Corvallis
SCHOOL DISTRICT

NOTICE

NOTICE IS HEREBY GIVEN of a meeting of the Corvallis School District Board of Directors.

Date & Time	Meeting Type	Location	Agenda
Tuesday, February 21, 2017 6:30 PM	Special	District Office Board Room, 1555 SW 35th Street, Corvallis, OR 97333	See attached.

Accessibility: To request accommodations for board meetings, please contact Kim Nelson at 541-757-5841 or kim.nelson@corvallis.k12.or.us at least 48 hours before the meeting.

If you would like to watch live-streaming of the School Board meeting, please navigate to the District's YouTube channel: https://www.youtube.com/channel/UC9Jtpte5dmilZl9kySBJbVQ?
A recording of the meeting will also be posted to that channel.

POSTED: Corvallis School District Administration Building
Hans Boyle, Education Editor, Gazette Times (Via Email)

For more information, please contact Kim Nelson at 541-757-5841 or at kimberly.nelson@corvallis.k12.or.us

Corvallis
SCHOOL DISTRICT

Tuesday, February 21, 2017
6:30 PM

AGENDA
Special Meeting of the
BOARD OF DIRECTORS
Corvallis School District 509J

Meeting Details: Tuesday, February 21, 2017, 6:30 PM in the District Office Board Room, 1555 SW 35th Street, Corvallis, OR 97333.

If you would like to watch live-streaming of the School Board meeting, please navigate to the District's YouTube channel: https://www.youtube.com/channel/UC9Jtpte5dmilZI9kySBJbVQ? A recording of the meeting will also be posted to that channel.

I. EXECUTIVE SESSION – 5:00-6:15 p.m. The Board will meet in Executive (closed) Session under ORS 192.660(2)(e)--To consult with persons designated to negotiate real property transactions, and ORS 192.660(2)(d)--To consult with persons designated to conduct labor negotiations. **Note: this is not part of the public meeting.**

II. CALL TO ORDER AND ROLL CALL – 6:30 p.m.

III. PLEDGE OF ALLEGIANCE

IV. SUPERINTENDENT'S TRAINING PLAN AND ACTIONS REGARDING THE RIGHTS OF UNDOCUMENTED STUDENTS

Corvallis
SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Ryan Noss, Superintendent
Meeting Date: February 21, 2017

Superintendent's Plan and Actions Regarding the Rights of Undocumented Students

NO ACTION REQUIRED

Background

The goal of the Corvallis School District is for every student to grow and, ultimately, to graduate; it is the responsibility of the district to give each student the opportunity and support to meet this goal. We are working to provide a safe and inclusive learning environment for all students and we believe that students are better prepared for learning the skills needed to be successful for their future when we establish clear guidelines that are predictable and consistent.

In support of that work, on December 5, 2016, the Corvallis School Board unanimously approved Resolution Number 16-1201 – Rights of Undocumented Students and Protocols for Immigration and Customs Enforcement (ICE) Access to Schools. As superintendent, I was charged with:

- Developing a plan for training teachers, administrators, and other staff on how to respond to ICE personnel who may attempt to enter Corvallis School District property and/or request information about our students and their families.
- Sharing information with all Corvallis School District families about the resolution, protocols and the training provided to our staff.

Action Steps To Date

Information Developed to Share with Families and Staff:

- Consulted with Oregon Leadership Network for technical assistance.
- Reviewed materials from Los Angeles Unified and Denver Public Schools.
- Worked with Human Resources Director Jennifer Duvall and Equity & ELL Coordinator Marcianne Rivero Koetje to develop language for staff training and family communications.
- Requested legal counsel review of final language.

Administrative Team Provided with Guidance and Training:

- Provided the board's resolution, as well as a cover letter and a document entitled "Facts for Families Regarding the Rights of Undocumented Students."

- Human Resources Director Jennifer Duvall and I led discussion with, and answered questions from, administrators.

Training Provided to School and Department Personnel:

- Principals and department directors are in the process of providing training for staff members and direct reports.
- Staff training is documented through sign-in sheets.
- Attached is the staff training outline that will be provided to all staff.

Information Shared with Families:

- A copy of the board's resolution, a cover letter and a document entitled "Facts for Families Regarding the Rights of Undocumented Students" were shared through all school parent email groups. (Copies of those documents are attached.)
- English, Spanish and Arabic versions were provided to schools.
- Schools were asked to make print copies available for families without internet access.
- The resolution and "Facts for Families Regarding the Rights of Undocumented Students" are also available on the district's website at: https://www.csd509j.net/about-us/strategic-path/equity-in-our-schools/safe-and-welcoming-schools/

Corvallis
SCHOOL DISTRICT

Staff Training Outline Regarding Rights of Undocumented Students

On December 5, 2016 the Corvallis School Board unanimously approved Resolution Number 16-1201: Rights of Undocumented Students and Protocols for Immigration and Customs Enforcement (ICE) Access to Schools.

