



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
Thursday, October 24, 2019 6:00 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/UC9Jtp5dmilZl9kySBJbVQ?>
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

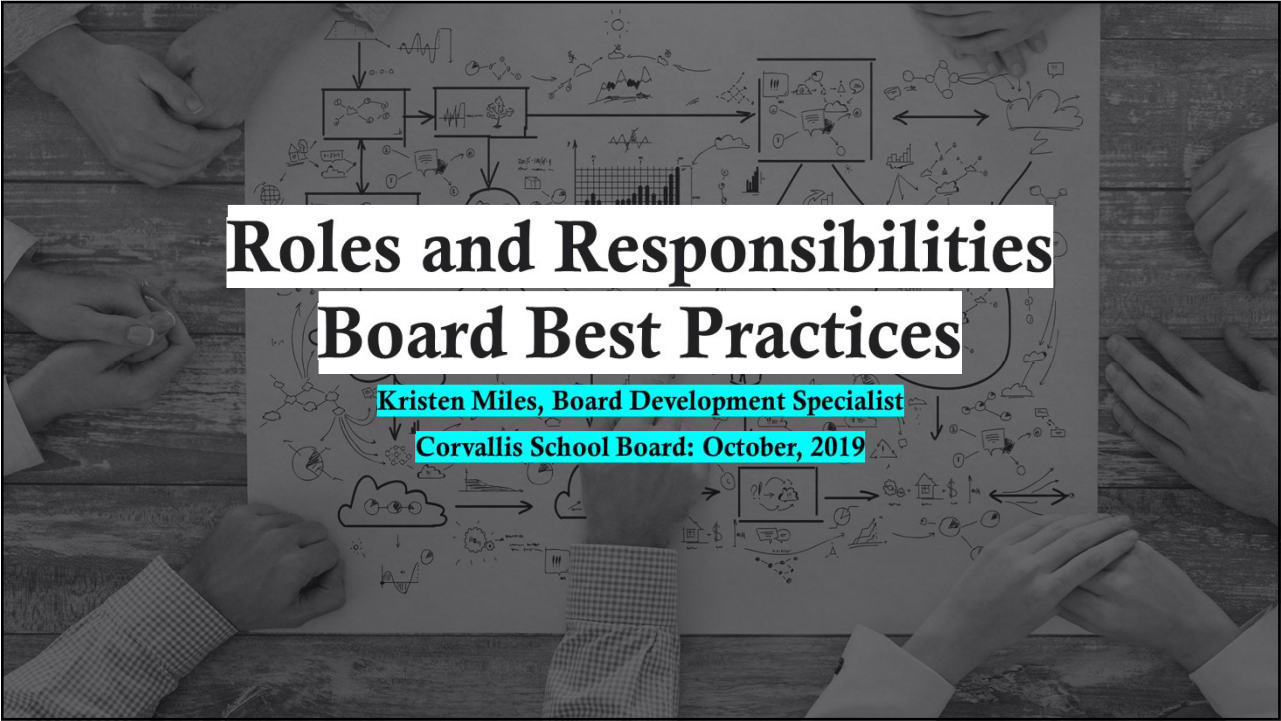
Thursday, October 24, 2019
6:00 PM

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

Meeting Details: Thursday, October 24, 2019, 6:00 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. CALL TO ORDER AND ROLL CALL (6:00 p.m.)
- II. PLEDGE OF ALLEGIANCE
- III. SESSION 2 TRAINING -- OREGON SCHOOL BOARDS ASSOCIATION PROMISE SCHOLARSHIP PROGRAM



