



PHOENIX-TALENT SCHOOLS

EXCELLENCE *for* EVERYONE

Regular Board Meeting - 6:00 PM

Thursday, July 23, 2026

In-Person at District Office

<https://us02web.zoom.us/j/81504614520?>

Password: 702030

Agenda Español

Minutas Español

AGENDA

- A. **Executive Session — 5:30 p.m.** — This session is closed to the public under ORS 192.660 (2)(f)(h) — To consider information or records that are exempt by law from public inspection; To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- B. **Regular Session Call to Order**
- C. **Action Item: Election of Board Chair**
- D. **Action Item: Election of Board Vice Chair**
- E. **Accentuate the Positive**
- F. **Citizen Comments**
- G. **Superintendent Report**
- H. **Consent Agenda**
 - 1. Approval of Agenda
 - 2. Approval of Minutes from 6/04/26
 - 3. Personnel Report
 - 4. Resolution 26-5 - Annual Designations for 26-27
- I. **Information and Discussion**
 - 1. **Legislative / OSBA Update**
 - 2. **Annual Report on Restraint and Seclusion**
 - 3. **Annual Agenda Items**
 - 4. **Board Guiding Principles Review**
 - 5. **Board Policy Packet 7/23/26**
- J. **Recess**
- K. **Action Items**
 - 1. **Resolution 26-6 - LCRG Designations**
 - 2. **Resolution 26-7 - Free-Reduced Lunch Info**
- L. **Review of the Next Meeting Agenda**
- M. **Adjournment**

Phoenix-Talent School District #4 is an Equal Opportunity Employer and, in accordance with Federal and State Legislation, does not discriminate on the basis of race, sex, religion, age, national origin, or marital status, physical or mental disability in employment practices or education programs. **If you need special accommodations for language interpretation or because of a disability**, please contact the District Office Executive Assistant two days prior to meeting at 541-535-1511 Voice/TD.





PHOENIX-TALENT SCHOOLS

EXCELLENCE *for* EVERYONE

Board Meeting - 6:00 PM
Thursday, July 23, 2026
In-Person at District Office
401 N. Rose St, Phoenix, OR
Join the [Zoom Meeting](#):

<https://us02web.zoom.us/j/82676426016?pwd=ERc3ktgKqpERckXny3l7fZcGp7SFce.1>

Meeting ID: 826 7642 6016 Passcode: 066043

The Phoenix-Talent School District #4 is committed to providing equal access to its public meetings in accordance with Oregon Public Meetings Law (ORS 192) and the Americans with Disabilities Act (ADA). If you require disability-related accommodations, auxiliary aids, or language interpretation services, please contact Board Secretary, Denise Skinner, at 541-535-1511 or denise.skinner@phoenix.k12.or.us at least 48 hours in advance of the meeting.

AGENDA

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PHOENIX-TALENT SCHOOLS

EXCELLENCE *for* EVERYONE

Regular Board Meeting
Thursday, June 4, 2026 6:00 PM Pacific

Phoenix Elementary School
215 North Rose Street
Phoenix, OR 97535

Michael Campbell:	Present	Diana Rasmussen:	Present
Nancy Castillo-McKinnis:	Present	Dawn Watson:	Present
Polly Farrimond:	Present	Rebecca Weathers:	Present
Rick Nagel:	Present	Present: 7	

A. **Executive Session**-5:30 p.m. This session is closed to the public under ORS 192.660 (2)(b)(f)

B. PUBLIC HEARING 2026-2027 BUDGET

Chair Campbell opened the Public Hearing for the 26-27 budget and asked for any public comments. There were none so the meeting was closed, and the regular session was opened.

C. Regular Session Call to Order

D. Welcome New Student Representatives for 26-27

Chair Campbell introduced the new student representatives for 26–27: Anali Perezchica, Antonio Carrera, Lucero Guerra, and returning rep Elia Santos.

E. Student Representative Report

- Emily Emry said that we had our senior assembly today, and it was for our Sparrow, Katie and the seniors. We did a pink out because pink is her favorite color. We just had our ASB elections so we will find out who was elected soon.
- Elia Santos said that we had senior sunset on Wednesday. Graduation is on Saturday, so we will be saying goodbye to our seniors. We had some state champs at the state track meet, and Ethan Dobbins won the state championship for the high jump.

F. Accentuate the Positive

PES Principal Shawna Schleif shared the following:

- We had our final family engagement last week. We had a great turnout where we celebrated our student growth, and an art display where we had all the projects that the students had done.
- Our track meet was this Tuesday. Ms. Schleif thanked Brian McKinnis and the PE teachers for creating a wonderful event. It was so well organized and our fifth-grade girls won the trophy.
- Yesterday we hosted about a third of the senior capstone presentations. Our PES teachers moderated those presentations, and it was a very gratifying experience for every single person here who participated.
- Tonight, was amazing. We had all of our PLC (Professional Learning Community) leads stay after-school and collaborated on our next steps for our PLC processes. They are co-creating this and leading their own teams.

- Our PES goals have been 80/30/30 this year and what that means is 80% attendance, 30% in SBAC for ELA English Language Arts, and 30% in math. We are really proud that we met two of those measures. We ended up with 82% in attendance and 31% in English Language Arts. We're close in math, but we feel like we made gains, we just didn't reach that target. So, kudos to our entire staff for making that happen.
- Tomorrow we have field day.

OHES Principal Kent Vallier shared the following:

- Principal Vallier said that they had a wonderful track meet also and had some of the same kudos that Shawna shared.
- Principal Vallier shared data a few months ago about behavior referrals and notifications this year at Orchard Hill, especially with our intermediate students. Our 4th/5th grade team do a great job building community, which results in a stronger sense of belonging and fewer disruptive behaviors. I recently compared data for behavior notifications from the 24–25 school year with the data from this school year. They dropped by 44 from 104 down to 60 in fifth grade. Mr. Vallier thanked Neena Barreto and Magnolia Englehart for doing a great job with community building and social emotional learning, and helping to regulate students.
- Mr. Vallier said that the testing season was wrapping up, and he bragged about one of his teachers, who has 27 students; 22 met ELA standards, and that's 80%. The state average right now is around 44.

TES Principal Heather Lowe shared the following via Shawna Schleif:

- TES is wrapping up the year feeling great about our academic gains in both reading and math. Indicators are up in both areas. According to iReady, 60% of students are meeting or exceeding grade-level standards in reading, indicating a 4% gain over last year. Math shows 56% of students meeting or exceeding, showing a 7% jump.
- Many thanks to our PE teacher, Kyle Carson, and Coach McKinnis for pulling off another exciting and fun District 4th and 5th Grade Track Meet. TES took home both trophies for the boys.
- Next Tuesday we have our Field Day thanks to both Mr. Carson and our generous PTA who supports the event. Our PTA Jog-a-Thon wrapped up bringing in over \$12,200 for our school. At next week's Field Day, you can find me taped to a wall, getting dipped in dirty water, dressed as a banana, and serving banana splits.
- Finally, our Fifth-Grade promotion will be held on Wednesday at 4:30 here at TES prior to the TMS Eighth Grade Promotion at 6:00. All are welcome and invited to celebrate our students. A little fun fact is this batch of fifth graders started with us during COVID and when the fire hit our community. They sure have demonstrated incredible perseverance throughout their time with us.

TMS Principal Casey Olmstead shared the following

- Principal Olmstead said that last week they had Fifth Grade Nights, which is where we welcome the incoming sixth grade students. It was a wonderful opportunity to begin building connections with our incoming students and families.
- Principal Olmstead gave a shout-out to the front office staff for all they were doing to help fill in for absent staff, including Misty Hutsell, Curran Wilson, Julee Lockett, and

Vanessa Jimenez. I am so grateful to the team and for showing up and doing all we can to end this year on a high note.

- Mr. Olmstead shared that even though the testing scores aren't complete yet, so far in math we are showing an 8% increase and in reading we are showing a 2% increase. Our eighth-grade math scores are showing a 7% increase.
- Our Eighth Grade Promotion is next Wednesday evening. We also have our Field Day and Talent Show the day before, on Tuesday.
- Principal Olmstead congratulated the high school students for their outstanding Capstone presentations. Watching students reflect on their journeys and confidently share their story from kindergarten to graduation, and all that they have endured to get there was really awesome to see.