Key things for staff to know in supporting our students:

- All children in the United States have a constitutional right to equal access to public educational opportunities regardless of their immigration status or that of their parent. That right was confirmed in the United States Supreme Court cases *Plyer v. Doe*. Discrimination is also prohibited by federal laws, including Titles IV, VI and IX of the Civil Rights Act of 1964.

- The Corvallis School District does not ask for or document students' immigration status when students enroll. Even if we became aware of a student's immigration status, we would not volunteer the information to Immigration and Customs Enforcement (ICE).

- The Family Educational Rights and Privacy Act (FERPA) generally prohibits school districts from providing third parties with student education records. Under FERPA, schools may disclose directory information without consent, but they are required to allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. (See Board policy JOA regarding directory information.)

- The Corvallis School Board adopted Resolution Number 16-1201 - Rights of Undocumented Students and Protocols for Immigration and Customs Enforcement (ICE) Access to Schools, which outlines certain procedural requirements that federal immigration officials must follow when seeking access to district property.

  The resolution states:
  - Any ICE official intending to enter any Corvallis 509J school must first notify the Superintendent or designee, in person, of this intention, with adequate notice for the Superintendent to consult with legal counsel and take steps to provide for the emotional and physical safety of students and staff.
  - The Superintendent is authorized to ask for any ICE official's credentials, ask why he or she is requesting access to a school, and review the legal authority for the request.
  - Any ICE official must provide written legal authority for entry into a 509J school. Such authority must document the purpose for such entry.
  - However, as with other law enforcement agencies, federal immigration officials may come onto campuses under exceptional circumstances, such as

immediate public safety issues, or when there is a valid search warrant, subpoena, or court order.

- Creating a safe space where students can come to you for support and advice is the best thing you can do for your students.

- The person in our school/district who is the immigration resource advocate is: Marcianne Rivero Koetje, Equity & ELL Coordinator.

- Reminder, as an employee you are expected to maintain the integrity of confidential information relating to a student, family, colleague, or district patron. For example, if an ICE official approaches you across the street from the school to ask about an immigration status of a student or family you are not to share any information and can refer them to the district office.

Corvallis
SCHOOL DISTRICT

Resolution Number 16-1201
Rights of Undocumented Students and Protocols for Immigration and Customs Enforcement (ICE) Access to Schools

RECITALS

A. Since 1982, Supreme Court precedent (Plyler v. Doe, 457 U.S. 202) has required equal access to public education for all children, including those who are undocumented or come from families with members who are undocumented.

B. The Board of Directors of the Corvallis 509J School District is committed to the success and safety of every student who attends our district's schools. Our goal is for every student to grow and ultimately to graduate, and it is the responsibility of our school district to give each student the opportunity and support to meet this goal.

C. The Board believes that physical safety and emotional well-being are paramount to foster student success. Therefore, our schools must be safe and inviting places for all students and their families. Policies already in place prohibit any form of discrimination, harassment, or bullying. The district's anti-discrimination policies have both Federal civil rights law and Oregon law at their foundation.

D. The Board knows that our children's safe and inviting educational environment would be disrupted by the presence of ICE officials who might come into district schools for the purposes of removing students or their family members or obtaining information about students or their families.

E. The Board further believes that our students' ability to succeed would be negatively impacted by the removal of their family members by ICE, which could leave students without supervising adults to care for them. Therefore, the district will develop policies and procedures to protect and care for such students until a guardian or other designated adult is contacted, and that all teachers, administrators, and staff should be trained on such procedures.

RESOLUTION

1. Any ICE official intending to enter any Corvallis 509J school must first notify the Superintendent or designee, in person, of this intention, with adequate notice for the Superintendent to consult with legal counsel and take steps to provide for the emotional and physical safety of students and staff.

2. The Superintendent is authorized to ask for any ICE official's credentials, ask why he or she is requesting access to a school, and review the legal authority for the request.

3. Any ICE official must provide written legal authority for entry into a 509J school. Such authority must document the purpose for such entry.
4. Corvallis 509J staff shall not ask about or document any student's immigration status, or that of the student's family members, and pursuant to the Family Educational Rights and Privacy Act (FERPA) and relevant law, shall not disclose, without parental consent, the immigration status or other personal information about any student or his/her family.
5. Within the next 90 days the Superintendent shall develop a plan for training teachers, administrators, and other staff on how to respond to ICE personnel who may attempt to enter 509J property and/or request information about 509J students and families. Subject to applicable laws, the plan shall include procedures for notifying families about generalized ICE efforts to gain information about students and families, and how to protect and support students whose family members have been displaced because of ICE. This plan shall be communicated to all 509J families in all supported languages.