Roles and Responsibilities Board Best Practices

Kristen Miles, Board Development Specialist

Corvallis School Board: October, 2019

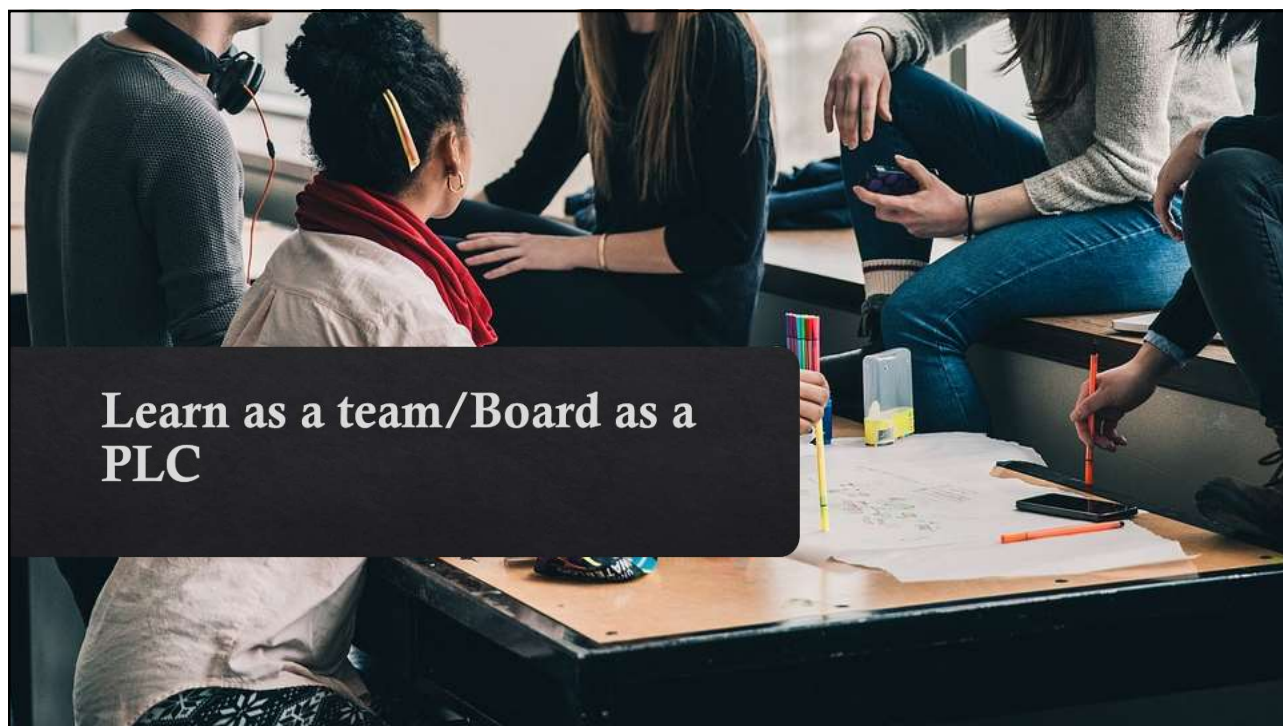
**What are you hoping to
learn today?**

The Big Picture



The Lighthouse Project and Student Achievement (Best Practices Roles)