Kelly Soter, Director of Community Care & Early Learning shared the following:

- Ms. Soter said that a couple of weeks ago the Early Learning Center took a walking field trip to PES. Ms. Soter thanked Shawna Schleif, Jen Hawkins, and Marla Dentino and the very patient cafeteria staff for letting the pre-K students come and explore the elementary school and have lunch.
- Today was our pre-school promotion. We had a wonderful family turnout for our nine students who will be moving on to kindergarten next year.
- Ms. Soter gave a shout-out to Rosario Medina as she transitions to Orchard Hill next year. She has been with the ELC for two years during this time of development and growth.
- Ms. Soter also gave a shoutout to Rosie Ruiz, Rosario's mom. Rosie has been a reliable sub for us here at the preschool.
- We have been told that we will have eight additional spots in our preschool, so next year we will have 28 spots.

PHS Principal Kalin Cross shared the following:

- Ms. Cross gave a shout-out to Russan Pond, who is our credit retrieval support person. Russan celebrates every win with each student that earns credit so that they can move forward and she does it with grace and kindness, and she's amazing.
- Our student services team has gone through a lot of change this year, so Ms. Cross gave a shout-out to Tami Ingwersen, Angelica Mendoza, Skylar Glines, Alejandro Velazquez, Derek Rodman, Anna Redding, and Jes Marsh.
- In addition, Erica Ochoa does a lot behind the scenes. She leads the student services team, the student management team, and the attendance initiative with precision, focus and heart. Erica is an amazing leader.
- For the senior capstone presentations, Ms. Cross thanked Shawna Schleif, Brenda Seeley, and Sara Crawford for helping us reinvent the process a little differently. We had an amazing group of 16 community volunteers and the PTS staff was so positive and supportive. Specifically, Kelly Fogg-Johnson, Anne Zaky, and Sarah Kremp, who were the senior English teachers, and they spent weeks prepping the students and teaching them various other life skills.
- Chris Plouhar is our digital media specialist, and he has made the magic happen, especially these past few weeks. He's produced and worked on senior videos, a senior sign out video, a senior banner, yearbook, three sports athlete pictures and more.

- We just had our Spring sports night, and we had 83 PHS spring sports students with a GPA of 3.5 or higher. We had 33 three-sport athletes and 92 two-sport athletes this year.
- Ms. Cross gave a shout-out to the baseball team who took third in Skyline and won a first-round playoff game at Gladstone. The boys' volleyball team went eight and zero in the second half of the conference and tied for second in conference. We have multiple athletes who competed in state for track and took ninth overall as a team. The girls' tennis team was the OSAA team of the month for April, and had their first winning season in dual matches, going six for four.

PTRA Principal Aaron Santi shared the following:

- Mr. Santi highlighted one of PTRA's sixth grade students. The student finished all her classwork a full week early. The ability to work ahead and get done early is one of the benefits of doing online classes at Phoenix-Talent Rising Academy. Our middle school students also really appreciate being able to set their own daily schedule for schoolwork, including not having to get up early to catch the school bus, and being able to do schoolwork anywhere that they have access to the internet.
- With only one week of school to go, we've had our last field trip and our last STEAM class. We are getting ready for our Kindergarten, 5th Grade, and 8th Grade Recognition tomorrow evening, and for moving to a new classroom. And we are celebrating all the amazing work and growth that our teachers and students have accomplished this year.

Amy Honts-Stark, Local General Manager with Sodexo for PTS Schools shared the following:

- Ms. Honts-Stark thanked Jeremy Anders for his support and expertise in helping us add the food service survey to secondary student Chromebooks. Because of that partnership, we received 587 total responses, with 465 coming directly from students, which is incredible engagement and gives us valuable insight.
- Over the past couple of weeks, we've been excited to be part of some fun end-of-year activities, including field days, incoming student practice days, and today's senior BBQ. A special highlight from today was having our own Executive Chef, Ryan, preparing scratch-made beef patties using locally sourced beef from the Umpqua area, sourced through Cherry Street Meats specifically for this event—a great example of the quality, care, and local partnerships we're bringing to our program.
- Looking ahead, Ms. Honts-Stark will be putting together a full report of our survey results, along with additional year-in-review highlights, including average daily participation trends, commodity and grant utilization, local purchasing vendors and totals, total meal counts, and some of our students' top meal selections. All of this will be included in your next board packet. If there's anything additional you'd like to see, or any questions after reviewing it, please don't hesitate to let me know.
- We will be having a summer food service program at TES and PES and will be open all summer for all children 18 and under to come eat for free. Parents can come and eat also, but would pay for their meals.

Director Rick Nagel shared that his wife is a member of Soroptimist International of Ashland. Rick attended the 2026 Recognition and Awards Luncheon on May 11th where they gave out scholarships. A \$3,000 scholarship for the CTE award was presented to Sahara Knight of PHS.

Vice Chair Rebecca Weathers said that this year is a little emotional for her. She has one child that is leaving elementary school and one leaving middle school. Rebecca attended the Fifth Grade Family Night at TMS, and she really appreciates the work that Principal Olmstead does with engaging with families and students. Rebecca also attended the last track meet for this school year, and it was fun and well put together.

Director Nancy Castillo-McKinnis thanked all the teachers, staff, and principals of the district. Nancy has a senior graduating this year and, in all the struggles and challenges that the staff has, they really do make a difference. Nancy is overflowing with gratitude and appreciation.

G. Citizen Comments

H. PTEA/OSEA Association Update

Sandra Tringolo, a teacher at TMS, is finishing up her 22nd year as a teacher. Sandra is also co-president of Phoenix Talent Education Association (PTEA). The end of the year has been really busy for our members finishing up evaluations, grades, and activities with kids. It is generally very positive, and we are excited about the end of the school year. We just had our spring gathering celebration and recognized some of our members. We just awarded our PTEA scholarship to Nicoletta Fields, who is a graduating senior and is majoring in journalism. We had a big change this year as we moved toward full inclusion, so we asked our members how it was going through a survey. There were a lot of questions, positives that they experienced, and some areas where they felt they needed support. Sandra provided the board with the survey results and said that they hope to receive more resources, support, training and more opportunities for collaboration.

I. Superintendent Report

- Supt. Barry shared his appreciation for everyone as this is such an incredibly busy time of the year. We are wrapping up this year and planning for next year. Supt. Barry expressed his appreciation for the administrative team, our teachers and staff, and for some people that get overlooked, including our technology, maintenance and custodial staff.
- Supt. Barry also mentioned that we have our own preschool promise spots of 28 for our community. Under Kelly Soter's leadership, we've really expanded our preschool footprint. In addition to our 28 spots, we also have new opportunities with the Ashland YMCA, who is going to open a site at Orchard Hill Elementary School.
- Supt. Barry shared the SOESD Blueprint and beyond newsletter, which is a great tool to learn all that the ESD is doing.
- Supt. Barry thanked Director Dawn Watson for attending the Talent City Council meeting last night. There was a lot of discussion about our SRO program, and a lot of questions. The Talent city budget committee recommended to the council to approve the budget, which would have included the SRO financial support at Talent Middle School. At last night's meeting, they put restrictions on the support and there needs to be further communication and clarity on the true costs of the position in order to be fully funded.

J. Consent Agenda

I move to approve the consent agenda as presented. This motion, made by Dawn Watson and seconded by Rebecca Weathers, Carried.

- J.1. Approval of Agenda
- J.2. Approval of Minutes from 5/20/26
- J.3. Personnel Report

K. Information and Discussion

K.1. Legislative / OSBA Update

- Director Dawn Watson shared that the OSBA Board of Directors is conducting a comprehensive review of the OSBA Board governance structure to ensure OSBA is well positioned to serve Oregon's public education community. They want to hear everyone's input, so please complete the survey when you receive it.
- Tomorrow ODE and OSBA are having an informational webinar about the governor's new executive order regarding instructional hours.
- The Legislative Policy Committee will be working on relationships with our legislators over the summer.
- There was some discussion about the accounting code project that's being planned as part of the accountability.