Adopted by the Board of Directors of School District No. 509J (Corvallis) of Benton and Linn Counties, Oregon, at its meeting this 5th day of December, 2016.

ATTEST:

Alexis McQuillan, Board Chair

Olivia Meyers Buch, Deputy Clerk

Corvallis
SCHOOL DISTRICT

Parent Cover Letter Regarding the Rights of Undocumented Students

Dear Corvallis School District families:

The goal of the Corvallis School District is for every student to grow and, ultimately, to graduate; it is the responsibility of the district to give each student the opportunity and support to meet this goal. We are working to provide a safe and inclusive learning environment for all students and we believe that students are better prepared for learning the skills needed to be successful for their future when we establish clear guidelines that are predictable and consistent.

In support of that work, on December 5, 2016, the Corvallis School Board unanimously approved Resolution Number 16-1201 – Rights of Undocumented Students and Protocols for Immigration and Customs Enforcement (ICE) Access to Schools. As superintendent, I was charged with:

- Developing a plan for training teachers, administrators, and other staff on how to respond to ICE personnel who may attempt to enter Corvallis School District property and/or request information about our students and their families.
- Implementing procedures, subject to applicable laws, for notifying families about generalized ICE efforts to gain information about students and families, and how to protect and support students whose family members have been displaced because of ICE.
- Sharing information with all Corvallis School District families about the resolution, protocols and the training provided to our staff.

All Corvallis School District administrators have received training materials to be shared with their staff this month. Attached for your information is the full school board resolution, as well as Facts for Families Regarding Undocumented Students. It is our goal to provide a safe and supportive learning environment for each student in the Corvallis School District.

Sincerely,

Ryan Noss
Superintendent

Attachments:

- Resolution Number 16-1201 – Rights of Undocumented Students and Protocols for Immigration and Customs Enforcement (ICE) Access to Schools
- Facts for Families Regarding Undocumented Students

District Administrative Office
1555 SW 35th Street | PO Box 3509J | Corvallis, Oregon 97339
541-757-5841 | www.csd509j.net

Corvallis
SCHOOL DISTRICT

Facts for Families Regarding Undocumented Students

Are public K-12 schools in the United States required to provide a free public education to all students, regardless of immigration status?

Yes. All children in the United States, including those who are undocumented or come from families with members who are undocumented, have a constitutional right to equal access to public educational opportunities. That right was confirmed in the United States Supreme Court case Plyler v. Doe. Discrimination is also prohibited by federal laws, including Titles IV, VI and IX of the Civil Rights Act of 1964.

What impact does undocumented immigration status have on my child's education?

None. Children have a constitutional right to have equal access to education regardless of their immigration status or that of their family members. That right cannot be taken away by the president or by state or federal legislatures.

Does the Corvallis School District ever ask for the immigration status of a student or family member?

No. The Corvallis School District does not ask for or document the immigration status of a student or family member when enrolling or while enrolled, or on applications for transportation, free and reduced-price meals, academic programs, extracurricular activities, and all other services.

Would the school district ever share a student's immigration status with federal immigration officials?

We do not ask for or document immigration status when students enroll. Even if we became aware of a student's immigration status, we would not volunteer the information to Immigration and Customs Enforcement (ICE).

The Family Educational Rights and Privacy Act (FERPA) generally prohibits school districts from providing third parties with student education records. However, there may be exceptional circumstances under which the District could be *required* to provide student records to federal immigration officials, including the following:

1. If there is a valid subpoena, warrant or court order.
2. If there are emergency circumstances, such as a confirmed danger to public safety.

What does the Corvallis School District do to prevent harassment of or discrimination against students and families because of their race, ethnicity, religion or national origin?

Corvallis School District policies prohibit discrimination on the basis of age, citizenship, color, disability, gender, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation.

What should I do if I feel that my student has been the victim of discrimination or harassment?

Please report the behavior immediately to a school administrator or to the superintendent. We take these complaints seriously in order to assure that our schools continue to be safe spaces.

Corvallis
SCHOOL DISTRICT

Can federal immigration officials come onto the Corvallis School District campuses?

Yes, however, the Corvallis School Board adopted Resolution Number 16-1201 – Rights of Undocumented Students and Protocols for Immigration and Customs Enforcement (ICE) Access to Schools, which outlines certain procedural requirements that federal immigration officials are directed to follow when seeking access to district property, in accordance with their legal authority.

The resolution states:

1. Any ICE official intending to enter any Corvallis 509J school must first notify the Superintendent or designee, in person, of this intention, with adequate notice for the Superintendent to consult with legal counsel and take steps to provide for the emotional and physical safety of students and staff.

