolution or policy of the board of directors to be just and reasonable. Directors shall not otherwise be compensated for service in their capacity as directors.

3.19 **Director Conflict of Interest.** The Association shall maintain a Conflict of Interest policy, the terms of which comply with ORS 65.361 and ORS Chapter 244. The board of directors shall annually review and notify the directors of the current Conflict of Interest policy.

SECTION 4 COMMITTEES AND CAUCUS~~ES~~ COUNCIL

4.1 Standing Committees. The board of directors shall maintain the standing committees described below:

4.1.1 Executive Committee. The executive committee shall consist of the five officers of the board of directors: the president as chair and as an ex-officio voting member pursuant to section 5.7.1 of the Bylaws, the president-elect, the vice president, the secretary-treasurer, and the immediate past president. The executive committee is delegated authority to act in place and instead of the board of directors between board meetings on all matters except those specifically reserved to the board under the terms of the bylaws. Actions of the executive committee shall be reported to the board of directors on a timeframe consistent with the seriousness and urgency of the matter and within two weeks if practicable. Additionally, executive committee actions will be reported at the next regular board meeting.

4.1.2 Finance Committee. The finance committee shall be appointed by the president and shall be composed of members from Oregon public school districts, education service districts, and community colleges with boards that meet all criteria to be Association voting members. The members shall include, but are not limited to, the President as an ex-officio voting member pursuant to section 5.7.1 of the Bylaws, the Association secretary/treasurer and vice president, one trustee from the PACE board, one district business official, and one at-large board member. Additionally, the Caucus Council may recommend one Caucus Council member to serve on the Finance committee pursuant to its operating procedures.

The trustee from the PACE board is recommended by the PACE Board of trustees, appointed by the President, subject to approval by the Board, and will serve a two-year term~~, with no term limits~~. The Caucus Council designee is recommended by the Caucus Council, appointed by the President, subject to the approval by the Board, and will serve a two-year term. The district business official and the at-large board member will be recommended by OSBA staff, appointed by the President, subject to approval by the Board, will serve two-year terms.~~,~~ Finance committee members taking office prior to January 1, 2027, shall have ~~with~~ no term limits, and staggered start dates starting in January. Finance committee members taking office on or after January 1, 2027, may serve five consecutive two-year terms and, if eligible, may be re-appointed after a two-year hiatus.~~,~~ Finance committee members shall have ~~and~~ staggered start dates starting in January.

The finance committee shall operate within the corporation's investment guidelines and the Finance Committee Operating Guidelines.

4.1.3 Legislative Policy Committee. The board of directors shall maintain a Legislative Policy Committee ("LPC").

(a) Purpose. The LPC shall develop legislative policies which are recommended to and approved by the members as a resolution proposed by the board of directors and voted on by the membership in accordance with Section 2.4 and 2.5. The LPC also advises the OSBA E~~e~~xecutive D~~d~~irector and staff during legislative sessions.

(b) Composition. The LPC shall be composed of the voting members of the board of directors who choose to participate, the President as an ex-officio voting member pursuant to section 5.7.1 of the Bylaws, the executive committee members, the regional representatives elected under the procedures defined in Section 4.1.3(c) - (e),

and ~~one~~ designated voting members as defined in the operating procedures ~~bylaws~~ of the ~~Oregon School Board Members of Color Caucus and one designated voting member as defined in the bylaws of the Oregon Rural School Board Members~~ Caucus Council pursuant to its operating procedures and this section 4.1.3(b). The board of directors will determine the number of members appointed by the Caucus Council. The Caucus Council appointees are recommended by the Caucus Council, appointed by the OSBA President, subject to the approval by the board of directors, and will serve two-year terms. ~~All committee members must be elected or appointed directors of a member as defined in Section 2.1.~~ The vice president of the board of directors shall chair the LPC.

(c) Qualifications. ~~LPC representatives must serve on the board of a member of the Association throughout the duration of their term.~~ All committee members must be elected or appointed directors of a member as defined in Section 2.1 for the duration of their service on the LPC.