K.2. Committee Updates

Safety Committee — Chair Campbell asked to further discuss the SRO situation.

- Director Watson said that she attended the meeting and there were a lot of questions and discussion about what the SRO actually does, the finances involved, etc. Ms. Watson believes there is a lot of miscommunication in regard to the duties and needs of the SRO. The council passed the budget for the SRO, but only until the end of the year — not the end of the school year. The city wants the district to pay more of the costs, and we have already passed our budget based on previous discussions held with city management. Ms. Watson would like to see the board meet with the city council for better communication and transparency and to inform them on the role of the SRO and the need for the schools and the community.
- Vice Chair Weathers said that Sgt. Lehman is planning to retire and there are two candidates who would like to have the SRO position.
- Supt. Barry said that the cost for a full-time police officer for a full-year is \$150,000. We are asking the city to break it down based on the number of hours the SRO would actually work at TMS. We have been paying half of the full-time officer for the city in the amount of \$75,000 for two years now. We were able to do that by utilizing ESSER funds, some Title IV funds and ADM security funds. As you know, ESSER funds are gone, ADM security funds are gone, and title IV funds are essentially gone. We told city last year that we wouldn't be able to fund the same costs going forward and that we could fund \$40,000. We have also discussed eliminating a lot of overtime by not having the SRO at after-school events. The City of Ashland funds their SRO 100%.
- Supt. Barry said he will speak with the city manager and try and get a joint meeting as soon as possible.

K.3. Food Service Contract

Supt. Barry said that once we have the final meal prices in August, those will come to the board as an action item.

K.4. Board Policy Packet 6-4-26

Chair Campbell said that we are now handling the board policies a little differently. All policy changes will be presented as a packet to streamline the agenda and approval process. When they are presented as an action item, the packet will be approved rather than the individual policies. Should there be questions or a need for further conversation on a policy, the policy can be excluded from the motion if needed.

L. Recess - 7:22 - 7:35

M. Action Items

M.1. Budget Resolutions for 2026-2027

M.1.a. Resolution 26-1: Adopting the Budget

I move to adopt Resolution 26-1 Adopting the 2026-27 Budget as presented. This motion, made by Rebecca Weathers and seconded by Nancy Castillo-McKinnis, Carried.

Michael Campbell: Yea, Nancy Castillo-McKinnis: Yea, Polly Farrimond: Yea, Rick Nagel: Yea, Diana Rasmussen: Yea, Dawn Watson: Yea, Rebecca Weathers: Yea

M.1.b. Resolution 26-2: Making Appropriations for Fiscal Year 2026-2027

I move to adopt Resolution 26-2 Making Appropriations for the 2026-27 Budget as presented. This motion, made by Rick Nagel and seconded by Rebecca Weathers, Carried.

Michael Campbell: Yea, Nancy Castillo-McKinnis: Yea, Polly Farrimond: Yea, Rick Nagel: Yea, Diana Rasmussen: Yea, Dawn Watson: Yea, Rebecca Weathers: Yea

M.1.c. Resolution 26-3: Imposing Ad Valorem Taxes

I move to adopt Resolution 26-3 to impose ad valorem taxes as presented. This motion, made by Polly Farrimond and seconded by Rick Nagel, Carried.

Michael Campbell: Yea, Nancy Castillo-McKinnis: Yea, Polly Farrimond: Yea, Rick Nagel: Yea, Diana Rasmussen: Yea, Dawn Watson: Yea, Rebecca Weathers: Yea

M.1.d. Resolution 26-4: Categorizing Ad Valorem Taxes

I move to adopt Resolution 26-4 to categorize ad valorem taxes as presented. This motion, made by Nancy Castillo-McKinnis and seconded by Diana Rasmussen, Carried.

Michael Campbell: Yea, Nancy Castillo-McKinnis: Yea, Polly Farrimond: Yea, Rick Nagel: Yea, Diana Rasmussen: Yea, Dawn Watson: Yea, Rebecca Weathers: Yea

N. Review of the Next Meeting Agenda

Chair Campbell asked when our next meeting was, and it was stated that it is scheduled for July 23. Chair Campbell suggested that, since the agenda is so light and there is only one action item, he proposed canceling the June 18 meeting. A discussion was had and all agreed that would be a great idea.

Chair Campbell moved to cancel the June 18th Meeting. Director Diana Rasmussen seconded the motion. All members voted yes to cancel the June 18th board meeting.

In addition, there was discussion about going ahead and approving the board packet that was presented for information and discussion tonight since there were only a few policies.

Vice Chair Weathers made a motion to suspend the rules and move the board packet to an action item. Chair Campbell seconded the motion. All members voted yes to suspend the rules and move Board Packet 6-4-26 to an action item.

Vice Chair Weathers moved to approve Board Policy Packet 6-4-26 as presented. Chair Campbell seconded the motion. All members voted yes to approve the packet as presented.

O. **Adjournment** - Meeting adjourned at 7:45 pm

Michael Campbell, Chair

Brent Barry, Superintendent

**BEFORE THE BOARD OF DIRECTORS OF THE
PHOENIX-TALENT SCHOOL DISTRICT NO. 4
RESOLUTION 2026-5**

WHEREAS, organization of the District is required and the Oregon Department of Education recommends designating, at the beginning of the fiscal year, the professionals who will assist the District in conducting its business;

BE IT RESOLVED, that the following actions will establish the basis for conducting Phoenix-Talent School District #4 business for 2026-2027, effective July 1, 2026.

1. That Brent Barry is the Chief Administrative Officer/School District Clerk;
2. That Jessica Hamlin and Tiffanie Lambert are named as Deputy Clerks;
3. That Brent Barry be designated as Budget Officer.
4. That Brent Barry, Tiffanie Lambert, and Jessica Hamlin be designated custodians of funds and authorize the facsimile signatures of the custodians of funds be used for signing checks;
5. That Brent Barry and Tiffanie Lambert be authorized signatories for local, private, state and federal grants;
6. That the firms of TGP Law, P.C.; Hungerford Law Firm; and Garrett, Hemann, Robertson P.C. be designated as legal counsel for 2026-2027;
7. That Sorren CPA's P.C., (formerly KDP Certified Public Accountants, LLP), be designated as financial auditors for 2026-2027;
8. That Protectors Insurance LLC, be designated as Insurance Agent of Record for 2026-2027;
9. That the branches of Banner Bank, Computershare Corporate Trust, U.S. Bank of Oregon, Columbia Bank, Jackson County Treasurer's Officer, and State of Oregon's Investment Pool, be designated as depositories for any and all funds received and/or disbursed on behalf of the District;
10. That the Rogue Valley Times be designated as the Official Newspaper of Record for 2026-2027;
11. That Authorization is given for the Purchase of \$100,000 Fidelity Bonds for Brent Barry, Tiffanie Lambert & Jessica Hamlin; \$50,000 Fidelity Bonds for All Other Employees.

ADOPTED this 23rd day of July 2026.