2. The Superintendent is authorized to ask for any ICE official's credentials, ask why he or she is requesting access to a school, and review the legal authority for the request.

3. Any ICE official must provide written legal authority for entry into a 509J school. Such authority must document the purpose for such entry.

What procedures would the district use for notifying families about generalized ICE efforts to gain information about students and families?

We have established relationships with other community organizations in the area and maintain regular communications. In the event that one of our community organizations becomes aware of ICE efforts, it is our hope that they will share this information directly with district staff. The district will communicate information as we are able with families and/or schools through our district and school communication processes.

Individual schools may provide follow-up information to families. Additionally the information may be shared with organizations such as school parent organizations, the Hispanic Advisory Committee, Casa Latinos Unidos, and other partners.

In what ways would the Corvallis School District work to protect and support students whose family member(s) have been displaced because of ICE?

In the event of a displaced family member, the school will support students in the following ways:

1. School personnel (building principal or designated staff) will contact a relative, family member or guardian that has been included on the student enrollment form. Additionally, the building principal will collaborate with the school counselor and/or Health Navigator if applicable.
2. If no parent or guardian is available, school personnel will contact appropriate state agencies for assistance.

Corvallis
SCHOOL DISTRICT

V. PUBLIC COMMENT REGARDING BOARD POLICY DEDA -- FUNDRAISING FOR PROGRAMS, ACTIVITIES OR PROJECTS

NOTE: To indicate your desire to comment, please arrive several minutes early and complete a request card, then turn it in to the Board Secretary before the meeting begins. See attached guidelines for providing input to the School Board.

Corvallis
SCHOOL DISTRICT

Providing Input to the School Board

(Revised 01-23-17)

The Corvallis School Board values the opinions and input of community patrons. As such, the purpose of this document is to provide general guidelines about how to make the most of your time when communicating with the Board. The public may offer comments during meetings or correspond in writing via email or U.S. mail, as outlined below.

I. Written Correspondence

Letters, emails and other written materials submitted to the Board are considered public record. They may be submitted via U.S. mail to: Corvallis School Board, Attn: Julie Catala, P.O. Box 3509J, Corvallis, OR 97339. Emails may be sent to: schoolboard@corvallis.k12.or.us, and will reach all Board members as a group. Others who will receive emails sent to this address: Superintendent, Assistant Superintendent, Human Resources Director, Finance and Operations Director, and Executive Assistant to the Superintendent and Board of Directors (also known as the Board Secretary).

II. Public Comment at Meetings

Members of the public have the opportunity to share their ideas and opinions with the Board during the agenda item labeled *Public Comment*. These opportunities are offered only during Business and some Special Meetings of the School Board. Spanish language interpreter services will be available at Business Meetings.

To request the opportunity to offer public comment

A. Complete a "Comment Request" card, which can be found on a table at or outside the entrance to the meeting room, and give it to the Board Secretary at the head table **before** the meeting begins.

B. Complete all requested information. Failing to fully and clearly complete the card and/or to submit it to the Board Secretary before the meeting begins may affect your opportunity to offer comments at the meeting.

C. Although it is not required, you may wish to prepare a written statement from which to read during the meeting; if so, you may choose to leave your written comments with the Board Secretary to file with the official minutes of the meeting.

D. Although they are not required, you are welcome to provide handouts to the Board; if so, please bring 13 copies and give them to the Board Secretary to distribute.

E. The Board Secretary will sort cards, by topic, when they are completely filled out and were submitted before the meeting started. If there were several cards in one set/topic, the Board Secretary will draw one card from each set, in turn.

F. If more comment requests were submitted than could be accommodated during the allotted time on the Board's agenda, you might not be called upon to provide your comments. In that case, you may submit your comments in written form; see below for information.

G. When you testify, your name, address and comments are matters of public record; however, students and staff do not need to provide their addresses.

Rules for Public Comment

A. When you're called on to comment, proceed to the podium/table in front of the Board, state your name and the topic you will address before you begin. This is a matter of public record and will not count against your time. Only one person at a time is allowed to be at the podium/table, with exceptions at the discretion of the Board Chair.

B. Direct your comments to the Board. The Board Chair will refer questions or requests for action to an appropriate person who will provide a response at a later date.

C. Keep your comments within the specified time allotted, usually three minutes. The Board Secretary will signal you with one chime when you have 30 seconds remaining and with two chimes when your time is up.

D. If others have spoken before you about the same issue, please state that fact and either decline to comment or limit your comments to points not already stated.

E. If a group wishes to speak, designate one spokesperson for the group; that person will stand at the podium/table. In order to maintain the meeting schedule, repetitious comments are discouraged.

