

Agenda

1. Call to Order / Introductions
2. Public Comment - 5 Two-Minute slots *To sign-up for public comment email PublicComment@apps.net or call 503-916-3741
3. Policy Review - Potential Revisions/Rescissions
 - 3.(a) 1.10.010-P Role of the Board of Education
 - 3.(b) 1.20.010-P Board of Education
 - 3.(c) 1.20.011-P Board Member Duties
 - 3.(d) 1.20.012-P Student Representative and District Student Council Policy
 - 3.(e) 1.20.013-P Orientation of New Board Members
 - 3.(f) 1.20.014-P Board Committees
 - 3.(g) 1.40.070-P Attendance at State and National Meetings
 - 3.(h) 1.40.080-P Reimbursement of Expenses- Board of Education
 - 3.(i) 1.50.010-P Role of the Superintendent
 - 3.(j) 1.60.040-P District Performance Auditing
 - 3.(k) 1.70.011-P Board Meetings and Protocol
 - 3.(l) 1.70.020-P Policies and Administrative Directives
 - 3.(m) 1.80.020-P Nondiscrimination/Anti-Harassment
4. Adjourn



Role of the Board of Education

- I. The mission of ~~the~~ Portland ~~P~~ublic ~~S~~chools (“PPS”) is to provide rigorous, high-quality academic learning experiences that are inclusive and joyful and to disrupt racial inequities to create vibrant environments for every student to demonstrate excellence. ~~support all students in achieving their very highest educational and personal potential, to inspire in them an enduring love for learning, and prepare them to contribute as citizens of a diverse, multicultural and international community.~~

- II. ~~In order to advance the mission of Portland public schools and discharge its legal and fiduciary responsibilities, t~~The Board of Directors of Portland Public Schools Multnomah County school district No. 1J (“the Board”), is responsible for the conduct and governance of PPS schools. ~~as duly elected representatives of the people, shall have charge and control of all activities and programs of the district, including its property, personnel and finances.~~
The Board’s role includes:
 - A. Establishing rules for governing PPS schools and students consistent with State Board of Education rules and with local, state and federal laws.
 - B. When provided by law, policy, or contract, acting as a fact-finding body or a court of appeals for staff members, students and the public.
 - C. Appointing a Superintendent and delegating to the Superintendent to establish administrative regulations to implement the Board’s policies and goals.
 - D. Evaluating the Superintendent’s performance in accordance with the PPS’s adopted mission, core values and strategic objectives.
 - E. Establishing academic and financial goals for PPS and evaluating the Superintendent’s implementation of those goals.
 - F. Overseeing PPS’s financial affairs by authorizing, appropriating and adopting a budget and by proposing tax levy or bond elections, when appropriate and as allowed by law. The PPS budget will provide for program operation and maintenance or acquisition of PPS property, as necessary.
 - G. Authorizing the Superintendent to approve payment on all contracts and business transactions of PPS in accordance with Board policies on purchasing and budget requirements.
 - H. Directing the collective bargaining process to establish labor contracts with PPS personnel.

~~The Board publicly deliberates and adopts an annual budget in compliance with budget laws and statutes to ensure the legal expenditure of funds. The Board establishes policies for the conduct and operation of schools and school buildings both for school purposes and for outside activities; establishes curricula and provides for instructional materials; establishes policies governing student eligibility; recruits and hires a superintendent as chief executive and evaluates the performance of the superintendent in accordance with the district's adopted mission, core values and strategic objectives.~~

III. The Board delegates executive, supervisory and instructional functions to the Superintendent but shall retain full legislative authority over PPS~~the schools in the district.~~

A. To distinguish the Board's role from the roles of the Superintendent and staff, the Board concentrates its efforts on:

- i. Advocating on behalf of the school district, students, and the constituency it serves in the boardroom, with the legislature, and within the community.
- ii. Engaging with students, staff, parents, and community members through receiving feedback and comments that may help guide the Board's decisions.
- iii. Providing opportunities for public input on Board policies.
- iv. Providing ongoing monitoring of Board policies and goals.
- v. Focusing on strategic leadership rather than administrative detail.

Legal References: ~~ORS 327.006~~; ORS 328.542; ORS 332.072; ORS 332.075; ORS 332.107; ORS 332.155; ORS 332.405; ORS 332.505; ~~ORS 339.030~~; ORS 339.133

History: Adpt 6/71; Amd 2/6/01; Amd 9/9/02, BA 2417

BBA - Board Powers and Duties

Code: BBA
 Adopted: 9/08/07
 Readopted: 4/24/17
 Orig. Code(s): BBA

The Legislature of the state of Oregon delegates to the Board responsibility for the conduct and governance of schools in the district. The general powers granted to the Board are:

1. Legislative or Rule-Making Authority

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

The Board shall establish rules for governing schools and students in the district consistent with State Board of Education rules and with local, state and federal laws.

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

2. Judicial Authority

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

3. Executive/Administrative Authority

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

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

The Board will oversee the district's financial affairs by authorizing, appropriating and adopting a district budget and by proposing tax levy or bond elections, when appropriate and as allowed by law. The district budget will provide for program operation and maintenance or acquisition of district property, as necessary.

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

The Board, through the superintendent, will employ the staff necessary to carry out the educational program. The superintendent or designee will conduct regular evaluations of staff.

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

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)

[ORS 243.656](#)

[ORS Chapters 279A, 279B and 279C](#)

[ORS 294.305 to -294.565](#)

[ORS 328.205 to -328.304](#)

[ORS 332.072](#)

[ORS 332.075](#)

[ORS 332.105](#)

[ORS 332.107](#)

[ORS Chapter 339](#)

[ORS 342.805 to -342.937](#)

[ORS Chapter 34](#)

Cross Reference(s):

DJ - District Purchasing



Board Job Description

The board represents the community and oversees the superintendent’s work by determining and demanding appropriate and excellent district performance.

Each board member shall reside in the zone from which they are elected but shall be elected at large. The board shall adjust the boundaries of the zones, as necessary, to apportion population so that the zones are as nearly equal in population as is feasible according to the latest federal census data.

The board will operate within all legal requirements and is legally responsible for the following:

1. Hiring and evaluating the superintendent
2. Appointing community members to the budget committee and adopting the annual budget
3. Ratifying collective bargaining agreements

To distinguish the board’s own unique job from the jobs of the superintendent and staff, the board will concentrate its efforts on the following:

1. Advocating on behalf of the school district, students, and the constituency it serves in the boardroom, with the legislature, and within the community.
2. Engaging with students, staff, parents, and community members through receiving feedback and comments that may help guide decisions facing the board.
3. Providing opportunities for public input on board policies.
4. Developing written governing policies that, at the broadest levels, address the following:
 - a. *Results*: Organizational impacts, benefits, and end results for specified recipients and their relative worth (the result desired, for whom, and at what cost)
 - b. *Executive Limitations*: Constraints on executive authority that establish the practical, ethical, and legal boundaries within which all staff activity and decision-making will take place and be monitored
 - c. *Governance Process*: How the board carries out and monitors its own work
 - d. *Board-Staff Linkages*: How authority is delegated, and its proper use monitored; the superintendent’s role, authority, and accountability
5. Providing ongoing monitoring of board policies.
6. Ensuring board performance through annual review of board policies and goals.

Monitoring Method: Board Self-assessment
Monitoring Frequency: Annually

Salem-Keizer Public Schools does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age or disability in its programs and activities.



Board Policy

1.20.010-P

Board ~~of Education~~ Composition and Board Member Duties

I. Composition/Elections

The Board of Education of Portland Ppublic Sschools ("the Board") ~~district No. 1 Multnomah County, Oregon, shall consist~~s of seven (7) ~~school board~~ members, nominated by zone and elected at large in accordance with the elections laws of the State of Oregon. Elections shall take place in each odd-numbered year on the third Tuesday in May.

II. Eligibility

To be eligible for a position on the Board ~~of the Portland public school district No. 1 Multnomah County~~, a person must at the time of their election:

- A. Be a citizen of the United States and of Oregon;
- B. Have been a resident of the district for a period of one (1) year immediately preceding their election; and,
- C. Be a registered voter and a resident of the respective zone to which they seek nomination or appointment.

No person who is an employee of PPS~~the district~~ is eligible to serve as a board member while so employed.

III. Term

- A. Each Board member shall serve for a term of four (4) years; three shall be elected at one biennial election and four in the subsequent biennial election, except where additional vacancies of Board positions occur because of temporary appointments. The term of office of regularly elected ~~b~~Board members shall begin on July 1 next following the election.
- B. In the event of a Board vacancy, the position shall be filled by majority vote of the remaining members of the Board.
- C. The Board member so designated shall meet the eligibility requirements of ORS 332.018 and reside in the zone in which the vacancy occurs. The Board shall advertise for a 20-day period in an attempt to find an eligible resident from the same zone to fill the vacancy. The Board member appointed shall serve until June 30 following the next regular district election, at which time his/her successor shall be elected to fill the remainder, if any, of the unexpired

term. If the term to which the Board member was appointed expires on June 30 following the election of the successor, the successor shall be elected to a full term.

D. In the event [that](#) a majority of the Board member positions are vacant, the governing body of the Multnomah Education Service District shall fill the vacancies according to law.

IV. Student Representation

A. In addition to the seven (7) Board members, there shall be one (1) student representative on the Board to provide for the efficacious representation of students.

B. The student representative shall be entitled to all the rights, responsibilities, duties, and privileges of a Board member with the following exceptions:

- i. The student representative shall not have an official vote in Board matters, but shall be entitled to an unofficial vote recorded in the minutes.
- ii. The student representative shall not be involved in, have an unofficial vote on, or receive materials pertaining to personnel or legal matters except as designated by the Board.
- iii. The student representative shall not participate in or attend executive sessions without the consent of the Board.
- iv. The student representative shall not be held responsible for representing constituencies aside from the [PPS](#) district student body.

C. The student representative shall be a student regularly attending a [PPS](#) district high school in grades ten (10) through twelve (12).

D. The student representative shall serve on the Board for a period of one (1) year.

V. Election of Board Chair and Vice Chair

A. The Board shall elect one of its members as Board [e](#)Chair and one of its members as Board [v](#)Vice [e](#)Chair. The Board shall elect by majority vote the [e](#)Chair and [v](#)Vice [e](#)Chair at such times and for such periods as follows:

- i. At the first regular meeting in January for the period from such election until the election of the succeeding [e](#)Chair or [v](#)Vice [e](#)Chair, as the case may be, at the first regular meeting in the succeeding July;
- ii. At the first regular meeting in July for the period from such election until the election of the succeeding [e](#)Chair or [v](#)Vice [e](#)Chair, as the case may be, at the first regular meeting in the succeeding January.