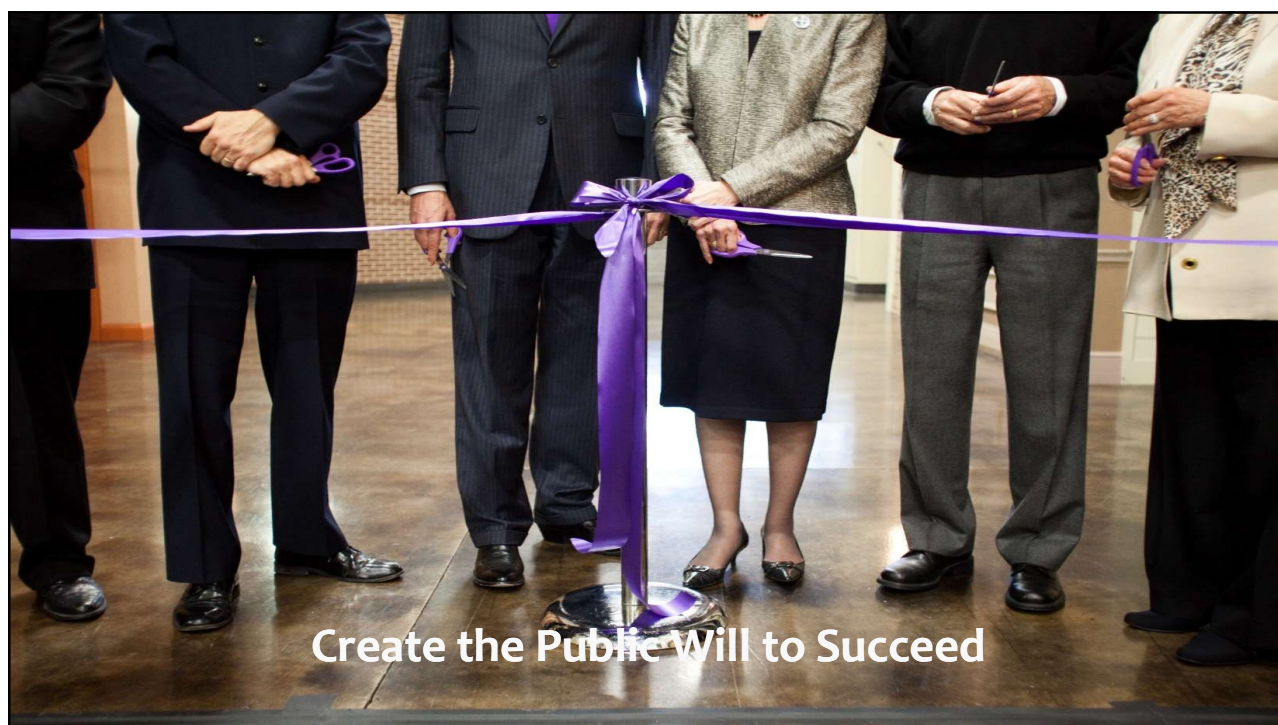




Learn as a team/Board as a
PLC



Set Clear Expectations



ROLE OF THE BOARD

THE FOCUS FRAMEWORK

A Discussion Tool for Establishing Board Direction In Key Areas

Area being discussed: _____

SET CLEAR EXPECTATIONS What are our greatest hopes for the district in this area?	LEARN TOGETHER AS A BOARD TEAM What information does the board need to ensure the right decisions are made?	CREATE CONDITIONS FOR SUCCESS What are we willing to support to ensure the expectations can be met?	HOLD THE SYSTEM ACCOUNTABLE What will we accept as evidence of progress toward expected outcomes?	BUILD PUBLIC WILL What will we need to do to gain community support for this work?

Unified leadership

- Vision and goals are clearly communicated
- The board/sup work together to lead the district toward achieving the vision

Effective partnerships

- Stakeholders are invited to the conversation
- Multiple perspectives are considered and honored

Systems thinking

- Big picture is considered
- Decisions are supported by policy and best practice

Shared focus on student learning

- Intentional focus on success for all students

Culture of trust and respect for collective responsibility

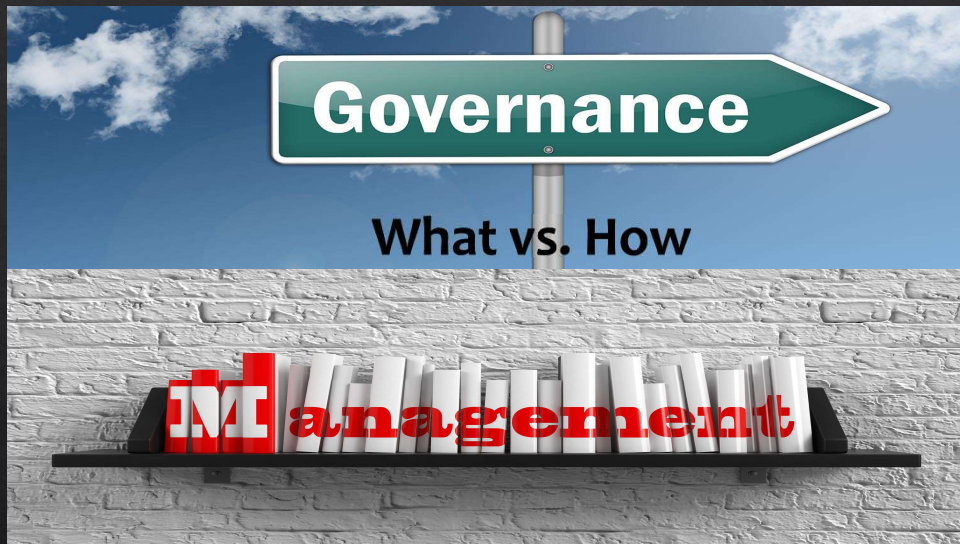
- Role clarity for all parties
- Mutual respect and communication that builds trust