F. Speakers may offer objective criticism of district operations and programs, but the Board will not hear complaints concerning individual District personnel. Any such complaints must be handled following the steps outlined in policy "KL–Public Complaints" and administrative regulation "KL-AR–Public Complaints," copies of which are available during meetings at which public comment is accepted or online at http://policy.osba.org/corvall/KL/index.asp.

G. Complaints regarding budget, programs, or other District issues also should be handled by following the steps outlined in policy KL. Challenges of instructional resources or materials used by the District are subject to the rules and regulations of policy "II/IIA–Instructional Resources/Instructional Materials" at http://policy.osba.org/corvall/I/index.asp.

H. Undue interruption or other interference with the orderly conduct of Board business cannot be allowed. Defamatory or abusive remarks are always out of order. The Board Chair may terminate the speaker's privilege of address if, after being called to order, the speaker persists in improper conduct.

III. Telephone Communication

Vincent Adams	541-738-4324 or 541-240-4055	Alexis McQuillan	541-230-1342
Sami Al-AbdRabbuh	541-283-6611	Scott Newsham	703-855-1637
Judy Ball	541-758-1671 or 240-997-1222	Tom Sauret	541-758-2244
Bill Kemper	541-754-0943 or 541-740-0728		

Corvallis
SCHOOL DISTRICT

VI. BOARD DISCUSSION REGARDING BOARD POLICY DEDA -
- FUNDRAISING FOR PROGRAMS, ACTIVITIES OR PROJECTS; AND,
SUPERINTENDENT'S TASK FORCE.

Corvallis
SCHOOL DISTRICT

Prepared for: Corvallis School Board
Prepared by: Olivia Meyers Buch, Finance and Operations Director
Meeting Date: February 21, 2017

Fundraising for Programs, Activities or Projects — NO ACTION REQUIRED

Background

Board policy DEDA – Fundraising for Programs, Activities or Projects – was adopted on June 6, 2005. Along with acknowledging and endorsing fundraising to enhance school programs, activities and facilities, the policy also establishes some general parameters for fundraising across the district (for example, *"maintaining equal educational opportunities and supporting the district's programs will guide all decisions").*

Expenditures of fundraised monies vary significantly between schools, particularly with regard to elementary schools and the funding of program staff. For example, below is a summary of district staff currently funded (FY 2016-17) with school-based donations:

School	Full-Time Equivalent	Budgeted Cost
Adams Elementary	0.1188 FTE	$9,261
Franklin K-8 School	0.0000 FTE	$0
Garfield Elementary	0.0000 FTE	$0
Hoover Elementary	0.4500 FTE	$38,784
Jefferson Elementary	0.7500 FTE	$44,802
Lincoln Elementary	0.0000 FTE	$0
Mt. View Elementary	0.0500 FTE	$3,553
Wilson Elementary	0.0500 FTE	$4,980

Although the district allocates resources to provide equitable educational opportunities for all students, the use of school-based donations creates inequities based upon where students live or where they choose to attend school.

Recommendation

Due to the age of this policy and the district's current focus on achieving educational equity, staff recommends a review of the existing policy and a determination by the board on whether the policy should be revised or not. If revision is desired, it is also recommended that the board establish a process for revision and adoption.

Supplementary Materials

1. Policy DEDA – Fundraising for Programs, Activities or Projects
2. Administrative Regulation DEDA-AR – Fundraising for Programs, Activities or Projects

Corvallis School District 509J

Code: **DEDA**
Adopted: 6/06/05

Fundraising for Programs, Activities or Projects

The Board acknowledges and endorses the desire of school-related support groups to enhance school programs, activities, and facilities by making financial and in-kind contributions. Such groups include, but are not limited to, parent-teacher associations, parent-teacher clubs, booster clubs, community associations, and support groups for a particular sport or activity. Generally, the purposes for such contributions are identified by the officers of the support group in consultation with the school principal and/or sport or activity advisor.

A policy is required to maintain consistency and provide guidance for fundraising across the district. Therefore, significant fundraisers as defined in the following administrative regulation must receive prior approval from the superintendent or School Board. The Board may grant permission to school-related or community individuals, groups, or organizations and others to provide financial support and/or conduct fundraising for the benefit of the district. Maintaining equal educational opportunities and supporting the district's programs will guide all decisions.

The superintendent is directed to develop an administrative regulation to implement this policy. Following superintendent review and recommendation, proposals may be submitted to the Board for information purposes or for final approval.

