

Regular Meeting
Wednesday, July 30, 2025 6:00 PM Pacific

District Office Board Room
11 N. Royal Ave
Eagle Point, Oregon 97524

1. **Call to Order**
2. **Roll Call**
3. **Agenda Adoption**
4. **New Board Director Oath of Office**
5. **Pledge of Allegiance**
6. **Annual Election of Board Officers**

Eagle Point School District 9

Code: **BCB**
Adopted: 11/15/84
Revised/Readopted: 11/14/01; 12/12/07; 8/09/17
Orig. Code(s): 1151; 1152; 1153

Board of Education Officers

Board Chairman

The Board Chairman will be elected at the annual July organizational business meeting. The Chairman will be elected from within the Board of Education and serve for a term of one year. The Chairman may service a maximum of four consecutive terms in the same office. If for any reason the office of Chairman shall become a vacant, the sitting Vice Chairman will assume the office of Chairman and serve the remainder of the term. If there is no sitting Vice Chairman, the Board will elect one of its members to serve as Chairman. Duties of the Board Chairman shall include:

1. Being the main point of communication between the Superintendent and Board of Education. The Board Chairman will confer with the Superintendent on matters of Board operations, policies and related items.
2. Set the agendas for all meetings of the Board of Education. The Superintendent, Board Vice Chairman and selected designees will assist the Board Chairman in the setting of meeting agendas and review of district operations.
3. Call emergency and special meetings of the Board when needed.
4. Presides over all Board meetings and ensure the effective running of all meetings.
5. Sign all documents requiring the signature of the Board Chairman on behalf of an official Board of Education action.
6. Serve as the official representative of the Board of Education and the school district at official functions and when needed.
7. Create committees and appoint members to those committees with Board approval.
8. Have the right to make motions, discuss and vote at all Board meetings.

Board Vice Chairman

The Board Vice Chairman will be elected at the annual July organizational business meeting. The Vice Chairman will be elected from within the Board of Education and serve a term of one year. The Vice Chairman may serve a maximum of four consecutive terms in the same office. The Vice Chairman will assume the office of Board Chairman if that position becomes vacant and serve the remainder of the term.

The Vice Chairman will also perform any other duties as delegated by the Board of Education and/or the Board Chairman.

Chief Executive Officer

The Superintendent of Jackson County School District 9 shall serve as the chief executive officer for the Board of Education and the school district. In addition to the job description laid out for the Superintendent in District Policy CBA, and will hire, supervise and evaluate the Board Secretary.

Board Secretary

The Board Secretary shall compile, administer and keep all record for the Board of Education. In addition, the Board Secretary will also carry out all jobs assigned by the Superintendent or delegated by the Board chairman. Duties for the Board Secretary will include, but not limited to:

1. Record the disposition of all matters on which the Board considered action;
2. Prepare, distribute and maintain digitally recorded minute of all meetings as per Board Policy BDDG Minutes of Board Meetings;
3. Maintain the official record of District Policies.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040](#)

[ORS 332.045](#)

[ORS 332.057](#)

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

Cross Reference(s):

BC/BCA - Board of Directors Organization/and Organizational Meeting

Voting Procedures

You'll need someone to be acting chair at the organizational meeting. It can be last year's chair, the superintendent, or anyone else the board members will allow to run the meeting until a chair is elected.

Voting cannot proceed until all nominations have been made. After nominations are made, the acting chair leads board members through the list of nominees one by one, calling for votes. Each board member gets one vote. It requires a majority of the board voting for one candidate to elect the chair. A majority is at least four members of a seven member board, or three members of a five member board.