B. The Board may, for any reason it deems adequate, elect any members to serve as [e](#)Chair and [v](#)Vice [e](#)Chair; provided however, that in no case may a Board member serve as [e](#)Chair for more than four consecutive years.

VI. Board Chair [Duties](#)

It shall be the duty of the Board ~~e~~Chair to:

- A. Preside at all meetings of the Board in accordance with its bylaws;
- B. Sign such instruments as the Board may authorize;
- C. Appoint members to those committees established by the Board;
- D. Function as ex-officio member of all Board committees;
- E. Perform duties as may be required by law;
- F. Perform the duties of designated Board spokesperson when authorized by the Board;
- G. Present to the Board from time to time such observations, suggestions and recommendations as may seem to [the Chair](#) ~~him/her~~ necessary for the governance and improvement of [PPS](#)~~the Portland Public Schools~~;
- H. Serve as liaison between the Board and Board staff.

VII. Vice Chair [Duties](#)

In the absence or disability of the Board ~~e~~Chair, the ~~Board~~ ~~v~~Vice ~~e~~Chair shall exercise all the powers and assume all of the responsibilities of the ~~e~~Chair. In the event of the absence or disability of the ~~e~~Chair and the ~~v~~Vice ~~e~~Chair, a chair pro tem shall be elected by remaining members of the Board.

VIII. Individual Board Member [Duties](#)

The duties of individual Board members shall include the following:

- A. To study all reports submitted to the Board by the ~~s~~Superintendent;
- B. To assist in presenting to the public the needs of the educational system and to adopt a budget which will satisfy those needs;
- C. To protect the schools against the encroachment of special interests that seek school time for the purpose of commerce, advertising or propaganda;
- D. To perform the specific duties imposed upon Board members by statute;
- E. To become informed about ~~PPS's the district's~~ educational program and operations, visit schools and request information from staff;
- F. To receive information from parents, students, employees and [community members](#) ~~patrons~~ pertaining to ~~PPS district~~ operations and refer requests for action or complaints to the ~~S~~superintendent for exploration [and resolution](#) by an appropriate member of the administrative staff for later report to the Board, [as](#)

[appropriate.](#)

G. According to the law, the duties connected with governance of the schools, which devolve upon the Board must be performed at regular or special meetings of the Board. Individual members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member, except when such statement or action is pursuant to specific instructions of the Board. Any member of the Board is free to express individual views on any subject, provided that the expression of those views is in a form, which adequately informs the recipient(s) that the individual is not speaking for ~~PPS~~~~the district~~ or the Board.

H. [Board members will not attempt to exercise individual authority over PPS and nor individually direct the work of the Superintendent or staff.](#)

~~G. In view of the danger of misunderstandings arising with regard to correspondence, the Board staff shall provide to individual members for their use in discharging their duties as members stationery containing the Board member's name, address, telephone number, other contact information and title as Board member. Official stationery of the Board shall be used only by the Board chair and to express positions of the Board consistent with Board policies and resolutions.~~

Legal References: ORS 255.335; ORS 332.015; ORS 332.016; ORS 332.118; ORS 332.122; ORS 332.124; ORS 332.040; [ORS 332.075](#); Oregon Constitution, Article II, Section 2

History: Adpt 6/71; Amd 5/21/01, BA 1878; Amd. 9/9/02; BA 2417; Amd. 4/2025

BBAA - Individual Board Member's Authority and Responsibility

Code: BBAA

Readopted: 5/28/24

Adopted: 3/09/09

Orig. Code(s): BBAA

An individual Board member exercises the authority and responsibility of their position when the Board is in a legally called session.

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.

A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as their own. This does not preclude a board member from endorsing a candidate or measure in their capacity as an individual board member. They may not make endorsements on behalf of the board unless authorized to do so.

Members will be knowledgeable of information requested through Board action, supplied by the superintendent and 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 requires additional expense to the district must be submitted to the Board for consideration.

2. Requests for Legal Opinions

A request for a legal opinion by a Board member, must be approved by a majority vote of the Board before the request is made to legal counsel. If the legal opinion sought involves the superintendent's employment or performance, the request should be made to the Board chair. 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, such information is to be conveyed to the superintendent for action.

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



Board Member Code of Conduct

The board and its members will act with integrity, committing themselves to ethical, professional, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

Board members must have loyalty to the students, families, and community in Salem-Keizer School District and not be conflicted by loyalties to staff, other organizations, or any personal interest as a parent or guardian of a student. The board commits that the interest of students will come first, and the board will honor its trustee role in representing the needs of students and their families using equitable practices in governance.

Board members must avoid conflict of interest with respect to their fiduciary responsibility:

1. There will be no self-dealing or business by a board member with the school district. Board members will annually, by August 31 of each year, disclose their involvements with other organizations, vendors, or any associations that might be, or might reasonably be seen as, a conflict of interest (form on file).
2. Board members will not use their board position to obtain employment in the school district for themselves, family members, or close associates. Should a board member apply for employment, they must first resign from the board.

Board members may not attempt to exercise individual authority over the school district:

1. Board members' interaction with the superintendent or with staff must recognize they individually cannot direct the work of staff or the superintendent. The board employs one person, the superintendent.
2. Board members' interaction with public, press, or other entities must recognize the same limitation and the inability of any board member to speak for the board except to repeat explicitly stated board decisions.
3. Board members acting in the capacity of a liaison of the board, as assigned by the board chair, must recognize their role as a facilitator of information between the organization and the board as well as their inability to speak for the board.
4. Except for participation in board deliberation about whether reasonable interpretation of board policy has been achieved by the superintendent, board members will not express individual judgments of performance of employees of the superintendent.

Board members will respect confidentiality appropriate to issues of a sensitive nature.

Board members will be properly prepared for board meetings and will discharge the duties of the office as prescribed by statute.

Board members acknowledge their responsibility as mandatory reporters of child abuse and will educate themselves on requirements through district trainings and/or other means.

Monitoring Method: Board Self-assessment
Monitoring Frequency: Annually

Salem-Keizer Public Schools does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age or disability in its programs and activities.



Board Policy

1.20.010-P

Board of Education Composition and Board Member Duties

I. Composition/Elections

The Board of Education of Portland Ppublic Sschools ("the Board") ~~district No. 1 Multnomah County, Oregon, shall consist~~s of seven (7) ~~school board~~ members, nominated by zone and elected at large in accordance with the elections laws of the State of Oregon. Elections shall take place in each odd-numbered year on the third Tuesday in May.

II. Eligibility

To be eligible for a position on the Board ~~of the Portland public school district No. 1 Multnomah County~~, a person must at the time of their election:

- A. Be a citizen of the United States and of Oregon;
- B. Have been a resident of the district for a period of one (1) year immediately preceding their election; and,
- C. Be a registered voter and a resident of the respective zone to which they seek nomination or appointment.

No person who is an employee of PPS~~the district~~ is eligible to serve as a board member while so employed.

III. Term

- A. Each Board member shall serve for a term of four (4) years; three shall be elected at one biennial election and four in the subsequent biennial election, except where additional vacancies of Board positions occur because of temporary appointments. The term of office of regularly elected ~~b~~Board members shall begin on July 1 next following the election.
- B. In the event of a Board vacancy, the position shall be filled by majority vote of the remaining members of the Board.
- C. The Board member so designated shall meet the eligibility requirements of ORS 332.018 and reside in the zone in which the vacancy occurs. The Board shall advertise for a 20-day period in an attempt to find an eligible resident from the same zone to fill the vacancy. The Board member appointed shall serve until June 30 following the next regular district election, at which time his/her successor shall be elected to fill the remainder, if any, of the unexpired

term. If the term to which the Board member was appointed expires on June 30 following the election of the successor, the successor shall be elected to a full term.

D. In the event [that](#) a majority of the Board member positions are vacant, the governing body of the Multnomah Education Service District shall fill the vacancies according to law.

IV. Student Representation

A. In addition to the seven (7) Board members, there shall be one (1) student representative on the Board to provide for the efficacious representation of students.

B. The student representative shall be entitled to all the rights, responsibilities, duties, and privileges of a Board member with the following exceptions:

- i. The student representative shall not have an official vote in Board matters, but shall be entitled to an unofficial vote recorded in the minutes.
- ii. The student representative shall not be involved in, have an unofficial vote on, or receive materials pertaining to personnel or legal matters except as designated by the Board.
- iii. The student representative shall not participate in or attend executive sessions without the consent of the Board.
- iv. The student representative shall not be held responsible for representing constituencies aside from the [PPS](#) district student body.

C. The student representative shall be a student regularly attending a [PPS](#) district high school in grades ten (10) through twelve (12).

D. The student representative shall serve on the Board for a period of one (1) year.

V. Election of Board Chair and Vice Chair

A. The Board shall elect one of its members as Board [e](#)Chair and one of its members as Board [v](#)Vice [e](#)Chair. The Board shall elect by majority vote the [e](#)Chair and [v](#)Vice [e](#)Chair at such times and for such periods as follows:

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- A. Preside at all meetings of the Board in accordance with its bylaws;
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- C. Appoint members to those committees established by the Board;
- D. Function as ex-officio member of all Board committees;
- E. Perform duties as may be required by law;
- F. Perform the duties of designated Board spokesperson when authorized by the Board;
- G. Present to the Board from time to time such observations, suggestions and recommendations as may seem to [the Chair](#) ~~him/her~~ necessary for the governance and improvement of [PPS](#)~~the Portland Public Schools~~;
- H. Serve as liaison between the Board and Board staff.

VII. Vice Chair [Duties](#)

In the absence or disability of the Board ~~e~~Chair, the ~~Board~~ ~~v~~Vice ~~e~~Chair shall exercise all the powers and assume all of the responsibilities of the ~~e~~Chair. In the event of the absence or disability of the ~~e~~Chair and the ~~v~~Vice ~~e~~Chair, a chair pro tem shall be elected by remaining members of the Board.

VIII. Individual Board Member [Duties](#)

The duties of individual Board members shall include the following:

- A. To study all reports submitted to the Board by the ~~s~~Superintendent;
- B. To assist in presenting to the public the needs of the educational system and to adopt a budget which will satisfy those needs;
- C. To protect the schools against the encroachment of special interests that seek school time for the purpose of commerce, advertising or propaganda;
- D. To perform the specific duties imposed upon Board members by statute;
- E. To become informed about ~~PPS's the district's~~ educational program and operations, visit schools and request information from staff;
- F. To receive information from parents, students, employees and [community members](#) ~~patrons~~ pertaining to ~~PPS district~~ operations and refer requests for action or complaints to the ~~S~~superintendent for exploration [and resolution](#) by an appropriate member of the administrative staff for later report to the Board, [as](#)

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G. According to the law, the duties connected with governance of the schools, which devolve upon the Board must be performed at regular or special meetings of the Board. Individual members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member, except when such statement or action is pursuant to specific instructions of the Board. Any member of the Board is free to express individual views on any subject, provided that the expression of those views is in a form, which adequately informs the recipient(s) that the individual is not speaking for ~~PPS~~[the district](#) or the Board.