END OF POLICY

Legal Reference(s):

ORS 294.305 - 294.565
ORS 332.107
ORS 332.155

Corvallis School District 509J

Code: **DEDA-AR**
Adopted: 6/6/05

Fundraising for Programs, Activities or Projects

A fundraising project will follow the approval process set forth below:

1. All fundraisers for Corvallis public schools must receive prior approval.

2. Fundraising for a specific school with a goal of:

   a. Less than $10,000 must be approved by the principal.
   b. $10,000-$75,000 must be approved by the principal and superintendent or designee.
   c. Greater than $75,000 must be approved by the principal, superintendent, and School Board.

3. If fundraising is non-school specific, approval at any level must first be granted by the Corvallis Public Schools Foundation.

All approved fundraising projects must meet the following criteria:

1. All fundraised programs, activities, or facility improvements will remain under the direct control of the district.

2. Under no circumstances will students or staff be coerced or compelled to participate in fund-raising activities. Students may not be barred or otherwise penalized because of a refusal to participate in fund-raising activities conducted on behalf of the district.

3. All moneys or pledges should be secured no later than 30 calendar days prior to the starting date of the program, activity, or capital project. Exceptions may be granted at the time of approval.

4. Funds collected must be made payable to the Corvallis Public Schools Foundation, Corvallis School District, school, or parent group as designated in the approval process. No checks may be made out to any other individuals.

5. In the event sufficient money is not raised, the proposed program or activity will be reduced or discontinued. Money donated will remain in the designated program or activity fund for one year.

6. Any unspent funds raised on behalf of the district for ongoing programs or activities will be retained in the appropriate program or activity account for which it was raised.

7. In the event a program or activity is reduced or discontinued AND the funds can not be used for designated purposes for one year, donors will be contacted to re-direct their gifts.

8. The district is responsible for all educational program decisions, hiring, and payment of all instructional and support staff as well as independent contractors. Educational programs include any programs, fund-raised or otherwise, that enhance or enrich student learning such as artists-in-residence, assemblies, special programs, and electives. This requirement ensures the district maintains compliance with federal, state and district rules on hiring, employee management, purchasing, and reporting.

Corvallis
SCHOOL DISTRICT

VII. BOARD NORMS AND WORKING AGREEMENTS

Corvallis
SCHOOL DISTRICT

Board Norms
2016-2017

(Draft 02-21-17)

The Corvallis School Board also has Board and Superintendent Working Agreements that provide guidance regarding meeting operations and communication.

A. Focused Use of Meeting Time

1. Start on time, use time wisely, and end on time.
2. Allow all members time to express themselves without feeling rushed by:
3. Utilizing the phrase, "I agree with____" to avoid repetition of the same ideas and points.
4. Balance Board members' speaking time.
5. Be succinct to maintain opportunity for all to express themselves.
6. Engage in relevant and topical discussion.
7. Utilize "Committee/Board Member Items" monthly agenda time to provide updates to the full board regarding the work of District committees.
8. Allow moments of silence between commentaries to provide time to consider the discussion.

B. Orderly Procedure

1. Effectively employ parliamentary procedure to facilitate a smooth meeting.
2. Regulate input and comments from the public to the time allotted for public testimony to maintain equal opportunity to speak.

C. Consider Staff and District Capacity and Resources

1. Be cognizant of scarcity of resources and time when requesting action from staff.
2. Assess whether a majority of the Board can benefit from particular information from staff before making the request for it.

D. Respectful Deliberation and Conversation

1. Actively listen to those sharing their points of view, to facilitate full understanding and the possibility of changing viewpoints.
2. Vocalize what another individual's statement has helped you learn or reconsider.
3. Facilitate focused, open conversation.
4. Strive to value all opinions. Refrain from deriding others' ideas.

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Corvallis SCHOOL DISTRICT

BOARD AND SUPERINTENDENT WORKING AGREEMENTS
2016-2017

(Draft 02-21-17)

A. Purpose of Agreements

The Board of Directors is the policy making body for the School District. To effectively meet the District's challenges, the School Board and Superintendent must function together as a leadership team. To ensure accord among team members, effective group agreements must be in place. The following are the group agreements for the Board and Superintendent.

B. Board Job Description and Relationship with the Superintendent

1. Set the long-term direction of the District through the mission, vision, goals, and priorities.
2. Focus on policymaking, planning, and evaluation.
3. Maintain effective two-way communication with students, staff, and the public.
4. Understand that as an individual, a Board member has no authority. It is when acting through a majority that the Board has influence.
5. Be accountable for the financial stewardship of the District, including aligning resources with goals and priorities, setting expectations, and monitoring progress.
6. Manage Board processes, including operating agreements. Actively pursue opportunities to give and receive feedback regarding Board member performance as responsible communicators. Participate openly and honestly in an annual self-assessment of the Board's performance.
7. Deliberate and make decisions in accordance with public meeting law.
8. Set priorities for Board professional development annually.
9. Supervise the hiring, performance evaluation, and other personnel management processes related to the Superintendent.
10. Work with the Superintendent as a team, recognizing that the Superintendent is the Board's advisor.
11. Respect the Superintendent's responsibility to manage the day-to-day operations of the District and to direct employees in District and school matters.