(d) Nomination. The board of directors shall cause the nomination form to be distributed to all members in eligible regions. To nominate a candidate to the LPC, one or more of the members in the region must timely submit to the board of directors a formal resolution or motion and the completed nomination form(s). Nominations in regions where there is more than one representative position shall indicate the numbered position for which the nomination is being submitted. The nomination and election of the LPC representatives shall be in accordance with the elections calendar adopted by the board.

(e) Election. Each member in a region shall have one vote in the regional elections for the LPC representative. The LPC candidate receiving a majority of the votes cast by the members within the region shall be elected. Each region shall elect the number of LPC members as described in Section 3.5, without regard to Section 3.5.1(e). Such elections shall be held using the procedures described in Section 3.5.2.

(f) Term. Each committee member shall take office on January 1 in even numbered years and serve for a term of two years. Committee members may serve five consecutive two-year terms, and, if eligible, may be returned to the committee after a two-year hiatus.

~~(f)~~(g) Vacancies. In the event that there is a vacancy on the LPC, the board of directors may appoint an interim LPC member from the same region to fill the unexpired term of office. If the board of directors cannot recruit an LPC member from the region, they may appoint a person from a contiguous region to serve to represent the open region to fill the unexpired term of office.

4.2 Other Board Committees. The board of directors may create one or more committees of the board of directors and appoint directors and representatives of members to serve on such committee. The creation of a committee and the appointment of directors and member representatives to the committee must be approved by a majority of all directors in office when the action is taken. The provisions of these bylaws governing meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements of the board of directors shall apply to committees and their members as well. Committees of the board of directors may, to the extent specified by the board of directors, exercise the authority of the board of directors, provided that no committee of the board of directors may:

(a) Authorize distributions, provided that this restriction does not apply to payment of value for property received or services performed or payment of benefits in furtherance of the Association's purposes;
(b) Approve or recommend dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Association's assets;
(c) Elect, appoint, or remove directors or fill vacancies on the board or on any of its committees; or
(d) Adopt, amend, or repeal the articles of incorporation or bylaws.

4.3 **Advisory Committees.** The board of directors may create one or more other committees. Members of these committees need not be members or directors, but at least one director shall serve on each such committee. These committees shall have no power to act on behalf of, or to exercise the authority of, the board of directors, but may make recommendations to the board of directors.

4.4 **Caucus Councile~~s~~.** The Caucus Councile~~s~~ shall exist to enhance the work of the Association by addressing the unique needs of ~~member districts~~ school board members.

4.4.1 The Caucus Councile~~s~~ shall clearly articulate the vision, mission, and goals of the ~~Caucus~~Council.
4.4.2 The Caucus Councile~~s~~ shall adopt operating procedures ~~bylaws~~ for operating, programming, and governing within the context of the Association bylaws described herein.
4.4.3 The Caucus Councile~~s~~ shall comply with Association policies and guidelines.
4.4.4 The Caucus Council shall consist of one representative from each caucus established by the OSBA Executive Director. The OSBA Executive Director will establish caucuses based on criteria established by the OSBA Executive Director in support of OSBA's vision, mission, and goals. Each established caucus may recommend one member to serve on the Caucus Council subject to approval of the OSBA board of directors.~~es shall be added or eliminated to this provision through the bylaw's amendment process described in Section 8.1~~.
4.4.5 The Caucus Council budget shall be established by the board of directors.
4.4.6~~5~~ The Caucus Councile~~s~~ shall submit an end of fiscal year report to the board of directors that includes the following:

~~(a) The Caucus is meeting regularly;~~
(b) An accounting of the prior year's budget allocation;
(c) Identified officers and current ~~bylaws~~operating procedures;
(d) A summary of the Caucus Council's current goals, the prior year's Caucus Council activities that support those goals, and how the Caucus Council goals align with the mission, vision, and goals of OSBA.

The end of fiscal year report will be submitted to the board of directors at the first regularly scheduled board of directors meeting following the end of the fiscal year.

4.4.6 ~~The Oregon School Board Members of Color Caucus was established by a vote of the membership in 2018.~~
~~4.4.7 The Oregon Rural School Board Members Caucus was established by a vote of the membership in 2023.~~ The Caucus Council was established by a vote of the membership in 2026, effective ~~and shall take effect on~~ July 1, 2027.