Here is how election of a new board chair would work with a seven-person board consisting of Bev, Brian, Ryan, Joe, Ted, John, and Arieta:

1. In this example, John, last year's chair, is acting chair at the organizational meeting. John says, "Nominations are now open."
2. Joe responds, "I nominate Brian." Then, Arieta nominates Ryan, and Brian nominates Bev. The acting chair and the board secretary record each nomination.
3. John asks if there are further nominations. If he encounters silence, he says, "Seeing no further nominations, I declare nominations closed."
4. John explains that each board member can cast one vote for board chair. He then works through the nominations in the order they were made, calling for votes: "All those in favor of Brian" (to which Ted and John vote yes); "All those in favor of Ryan,"(to which Arieta and Brian vote yes); and "All those in favor of Bev," (to which Bev, Ryan and Joe vote yes).
5. In this example, John says, "No candidate received a majority of the board's votes. The action failed; we will begin again." Four votes out of seven constitute a quorum for this seven-member board.
6. John opens nominations again. Brian nominates Bev, and John nominates Ryan. John calls for further nominations, and, getting none, declares nominations closed.
7. John explains again that each board member can vote for one person. When prompted "All those in favor of Bev," Ted, Joe, Ryan, Bev and Brian vote yes. The chair says, "All those in favor of Ryan." Arieta and John vote yes.
8. Now a majority of votes has been cast for one member. John announces "Bev is elected chair by a majority vote of 5 in favor."

Notice that, as in the example above, when the election does not result in a majority of the board voting for any one nominee, the complete process starts again, beginning with the acting chair opening nominations.

The same people may be re-nominated or a new slate may be created. Board members are free to use their one vote apiece as they wish whenever the nomination and voting process starts anew.

Once a chair has been elected, the gavel is passed to the new chair, and he or she leads the board through the process as many times as necessary for a quorum of the board to elect a vice chair.

THE BOARD CHAIRMAN'S POST

"A school board chairman," says a former board member who served in that role, "is a leader among leaders." That's a much better way to think about this important task than simply to view the board chairman as the convener of meetings and the breaker of ties. An effective board chairman does much more. The board chairman must be a good leader, navigator, planner, organizer, communicator, interpreter, confidant, liaison, conscience, caretaker, and troubleshooter.

As one Illinois board member explained: "A board is an association of people who want to accomplish something together. The chairman must provide the leadership vitality for getting the best out of the individuals. He or she must have a capacity for clarifying generalizations and the ability to articulate aims and goals, to grasp the importance of community and public relations, and to be constructive rather than exploitative. The board chairman needs sensitivity

BECOMING A BETTER BOARD MEMBER

and compassion, a confident bearing, trust, respect, and genuine friendliness."

A former board chairman enlarged on the theme: "Board chairmen are human and, therefore, are motivated by many things, including power and status. But their role also demands that they have some sterling qualities: wisdom, tact, good judgment, knowledge, and charm, among others."

Regrettably, many board members hold the narrow view of a board chairman's role when selecting a board chairman or seeking the job themselves. As

one school leader said, "A board member who lusts for the presidency to obtain the power of the office without positive thought or instructive leadership capability dooms a board to disaster if successful in his or her quest."

How your board chairman operates will depend on personal style and skills and on the way board members—including the chairman—perceive the leadership role. It also will depend on the degree to which the superintendent assists and influences the chairman on school board operations and district issues.

Before you can perform the many roles of an effective board chairman, you must understand them. Here's a closer look at some of them:

Chairman as planner. Effective and detailed planning, both short-range and long-range, is a must for the leader of the school board. Examples of short range planning include helping to plan the board agenda and planning the orientation process for new board members.

In an NSBA conference workshop, a New Hampshire board chairman explained: "Usually there is a period of time between election of board members and the time of actually taking part in board meetings. The board chairman and superintendent should decide the agenda for the orientation process and set the format. If there are a number of candidates running for the board, you (as board chairman) might wish to start the orientation process early and have an orientation for candidates."

Her advice for other board chairmen: "Early in your presidency, encourage not only new members, but others also, to share their concerns with you. This helps you and your board to know each other better, establishes open relationships, and minimizes hidden agendas."

Long-range planning involves the goals that have been set for the school district. A board chairman will want to take an early, overall look at the year ahead. Ask: In the coming year, what plan of action will be in place to reach district goals? What kinds of reports will the board need as the year progresses? How will I, the rest of the board, the administration, and the public judge whether the work toward these goals is on target?

Chairman as organizer. The effective board chairman can run meetings in an orderly fashion. To do this requires a working knowledge of board policy, a firm grasp of the agenda for each meeting, a command of parliamentary procedure, and some sixth sense concerning how to use these tools to keep the meeting going smoothly. The chairman must be able to encourage the open exchange of ideas while continuing to drive for conclusions and decisions.