H. [Board members will not attempt to exercise individual authority over PPS and nor individually direct the work of the Superintendent or staff.](#)

~~G. In view of the danger of misunderstandings arising with regard to correspondence, the Board staff shall provide to individual members for their use in discharging their duties as members stationery containing the Board member's name, address, telephone number, other contact information and title as Board member. Official stationery of the Board shall be used only by the Board chair and to express positions of the Board consistent with Board policies and resolutions.~~

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A Board member has the right to express personal opinions. When expressing such opinions in public, the Board member must clearly identify the opinions as their own. This does not preclude a board member from endorsing a candidate or measure in their capacity as an individual board member. They may not make endorsements on behalf of the board unless authorized to do so.

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

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A request for a legal opinion by a Board member, must be approved by a majority vote of the Board before the request is made to legal counsel. If the legal opinion sought involves the superintendent's employment or performance, the request should be made to the Board chair. Legal counsel is responsible to the Board.

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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



Board Member Code of Conduct

The board and its members will act with integrity, committing themselves to ethical, professional, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

Board members must have loyalty to the students, families, and community in Salem-Keizer School District and not be conflicted by loyalties to staff, other organizations, or any personal interest as a parent or guardian of a student. The board commits that the interest of students will come first, and the board will honor its trustee role in representing the needs of students and their families using equitable practices in governance.

Board members must avoid conflict of interest with respect to their fiduciary responsibility:

1. There will be no self-dealing or business by a board member with the school district. Board members will annually, by August 31 of each year, disclose their involvements with other organizations, vendors, or any associations that might be, or might reasonably be seen as, a conflict of interest (form on file).
2. Board members will not use their board position to obtain employment in the school district for themselves, family members, or close associates. Should a board member apply for employment, they must first resign from the board.

Board members may not attempt to exercise individual authority over the school district:

1. Board members' interaction with the superintendent or with staff must recognize they individually cannot direct the work of staff or the superintendent. The board employs one person, the superintendent.
2. Board members' interaction with public, press, or other entities must recognize the same limitation and the inability of any board member to speak for the board except to repeat explicitly stated board decisions.
3. Board members acting in the capacity of a liaison of the board, as assigned by the board chair, must recognize their role as a facilitator of information between the organization and the board as well as their inability to speak for the board.
4. Except for participation in board deliberation about whether reasonable interpretation of board policy has been achieved by the superintendent, board members will not express individual judgments of performance of employees of the superintendent.

Board members will respect confidentiality appropriate to issues of a sensitive nature.

Board members will be properly prepared for board meetings and will discharge the duties of the office as prescribed by statute.

Board members acknowledge their responsibility as mandatory reporters of child abuse and will educate themselves on requirements through district trainings and/or other means.

Monitoring Method: Board Self-assessment
Monitoring Frequency: Annually

Salem-Keizer Public Schools does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age or disability in its programs and activities.



Board Policy

1.20.012-P

Student Representative and District Student Council Policy

The Student Representative to the Board of Education has a variety of important roles and responsibilities, including representing the views of students on matters of concern to students; encouraging the involvement of students in educational affairs; convening student meetings to provide information and receive input about proposed actions by the Board or [Portland Public Schools](#) ("[PPS](#)") ~~the District~~; as time allows, participating in other events attended by Board members; and being an articulate voice to the public on matters of concern to students.

The Student Representative will be provided a complete orientation on Board governance in order to contribute to the Board's and [PPS's](#) ~~School District's~~ work. The Student Representative will then be responsible for attending public meetings, work sessions, and events of the Board and receiving and reviewing non-confidential public meeting materials provided to Board members.

I. District Student Council (DSC)

The Student Representative ~~shall~~will lead an advisory council composed of two representatives from each ~~District~~[PPS](#) high school, including each Alliance building, Pioneer, and Metropolitan Learning Center. ~~("District High Schools")~~. The District Student Council representatives ~~shall~~will either be elected by the student body of the high school or as an alternative may be selected by the school administration. In either case, each high school administration ~~shall~~will provide adequate notice to the student body, in advance of the election or selection process, how the District Student Council representative will be selected. The election or selection process ~~shall~~will be accessible to all students who meet the school-established criteria for appointment.

There are no term limits for DSC representatives. Each representative is entitled to one vote each.

- A. The school administration ~~shall~~will notify the Board Office and the DSC Staff Liaison of its representative to the DSC.
- B. Every effort should be made to promote and support equitable representation of each [PPS](#)~~District's~~ high school student body in voting and/or representation on the DSC.

Members of the DSC ~~shall~~will be encouraged to attend all public Board meetings and work sessions, and ~~shall~~will assist the Student Representative in their respective schools. The Student Representative ~~shall~~will present opportunities to members of the DSC to advise Board and ~~District~~ Board committees and task forces on issues of interest to the DSC and students.

The DSC ~~shall~~will adopt and maintain bylaws that are consistent with the DSC purpose and operational expectations set out in Board policies and Administrative Directives. DSC bylaws and amendments of them ~~shall~~will be approved by the Board of Education.

The DSC ~~shall~~will receive sufficient funds from the Superintendent's office to carry out operations and events, and that will be set by the Superintendent and Board in the regular [PPS](#)~~District~~ budgetary process.

Each representative to the DSC ~~shall~~will receive 1 elective credit for holding a position on the council for a year. To meet the requirements for elective credit, each representative must attend 80% of the meetings throughout the year, maintain regular communication between the DSC and

the ASB or school governing body, and participate in the yearly DSC summit.

The DSC ~~shall~~will hold at least one PPS Student Summit per school year to promote student voice, foster connections, and promote the work of the council.

The Superintendent ~~shall~~will appoint an individual to serve as the lead staff liaison with the DSC (DSC Staff Liaison) and the Student Representative. The Superintendent's designee ~~shall~~will assist the DSC and the Student Representative by providing information on ~~PPS school District~~ policies, practices, and business; assisting the DSC in maintaining school representation on the DSC; provide tactical assistance to the DSC for meeting planning; and providing, as needed and requested by DSC, school and ~~PPS District~~-wide communication between the DSC and students, staff, and the Board.

The Superintendent's staff liaison ~~shall~~will assist the DSC in connecting with the PPS Superintendent, Board Members, ~~District~~PPS staff, and the Board office for support and information.

II. Student Representative Election

The Student Representative to the Board of Education, as the representative of all ~~PPS the District's~~ students, ~~shall~~will be elected by the ~~PPS~~ student body ~~of the District~~ in the following manner:

- A. The Student Representative position ~~shall~~will be a student regularly attending ~~District~~PPS high school in grade ten (10) or higher.
- B. The District Student Council ~~shall~~will be convened to elect the Student Representative to the Board from the DSC high school representatives.
- C. The power to elect the Student Representative ~~shall~~will be solely vested in the District Student Council; a plurality of votes cast is required to declare a Student Representative-elect. The DSC ~~shall~~will also have the authority to petition the Board to remove the Student Representative from office for cause with two-thirds (2/3) majority votes of members of the DSC.
- D. The election of a Student Representative-elect ~~shall~~will occur at least three months prior to June 30. This will allow the incumbent Student Representative to provide opportunities for the successor to become familiar with the responsibilities of the position.
- E. The Student Representative ~~shall~~will select a high school representative on the DSC as a deputy to aid and advise the Student Representative and attend meetings and events if the Student Representative cannot be present. Representation at Board of Education meetings ~~shall~~will be the sole responsibility of the elected Student Representative.

III. Limitations of the Role of Student Representative on Board Matters

- A. Nothing in this policy ~~shall~~will be construed to conflict with legally given rights, responsibilities, duties, or privileges reserved for the publicly elected Board directors by state law or other PPS policy.

- B. The Student Representative does not have an official vote in Board matters, but may participate as appropriate in deliberations.
- C. The Student Representative may not participate (whether in executive session or otherwise), receive materials, or render an unofficial vote in any personnel or legal matter or other matters that involve records that are exempt from disclosure under the Oregon public records or other law or that involve matters that may be the subject of an executive session.
- D. The Student Representative ~~shall~~will serve for a period of no more than one fiscal year.
- E. To the extent this policy conflicts with any other policy related to the Student Representative's responsibility or authority, this policy ~~shall~~will govern.

History: Adopted 6/71; Amended 8/74; 6/80; 9/02; 5/19; 2/2022; 6/2025

BCBA - Student Representatives to the Board

Code: BCBA
Adopted: 6/18/24

The board establishes the position of student representative on the Beaverton School Board. Student representatives may attend all meetings of the board except executive sessions. Student representatives may engage in board discussions but are not voting members of the board.

Student representatives will be installed on the board with the following Oath of Office:

"I, _____, will support the Constitution and the laws of the United States and the state of Oregon, and the policies of the Beaverton School District, and will discharge the duties of student representative on the Beaverton School Board to the best of my ability."

The superintendent will develop administrative regulations that define the roles, responsibilities, seat rotation, and selection process for student representatives. The district will ensure the process and management of student representative application materials and communications will comply with the requirements of law related to student records.

A student representative shall not be liable for any acts of the board.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2018); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2023).



Orientation of New Board Members

- I. The Board and its staff ~~will~~shall assist each newly-elected member to understand the Board's functions, policies and procedures before they take office. The ~~e~~office of the ~~s~~superintendent ~~will~~shall provide newly-elected Board members with ~~all needed~~ information as to the purpose of the Board-, its sources of authority, its responsibilities and duties, ~~district history, including an overview of the current environment, curriculum, budget, major issues confronting the district~~ and the procedures adopted and followed by this Board for the conduct of its meetings and the performance of its duties.

- II. The newly-elected member ~~will~~shall be invited to attend Board meetings and to meet with the ~~s~~superintendent and other administrative personnel to discuss services they perform for the Board.

~~Legal Reference: ORS 332.075~~

History: Adpt 6/71; Rev. (formerly numbered 1..40.060); Amd 9/9/02; BA 2.417

BH/BHA - Orientation of New Board Members

Code: BH/BHA
Readopted: 4/24/17
Adopted: 3/10/97
Orig. Code(s): BH/BHA

The Board chair and the superintendent shall provide each new Board member-elect and/or appointee with information relating to the Board's functions, policies, procedures and Oregon Revised Statutes relating to school boards, as soon as possible after election or appointment.