DRAFT

C. Role of Board Leadership

1. Manage the Board's processes; convene meetings; develop the Board agenda with the Superintendent, seeking Board member input; and execute documents, as appropriate.
2. Serve as the authorized spokesperson for the Board with regard to Board policy, process, and decisions. The Chair may delegate this responsibility to other Board members and/or the Superintendent.
3. Communicate with individual Board members concerns shared by other board members regarding issues agreed to in the working agreements or group operating norms.
4. Facilitate the orientation of new Board members.
5. Assist the Superintendent in communicating important information to the full Board. Keep Board members apprised of information exchanged with the Superintendent.
6. The Vice Chair will perform these duties when the Chair is not available.

D. Role of the Superintendent

1. Manage the day-to-day operations of the District.
2. Work as a team with Board members.
3. Work with the Board to establish a clear vision for the District and affirm it annually.
4. Collaborate with the Board to set annual District goals.
5. Work with the Chair and Vice Chair to effectively bring information and issues to the Board so that it can make proactive data driven decisions on policy and budget/revenue issues.

E. Meeting Operations and Decision Making

1. Attend regularly scheduled Board meetings unless prevented by sickness or an unavoidable cause.
2. Cooperate in scheduling special meetings and/or work sessions for planning and training purposes.
3. Read the updated "Corvallis School District Future Agenda Topics" as the pending agenda and planning record. This confidential document will be emailed to each Board member.
4. Communicate feedback regarding upcoming Board agendas to Board leadership or to the Superintendent at least two weeks prior to the scheduled Board meeting.
5. Prepare for Board meetings by reading materials ahead of the meeting and asking questions that you have of the Superintendent or members of the Executive Team prior to the day of the meeting, if possible. If, after you have asked questions, you

DRAFT

intend to pull something from consolidated action, notify the Board Chair and/or Superintendent before the meeting.

6. Board Requests Regarding Staff Presentations
    a. To facilitate adequate Board preparation for meetings, staff reports and presentations should be distributed as part of the Board packet prior to the meeting. Avoid sending additional reports to the Board after packets have been disseminated.
    b. Develop a system to provide updates regarding the work of District committees.
    c. Limit staff reports to introductory and additional remarks; avoid restatement of written reports or PowerPoint presentations.
    d. Keep staff presentations succinct.
7. Make it a goal to make no new proposals on the night that the Board is scheduled to make a decision or take action. Communicate concerns or questions to Board leadership and the Superintendent prior to a public meeting. Try to avoid surprises.
8. Cast a vote on all matters except when a conflict of interest arises.
9. Uphold decisions that have been made by the Board.

F. Communication

1. Operate as representatives and make decisions in the best interest of the whole District.
2. When a Board member receives an informal complaint, listen carefully and empathetically. Help the person to understand the complaint process, and direct the person to solve the problem at the lowest level.
    a. Please talk with the teacher.
    b. Please talk with the principal.
    c. Please talk with the Superintendent.
3. Formal complaints must be put in writing and signed by the complainant. These are heard by the Superintendent or designee. Complainants may appeal the Superintendent's decision to the School Board.
4. If a complainant is unwilling to speak to the Superintendent, a Board member may share the issue and the source of the complaint, concern, or criticism of the District. The Superintendent will keep the Board informant "source" confidential at the request of a Board member, but every effort should be made to encourage trust and open communication. This is the best hope for full understanding and resolution.
5. When the Board receives communication from the community, the chair will respond or will delegate that responsibility to another Board member. A "footnote" statement will be added to the bottom of the board chair's email so that patrons

DRAFT

understand that it is the practice of the Board that the chair will be responding on behalf of the board.

The footnote will state, "*The Board Chair responds to emails sent to the full board. School board members only deliberate when gathered as a quorum as outlined in the Public Meeting Law. To assure that board conversations and deliberations do not occur on email, the Board Chair will respond on behalf of the Board. All Board members receive communications that come from the community and the response given by the Board Chair.*" All Board members will be included in responses made by the Board chair. Following the communication from the Board chair, other Board members may also respond if they wish.

6. When a single Board member receives a communication from a member of the public, s/he may respond to that patron as an individual. The Board member may elect to forward the email and his/her response to the Board Chair or full Board if he/she wishes.
7. Responses to community communications should occur within 36-72 hours of receipt of the communication. The chair will delegate if s/he is unable to meet this timeframe.
8. When a concern or problem arises, communicate one-on-one with the Board member. If the issue is not resolved, communicate with the Board chair and finally with the Superintendent if necessary.