Board Chair

Date

Attest: _____
Brent Barry, Superintendent/Clerk

Date

Annual Report/Reporte anual
2025-26

Physical Restraint and Seclusion/*Restricción física y aislamiento*

School District/*Distrito escolar*: Phoenix-Talent Schools #4

Total # of Restraint Incidents/ <i>Número total de incidentes de restricción</i>	6
Total # of Seclusion Incidents / <i>Número total de incidentes de reclusión</i>	0
Total # of Locked Seclusion/ <i>Número total de exclusiones bloqueadas</i>	0
Total # Students Placed in Physical Restraint/ <i>Cantidad total de estudiantes colocados en restricción física</i>	4
Total # Students Placed in Seclusion/ <i>Número total de estudiantes colocados en la reclusión</i>	0
Total # Incidents Resulting in Injury/ <i>Número total de incidentes que resultaron en lesiones</i>	0
Total # Incidents Resulting in Death/ <i>Número total incidentes que resultan en la muerte</i>	0
Total # Students Placed in Restraint and/or Seclusion more than 10 times/ <i>Cantidad total de estudiantes colocados en restricción y/o reclusión más de 10 veces</i>	0



PHOENIX-TALENT SCHOOLS

EXCELLENCE *for* EVERYONE

BOARD GUIDING PRINCIPLES

2026/2027

- The Board is committed to fostering a diverse and inclusive school environment in which all students, families, and staff members experience a sense of being valued, respected, and welcomed.
- The Board condemns all acts of discrimination towards individuals or groups, and in turn will celebrate diversity by fostering an environment that treats all people with dignity and respect while supporting efforts that sustain equity within the field of education. We are committed to include diverse people, ideas, cultures and traditions in all areas of our work.
- The Board shall make decisions based on factors that assure the best possible learning environment for all students with emphasis on ideal class sizes, varied curriculum and student achievement for all.
- The Board shall encourage and support the Superintendent and Staff in efficiently managing district resources and delivering quality education, while regularly recognizing the outstanding contributions of students, families, staff, and community members to the district's success.
- The Board shall make balanced decisions and policies mindful of the best interest of all members of the school district including the students, families, educators and the citizens of the community.
- The Board shall evaluate, periodically, all programs and attempt to continue, modify or restore as many disciplines as practical to provide an innovative, diverse, broad-based education for all students.
- The Board shall monitor and enhance educational opportunities for student success through data-driven curriculum decisions and personalized learning, prioritizing student needs within available resources.
- The Board shall be knowledgeable about District activities and functions and shall encourage and support students, staff and community by attending and participating in District activities and functions when and as often as possible. In addition, the board is committed to various forms of community engagement opportunities, including listening sessions and attending school/community events.
- The Board shall encourage appropriate communication pathways with students, families, community members, and District staff, while maintaining the highest code of ethics and professional behavior.
- The Board shall promote sustainable and efficient management of all resources, both natural and man-made, making strategic decisions that prioritize longevity, fiscal responsibility, and sustainability.
- The Board shall affirm its commitment to the community by leveraging capital improvement funds, grants, and donations, in order to sustain and enhance a premium educational environment through strategic property and building improvements.

Revised 7/25/24; 9/4/25

7-23-26 BOARD POLICY PACKET INFORMATION SUMMARY

All board policy updates are now consolidated into a single agenda item to help streamline the agenda. Policy updates are presented as a packet. The first reading will appear under Information and Discussion, and the full packet will return as a single action item on the next meeting agenda.

When making a motion to approve the packet, any policy revisions identified during discussion may either be incorporated into the motion or removed from the packet and brought back at a future meeting for further discussion.

The policy packet is organized with the current policy that is being deleted (if any), then a revised or proposed new version first (with changes shown in colored font), followed by a draft final version with the revisions incorporated. These policies will be presented as an action item at the August 13 meeting. The packet includes the following policies:

1. *BBAA - Board Member's Authority and Responsibilities (Highly Recommended)
2. *BCE – Board Committees (Optional)
3. BCF – Advisory Committee to the Board – **DELETE** (Optional)
4. BD/BDA – Board Meetings/Regular Board Meetings – **DELETE**
4. *BD - Board Meetings, Notices and Communications, **New** (Highly Recommended)
5. *BDC – Executive Sessions, **New** (Highly Recommended)
6. BDD – Board Meeting Procedures, (Highly Recommended)
7. *BDDC – Board Meeting Agenda, **New** (Highly Recommended)
8. *BDDG – Recordings and Minutes of Board Meetings, **New** (Highly Recommended)
9. CBA - Qualifications and Duties of the Superintendent, (Highly Recommended)
10. CBG – Evaluation of the Superintendent, (Required)

All of the above policies have been changed (or newly proposed) due to changes in the Public Meetings Laws:

There have been several changes to Oregon Public Meetings laws over the last few years. These include statutes from the Oregon Legislature and rules from the Oregon Government Ethics Commission. In 2026, the Legislature passed House Bill 4177, but it will not go into effect as it was vetoed by the governor. The policies included in this update include language that matches the new laws.

Note: Those policies with an asterisk (*), the previous policy is being deleted and the new policy is proposed.

Policy BD is replacing policy BD/BDA and is being renamed and completely rewritten.

*As a reminder, letters/words shown in **red** are required (or highly recommended) by OSBA; words shown in [brackets] are *optional*. If they are in [blue], admin is recommending that word, phrase, or sentence. If the words are shown in [green] and crossed out, admin is recommending not including.

Phoenix-Talent Schools District 4

Code: BBAA
Adopted: 6/13/19
Revised/Readopted: 1/13/22
Orig. Code(s): BBAA

Individual Board Member's Authority and Responsibilities

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

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

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

Members will be knowledgeable of information requested through Board action, supplied by the superintendent, gained through attendance at district activities and through professional Board activities.

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

1. Request for Information

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

2. Requests for Legal Opinions

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

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy Board policy KL – Public Complaints. Such information will be conveyed to the superintendent.

4. Board Member's Relationship to Administration

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

5. Contracts or Agreements

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

END OF POLICY

Legal Reference(s):

[ORS 332.045](#)
[ORS 332.055](#)

[ORS 332.057](#)
[ORS 332.075](#)

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

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

Cross Reference(s):

BHD - Board Member Compensation and Expense Reimbursement
DFEA - Admissions to District Events

Phoenix-Talent Schools District 4

Code:
Adopted:

BBAA

Board Member's Authority and Responsibilities (Version 2)

An individual Board member exercises the authority and responsibility of their position when the Board is in a meeting which is being held in accordance with Oregon's Public Meetings Law. A Board member has the authority to act in the name of the Board only when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business.

When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

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

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

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

1. Request for Records

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

2. Requests for Legal Opinions

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

3. Action on Complaints or Requests Made to a Board Member

When a Board member receives complaints or requests for action from staff, students or members of the public, the Board member will direct the staff, students, members of the public to the public complaint policy Board policy KL – Public Complaints. Such information will be conveyed to the superintendent. An individual Board member is not authorized to independently act on complaints.

4. Board Member's Communication with Administration

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

5. Contracts or Agreements

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

6. Visits to Schools

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

7. Public Meetings Law

All Board members will comply with Public Meetings Law , including participating in an approved¹ training at least once during each term of office.

8. Mandatory Reporting

A Board member having reasonable cause to believe that any child with whom the Board member comes in contact has suffered abuse or that any person with whom the Board member comes in contact has abused a child shall immediately make an oral report or cause an oral report be made to Department of Human Services² or local law enforcement.

9. Oregon Ethics Laws

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

10. Confidential Information

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

11. Other Laws, Policies, Agreements and Procedures

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

END OF POLICY

Legal Reference(s):

¹ Approved by the Oregon Government Ethics Commission.

² (855) 503-SAFE (7233)

[ORS 192.311 – 192.478](#)
[ORS 192.610 – 192.705](#)
[ORS Chapter 244](#)

[ORS 332.045](#)
[ORS 332.055](#)
[ORS 332.057](#)

[ORS 332.075](#)
[ORS 332.107](#)
[ORS 419B.010](#)

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

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

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Phoenix-Talent Schools District 4

Code: BCE
Adopted: 3/05/09
Revised/Readopted: 1/13/22
Orig. Code(s): BCE

Board Committees

The Board will not have standing committees. Special committees may be appointed by the Board for specific purposes to serve until their assignment is completed. Such committees shall be comprised of three or less board members and shall serve until their assignment is complete or until the end of the fiscal year following appointment. The entire Board may meet as a committee-of-the-whole.

The function of special committees will be fact-finding, deliberative and advisory, rather than legislative or administrative. The committee will make recommendations directly to the Board as a whole, which alone may take action. Committee meetings may be called by the Board chair, the committee chair or any committee member.

Committee-of-the-whole meetings, called “work sessions,” may be held. Committee-of-the-whole meetings may be called by the Board chair or any two Board members.

All meetings of special committees and of committees-of-the-whole will follow the Public Meetings Law. The Board or its committees may sit in an executive session to discuss matters when such session is required or permitted by law.

All matters referred to a committee will be thoroughly investigated. A committee will not have the power to act for the Board except as the Board has specifically authorized, but will make recommendations to the Board. Committee recommendations and reports will become an official part of Board minutes.