The Board chair shall invite the member-elect to attend Board meetings and to participate in its public discussions.

The superintendent shall provide the member-elect or appointee with an opportunity to meet with the superintendent and other administrative personnel.

END OF POLICY

Legal Reference(s):
[ORS 332.107](#)

Cross Reference(s):
BHB - Board Member Development



Board Committees

- I. ~~Special~~ Board committees may be appointed by the Board for specific purposes to serve until their assignment is completed. A limited number of standing committees may be established. The entire Board may meet as a committee-of-the-whole.
- II. The function of ~~special~~ Board committees will be to consider actions or issues in detail that would otherwise monopolize the Board agenda and provide policy advice for the Board's action or consideration, as appropriate. Board committees serve in a fact-finding, deliberative and advisory role rather than as a legislative or administrative body. The ~~s~~Superintendent or designee will assist in the development of reports and related recommendations as necessary. 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 ~~e~~Chair, ~~or~~ the committee chair ~~or any committee member~~.
- III. The Board ~~e~~Chair ~~will~~ ~~shall~~ be ~~an~~ ex-officio members of any Board committee. The Superintendent may be appointed by the Board ~~e~~Chair as an ex-officio member of any Board committee. Individual Board members may not be excluded from committee meetings.
- IV. All meetings of ~~special~~ Board committees and of committees-of-the-whole will be publicly announced and the public will be permitted to attend. However, the Board and its committees may sit in executive sessions to discuss matters when such sessions are required or permitted by law. Proceedings of Board committees will be informal to assure a full exchange of ideas.
- V. 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.
- VI. A Board committee may appoint, subject to Board approval, advisory members from the student body or community to further obtain internal and external stakeholder input. At the time of appointment, the Board will determine the length of term or sunset point of the committee, ~~additional membership qualifications or makeup and meeting schedule~~. Advisory members will be instructed in the committee's roles, functions and reporting relationship and communication with the Board, administration and staff. These 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. However, either an advisory member or an ex-officio member may present a written minority report to the Board. A Board committee may request that the ~~s~~Superintendent appoint staff to participate as nonvoting committee members.
- VII. Committee findings and recommendations will be reported to the full Board in a regular or special meeting of the Board. Committee findings ~~will~~ ~~shall at all times~~ include the ~~s~~Superintendent's recommendations, as well as reflect the opinions of all the committee members in the event the findings are less than unanimous. The Board chair will ensure such findings, recommendations and any subsequent Board actions, are communicated to ~~district~~ PPS stakeholders as appropriate.

Legal References: ORS 192.610 to 192.690; ORS 332.057; ~~ORS 332.107; Attorney General's Public Records and Meetings Manual, pp. 80-82 (1997)~~₀

History: Adpt 6/71; Amd 9/9/02; BA 2417

BCE - Board Committees

Code: BCE
Adopted: 4/24/17

The Board may appoint Board committees for specific purposes to serve until their assignment is completed. The entire Board may meet as a committee-of-the-whole.

The function of the 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 or the committee chair.

Committee-of-the-whole meetings, called "work sessions," may be held.

All meetings of the 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. An advisory 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

1.40.070-P Attendance at State and National Meetings

- (1) The Board recognizes the benefits derived by the school system through membership in various associations of school boards and from the attendance of Board members at state and national meetings, which deal with school affairs.
- (2) Board members who hold, with Board approval, official positions in such organizations shall be authorized to attend meetings of such organizations without prior Board approval. In addition, it shall be the policy of the Board to designate delegates to various conventions and meetings as may seem desirable.
- (3) Requests by individual Board members to attend such meetings as Board representatives shall be acted upon by the Board. Board members attending such meetings according to the above guidelines shall be regarded as carrying out Board business.
- (4) A Board member that will request reimbursement for costs associated with attendance at a meeting or conference shall obtain approval for such reimbursement from the Board chair in advance of the meeting or conference.
- (5) It shall be the duty of Board members attending such meetings at district expense to make a report to the Board of meeting highlights.

Legal References: ORS 332.105 (2);ORS 332.107

History: Adpt 6/71; Amd 9/9/02; BA 2417



Board Stipends and Reimbursement of Expenses

I. Stipends

The Portland Public Schools Board of Education (“the Board”) recognizes that service on the School Board requires a significant commitment of time and resources, including meeting attendance, community outreach, research and decision-making.

At the Board’s election, Board members are entitled to a monthly stipend in an amount determined by the Board but not to exceed the maximum amount set forth in ORS 332.018. Board members entitled to a stipend may choose to decline the stipend in full or in part by notifying Board of Education staff.

Such stipend is in addition to any reimbursement for reasonable and necessary expenses incurred by Board members as provided below.

~~Board Members serve without compensation. However, Board Members shall be reimbursed for reasonable and necessary expenses actually incurred in the conduct of Board business within the budget allocation for such expenses.~~

II. Expense Reimbursement

Board Members shall be reimbursed for reasonable and necessary expenses actually incurred in the conduct of Board business within the budget allocation for such expenses.

- A. The Board will annually set a budget for the reasonable and necessary expenses actually incurred by Board members in the conduct of Board business. The Board may set an annual maximum amount to be allocated (in total, per individual, or both).
- B. Reimbursement of Board members for travel in Oregon on Board business and within the budget allocation at per diem or mileage rates established by the IRS or PPS~~the District~~ does not require prior approval as long as such expenses are otherwise incurred in compliance with PPS~~District~~ policy and procedures. Board members may be reimbursed ~~when paid admission is required of the general public~~ for attending PPS~~District~~ athletic events and other activities requiring paid admission as part of their responsibilities of being informed about PPS~~District~~ operations. All other proposed expenses require prior approval of the Board Chair.
- C. Expenses related to attendance at Board-approved State and National Meetings, Office Support, and Reimbursements for Use of Personal Auto will be charged to the Board’s department budget and, while subject to overall budget constraints, are not charged to the individual Board members in fulfilling their duties and responsibilities on behalf of Portland Public Schools ~~are subject to this policy~~.
- D. All expenditures related to out-of-town travel by Board members funded by the Board office budget must have prior authorization by the Board leadership. For out-of-town travel funded by any other budget or funding source, Board leadership must be notified before the trip is scheduled.

III. Attendance at State and National Meetings; Out-of-Town Travel

The Board recognizes the benefits derived by ~~PPS~~the school system through membership in various associations of school boards and from the attendance of Board members at state and national meetings, which deal with school affairs.

- A. Board members who hold, with Board approval, official positions in such organizations are ~~shall be~~ authorized to attend meetings of such organizations without prior Board approval. ~~In addition, it shall be the policy of the Board to designate delegates to various conventions and meetings as may seem desirable.~~
- B. Requests by individual Board members to attend such meetings as Board representatives will ~~shall~~ be acted upon by the Board. In addition, the Board may designate delegates to various conventions and meetings as may seem desirable. Board members attending such meetings according to the above guidelines are ~~shall~~ ~~be regarded as~~ carrying out Board business.
- C. A Board member ~~that will request~~requesting reimbursement for costs associated with attendance at a meeting or conference will~~shall~~ obtain approval for such reimbursement from the Board chair in advance of the meeting or conference.
- D. ~~It shall be the duty of~~ Board members attending such meetings at PPS~~district~~ expense will~~to~~ make a report to the Board of meeting highlights.
- E. Covered Expenses. Authorized Board travel expenses are ~~shall be~~ limited to transportation, meals, lodging, incidental expenses, and conference fees, if applicable. Reimbursement for alcoholic beverages and entertainment is not allowed.
- F. Rate of Reimbursement. ~~Board members may be reimbursed for actual expenses paid and documented with itemized original receipts.~~ Board members may be reimbursed for travel-related meals at the then-established PPS~~District~~ per diem rate, ~~or may submit actual itemized original receipts for meals.~~ For all other expenses, Board members may be reimbursed for actual expenses paid and documented with itemized original receipts.

IV. Technology Support

- A. To assure that each Board member is equally equipped to conduct the business of the Board, any Board member may be provided, if so required, the use of computer hardware and software for the efficient processing of Board business. The costs of Internet connections necessary to access PPS~~the District's~~ web page and e-mail system are reasonable expenses to carry out Board business and may be reimbursed.
- B. ~~The District~~PPS will provide cell phones at PPS~~District~~ expense for Board member use for conducting the business of Portland Public Schools. Personal use of such cell phones is not permitted.

V. Reimbursement for Use of Personal Auto

A Board member, who regularly uses his/her~~their~~ automobile in the business of PPS~~the district~~, may be compensated for this usage in accordance with the requirements and procedures set forth for PPS ~~district~~ personnel.

- A. Direct Reimbursement for Actual Miles Traveled. Authorization for use of personal automobiles on PPS ~~district~~ business shall not be granted until there is, on file in the Risk Management Office, appropriate proof of proper car insurance at the minimum levels required by Oregon law. A Local Mileage Reimbursement Request form should

be completed and signed by the Board member and submitted to the Board Chair or ~~their~~his or her designee for approval, who will then forward the request to the ~~Office of Board Services~~Board Office for processing. Mileage is reimbursed at the IRS rate in effect when the miles were driven.

VI. Procedure for Reimbursement of Expenses

- A. Board members will follow the procedures for expense reimbursement established for ~~PPS~~District staff.
- B. Expense reports for expenses not covered by per diem rates must be accompanied by original itemized receipts. Board members will submit expense reports ~~and submitted~~ to the Board Chair or the Board member designated to approve Board expenditures, who will then forward the expense report to the Board Office ~~Office of Board Services~~ for processing.
- ~~C. Procurement cards may be issued to Board members and are subject to this policy.~~
- ~~D.C.~~ Reimbursement requests will be honored up to the maximum annual amount allocated and approved by the Board for such purposes.

Legal Reference(s): ~~ORS 244.020(15); ORS 244.00(1)(a); ORS 332.018(3); Oregon Government Standards and Practices Commission Advisory Opinion 930A01007 (November 18 1993); Administrative Regulation 1.40.081, Guidance in Arranging Travel and Reporting Expenditures, ORS 332.107, ORS 332.105(2); ORS 332.107, ORS 244.0~~

History: Adpt 6/171; Amd 8/10/98; Amd 9/9/02; BA 2417; Amd 1/24/2005 BA 3196; Amd 1/8/2019



Role of the Superintendent

- ~~I. It is the policy of the Board to delegate to the superintendent the full authority and responsibilities of:~~
- ~~A. Chief Administrative Officer;~~
 - ~~B. Chief School Administrator;~~
 - ~~C. Chief Executive Administrator;~~
 - ~~D. Education Leader for the Portland Public Schools;~~
 - ~~E. Custodian of school funds; and,~~
 - ~~F. School Clerk.~~
- ~~II. The superintendent may delegate administrative powers but shall retain full responsibility for the acts of the delegates.~~
- ~~III. The Board shall develop a job description for the superintendent that shall be filed in the personnel section and shall be referenced in the superintendent's contract.~~
- I. The Superintendent is Portland Public Schools' chief executive officer and school clerk and has, under the Board's direction, general supervision of all PPS schools, personnel and departments.
- II. The Superintendent is responsible for managing the schools under the Board's policies and is accountable to the Board for that management.
- III. The Board may not direct the Superintendent to take any action that conflicts with a local, state or federal law that applies to school districts.
- IV. The Superintendent may delegate to other PPS personnel any powers and duties imposed upon the Superintendent by Board policies or vote of the Board. Delegation of a power or duty, however, will not relieve the Superintendent of responsibility for action taken under such delegation.