G. Board or Superintendent Committees

1. Board Committees

   The committee chair is responsible for implementing the charge of the Board. The committee chair will provide regular updates of committee progress to the Board. External communication of committee progress is the responsibility of the committee chair – the committee chair will provide advance copies to the Board and the Superintendent of any external communication 36 hours before release.

2. Superintendent Committees

   Board members may be asked to serve on a Superintendent or District committee. The Board member is a representative of the Board to staff, students, parents, and community members. Board members serving on a committee should temper their participation, mindful of their position as an elected official. Board members serving on a committee are to respect the role of the committee chair and refrain from initiating a new direction for the committee or initiating formal community input except when requested by the committee chair. The Board representative on a Superintendent or District committee will assist the Superintendent in reporting committee progress to the Board. Voting rights will be determined on a case-by-case basis.

   If the Board member serving as a committee member has a concern or concerns about the process, direction, or leadership of a District committee, they are to

DRAFT

communicate it to the Superintendent and Board chair as soon as possible. The full Board should be made aware of the concerns shared by a Board member representative so that the committee chair can benefit from the discussion of the Board in determining how the committee's work should continue. The Superintendent will work with the Board chair to discuss whether or not the Board member's concerns represent concerns that might be shared by the majority of the Board and whether or not the Board member wishes to remain the representative, whether a new Board member should be designated, or whether no Board member will continue on the committee. The Superintendent will work with the committee chair to share the concerns and to discuss whether or not a change in process is warranted.

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Corvallis
SCHOOL DISTRICT

VIII. ADJOURNMENT

*All times are approximate.

Note: The Chair of the Board may alter the order of business as they deem proper and necessary.

Corvallis
SCHOOL DISTRICT

Agendas – Agendas and supporting materials are available online at https://v3.boardbook.org/Public/PublicHome.aspx?ak=1000829 a few days before each School Board meeting. For more information, please contact Kim Nelson at kimberly.nelson@corvallis.k12.or.us.

Communication With The School Board – Communication with the Board can be made by telephone, letter, e-mail and public testimony. Letters may be addressed to individual Board members or the Board as a whole and sent to 1555 SW 35th Street, Corvallis, OR 97333. E-mail may be sent to schoolboard@corvallis.k12.or.us and will be sent to all board members simultaneously as well as to key District Office staff. For more information, please contact Kim Nelson at kimberly.nelson@corvallis.k12.or.us.

Consolidated Action Agenda – The purpose of the consolidated action agenda is to expedite action on routine agenda items. All agenda items that are not held for discussion at the request of a Board member or staff member will be approved/accepted as written as part of the consolidated motion. Items designated or held for discussion will be acted upon individually.

Public Comment –
Guidelines are at: https://www.csd509j.net/about-us/school-board/provide-input-and-be-informed/

Executive Session – Permissible purposes of Executive Sessions include: ORS 192.660(2)(a) – Employment of Public Officers, Employees and Agents; ORS 192.660(2)(b) – Discipline of Public Officers and Employees; ORS 192.660(2)(d) – Labor Negotiator Consultations; ORS 192.660(2)(e) – Real Property Transactions; ORS 192.660(2)(f) – Exempt Public Records; ORS 192.660(2)(h) – Legal Counsel; ORS 192.660(2)(i) – Performance Evaluations of Public Officers and Employees; ORS 192.660(2)(j) – Public Investments.

Grievance Process - ORS 192.705
Grievances alleging a violation by a governing body of provisions in Public Meetings Law may be submitted in writing to Kim Nelson at kim.nelson@corvallis.k12.or.us or submitted between 8:00 am – 5:00 pm Monday through Friday at 1555 SW 35th Street, Corvallis, OR 97333. Additional information is available on the district website.

SCHOOL BOARD MEMBERS			
Judah Largent	541-231-8415	Terese Jones, Co-Vice Chair	541-230-1673
Sami Al-Abdrabbuh	541-283-6611	Shauna Tominey, Co-Vice Chair	541-829-8411
Chris Hawkins	541-602-2045	Luhui Whitebear, Chair	541-714.3305
Bernie Wang	541-704-7298		

EXECUTIVE STAFF MEMBERS	
Ryan Noss, Superintendent	541-757-5841
Melissa Harder, Assistant Superintendent / Human Resources Director	541-766-4857
Lauren Wolfe, Finance Director	541-757-5874
Byron Bethards, Student Growth & Experience Director	541-757-5470
Kim Patten, Operations Director	541-757-3849
Kim Nelson, Executive Assistant to the Superintendent; Board Secretary	541-757-5841