A Board committee may appoint advisory members from the staff, student body or community with approval of the Board. Advisory members will be instructed in the committee’s functions and their status. Advisory members may not be included in considering whether a quorum of the committee is present, nor may they vote on recommendations to be made to the Board. Either an advisory member or an ex-officio member may present a written minority report to the Board.

END OF POLICY

Legal Reference(s):

[ORS 192.610](#) to -192.690

[ORS 332.045](#)

[ORS 332.105](#)

Cross Reference(s):

BCF - Advisory Committees to the Board

Phoenix-Talent Schools District 4

Code:
Adopted:

BCE

Board Committees

(Version 2)

The Board may establish committees. A Board committee is a group of Board members, staff, students and/or community members tasked by the Board to make a decision on behalf of the Board or make a recommendation to the Board on policy or administration. The district may have additional administrative committees.

Board committees may be classified into two general types based on membership:

1. Board subcommittees are primarily made up of Board members, e.g., superintendent evaluation committee, long-range planning committee, policy committee;
2. Advisory committees are primarily made up of non-Board members, e.g., bond steering committee.

Regardless of classification, the Board can include Board members and non-Board members on committees.

Board committees will not have the power to act for the Board except as the Board has specifically authorized. Committee meetings may be called by the committee in accordance with any direction from the Board and committee procedures. Committee recommendations and reports will be provided to the Board.

All meetings of Board committees will follow the Public Meetings Law¹, including the requirement to record the meetings or take meeting minutes. A committee may sit in an executive session when such meeting is in accordance with the committee's assigned purpose and when such session is permitted by law. Administrative committees, including superintendent committees, are generally not subject to Public Meetings Law.²

When establishing a Board committee, the Board will determine:

1. Committee membership and appointment process;
2. The task of the committee;
3. What resources are needed and will be provided to the committee;

¹ OAR 199-050-0010(1)(b) provides that Public Meetings Law apply to bodies "with authority to make recommendations to a public body on policy or administration."

² OAR 199-050-0010(2)(b) provides that Public Meetings Law does not apply to "bodies appointed by an individual public official with authority to make recommendations only that individual public official who has the authority to act on the body's recommendation and is not required to pass the recommendations on unchanged to a public body."

4. The length of time the committee will exist³;
5. Expectations regarding any actions or recommendations of the committee.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.705](#)
[ORS 332.045](#)

[ORS 332.105](#)

[OAR 199-040](#)
[OAR 199-050](#)

³ The Board can establish a standing committee, which has a continuing existence or a special committee, which goes out of existence as soon as the committee has completed a specified task.

Phoenix-Talent Schools District 4

Code: BCF
Adopted: 12/08/16
Revised/Readopted: 1/13/22; 2/16/23; 1/08/26
Orig. Code(s): BCF

Advisory Committees to the Board

In an ongoing effort to increase communication with the public and to provide for community involvement, the Board may appoint advisory committees which include community members to consider matters of districtwide importance.

Recommendations of such committees will be given careful consideration by the Board, but such recommendations will not relieve the Board of its legal responsibility to make final decisions about such matters.

All meetings of advisory committees shall follow the Public Meetings Law. The press may attend and report proceedings. Visitors shall sit apart from the committee members and shall speak only when invited to do so by the committee chair.

The composition of advisory committees to the Board will be broadly representative and will take into consideration the specific tasks assigned to the committee. The process for the appointment of community members to an advisory committee will be determined by the Board. When requested and approved by the Board, appointment of staff members, when appropriate, will be made by the superintendent.

The Board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The committee's written charge which shall include, but not be limited to, a statement of purpose and responsibility;
2. The resources the Board will provide;
3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive the committee report(s).

Except as specifically provided by the Board, advisory committees will cease to function when their reports have been received by the Board or when the purposes for which they were established have been accomplished.

The Board may be represented on lay and professional committees that serve the Board in an advisory capacity, with specific Board members appointed by the chair, but normally such Board members will function as ex-officio members of the committees.

END OF POLICY

Legal Reference(s):

[ORS 192.610](#)
[ORS 192.630](#)

[ORS 294.414](#)
[ORS 329.704](#)

[ORS 332.107](#)

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL.

DELETED

Phoenix-Talent Schools District 4

Code: BD/BDA
Adopted: 12/07/99
Revised/Readopted: 1/13/22; 12/07/23
Orig. Code(s): BD/BDA

Board Meetings/Regular Board Meetings

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. “Meeting” means the convening¹ of a quorum of the Board as the district’s governing body to make a decision² or to deliberate³ toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the Board, i.e. a work session. “Meeting” does not include any on-site inspection of any project or program the attendance of members of the Board at any national, regional or state association to which the Board or its members belong.

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

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

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law⁴. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced.

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

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

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

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

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

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

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

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

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

1. Regular, Special and Emergency Meetings

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

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

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

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

2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic, video or telephonic communications, serial electronic communications among participants and using an intermediary to communicate among participants. Such communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Communications outside of a Board meeting may contain:

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

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

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

3. Private or Social Meetings

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

4. Work Sessions

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

5. Executive Sessions

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

Complaints regarding public meetings laws can be filed with the Board in accordance with Board Policy KL – Public Complaints. The Board will respond and provide a copy of the complaint and response to the Oregon Government Ethics Commission within 21 days in accordance with state law.⁵

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

Mandatory Training

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

END OF POLICY

Legal Reference(s):

[ORS Chapter 192](#)

[ORS 255.335](#)

[ORS 433.835 - 433.875](#)

[ORS 332.040 - 332.061](#)

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

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

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

[House Bill 2805](#) (2023).

Cross Reference(s):

ACA - Americans with Disabilities Act

BDC - Executive Sessions

OSBA Model Sample Policy

Code:
Adopted:

BD

Board Meetings, Notices and Communications

Definitions

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

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

“Decision” means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of the Board¹ is required, at any meeting at which a quorum is present.

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

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

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

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

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

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

“Quorum” means the minimum number of members of the Board required to legally transact business. For the Board, a quorum is four Board members.

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

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

Board Authority at Meetings

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

Types of Meetings

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

1. Regular Meetings

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

2. Special Meetings

A special meeting may be scheduled when less than a quorum is present at a regular meeting and therefore no business may be conducted, additional business still needs to be conducted at the ending time of a meeting, conducting business prior to the next regular meeting would be advantageous to the district, or other reasons. Special meetings may be convened by the Board chair, upon request of three Board members, or by common consent of the Board.

3. Emergency Meetings

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

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with Public Meetings Law. The Board may make official decisions during a work session.

5. Executive Sessions

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

Communications Outside of a Board Meeting (Serial Meetings Prohibited)

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

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

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

Communications outside of a Board meeting may contain communications between or among members of the Board, including a quorum, that are:

1. Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board;
2. Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
3. Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters.

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

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

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

Meeting Location, Public Accommodations and Logistical Requirements

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

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law². The Board may attend training sessions outside the district boundaries but may not deliberate or discuss district business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced. Meeting locations shall be accessible to persons with disabilities.

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

Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. For Board meetings (excluding executive session) held by telephone or other electronic means of communication, the district shall make available a place or an electronic means by which the public can listen to or view the meetings in real time. The place provided may be a place where no Board member is present.

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

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for persons who are deaf or hard of hearing. The request should include the name of the requester, sign language preference and any other relevant information requested. If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present. Other appropriate aids and services may be provided upon request and appropriate advance notice.

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

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

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

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

Public Notice Requirements

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

The public notice shall identify the following:

² ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

1. The time, date, location of the meeting, and, to the extent reasonably possible, will include the electronic link or telephone access information to allow members of the public to attend the meeting by telephone or electronic means;
2. The agenda or list of the principal subjects anticipated to be considered at the meeting and will be specific enough to permit the public to recognize matters in which they are interested. The Board may amend the agenda or may add or remove items from the list of principal subjects prior to or during a meeting. See Board policy BDDC – Board Meeting Agenda for additional meeting agenda information; and
3. The name, telephone number, and email address of a person at the district office to contact to request an interpreter or other communication aids or a statement that the district will provide a sign language interpreter or other communication aids at the meeting.