Legal Reference: ORS 332.515; ~~ORS 328.441~~

History: Adpt. 6/71; Amd. 12/10/92; Amd 9/9/02, BA 2423

CB - Superintendent

Code: CB
Readopted: 2/20/24
Adopted: 2/09/98
Orig. Code(s): CB

The superintendent^[1] is the district's chief executive officer and has, under the Board's direction, general supervision of all district schools, personnel and departments. The superintendent is responsible for managing the schools under the Board's policies and is accountable to the Board for that management. The Board may not direct the superintendent to take any action that conflicts with a local, state or federal law^[2] that applies to school districts.

The superintendent may delegate to other district personnel any powers and duties imposed upon the superintendent by Board policies or by vote of the Board. Delegation of power or duty, however, will not relieve the superintendent of responsibility for action taken under such delegation.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)
[ORS 332.515](#)
~~[OAR 581-022-2405](#)~~
~~[OAR 584-005-0005\(51\)](#)~~

Cross Reference(s):

CBG - Evaluation of the Superintendent

^[1] The term "superintendent" includes an interim superintendent.

^[2] "Local, state or federal law" means a local, state or federal directive having the force of law, including an ordinance, a city or county resolution, a statute, a court decision, an administrative rule or regulation, an order issued in compliance with ORS Chapter 183, an executive order or any other directive, declaration or statement that is issued in compliance with the law as having the force of law and that is issued by a local government as defined in ORS 174.116, the state government as defined in ORS 174.111 or the federal government.



Board Policy

1.80.010~~60.040~~-P

District Performance Auditing

I. Office of Performance Auditor

- A. Portland Public Schools ~~shall~~will maintain an Office of Performance Auditor. The office ~~shall~~will be staffed by a Board-approved District Performance Auditor (Auditor), who ~~shall~~will be hired, evaluated, and may be removed by the Board, and such other employees or contractors as the Board provides budgetary funding.
- B. The Office of Performance Auditor ~~shall~~will adhere to Generally Accepted Government Auditing Standards (GAGAS) in conducting its work and ~~shall~~will be considered independent as defined by those standards.

II. Audit Committee

- A. The Audit Committee ~~shall~~will be comprised of five members appointed by the Board and all appointees ~~shall~~will be independent of PPS's ~~the district's~~ management and administrative service. The Audit Committee will be comprised of three members of the Board and two community members that have a general knowledge of PPS ~~the District~~ and the audit process.
- B. The two community members ~~shall~~will serve as non-voting members of the Audit Committee for two years and may be re-appointed at the end of their term.
- C. The Board recognizes that community members bring specialized knowledge and expertise to the Audit Committee. Community members serving on the Audit Committee ~~shall~~will employ discretion, avoid conflicts of interest and their appearance, and exercise care in performing their duties. Community members appointed to the Audit Committee ~~shall~~will follow the ethics rules contained in ORS Section 244.
- D. The Audit Committee welcomes up to two students to participate as ex officio members of the Audit Committee. The students may be appointed to the Audit Committee by the Student Representative to the Board and/or at the discretion of the Chair of the Audit Committee.
- E. The Auditor and their staff ~~shall~~will report to the Audit Committee, and the Auditor ~~shall~~will be annually evaluated by the Board using PPS's ~~the school district's~~ evaluation instrument. The Auditor ~~shall~~will report to the Deputy Superintendent for Business & Operations (or comparable role) for administrative purposes such as leave approval,

office space and supplies, paychecks, and reimbursements.

III. Assistants and Employees

- A. The Office of Performance Audit ~~shall~~will be provided a separate budget (subject to available resources) sufficient to carry out the responsibilities and functions established in this policy.
- B. Within budget limitations and consistent with ~~PPSDistrict~~ policies and procedures, the Auditor ~~shall~~will have the authority to _____, employ, and remove other employees of the Office of Performance Audit or contractors as deemed necessary for the efficient and effective administration of the duties of the office.

IV. Scope of Audits

- A. The Auditor ~~shall~~will have authority to conduct performance or other audits of all schools, offices, activities, and programs – including contracted programs - to independently determine whether:
 - i. Activities and programs being implemented have been authorized by ~~PPSDistrict~~ policy, state law, or applicable federal law or regulations;
 - ii. Activities or programs are conducted efficiently and effectively to accomplish the objective intended by ~~PPSDistrict~~ policy, state law, or applicable federal law or regulations;
 - iii. Activities and programs are being conducted and funds expended in compliance with applicable laws;
 - iv. Revenues are being properly collected, deposited, and accounted for;
 - v. Financial and other reports are being provided that disclose fairly and fully all information that is required by law, that is necessary to ascertain the nature and scope of programs and activities, and that is necessary to establish a proper basis for evaluating the programs and activities;
 - vi. There are adequate operating and administrative procedures and practices, systems or accounting internal control systems, and internal management controls which have been established by management; or
 - vii. Indications of fraud, abuse, or illegal acts are identified for further investigation.
- B. The Auditor may provide non-audit services that are not covered by Government Audit Standards, provided that the service does not impair the auditor's independence. Decisions to perform non-audit services will be based on two overarching principles:

- i. Audit organizations should not provide non-audit services that involve performing management functions or make management decisions; and
- ii. Audit organizations should not audit their own work or provide non-audit services in situations where the non-audit services are significant/material to the subject matter of audits.

V. Audit Plan

- A. At the beginning of each fiscal year, the Auditor ~~shall~~will submit a proposed annual audit plan to the Audit Committee for review and input. The plan ~~shall~~will include the schools, offices, activities, functions, and programs proposed for audit during the year. Upon review of the plan, the Audit Committee will recommend an annual audit plan to the full Board for approval.
- B. In consultation with the Audit Committee, the Auditor will select topics based on potential for cost savings and service improvements; level of public and school board interest; evidence of problems or wrongdoing; risk of loss or abuse; and availability of audit staff.

VI. Access to Employees, Records and Property

- A. All ~~PPSDistrict~~ officers and employees ~~of shall~~will furnish the Auditor with requested information and unrestricted access to employees, information, and records within their custody or control regarding powers, duties, activities, organization, property, equipment, financial transactions, contracts, and methods of business required to conduct an audit or otherwise perform audit duties. Officers or employees who fail to provide access and/or information requested by the Auditor, may be subject to discipline up to and including termination.
- B. All contracts with outside contractors and subcontractors ~~shall~~will provide for Auditor access to all financial and performance-related records, property, and equipment purchased in whole or in part with ~~PPSDistrict~~ funds.
- C. The Auditor ~~shall~~will not publicly disclose any information received during an audit involving matters that are confidential, privileged, or are otherwise exempt from disclosure under applicable state or federal law. Reporting in such cases may be limited to the Board.

VII. Views of Responsible Officials

- A. A final draft of each audit report ~~shall~~will be delivered to the manager responsible for the audited program and the Superintendent for review and comment before it is released. The responsible manager must respond in writing specifying agreement with audit findings and/or recommendations or reasons for disagreement with findings and/or recommendations, plans for implementing solutions to issues identified, and a timetable to complete such activities. The auditor must receive the response within 15 working

days. The Auditor may revise its report based on the substantive input of the responsible manager. The Auditor will report the responsible manager's response to the Auditor's findings, conclusions, and recommendations, as well as the responsible manager's planned corrective actions. If no response is received within the specific timeframe, the Auditor will note that fact in the audit report and will release the report. In the case of contracted audits, audits may be released without inclusion of a response.

VIII. Audit Reports

- A. Each audit will result in a written report containing relevant background information, findings and recommendations and ~~shall~~will be delivered to the Audit Committee, Board, and the Superintendent. The report ~~shall~~will also be available for public examination, except as otherwise provided in this policy or prohibited by law.

IX. Report of Irregularities

- A. If during an audit, the Auditor becomes aware of abuse or illegal acts or indications of such acts that could affect ~~PPS~~the District, the auditor ~~shall~~will report the irregularities to the Audit Committee and the Superintendent. If the Superintendent is believed to be a party to abuse or illegal acts, the Auditor ~~shall~~will report the acts directly to the Audit Committee chair.

X. Annual Report

- A. The auditor ~~shall~~will submit an annual report to the Board within 90 days of the fiscal year end indicating audits completed, major findings, corrective actions taken by administrative managers, and significant findings which have not been fully addressed by management.

XI. Audit Follow-up

- A. Responsible managers should provide quarterly reports about the implementation of corrective action plans as specified in the plan. The Auditor may request periodic status reports from audited entities regarding actions taken to address reported deficiencies, audit recommendations, and completed action plans.

XII. Contract Auditors, Consultants, and Experts

- A. Within budget limitations, the Auditor may obtain the services of Certified Public Accountants, qualified management consultants, or other professional experts as necessary to perform the Auditor's duties.

History: Adopted 6/71; amended 12/83; re-organizational rescission 9/9/02; re-adopted 6/13/05 BA 3330; Amended 8/13/07; Amended 12/11/2018; 1/2024



Board Meetings and Protocol

- I. Except during executive sessions, all regular and special meetings of the Board ~~shall~~will be open to the press and to the public.

~~Members of the public and school staff may make presentations at meetings, in accordance with 1.70.012-P, Presentations by Citizens and Employees.~~

- II. A regular meeting of the Board may include a Business Session, a Work Session or an Executive Session.
- A. Business Session. Business sessions ~~will~~ afford the opportunity to consider and act upon proposed policies and resolutions concerning PPS~~the business-of-the-district~~.
- B. Work Session. Work sessions ~~are~~shall be held in the Committee-of-the-Whole and ~~shall~~ provide the Board with the opportunity to:
- i. Hear presentations and recommendations from members of the Board or from the ~~s~~Superintendent or ~~their~~his/her designated representatives on school programs, problems or other matters;
 - ii. Secure needed information and conduct discussions, as necessary, on matters to be considered for Board action;
 - iii. Hear presentations from members of the community or school staff on any matters;
 - iv. Vote on issues brought to the Board for Committee-of-the-Whole discussion. Votes on resolutions taken in the Work Session ~~shall without further motion be taken and shall be~~are the final action of the Board and ~~will~~shall be recorded in the minutes of the meeting.
- C. Executive Session. Executive sessions may be held during a regular, special or emergency meeting immediately following identification by the Board Chair or acting Chair ~~other presiding officer of the meeting~~ of the subsection of ORS 192.660, ~~which that~~ authorizes the executive session ~~to be held~~. Executive sessions ~~will~~shall be conducted in a manner consistent with state law.