One board chairman claims; "I never have trouble running a meeting. People know and respect the rules. Sometimes we have a good battle, but if a situation gets to be tense, I know it needs either to be studied further or voted upon and gotten out of the way."

Inherent in this statement is the suggestion that a board chairman shouldn't shy away from allowing hearty deliberation by board members. But that doesn't mean you should have interminable discussions on everything. The chairman must be able to judge when a discussion has ceased to be productive, draw it to a close, and call for a decision. It does mean that the board should not appear to the public to be a rubber stamp for every administrative recommendation; or that the board has reached all its decisions before hand; or that the board doesn't do much thinking about the district's business.

In the words of one board member: "It's the board chairman's task to reach a happy medium, to decide when a sufficient number of details have been discussed, and when it's time to reach a decision or go on to other matters. If you're a board chairman and have a sense of humor—and I sure hope you do—this is a good place to use it."

Chairman as spokesperson for the board with the media. It is often helpful to have one individual who presents the board's official position to the public. Typically, the board chairman fulfills this role.

CHAPTER 4 - Exercising Board Leadership

Chairman as delegator. Closely related to skill in organization is the board chairman's ability to delegate. In states that allow working committees of the board, board chairmen must make committee appointments. To do this, a chairman must know the strengths, weaknesses, interests, and natural talents of fellow board members and assign committee chairmanships in light of these qualities.

Part of making committee assignments is making sure that committee responsibilities are clearly spelled out and that reporting procedures are clearly understood. The chairman also must see to it that time for discussion of committee reports is secured on the board agenda.

Chairman as liaison and confidant.

The board chairman must serve as a liaison between the board and the superintendent. It is not reasonable to assume that every board member will love the superintendent or that the superintendent will adore every board member. The board chairman, though, can help foster a feeling of mutual trust and respect by interpreting board action to the superintendent and vice versa.

As with the head of any business or organization, the job of the superintendent often is a lonely one. At a minimum, the board chairman should share with the superintendent all information and correspondence that involves school operations. But the chairman can, and, usually does, go much farther—offering the superintendent support, serving as a sounding board, giving constructive criticism when needed, and helping the superintendent analyze individual community reactions to district actions.

In turn, the superintendent can keep the board chairman up-to-date on all phases of the school district. It is important for the chairman to fully communicate this information to the rest of the board. One board chairman felt so strongly that she shouldn't know more of the "inside dope" than the rest of her board colleagues that she requested the superintendent to send to the other board members copies of all correspondence and information sent to her as chairman. "All of us are elected with an equal mandate from our communities," she explained, "so all of us should have equal access to the same information."

CHAIRMANIAL PITFALLS

- Not following parliamentary procedure. If the board chairman doesn't control discussion, someone else will—or, worse, no one will.
- Not following the agenda. This is the surest way to spring surprises on the superintendent and to make hasty board decisions.
- Selecting a place at the board table where some members and others in the boardroom cannot see you.
- Confusing responsibility with authority. As one former school board chairman noted, "Although your responsibilities as a board chairman are different from the responsibilities of other board members, you must recognize that your authority is not. You still have only one vote."
- Not promoting systematic problem solving.
 - Permitting the overbearing personalities on the board to appear to represent the entire board's view.
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- Not being prepared to break a tie. obligations confronting the board, order those thoughts creatively and constructively, and share them with the board and superintendent. Breaking a tie can become a nightmare for chairmen who are unprepared.
- Assuming a vote is unanimous and not asking for "ayes" and "nays." Some votes can get lost this way, and some ill feeling can result.
- Misusing or overusing executive sessions.
- Not being consistent
 - Not taking the time to meet and talk with the Superintendent about matters that will be presented to the board.
- Failing to resist the temptation to become the superintendent
- Not planning for crises. Not being prepared to be the board's spokesperson
- Using education jargon when speaking.
- Not taking the time to reflect on the most compelling and urgent

Chairman as caretaker of relationships. The board chairman is in an excellent position to help foster good relationships between the board and the staff, the press, the general public, the district, and other community and government organizations, as well as among board members themselves.