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

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

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

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

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

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

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

Complaints

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

Mandatory Training

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

END OF POLICY

Legal Reference(s):

[ORS Chapter 192](#)
[ORS 332.040 - 332.061](#)

[ORS 332.107](#)
[ORS 433.835 - 433.875](#)

[OAR 199-050-0005 – 199-050-0085](#)

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

Phoenix-Talent Schools District 4

Code: BDC
Adopted: 2/06/20
Revised/Readopted: 1/13/22; 12/07/23
Orig. Code(s): BDC

Executive Sessions

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

An executive session may be included as an agenda item of an existing meeting or held as its own meeting. Proper notice is required.

If open session is held prior to the executive session, the presiding officer will announce the executive session by identifying the authorization under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent.¹ (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer², employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))

¹ This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. Prior to holding an executive session under ORS 192.660(2)(a), the Board must ensure

- a. The vacancy has been advertised;
- b. Regular hiring procedures have been adopted;
- c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and
- d. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

² To determine whether the individual involved is considered a public officer, consult with legal counsel.

6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))
10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))
11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
12. To review matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

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

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

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

Minutes shall be kept for all executive sessions.

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

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)

[ORS 332.045](#)

[ORS 332.061](#)

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

Oregon Government Ethics Commission, [Staff Advisory Opinion](#) No. 22-106S

[House Bill 2806](#) (2023)

Cross Reference(s):

BD/BDA - Board Meetings/Regular Board Meetings

BDDG - Minutes

CBG - Evaluation of the Superintendent

Phoenix-Talent Schools District 4

Code:
Adopted:

BDC

Executive Sessions

(Version 2)

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

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

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

Example:

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

Prior to or at the beginning of the executive session, the Board chair may read the following¹:

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

The Board may hold an executive session:

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

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

² This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. It also does not apply to the employment of the chief executive officer, other public officers, employees and staff members of the district unless:

- a. The vacancy has been advertised;

(ORS 192.660(2)(a))

2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer³, employee, staff member or individual agent who does not request an open hearing⁴; may not include a discussion or negotiation of compensation (including salaries and benefits). (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection.⁵ (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.⁶ (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing⁷; may

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- b. Regular hiring procedures have been adopted;
 - c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and
 - d. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

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

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

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

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

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

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

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

not include a discussion or negotiation of compensation (including salaries and benefits or a general evaluation of an agency, goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs.
(ORS 192.660(2)(i))

8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))
10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))
11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
12. To review matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

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

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

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

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

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

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)
[ORS 192.685](#)
[ORS 192.705](#)

[ORS 332.045](#)
[ORS 332.061](#)
[OAR 199-040-0015 - 0060](#)

[OAR 199-050-0015](#)
[OAR 199-050-0040](#)
[OAR 199-050-0050](#)

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Phoenix-Talent Schools District 4

Code: BDD
Adopted: 5/03/07
Revised/Readopted: 1/13/22
Orig. Code(s): BDD

Board Meeting Procedures

1. Quorum

A quorum ~~will consist of the majority of the Board~~ is four Board members.

2. Vote Needed for Exercise of Powers

The affirmative vote of ~~four a majority of~~ Board members will be necessary for exercising any of the Board's powers. All votes of the Board shall be taken by public vote, except when authorized in executive session under Oregon Revised Statute (ORS) 332.061.

3. Board Member Voting

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

~~Each member's vote on all motions will be recorded in the minutes.~~

4. Abstaining from Vote

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

~~If a Board member chooses to abstain from voting, and the abstention is due to a conflict of interest, the Board member will state the reason for the abstention and such abstention will be recorded.~~

5. Parliamentary Procedure

Official Board business will be transacted by motion or resolution at properly noticed¹ ~~duly called regular or special~~ meetings.

Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised*, "Procedure in Small Boards"² as modified by the Board will govern the Board in its deliberation. Modifications ~~will~~ include the following: Motions will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

¹ See ORS 192.640, OAR 199-050-0040 and Board policy BD/BDA – Board Meetings for notice requirements.

² See *Robert's Rules of Order*, 12th Edition, § 49:21.

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

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

END OF POLICY

Legal Reference(s):

[ORS 192.650](#)

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

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.107](#)

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

[OAR 199-050-0055](#)

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

41 OR. ATTY. GEN. OP. 28 (1980)

Phoenix-Talent Schools District 4

Code: BDD
Adopted: 5/03/07
Revised/Readopted: 1/13/22
Orig. Code(s): BDD

Board Meeting Procedures

1. Quorum

A quorum of the Board is four Board members.

2. Vote Needed for Exercise of Powers

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

3. Board Member Voting

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

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Except as otherwise provided by state law and/or Board policy, the rules of parliamentary procedure comprised in *Robert's Rules of Order Newly Revised*, "Procedure in Small Boards"² as modified by the Board will govern the Board in its deliberation. Modifications include the following: Motions will all be seconded prior to consideration for discussion by the Board and motions to close or limit debate will be acceptable.

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

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

END OF POLICY

¹ See ORS 192.640, OAR 199-050-0040 and Board policy BD/BDA – Board Meetings for notice requirements.

² See *Robert's Rules of Order*, 12th Edition, § 49:21.

Legal Reference(s):

[ORS 192.650](#)

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

[ORS 332.045](#)

[ORS 332.055](#)

[ORS 332.057](#)

[ORS 332.107](#)

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

[OAR 199-050-0055](#)

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

41 OR. ATTY. GEN. OP. 28 (1980)

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Phoenix-Talent Schools District 4

Code: BDDC
Adopted: 8/20/92
Revised/Readopted: 1/13/22
Orig. Code(s): BDDC

Agenda Preparation and Dissemination

The Board chair, in consultation with the superintendent, shall prepare an agenda for all regular meetings of the Board. Items of business may be suggested by any Board member, staff member, student or community member of the district by notifying the superintendent or Board chair at least five working days prior to the meeting. Any item requested by three or more Board members must be placed upon the agenda as soon as feasible.

A consent agenda may be used by the Board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A Board member may ask that any item be removed from the consent agenda. The removed item will then be placed on the regular agenda.

The agenda will follow a general order established by the Board. Opportunities for the audience to be heard may be included on the agenda. The Board will follow the order of business set up by the agenda unless the order is altered by a consensus of the Board.

- A. Call to Order
- B. Public Comment (if provided)
- C. Approval of Agenda
- D. Consent Agenda (includes approval of minutes)
- E. Action Items
- F. Information and Discussion Items
- G. Adjournment

Items of business not on the agenda may be discussed and acted upon if the majority of the Board agrees to consider them.

The agenda, together with supporting materials, will be distributed by the district office or superintendent to Board members at least three full working days prior to the meeting. The agenda will be available to the press and to interested persons through the superintendent's office at the same time it is available to the Board members. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

The superintendent shall provide the Board with available information to support knowledgeable decisions about the business of the district. Requests by individual Board members for additional information shall be directed to the superintendent, recognizing that requests for materials which require substantial time or expense must be authorized by the Board.

A copy of the agenda will be posted on the district website on the day of the meeting. Members of the public may request a copy of the agenda through the superintendent's office.

The district will ensure equally effective communications are provided to qualified persons with disabilities, upon request, as required by the Americans with Disabilities Act.

Appropriate auxiliary aids and services may include, but are not limited to, qualified interpreters, assistive listening systems, note takers, large print, Braille materials, audio recordings and readers. Primary consideration will be given to the request of the person with a disability in the selection of the appropriate auxiliary aid and/or service. Should the Board demonstrate such a request would result in a fundamental alteration in the service, program or activity or an undue financial and administrative burden, an alternate, equally effective communication will be used.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)

[ORS 192.640](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2015); 28 C.F.R. Part 35 (2015).

Americans with Disabilities Act Amendments Act of 2008.

Cross Reference(s):

BDDG - Minutes

BDDH - Public Comment at Board Meetings

Phoenix-Talent Schools District 4

Code:
Adopted:

BDDC

Board Meeting Agenda (Version 2)

The Board chair will direct the preparation of an agenda for all meetings of the Board. The Board chair may seek assistance from the superintendent, [board executive assistant,] or another Board member. Items of business may be suggested by any Board member, staff member, student or patron of the district by notifying the Board chair or superintendent at least [seven] working days prior to the meeting. The agenda will include the principal subjects anticipated to be considered at the meeting and be specific enough to permit the public to recognize the matters in which they are interested. When the agenda includes an executive session, the agenda shall identify the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization. (See Board policy BDC – Executive Sessions for additional information.)