III. Meeting Agenda

- A. Agenda items for general discussion, presentation, reports, etc., will be established jointly by the Board ~~e~~Chair and the ~~s~~Superintendent. Requests for placing such items on the agenda ~~will~~shall be submitted to the Board office.
- B. Business agenda items will be compiled by the Board office for formal consideration by the Board.
- C. The Board office will deliver ~~A~~an agenda for regular Board meetings ~~shall be delivered~~ to members of the Board in a timely manner prior to the meetings.
- D. A copy of the agenda of the regular Board meeting ~~shall~~will be posted on PPS's

website before the meeting, available in the Board office on the morning of each scheduled meeting day. The agenda will list the principal subjects anticipated to be considered at the meeting, but the Board may consider additional subjects, as needed.

IV. Dates of Meetings:

- A. Regular Meetings. The Board's meeting schedule will be established by the Board Chair by July 1 each year ~~at the July organizational meeting~~ but may be changed ~~by the Board~~ with proper notice.
- B. Special Meetings. A special meeting of the Board may be called upon the order of the ~~e~~Chair or upon the request of three members of the Board. Written Notice of such meeting will ~~shall~~ be issued ~~to all Board members by the Office of Board Services, in writing, of such meeting~~ at least 24 hours before the meeting is to be held.
- C. Emergency Meetings. In case of actual emergency, A ~~An~~ emergency meeting of the Board may be held ~~at any time~~ without 24-hour notice at the request of the Board Chair or the Superintendent. Notice of the meeting will specify the nature of the emergency and indicate the time and place at which the emergency meeting will be held. ~~by common consent of the members of the Board, provided such consent shall be in writing subscribed by all members of the Board and shall specify the date and place at which the special meeting shall be held.~~ The minutes of the meeting will describe the nature of the emergency justifying less than 24 hours' notice. No business other than that related to the emergency will be discussed at an emergency ~~these~~ meetings.

V. Meeting Protocol

- A. Official action of the Board is ~~shall be~~ transacted by a motion and resolution and ~~shall~~ requires affirmative votes of a majority (four) of all Board members in order to be enacted.
- B. The ~~e~~Chair ~~shall~~ decides all questions relative to points of order, according to the policies and protocols of the Board, subject to appeal of the Board.
- C. After a motion has been made, any member may raise an objection on the grounds that such a motion is in violation of existing policies or protocols. The ~~e~~Chair ~~shall~~ will rule on such objection, and if their ~~his/her~~ ruling is not accepted by any member, such member can appeal from the ruling of the ~~Board e~~Chair.
- D. During the proceedings of a Board meeting, a member may signify their ~~his/her~~ intention to submit at a later time a statement relative to an item considered at that meeting. At the request of the member, such statement will ~~shall~~ become a part of the official record of the meeting.
- E. At the request of any Board member, the ~~e~~Chair will ~~shall require the secretary to~~ call the roll and ~~to~~ record the "ayes" and "nays" on any motion or resolution. The ~~e~~Chair or acting ~~e~~Chair may vote on any motion.
- F. No action will ~~shall~~ be taken at any Board meeting on items authorizing an expenditure of money, unless the recommendation for such expenditure appears in preliminary agendas for that meeting; ~~provided, however, that~~ in an emergency, this provision may be waived by unanimous consent.
- G. No action will be taken by the Board on proposals by members of the audience at the same meeting at which such proposals have been made, so ~~in order~~ that appropriate

study may be made and the ~~s~~Superintendent's recommendations may be obtained.

H. In matters of parliamentary procedure not covered by these rules ~~and regulations~~, provisions of Robert's Rules of Order Newly Revised ~~will~~shall prevail.

VI. Public Comment

- A. Members of the public may be invited to share comments with the Board during designated times on the agenda. Public comment is limited to its designated place on the agenda and while time allows, as determined by the Board Chair. The Board may conduct a meeting without public comment.
- B. Public comment may be provided orally or in writing, by those attending in-person or virtually.
- C. A person giving public comment will be limited to the time limit established by the Board chair. Time cannot be shared or given to another person.
- D. The Board will not answer questions submitted during public comment at a Board meeting. A Board member or PPS staff may follow up after the meeting.

VII. Minutes

- A. ~~PPS~~The district will~~shall provide for the taking of~~ take written minutes of all Board meetings, ~~except executive sessions.~~
- B. Minutes of Board meetings, other than minutes of executive sessions, ~~will~~ shall be posted in a manner, which permits public access.
- C. ~~The public shall be given, on appointment and during the normal hours of business, access to any Board records, which are regarded as public records not otherwise considered exempt from disclosure by state law.~~

Legal References: ORS 192.610 to 192.705740; ORS 332.045; ORS 332.055; ORS 332.057; ~~Opinions of the Attorney General, Vol. 38, p. 1995 (1978); Opinions of the Attorney General, Vol. 41, p. 28 (1980)~~

History: Adopted 6/71; Amd 8/73; Amd 9/80; Amd 9/9/02; BA 2417

BDD - Board Meeting Procedures

Code: BDD
Readopted: 4/24/17
Adopted: 1/30/07
Orig. Code(s): BDD

1. Quorum

- A majority of the members of the Board must be present at a meeting in order to conduct business.
- Four members of a seven-member board is a quorum.

2. Vote Needed for Exercise of Powers

- The affirmative vote of a majority of Board members will be necessary for exercising any of the Board's powers. For a seven-member board, four affirmative votes are required.

3. Board Member Voting

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

4. Abstaining From Vote

- If a Board member chooses to abstain from voting, such abstention will be recorded.
- Board members abstaining due to an actual or potential conflict of interest must publicly state the conflict. Board members having a potential conflict may vote.

5. Parliamentary Procedure

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

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

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](#)

38 Or. Atty. Gen. Op. 1995 (1978)
41 Or. Atty. Gen. Op. 28 (1980)

BDDH - Public Comment at Board Meetings

Code: BDDH

Readopted: 1/30/24

Adopted: 9/08/97

Orig. Code(s): BDDG

All board meetings, with the exception of executive sessions, will be open to the public. The board invites the district's community members to attend board meetings to become acquainted with the program and operation of the district. Members of the public also may be invited to share comments with the board during designated times on the agenda.

It is the intent of the board to ensure communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in board meetings and submit comments to the board. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary^[1] aids and services. Auxiliary aids and services for persons with disabilities will be available at no charge to the individual. All auxiliary aid and/or service requests must be made with appropriate advance notice. Should the board demonstrate such requests would result in a fundamental alteration in the service, program or activity or an undue financial and administrative burden, an alternative, equally effective means of communication will be used.

Procedures for Public Comment at Meetings

The board will establish procedures for public comment in open meetings. The purpose of these procedures will be to inform the public how to effectively participate in board meetings for the best interests of the individual, the district and the patrons. The information will be easily accessible and available to all patrons attending a public board meeting.

1. Public comment is limited to its designated place on the agenda and while time allows, as determined by the board chair. The board may conduct a meeting without public comment.
2. When the board provides an opportunity for in-person attendees to provide oral or written public comment, a similar opportunity will be provided for virtual attendees.
3. Anyone wishing to speak before the board may request to do so by providing the board secretary with a completed request card or other established method for requests to speak, prior to the board meeting.
4. The board chair will determine the method for the selection and order of the speakers.
5. A person giving public comment will be limited to a time limit established by the board chair. Time cannot be shared or given to another person. Statements should be brief and concise.
6. A person speaking during the public comment portion of a meeting may comment on a topic not on the published agenda.
7. A person speaking to the board during the public comment portion of a meeting should provide their name and whether they are a resident of the district, and, if speaking for an organization, the name and identity of the organization. The board prefers that a group designate a spokesperson to represent those with a common purpose.
8. If a person has more comments than time allows or is unable to comment due to time constraints, they may submit their additional comments to the board in writing through the district office as directed.
9. The board will not answer questions submitted during public comment at the board meeting. A board member or district representative may follow up after the meeting.

Criticisms of Staff Members

Speakers may offer objective criticism of district operations and programs, but the board will not hear complaints concerning individual district personnel. The board chair will direct the visitor to the appropriate means for consideration and disposition of legitimate complaints involving a staff member.

END OF POLICY

Legal Reference(s):

[ORS 165.535](#)

[ORS 165.540](#)

[ORS 192.610](#) to [-192.690](#)

[ORS 332.057](#)

[ORS 332.107](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).

Americans with Disabilities Act Amendments Act of 2008.

Baca v. Moreno Valley Unified Sch. Dist., 936 F. Supp. 719 (C.D. Cal. 1996).

Leventhal v. Vista Unified Sch. Dist., 973 F. Supp. 951 (S.D. Cal. 1997).

Cross Reference(s):

BDDC - Board Meeting Agenda

^[1] Auxiliary aids may include, but are not limited to, such services and devices as qualified interpreters, assistive listening systems, note takers, readers, taped texts, Braille materials and large print.

Board Operations

To accomplish its stated objectives, the board will govern in a consistent and efficient manner. Accordingly, at the first meeting held after July 1 of each year, and following, the board shall maintain the following practices:

1. Organize by electing a board chair and board vice chair.
 - a. No member shall serve as board chair for more than two years in succession.
 - b. For the remainder of the 2021-22 school year, elected board leadership will appoint a board member to serve as 2nd vice chair, who will serve in the work of board leadership.
 - c. Beginning with the 2022-23 school year, the board will elect a 2nd vice chair, following election of the board chair and 1st vice chair.
 - d. The 1st vice chair and 2nd vice chair may assume the duties of the board chair, and the 2nd vice chair may assume the duties of the 1st vice chair, as needed and in accordance with *BG-9 Board Chair's Role*.
2. Name an attorney for the school district whose primary function will be to provide direct, professional legal counsel and advice to the superintendent, staff, and the board on district matters.
3. Establish an annual meeting schedule:
 - a. The schedule may be changed with proper notice.
 - b. Special meetings may be held on the request of the board chair, or by mutual consent of the board members, or may be called by three members of the board serving written 24-hour notice on the other members, and the superintendent. Special meetings must be scheduled at least 24 hours in advance to allow for notification to the public and media.
 - c. Emergency meetings may be held upon less than 24-hour notice as is appropriate to the circumstances and in accordance with Oregon Revised Statute. The minutes of such a meeting shall describe the justification for providing less than 24-hour notice to the public and the media.
4. Hold all board meetings within the geographic boundaries of the district.
5. Open all board meetings to the public and act on district business in an open meeting except as provided in Oregon Revised Statutes. Promote a safe, welcoming, inclusive, and accessible meeting environment by observing procedures outlined in Exhibit A – Meeting Behavior Management.
6. Allow for public comment at regular business meetings and at special meetings as needed. Establish procedures for public comment, with accessible instructions so the public is aware how to participate. Promote opportunity for public input and feedback to the board by observing procedures outlined in Exhibit B – Public Comment Process.
7. Vote on motions using “yeas” or “nays” and record the result of the vote.
8. Adhere to a majority vote requirement, which requires affirmative votes by a majority of the membership of the board (4 out of 7) be required to pass any motion before the board.