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

SECTION 5 OFFICERS OF THE BOARD OF DIRECTORS

5.1 **Eligibility.** Effective January 1, 2026, to hold an officer position on the board of directors other than the immediate past president, candidates and officers must be a voting member of the OSBA Board of Directors.

5.2 **Appointment.** The board of directors shall elect officers by majority vote prior to the November member meeting. In cases where there are more than two candidates nominated for any position, and none receives a majority of the votes, a second ballot shall be required between the two candidates receiving the highest number of votes. The one receiving a majority of the votes is elected.

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

5.4 **Term of Office.** Officer terms are one calendar year. No officer, except the secretary-treasurer, shall serve two consecutive terms in the same office, unless the director completes the term of another officer who was unable to complete their term, and is then voted into the same position the following year. The secretary-treasurer may serve up to two consecutive one-year terms. If an officer's position on the board is up for reelection by their region or redesignation by the Caucus Council, the officer must be reelected by their region or redesignated by the Caucus Council to continue serving in their officer position unless the officer position is the immediate past president. ~~Caucus Council directors serving in officer positions must continue to be recommended by the Caucus Council in accordance with their operating procedures.~~

5.5 **Compensation.** Officers may receive reimbursement of such expenses as may be determined by resolution of the board of directors to be just and reasonable. Officers shall not otherwise be compensated for service in their capacity as officers.

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

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

5.7.1 President: The president shall preside at all member meetings of the Association and of the board of directors; shall appoint any committee positions not otherwise designated in these bylaws or OSBA adopted policy, subject to the approval of the board of directors; shall call all regular and special meetings as provided herein; shall be an ex-officio voting member of all committees established under sections 4.1 and 4.2 of these bylaws. The president shall automatically serve as immediate past president for the following term. The president serves for a term of one calendar year.

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

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

5.7.4 Secretary-treasurer: The secretary-treasurer shall be responsible for keeping accurate minutes of all board of director meetings in electronic format in accordance with OSBA's record retention schedule; shall carry on official correspondence of the Association; shall arrange for proper banking facilities; shall receive, account for, and disburse funds in a businesslike manner as provided for by the board of directors; shall see that the minutes of the previous meetings are approved by the board of directors; and shall give an itemized and detailed report of the financial condition of the Association at each annual meeting and at such other times as may be required by the board of directors. Such duties of the secretary-treasurer as may be specified by the board of directors may be delegated to the OSBA E~~e~~xecutive D~~d~~irector or a designated member of the staff. The secretary-treasurer serves for a term of one calendar year.

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

SECTION 6 NONDISCRIMINATION

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

SECTION 7 OSBA PROPERTY AND CASUALTY FOR EDUCATION TRUST

The board of directors shall appoint the trustees of the OSBA Property and Casualty Coverage for Education Trust ("PACE") as provided in the PACE Restated Trust Agreement. It is the policy of OSBA with respect to PACE trustees taking office on or after January 1, 2023, that such trustees will be appointed to no more than three consecutive three-year terms and, if eligible, may return after a one-year hiatus.

SECTION 8 GENERAL PROVISIONS

8.1 Amendment of Bylaws.

8.1.1 Amendments to the bylaws may be initiated by the board of directors or submitted by a member to the board of directors.

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

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

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

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

8.1.6 Whenever an amendment or new bylaw is adopted, it shall be saved in electronic format in accordance with OSBA's record retention schedule with the original bylaws in the appropriate place. If any bylaw is repealed, the fact of repeal and the date on which the repeal occurred shall be stated in such book and place.

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

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

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

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

8.6 Execution of Documents. The board of directors may, except as otherwise provided in these bylaws, authorize any officer or agent to enter into any contract or execute any instrument in the name of and on behalf of the Association. Such authority may be general or confined to specific instances. Unless so authorized by the board of directors, no officer, agent, or employee shall have any power

or authority to bind the Association by any contract or engagement, or to pledge its credit, or to render it liable for any purpose or for any amount.

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

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

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

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The foregoing bylaws were approved by the membership of the Oregon School Boards Association on December 15, 2024. The original bylaws were duly adopted by the Board of Directors of OSBA on September 15, 2017, and approved by the membership on December 15, 2017, then amended and adopted on December 14, 2018; December 15, 2023; December 15, 2024.