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

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

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

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

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)

[ORS 192.640](#)

[OAR 199-050-0040](#)

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

Phoenix-Talent Schools District 4

Code: BDDC
Adopted:

Board Meeting Agenda (Version 2)

The Board chair will direct the preparation of an agenda for all meetings of the Board. The Board chair may seek assistance from the superintendent, board executive assistant, or another Board member. Items of business may be suggested by any Board member, staff member, student or patron of the district by notifying the Board chair or superintendent at least seven working days prior to the meeting. The agenda will include the principal subjects anticipated to be considered at the meeting and be specific enough to permit the public to recognize the matters in which they are interested. When the agenda includes an executive session, the agenda shall identify the specific statutory citation and appropriate subsection and paragraph authorizing the executive session, as well as a general description of the statutory authorization. (See Board policy BDC – Executive Sessions for additional information.)

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

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

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

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

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)

[ORS 192.640](#)

[OAR 199-050-0040](#)

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

Phoenix-Talent Schools District 4

Code: BDDG
Adopted: 2/06/20
Revised/Readopted: 1/13/22
Orig. Code(s): BDDG

Minutes

The Board secretary will take written minutes of all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders, and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name;
4. The substance of any discussion on any matter;
5. Any other information required by law.

All minutes shall be available to the public within a reasonable time. The public and patrons of the district may receive, upon request, copies of minutes from the district office. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting to each Board member and administrator.

The district will maintain a hard copy¹ of the meeting minutes and make them available to staff and other interested patrons.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon's Public Meetings Law with essentially the same level of detail as for public sessions. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure.

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

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.710](#)

[ORS 332.061](#)

Letter Opinion, Office of the OR Attorney General (Nov. 20, 1970).

¹ Oregon Administrative Rule 166-400-0010(9)

Phoenix-Talent Schools District 4

Code:
Adopted:

BDDG

Recordings and Minutes of Board Meetings (Version 2)

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

A video or audio recording of a meeting can be kept as the official record as long as all required content is included and it is kept in an allowable format¹. Alternatively, the district may create written minutes. Written minutes do not need to be a verbatim transcript and can be kept in hard copy or electronic form².

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

1. All members of the Board present;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name for all actions taken³;
4. The substance of any discussion on any matter; and
5. A reference to any document discussed at the meeting.

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

Recordings or minutes⁴ of executive sessions will be kept in the same manner as other meetings of the Board. If disclosure of material from executive session recordings or minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) 192.660, the material may be withheld from disclosure. Executive session minutes of a hearing held under ORS

¹ Oregon Administrator Rule (OAR) 166-017-0045(4) requires moving images or audio recordings be kept in MP2, MP3, MP4, or WAVE formats.

² Oregon Administrator Rule (OAR) 166-017-0045(4) requires textual data or still images be kept in XML, ODT, TXT, PDF, RTF, PREG, JFIF, PNG, or TIFF formats.

³ If minutes are kept in a recorded form, all voting will use a roll call vote and if minutes are kept in written form the minutes will identify the vote of each member by name under each board action.

⁴ "...a record of any executive session may be kept in the form of a sound or video tape or digital recording, which need not be transcribed unless otherwise provided by law." ORS 192.650(2)

332.061 shall contain only material not excluded under ORS 332.061(2) and information⁵ will not be disclosed in accordance with ORS 332.061.

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

END OF POLICY

Legal Reference(s):

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

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

[OAR 199-050-0060](#)

Attorney General's PUBLIC RECORDS AND MEETINGS MANUAL.

⁵ ORS 332.061 prohibits the disclosure of:

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

Phoenix-Talent Schools District 4

Code: CBA
Adopted: 8/04/83
Revised/Readopted: 4/08/10; 6/03/21; 2/17/22

Qualifications and Duties of the Superintendent

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

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

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

The superintendent will have the following personal and professional qualities:

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

General Functions

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

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

Specific Functions

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

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

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

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

END OF POLICY

Legal Reference(s):

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

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

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

Cross Reference(s):

CBG - Evaluation of the Superintendent

Phoenix-Talent Schools District 4

Code: CBA
Adopted: 8/04/83
Revised/Readopted: 4/08/10; 6/03/21; 2/17/22

Qualifications and Duties of the Superintendent

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

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

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

The superintendent will have the following personal and professional qualities:

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

General Functions

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

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

Specific Functions

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

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

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

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

END OF POLICY

Legal Reference(s):

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

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

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

Cross Reference(s):

CBG - Evaluation of the Superintendent

Phoenix-Talent Schools District 4

Code: CBG
Adopted: 8/03/17
Revised/Readopted: 2/17/22; 6/06/24
Orig. Code: CBG

Evaluation of the Superintendent

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

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

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

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

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)
[ORS 332.107](#)
[ORS 332.505](#)

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

[OAR 581-022-2405](#)

¹ Notice must be provided to the superintendent in accordance with OAR 199-0040-0030. The superintendent must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

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

Evaluation of the Superintendent – CBG

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

Cross Reference(s):

BDC - Executive Sessions

CB - Superintendent

CBA - Qualifications and Duties of the Superintendent

Phoenix-Talent Schools District 4

Code: CBG
Adopted: 8/03/17
Revised/Readopted: 2/17/22; 6/06/24
Orig. Code: CBG

Evaluation of the Superintendent

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END OF POLICY

Legal Reference(s):

[ORS 192.660](#)
[ORS 332.107](#)
[ORS 332.505](#)

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

[OAR 581-022-2405](#)

¹ Notice must be provided to the superintendent in accordance with OAR 199-0040-0030. The superintendent must receive written notice of the meeting no less than one business day or 24 hours, whichever is greater, in advance of the meeting. The notice must include:

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

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

Cross Reference(s):

BDC - Executive Sessions

CB - Superintendent

CBA - Qualifications and Duties of the Superintendent

DRAFT

**BEFORE THE BOARD OF DIRECTORS OF THE
PHOENIX TALENT SCHOOLS**

RESOLUTION 26-6

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PHOENIX-TALENT SCHOOLS
DESIGNATING LOCAL CONTRACT REVIEW BOARD
FOR 2026/2027**

On motion by:

Duly seconded:

the following resolution is hereby adopted:

WHEREAS, the District is required, in accordance with law, to review all contracts and agreements with non-District providers for specialized skills, knowledge and/or resources; and

WHEREAS, it is the responsibility of the District to ensure the provider meets contractor status in accordance with State, Public Employees Retirement System (PERS) and Internal Revenue Service (IRS) requirements;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Phoenix-Talent School District #4 hereby resolves to act in the capacity of its own Local Contract Review Board for the Phoenix-Talent School District #4;

BE IT FURTHER RESOLVED that the Board of Directors hereby stipulates and adopts the Oregon Attorney General's Model Public Contract Rules, OAR Chapter 137, Divisions 046 through 049 in effect at the time this resolution is adopted.

FURTHERMORE, the Board does hereby include as part of its rules portions of the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125, and Division 246-249 extant at the time this resolution is adopted.