BG-11

9. Allow for one presentation prior to voting on action items, except for emergency or routine items. This requirement may be waived at the discretion of board leadership.
10. Conduct a regular board meeting only if a majority of the board members are present (quorum).
11. Appoint and maintain a seven-member electors' budget committee as required by Oregon Revised Statute and utilize the majority vote requirement, which requires affirmative votes by a majority of the committee (8 out of 14) to pass any motion before the budget committee.
12. Annually, appoint a student advisor to the board as a non-voting member. The board may choose to appoint an additional student advisor, which may be determined by the number and qualification of candidates, anticipated need, or other pertinent criteria. The student(s) must have one year of experience on the district-led student equity committee/student advisory committee. To provide a respectful and positive student experience, the board will interview student candidates during one board meeting and take action to appoint the student advisor(s) during a subsequent board meeting. All student candidates must complete an application and participate in the interview conducted in the public meeting.
13. Designate the superintendent as the district school clerk.

Monitoring Method: Board Self-assessment
Monitoring Frequency: Annually

Salem-Keizer Public Schools does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, marital status, age or disability in its programs and activities.



Exhibit A
Meeting Behavior Management

All board meetings, with the exception of executive sessions, will be open to the public, either in-person and/or virtually, in accordance with Oregon public meetings law. In accordance with Oregon Revised Statutes (ORS) 192.670, meetings may be held by virtual means only; meetings held where the public may attend in person will also have virtual access for the public. Community members are welcome to attend board meetings to become acquainted with the programs and operation of our schools, and to provide public comment when opportunity is available (see Exhibit B).

Purpose:

To ensure a productive, inclusive, safe and welcoming environment for meetings/events of the school board, district staff, students and families, and the public. To prevent behavior deemed by the board/district to disrupt the functioning of meetings/events or endanger the safety of anyone involved.

Practice:

Meetings are an essential part of school governance and district operations and shall be conducted in a way to ensure that all who participate have an opportunity to be heard, the interests of students are prioritized, and the best work of those assembled is produced. Individuals participating in any meeting/event occurring in association with the Salem-Keizer School District shall practice behavior that is aligned with the values of the district:

- Work will be done with care and respect
- Consider the impact of speech before communicating
- Listen to understand before seeking to be understood

If a person deviates from behavior expectations articulated within Exhibit A in a district meeting, the meeting chair or individual facilitating the meeting will take corrective action. Repeated attempts may be taken to bring a disruptive participant in a meeting to order. If such attempts are unsuccessful, then the disruptive individual may be asked to leave the meeting, or they may be removed from the meeting space and/or district property. The board chair may pause, recess, or adjourn meetings when safety of the meeting and attendees is compromised. Security or law enforcement may assist.

A person will be subject to immediate removal from a meeting space and/or district property if that person is observed to be engaged in any of the following types of behaviors:

- Fighting, threatening behavior, harassment, or behaviors outlined in ORS 166.023, 166.025, 166.065, or other corresponding ORS
- Conduct that is disruptive to the functioning of district meetings/events or business; making unreasonably loud or disturbing noise
- Damaging district property or vandalism
- Abusive, threatening, vulgar, or hate speech, including speech articulated on signs and clothing, which violate the district's harassment and/or Every Student Belongs policy
- Attempting to enter, entering or being in confidential, private, or unauthorized area without proper authorization
- Possessing a dangerous or deadly weapon pursuant to *Administrative Policy: Visitors to Schools and Campuses INS-A024*
- The violation of any court order or other legal authority, such as law enforcement



Exhibit B
Public comment Process

The board welcomes and values public comment, and members of the public are encouraged to share their ideas and opinions with the board. Opportunity for public comment may be available in person and/or online, depending on the structure of the meeting. In accordance with Oregon Revised Statutes (ORS) 192.670, meetings held where public comment is accepted in person will also have an avenue for virtual public comment. As public comment occurs within the meeting setting, public comment will not be allowed to disrupt the functioning of the meeting or endanger the safety of anyone involved (see Exhibit A).

Auxiliary Aids/Services for Persons with Disabilities: It is the intent of the board to ensure communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision, or speech impairments will be given equal opportunity to participate in board meetings. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary aids and services. Auxiliary aids and services for persons with disabilities will be available at no charge to the individual. All auxiliary aids or service requests must be made with appropriate advance notice. Should the board demonstrate such requests would result in a fundamental alteration in the service, program, or activity, or an undue financial and administrative burden, an alternative, equally effective means of communication will be used.

Purpose:

To provide information to the public about how to effectively provide public comment at board meetings, to give input and feedback to the board on items for which the board will be making decisions, and to share ideas and opinions with the board.

Practice:

Information and instructions for providing public comment are posted in a variety of ways, typically on the website, on the meeting agenda, and in the form patrons use to sign up for public comment. Though the sites listed in this policy may provide more detailed instructions, general procedures for public comment are as follows.

- Opportunity for public comment is confined to its designated place on the agenda, unless otherwise authorized by the board chair.
- Public comment will be accepted on agenda and non-agenda items. Depending on the structure of the meeting, public comment may be heard in person, by call-in, by virtual meeting platform, or by written submission.
- Individuals must sign up ahead of the meeting to provide public comment, using the means and within the timeline publicized for the meeting.
- Each person may sign up to provide public comment once during the meeting.
- For the record and identification and contact purposes, full name, email address, and city of residence (*not* specific residence address), and phone number may be required to sign up to give public comment to the board, though speakers do not necessarily need to state their full name when speaking.

- The board chair may determine the order of the speakers. Typically, comment is heard according to sign-up order, by action items, agenda topics, and then non-agenda items.
- The board chair may set a limit for individual public comment, as well as total time allowed for public comment. The board requests speakers observe common courtesies in order to hear from as many patrons as possible:
 - Be brief, concise, and stay within the allowable time limit (typically three minutes); additional time may be allowed for translation into English.
 - Choose a spokesperson to speak/represent a group with a common purpose.
 - Speak clearly and slowly so the board and public can hear your thoughts and language interpreters are able to accurately translate.
- The public may offer criticism of district operations and programs, but the board will not hear complaints concerning individual district personnel.
- Public comment is not to be used as a public forum to criticize individual community members.
- The board will not respond to public comment during the meeting; this is a time for the board to hear from the public.
- Individuals wanting to contact board members outside of public comment are encouraged to email the board using the link/contact information provided on the website.



Policies and Administrative Directives

I. Roles and Responsibilities

- A. ~~It is the responsibility of the~~The Board~~Portland Public School Board of Education (Board) to will~~ develop, evaluate, and adopt policies for the governance of ~~PPS~~the District.
- B. ~~It is the responsibility of t~~The s~~Superintendent will~~to initiate and direct the development of administrative directives,~~which to~~ implement ~~b~~Board-adopted policy.
- C. Policies and administrative directives are intended ~~both~~as tools for ~~PPS~~District management and as sources of information for students, parents/guardians, staff, and ~~the other~~community ~~members about on~~ how ~~PPS~~the District operates and ~~on the District's~~PPS's values.
- D. The s~~Superintendent shall~~will ensure that policies and administrative directives are available on the ~~PPS~~Portland Public School website as soon as practicable following their adoption.~~and share them with staff and community as they are relevant.~~

II. Purpose of Board Policies

- A Board policy ~~is~~represents a formal, written statement ~~to that~~ creates a framework for:
- A. Regulating Board or ~~PPS~~District business;
 - B. Establishing educational, operational, and other expectations for ~~PPS~~the District's staff and students;
 - C. Guiding the actions of those to whom the Board delegates authority and responsibility; and
 - D. Ensuring compliance with state and federal law.

III. Definitions

As used in ~~PPS~~the District policies and administrative directives:

- A. Administrative Directive ~~or Directive~~ means a statement of actions adopted by the s~~Superintendent to that~~ implements Board policy.

B. Policy means a statement of general governing principles adopted by the Board.

IV. Policy Development

A. A proposal for a new policy or a change in existing policy may be made by:

- i. A Board member;
- ii. The Superintendent;
- iii. A PPSDistrict employee;
- iv. Any member of the PPS community including students, parents, or guardians.
~~A parent or guardian of a student;~~
- ~~v. A student;~~
- ~~vi. A District volunteer;~~
- ~~vii.v.~~ A committee appointed by the Board ~~or~~ Superintendent; or
- ~~viii.vi.~~ A community member who is also a resident of the school District.

B. When a proposal for a new or amended policy ~~or change in existing policy~~ is received by the Board or Board committee(s) responsible for policy development, the Board committee may take the following action(s) or may request that the ~~s~~Superintendent:

- i. Collect additional information concerning the policy proposal, including a staff evaluation of options and recommended action;
- ii. Appoint an advisory committee soliciting the views of persons representing the interests of those likely to be affected by the proposed policy or use other appropriate methods to obtain public views, especially from families and community members who have been and are underrepresented in PPSdistrict policymaking, to assist the Board in this policy development process;
- iii. Seek appropriate legal and other advice as necessary to ensure that the policy proposal, if adopted, will be in compliance with applicable law; and/or,
- iv. Take no further action on the policy proposal.

V. Policy Adoption

A. When a Board committee recommends a policy for adoption by the Board, the Board may elect to schedule the policy for a first and second reading at a regularly scheduled Board meeting, except as otherwise provided in this policy.