The chairman can encourage board recognition of staff accomplishments and two-way communications with school employees. He or she can ensure that members of the community feel welcome at board meetings and that they have access to the board. The chairman can maintain communications with other community leaders and government officials and can serve as a board spokesperson to the press. The chairman can set the tone of board member relationships by speaking of the need for cooperation and mutual respect and by allowing for diversity of opinion.

It has been said that a school board chairman needs "a tough hide over a very sensitive soul" and "the ability to predict and weather storms."

Some veterans would lead you to believe that the experience of being a board chairman is mostly bad. As one said, "Everybody on the board should have to be chairman at least once. Everyone should have their share of the ulcers."

Another board member said, "One would assume that being a school board chairman is a great chance to be in the community limelight. Unfortunately, when the light is on you, all it generally does is give the critics a target that's easier to hit."

It's true that the board chairman's post isn't for everyone, but there are benefits. People who have/ been the chairman of a school board say they liked it for the opportunity it gave them to develop a close working relationship with the superintendent and staff. The greater demand for the chairman to become directly involved with program development can also be rewarding.

Some boards regularly rotate their leadership, giving everyone an opportunity to serve. Others choose one individual who is likely to remain as chairman for several years. There are positives and negatives to both these approaches.

Board chairmen also find satisfaction in having an acute awareness of what's going on in the schools and from being known as the leader of the board.

Being board chairman carries a certain clout with other community leaders. For people who enjoy responsibility, the board presidency is considered a prime position to hold.

Should You Run for Board Chairman?

Do you have the skills needed to head your board? Here's a quiz to help you find out. For each of the following, give yourself a rating from 1 to 5, with 1 being excellent, 3 being average, and 5 being poor. A score of 12 means you're the perfect board chairman; realistically, anything under 15 is a good indication you should throw your hat in the ring.

1. I work well with others.
2. I am a good listener.
3. I am an effective communicator.
4. My fellow board members trust me, and I do everything I can to maintain their trust.
5. I recognize the strengths of other board members and try to use those strengths to benefit the school system.
6. I know parliamentary procedure.
7. I am fair.
8. I ask good questions.
9. I prepare thoroughly for meetings.
10. I am able to keep cool during heated discussions.
11. I understand the difference between the role of the board chairman and the role of the superintendent.
12. I am willing to assume the extra duties and responsibilities of serving as school board chairman.

What Changes When You Become Chairman?

This list was developed by a Wisconsin school board chairman who notes that not all changes will apply to all chairmen or to all members.

Changes for the chairman:

- The perception of added or new responsibilities
- The perception that you are now charged with setting the direction or tone for the district
- The belief (or illusion) that there is some authority in the position
- The belief that a little more credibility will be given to ideas and suggestions that you offer
- The perception that this is the time to make all those changes that should be made

- Apprehension or a real feeling of power in accepting the position

Changes for the members:

- The perception of an ego trip or power trip by the new chairman
- " The perception that this person now has access to a great deal more information than others on the board
- The perception that this person is no longer "one of us"
- The perception that the chairman should "fix" a problem, but "share" all decisions
- The belief that you could do a better job as chairman.

Review Questions

1. Define these terms: vision, goals, priorities, and objectives.
2. How can a vision statement help the board in setting policy?
3. How frequently does your school board review policy? Should this be done more frequently?
4. List at least four ingredients of an effective board self-evaluation.
5. What are some of the characteristics of an effective board chairman?

- 7. Reports and Public Forum**
 - 7.A. Public Forum**
 - 7.B. Report on SAIF Insurance Update**
 - 7.C. Report of the Annual District Organizational Chart and Administrator's Placements**
- 8. Board Action Items**
 - 8.A. Consent Agenda**
 - 8.B. Unfinished Business**
 - 8.C. New Business**
 - 8.C.1. 2025-2026 Board of Directors Public Meeting Schedule**
- 9. Future Board Meeting Agenda Items**
 - 9.A. Work Session**
 - 9.B. Regular Meeting**
- 10. Acknowledgments**
- 11. Adjournment**