PASSED AND ADOPTED by the Board of Directors of the Phoenix-Talent School District #4 of the County of Jackson, State of Oregon, this 23rd day of July 2026, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Board Chair

ATTEST:

Brent Barry, Superintendent/Clerk

**BEFORE THE BOARD OF DIRECTORS OF THE
PHOENIX-TALENT SCHOOL DISTRICT**

RESOLUTION 26-7

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE PHOENIX-TALENT SCHOOL DISTRICT
DECLARING DISCLOSURE OF FREE
AND REDUCED LUNCH INFORMATION**

**On motion by:
Duly seconded by:**

The following resolution is hereby adopted:

WHEREAS, Phoenix-Talent School District 4 (District) does acknowledge and agree that children's free and reduced price meal and free milk eligibility information, obtained under provisions of the National School Lunch Act (42 USC 1751 et. seq.) or Child Nutrition Act of 1996 (42 USC 1771 et. seq.) and the regulations implementing these Acts, is confidential information; and

WHEREAS, the District is a local education agency that administers an education program as that term is used in the National School Lunch Act [42 USC 1758 (b)(6)(A)(I)] and this Declaration is intended to ensure that any information disclosed by the Nutrition Services section of the District's Finance Department (Nutrition Services) about children eligible for free and reduced price meals or free milk will be used only for purposes specified in this Declaration and that Nutrition Services and Phoenix-Talent School District and all the employees thereof recognize that there are penalties for unauthorized disclosures of the eligibility information; and

WHEREAS, the National School Lunch Act (42 USC 1751 et. seq.) contains the following provisions;

(6) Use or disclosure of information:

- (A) In general: The use or disclosure of any information obtained from an application for free or reduced meals...shall be limited to:
 - (i) a person directly connected with the administration or enforcement of this chapter or the Child Nutrition Act of 1966 (42 USC 1771 et. seq.) (including a regulation promulgated under either this chapter or that Act);
 - (ii) a person directly connected with the administration or enforcement of
 - (I) a Federal education program
 - (II) a State health or education program administered by the State or local educational agency...
 - (III) a Federal, State or local means-tested nutrition program with eligibility standards comparable to the school lunch program under this chapter...
- (B) Limitation on information provided: Information provided under clause (ii) or (v) of subparagraph (A) shall be limited to the income eligibility status of the child for whom application for free or reduced price meal benefits is made...unless the consent of the parent or guardian of the child for whom application for benefits was made is obtained; and

WHEREAS, the District is currently authorized to administer the Child Nutrition Program under the National School Act and that the information requested will be used only as authorized by such Act, which information shall contain the name of the eligible student and the eligibility status only for which the parental or guardian consent is not required; and

WHEREAS, ORS 326.565 through 326.591 and OAR 581-021-0220 through 581-021-0440 are the Oregon law and regulations that protect the privacy of student “education records”, District Board Policy JO/IGBAB is the policy that addresses privacy of student education records; and the District intends to comply with such requirements with respect to free and reduced price meal and free milk eligibility information.

NOW, THEREFORE, in consideration of the recital set forth above, the Phoenix-Talent School District Board of Directors hereby declares:

1. Nutrition Services shall, when required, secure parents/guardians consent prior to any disclosure not authorized by the National School Lunch Act or any regulation under that Act, unless prior consent is secured by the information receiving agency and made available to Nutrition Services.
2. Nutrition Services shall disclose eligibility information only to persons directly connected to the administration or enforcement of programs and who are authorized to access under the National School Lunch Act, including administrators who direct research and data analysis for the District, related to education programs of the District.
3. The District shall ensure that only persons who are directly connected with the administration or enforcement of the preceding programs and whose job responsibilities require use of the eligibility information shall have access to children’s eligibility information.
4. The District shall inform all persons who have access to children’s free and reduced price meal eligibility information the information is confidential, that the children’s eligibility information must only be used for purposes specified above, and the penalties for unauthorized disclosures.
5. The District shall protect the confidentiality of children’s free and reduced price meal or free milk eligibility information in order to assure that only those individuals employed in Nutrition Services, or administrators who direct research and data analysis for the District, shall have on-line user rights to access a student’s free/reduced meal eligibility status in the District; other authorized staff directly engaged in the administration or enforcement of federal or state education programs shall receive eligibility lists and shall be instructed to properly destroy by shredding such lists after they are used for the approved purpose; and each District employee authorized to have access shall receive a copy of this completed Declaration and shall be required to sign a Free/Reduced Disclosure Form.
6. Penalties
The law provides that any person who publishes, divulges, discloses, or makes known in any manner or to any extent not authorized by Federal law [Section 9(b)(2)(C)] of the National School Lunch Act; 42 USC `758(b)(2)(C) or a regulation, any information about a child’s eligibility status for free and reduced price meals or free milk shall be fined not more than \$1,000 or imprisonment of not more than one year or both.

PASSED AND ADOPTED by the Board of Directors of the Phoenix-Talent School District #4 of the County of Jackson, State of Oregon, this 23rd day of July 2026, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Board Chair

ATTEST:

Brent Barry, Supt./Clerk of the Board

**PHOENIX-TALENT SCHOOL DISTRICT
EMPLOYEE AFFIRMATION OF NONDISCLOSURE
(Copy of Free and Reduced Price Disclosure Agreement Attached/Included)**

Employee Name _____ Title _____
School/Dept. _____ Date of Request _____
Telephone _____

I am requesting access to confidential information for the following purpose:

Access to Confidential Free and Reduced Price Lunch Information

By signing this document, I agree to the following:

- I will not permit access to confidential free and reduced price lunch information to persons not authorized by the Phoenix-Talent School District or the Oregon Department of Education.
- I will maintain the confidentiality of the data.
- I will not reveal any individually identifiable information furnished, acquired, retrieved or assembled by me or others for any purpose other than the purposes specified in the attached Disclosure of Free and Reduced Price Information Declaration.
- I will report any known instances of missing data, data that has been inappropriately shared, or data taken off site to the Directors of Human Resources and Finance.

I understand that procedures must be in place for monitoring and protecting confidential information.

- I understand and acknowledge that children's free and reduced price meal and free milk eligibility information obtained under provisions of the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et. seq.)(NSLA) or Child Nutrition Act of 1966 (42 U.S.C. 1771 et. seq.)(CNA) and the regulations implementing these Acts is confidential information.
- I understand that any unauthorized disclosure of confidential free and reduced price lunch information is illegal as provided in the NSLA and CAN and in the implementing of federal regulation 7 C.F.R.245.6. The penalty for unlawful disclosure is a fine of not more than \$1,000.00 (under C.F.R. 245.6) or imprisonment for up to one year (under 7 C.F.R.245.6), or both.
- I understand that any personal characteristics, that could make the student or his/her family's identity traceable, are protected.
- In addition, I understand that any data sets or output reports that I may generate using confidential data are to be protected. I will not distribute to any unauthorized person any data sets or reports that I have access to or may generate using confidential data. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of sign-on/password(s).
- I affirm that my statements in this document are true.

Employee Signature _____ Date _____

Employee Signature _____ Date _____

RETURN TO: _____ by _____

A signed affirmation must be completed annually in order to obtain/continue access to free and reduced eligibility information.



PHOENIX-TALENT SCHOOLS

EXCELLENCE *for* EVERYONE

Board Meeting - 6:00 PM
Thursday, August 13, 2026
Orchard Hill Elementary School
1011 La Loma Dr, Medford, OR 97504

Join the [Zoom Meeting](#):

<https://us02web.zoom.us/j/81162956187?pwd%3DPzVYDred06gWro0x7N0yUQcZLOIPNa.1>

Meeting ID: 811 6295 6187 Passcode: 529933

The Phoenix-Talent School District #4 is committed to providing equal access to its public meetings in accordance with Oregon Public Meetings Law (ORS 192) and the Americans with Disabilities Act (ADA). If you require disability-related accommodations, auxiliary aids, or language interpretation services, please contact Board Secretary, Denise Skinner, at 541-535-1511 or denise.skinner@phoenix.k12.or.us at least 48 hours in advance of the meeting.

AGENDA

- A. Executive Session – 5:30 p.m. - This session is closed to the public under ORS 192.660 (2)(f)
- B. Regular Session Call to Order
- C. Accentuate the Positive
- D. Citizen Comments
- E. Superintendent Report
- F. Program Report: Strategic Plan Update
- G. Consent Agenda
 - 1. Approval of Agenda
 - 2. Approval of Minutes from 7/23/26
 - 3. Personnel Report
- H. Information and Discussion
 - 1. Legislative / OSBA Update
 - 2. Financial Report
 - 3. Budget Committee Vacancies
 - 4. Establish Meal Prices
 - 5. Review District Employee Handbook
 - 6. Superintendent Goals for 26-27
 - 7. Board Policy Packet 8-13-26
- I. Recess
- J. Action Items
 - 1. Board Policy Packet 7-23-26
 - 2. Talent SRO Contract
- K. Review of the Next Meeting Agenda
- L. Adjournment