- i. The first reading of a proposed policy ~~shall~~will include:
 - a. A summary of the content of the proposed policy or amendments;
 - b. Posting ~~on the PPS website~~ of the proposed language ~~if new, or redlined version if a revision~~; and
 - c. A 21-day time frame ~~stated opportunity~~ for the public to submit comments on the proposed policy, ~~with a deadline date for submission of such comments.~~
- ii. The second reading of a proposed policy ~~shall not~~will occur after the process in Section V.A.i above. ~~until there has been at least 21 (twenty-one) days allowed for public comment, following the first reading.~~
- iii. If the language of the proposed policy has changed substantially since the first reading, as determined by the Board, ~~since the first reading~~, the revised proposed policy ~~shall~~will follow the procedure in Section V.A.i above. ~~be set for an additional first reading to allow for public input on the changes.~~
- iv. At the time of the second reading the Board may take the following actions:
 - a. Approve the policy proposal as presented;
 - b. Modify the policy proposal and approve it as modified;
 - c. Schedule the policy proposal for an additional first reading;
 - d. Defer the policy proposal for further discussion or action; or
 - e. Reject the policy proposal.

B. Exceptions

- i. Corrections or revisions that do not substantially change a policy may be adopted without a recommendation of a ~~Board~~board committee. ~~but s~~ Such changes ~~shall~~will ~~have a First and Second Reading~~follow the procedure in Sections V.A.i and V.A.ii above.
- ii. ~~In the event of~~ If an emergency ~~necessitating~~requires urgent action on a policy proposal, the Board may adopt the same at a lawfully called meeting of the Board. If the Board takes such action, the Board ~~shall~~will ~~state and~~ enter into the record the nature of the emergency and the basis for its determination that urgent action was necessary.

VI. Date Policies Become Effective

A new or revised policy ~~shall~~will become effective upon adoption of the Board, unless the Board otherwise specifies a different effective date in the policy.

VII. Review of Policies

- A. The Superintendent or designee~~of designed~~ ~~shall~~will advise the Board when they believe an existing policy needs to be reviewed for potential repeal, revision, or replacement. ~~Such necessity may occur when:~~
- ~~i.—Practice is not in compliance with the policy and the practice differs to such an extent that a review of existing policy is warranted;~~
 - ~~ii.—A policy proposal revision is received by the superintendent;~~
 - ~~iii.—State or federal law has changed in such a manner as to require review or modification of existing policy; or~~
 - ~~iv.—A policy is not aligned with professional practices, district values or is ineffective.~~
- B. The Board or~~of~~ Board committee ~~shall~~will strive to review all policies at least once every four (4) years, with at least one to two sections reviewed annually, ~~in order~~ to ensure policies are current, relevant, in compliance with the law and are consistent with each other and the PPS~~District~~-approved mission, vision, and goals. If needed, appropriate policy proposal revisions ~~shall~~will be submitted for consideration.

VIII. Administrative Directives

- A. Administrative Directives are issued or modified by the Superintendent and do not need to be approved by the Board ~~prior to their issuance~~.
- B. Administrative Directives ~~shall~~must be consistent with Board policies.
- C. The ~~s~~Superintendent or designee ~~shall~~will notify Board members that a new or revised Administrative Directive has been issued. New Administrative Directives that impact staff or community should be shared with impacted parties when they are issued.

IX. Administration in Absence of Policy or Administrative Directive

The Superintendent and other PPS~~District~~ staff members to whom administrative or supervisory authority has been delegated are authorized to use their professional judgment in the absence of a specific policy or administrative directive governing proper action to

take, ~~provided that s~~Such action ~~shall~~must not ~~be in~~ conflict with well recognized professional, educational, and ethical practices; the spirit and intent of existing PPS~~District~~ policy; the general values and objectives of PPS~~the District~~; or any local, state, or national law.

Legal references: ORS 332.107

History: Adopted 6/1971; Amended 12/1983; 11/2021

BF - Policy Development

Code: BF
Adopted: 4/24/17
Readopted: 11/4/25

The Board has the authority and responsibility to establish policy.

School Board policies are statements which set forth the purposes and prescribe in general terms the organization and program of a school system. They create a framework within which the superintendent and their staff can discharge their assigned duties with positive direction. They tell what is wanted.

The formulation and adoption of policies, recorded in writing, will constitute the basic method by which the Board will exercise its leadership in the operation of the school system.

The policies shall be consistent with Oregon Revised Statutes, Oregon Administrative Rules and all federal laws and regulations.

The final authority and responsibility for Board policy lies with the Board.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)
[ORS 332.505](#)
[ORS 339.240](#)

[OAR 581-022-2305](#)[OAR 581-022-2405](#)

Cross Reference(s):

BFD - Board Policy Implementation

BFC - Adoption and Revision of Policies

Code: BFC
Readopted: 4/24/17
Adopted: 3/12/12
Orig. Code(s): BFC

New school board policies and suggested changes to or repeal of existing policies will be adopted by the affirmative vote of a majority of the Board members at a regular or special meeting.

Proposed policies or policy changes and repeal of existing policies will be presented in writing for consideration by the Board.

To permit time for studying all new policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be processed in the following sequence:

1. First reading of a proposed policy (or policies): This is a *discussion* item *on the agenda* and no action is required by the Board. A first reading announces that a new policy, a revision of an existing policy or consideration to rescind a policy, is being considered by the Board. Comments, questions, concerns and recommended edits should be *discussed at the Board meeting*. Any organization which represents employees of the district shall be furnished a copy of personnel policies and revisions as they are made.
2. Second reading/Adoption of a proposed policy (or policies): This is an action by the Board and may be placed on the consent agenda. Any revisions to a policy from the first reading will not require the policy go through an additional reading, except as the Board determines that the revision(s) need(s) further study and an additional reading would be advantageous.

When, in the best interest of the district, immediate adoption of a proposed policy is necessary, the Board may adopt such policy at the first meeting in which it is presented.

Policies and amendments adopted by the Board will be attached to, and made a part of, the minutes of the meeting at which they are adopted as well as posted to the district internet website.

The operation of any single policy, section or sections of policies, not established by law or specifically listed in a current labor document, may be temporarily suspended by a majority vote of the Board at a regular or special meeting.

END OF POLICY

Legal Reference(s):

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

[OAR 581-022-2305](#)
[OAR 581-022-2405](#)

Cross Reference(s):
BCE - Board Committees

BFCA - Administrative Regulations

Code: BFCA
Readopted: 4/24/17
Adopted: 3/10/97
Orig. Code(s): BFCA

Administrative regulations are detailed directions governing the operation of the district.

The superintendent is authorized to formulate such administrative regulations appropriate for the implementation of policies adopted by the Board and necessary for the consistent operation of the district.

When approved by the superintendent, administrative regulations shall be distributed to the Board and the staff, and made available to the public.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2305](#)

[OAR 581-022-2405](#)

Cross Reference(s):

CHA - Development of Administrative Regulations

BFD - Board Policy Implementation

Code: BFD

Readopted: 4/24/17

Adopted: 3/12/12

Orig. Code(s): BFD

Effective Date of Policies

All new and revised policies will become effective upon adoption of the Board, unless the Board otherwise specifies a different effective date in the motion for adoption.

Policy Implementation

The superintendent and administrative staff will implement board policies. The superintendent may formulate administrative regulations and procedures to assist implementation of a policy.

It will be the Board's duty to evaluate the effectiveness of the policy and the effectiveness of the administration's implementation of the policy.

Policy Dissemination

The superintendent shall ensure that policies are made available to the public for review on the district website.

The superintendent will provide channels for disseminating appropriate policies to district staff and the community.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.505](#)

[OAR 581-022-2305](#)

[OAR 581-022-2405](#)

Cross Reference(s):

BF - Policy Development

CH - Policy Implementation



Non-Discrimination/ Anti-Harassment

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society.

~~The District~~ PPS prohibits discrimination and harassment on any basis protected by law, including, but not limited to, an individual's perceived or actual race, color, religion, sex, sexual orientation, gender expression or identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veteran's status, (or because of the perceived or actual race, color, religion, sex, sexual orientation, gender expression or identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates). Race includes physical characteristics that are historically associated with race, including, but not limited to, natural hair, hair texture, hair type and protective hairstyles (a hairstyle, hair color or manner of wearing hair that includes, but is not limited to, braids, regardless of whether the braids are created with extensions or styled with adornments, locs and twists).

~~The District~~ PPS prohibits discrimination and harassment in all of its programs and operations, including, but not limited to, employment, assignment, and promotion of employees ~~personnel~~; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and in accommodating the public at public meetings.

~~Complaints regarding discrimination and harassment may be filed with any District administrator or manager, including Human Resources (complaint line: 503-916-2990 or hrlegal@pps.net), PPS's Title IX Office (Titleix@pps.net), and the Superintendent. In addition, complaints regarding discrimination may be filed with the United States or Oregon Departments of Education Office for Civil Rights. All complaints regarding sexual harassment and sexual violence shall also be forwarded to the Title IX Office.~~

[For procedure for discrimination or harassment complaints from students or families, see Board Policy 4.50.030-P \(Complaint Policy\) and Administrative Directive 4.50.031-AD \(Complaint Resolution process\).](#)

[For procedure for discrimination or harassment complaints from employees, see Board Policy 5.10.060-P \(Workplace Harassment\) and Administrative Directive 5.10.061-AD \(Workplace Harassment Complaint Procedure\).](#)

Complaints may be made anonymously; however, corroborating evidence is required for any disciplinary action or other consequences.

Specific information on where to file a complaint can be found [on PPS's Conflict Resolution webpage, which is linked at the bottom of the PPS website.](#) ~~here: [hyperlink landing page]~~

Retaliation, intimidation, harassment, or threats against any person who in good faith reports, is thought to have reported, or otherwise participates in an investigation of discrimination or harassment is strictly prohibited, regardless of whether a complaint is substantiated. The good-faith

initiation of any complaint of discrimination or harassment by a student will not adversely affect a student's school placement or educational learning environment. The good-faith initiation of any complaint of discrimination or harassment by an employee ~~shall~~will not adversely affect any terms or conditions of employment or work environment of the staff complainant. ~~FA~~FA false reports found to be made in bad-faith ~~shall~~will be regarded as a serious offense and may result in disciplinary action or other appropriate sanctions.

~~The District shall~~PPS will investigate all complaints of discrimination, harassment, and retaliation.

Legal References: ORS 192.630; ORS 326.051; ORS 339.356; ORS 342.700; ORS 342.704; ORS 342.865; ORS 659.850; ORS 659A.006; ORS 659A.029; ORS 659A.030; ORS 659A.133; ORS 659A.270-.290; Title VII of the Civil Rights Act of 1964, as amended, Americans with Disabilities Act, Family Medical Leave Act, Age Discrimination in Employment Act

History: Adpt 2/13/97; Amd 9/9/02; Amd 6/17/13; Amd 4/10/18; Amd 6/2021; Amd 2/2022