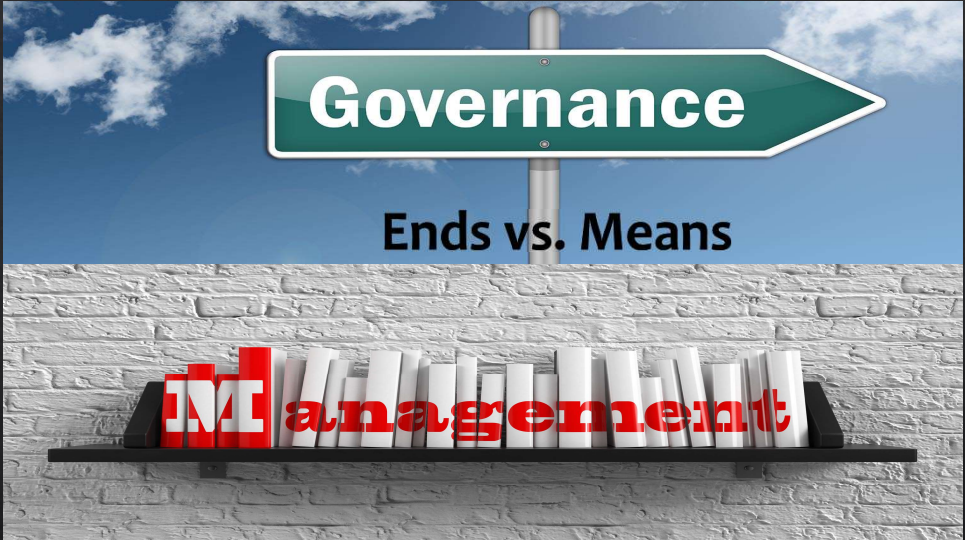
Learning together

- Deep reliance on data to inform decisions
- Learning and developing as a team

Collective accountability and support

- Decision-making is shared and accountability is reciprocal
- The conditions necessary for improvement are monitored





Governance

Ends vs. Means

Management

Board work?

Approving the high
school handbook.

Corvallis School District 509J

Code: **CHCA**
Adopted: 1/11/99
Readopted: 1/11/18

Approval of Handbooks and Directives

In order that pertinent Board policies, regulations, school rules, and procedures may be known by all staff members, patrons, students, and parents affected; district administrators and principals are granted authority to issue staff and student/parent handbooks.

It is essential that the contents of all handbooks conform with districtwide policies and administrative regulations. It is also important that all handbooks bearing the name of the district or one of its schools be of a quality that reflects favorably on the district. The Board expects all handbooks to be approved by the superintendent or designee before publication.

The district will make all published handbooks available to the Board for informational purposes.

END OF POLICY

Board work?

Reviews applications, interviews selected candidates and makes a recommendation for the hiring of a high school math teacher.

Board work?

Reviews applications, interviews selected candidates and makes a recommendation for the hiring of the high school football coach.

Board work?

Sets the expectation that hiring procedures will be established to employ qualified staff.

Corvallis School District 509J

Code: CCC
Adopted: 1/11/99
Readopted: 2/11/18
Orig. Code(s): 2310

Hiring of Licensed Administrators

Licensed administrators are hired by the district to serve the district as a whole. Upon hire, licensed administrators are assigned to a school or site with the clear understanding that an administrator is unlikely to spend his/her entire career with the Corvallis School District at the same school or site. When administrative vacancies occur, transfer amongst existing district administrative staff may be considered. Although the process for hiring a licensed administrator will vary, the Board recognizes there are several critical elements:

1. Staff and parents will have the opportunity to contribute their ideas concerning the most important qualities and attributes for an administrator for the school/site where a vacancy has occurred.
2. The pool of applications will be screened for minimum qualifications for the job and evaluated in relationship to the job posting, the administrative responsibilities, the administrator standards, and the list of characteristics and attributes generated by staff and parents.
3. Staff, administrators, parents, and students (where appropriate) will be involved in the interview process. Some staff, parents, and students may be associated with the school or site with the vacancy, others will represent the district as a whole.
4. The committee(s) will recommend to the superintendent at least two candidates who, in the committee's judgment, can satisfactorily meet the job requirements. **The superintendent will make the final selection.**
5. The superintendent reviews the recommendations of the committee and **may select one of the finalists to submit to the Board.** If, in the judgment of the superintendent, none of the candidates satisfactorily meets the requirements of the position, all may be rejected and the position readvertised.

END OF POLICY

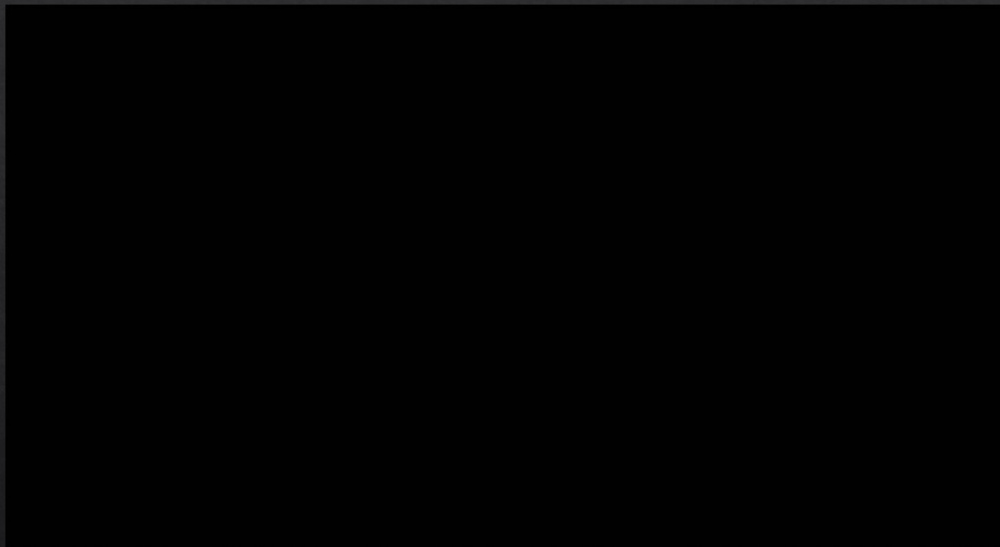
10/24/2019

Creates specific strategies including professional development activities to reach an academic goal.

Board work?

**Makes decisions
on complaints
about school
district
operations or
personnel.**

Board work?



Corvallis School District 509J

Code: KL-AR(1)
Revised/Reviewed: 8/23/10; 3/10/14; 9/22/14; 2/02/15;
12/05/16; 5/10/18

Public Complaint Procedure

- Step 1:** Any member of the public, parent or guardian, or student who wishes to express a concern should discuss the matter with the school employee involved.
- Step 2:** If the individual is unable to resolve a problem or concern with the employee, the individual may formally present a complaint to the building administrator (school level) or district department director (if applicable). **The complaint must be submitted in writing** (including all supporting statements and evidence), clearly stating the nature of the complaint and a suggested remedy. The building administrator or district department director shall evaluate the complaint and render a written decision within 10 school days after receiving the appeal. A request for a direct meeting with the investigating administrator/department director may be included in the complaint.
- Step 3:** If the complainant is dissatisfied with the decision reached by the building administrator or district department director, they may, within 10 working days from the date of the building administrator's or district department director's written decision, **file a written complaint** with the superintendent/designee through the assistant superintendent's office. The superintendent/designee shall evaluate the complaint and render a written decision within 10 working days after receiving the appeal. A request for a direct meeting with the superintendent/designee may be included in the complaint.
- Step 4:** If the complainant is dissatisfied with the decision of the superintendent/designee, they may within 10 working days from the date of the superintendent/designee's written decision, file a **written, signed complaint** with the Board of Directors in care of the superintendent and request a review by the Board. **The Board may** hold a hearing to review the findings and conclusion of the superintendent/designee, to hear the complaint, and to take, hear, and evaluate any other evidence as it deems appropriate. **All** parties involved, including the school administration, may be asked to attend such a hearing for the purposes of making further explanations and clarifying the issues.

The complainant shall be informed in writing of the Board's decision within 20 working days from the hearing of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final.

The Board may elect to hold the hearing in executive session if the subject matter qualifies under Oregon law. **If the Board chooses not to hear the complaint, the superintendent/designee's decision is final.**

Board work?

Complaints against
board members?

The final decision for a complaint processed under this administrative regulation that alleges a violation of OAR Chapter 581, Division 22 (Standards), ORS 339.285 to 339.303 or OAR 581-021-0550 to 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), will be issued in writing. The final decision will address each allegation in the complaint and contain reasons for the district's decision. If the complainant is a student, parent or guardian of a student attending school in the district or a person that resides in the district, and this complaint is not resolved through the complaint process, the complainant may have appeal rights with the Deputy Superintendent of Public Instruction as outlined in Oregon Administrative Rule (OAR) 581-002-0040.

If the complaint alleges discrimination pursuant to ORS 659.850 (Discrimination) and the complaint is not resolved at the local level through the Board's administrative regulation AC-AR-Discrimination Complaint Procedure, the complaint may meet the criteria to file an appeal with the Deputy Superintendent of Public Instruction as outlined in OAR 581-021-0049.

Complaints against a building administrator may be filed with the superintendent/designee. The superintendent/designee will attempt to resolve the complaint. If the complaint remains unresolved within 10 working days of receipt by the superintendent/designee, the complainant may request to place the complaint on the Board agenda at the next regularly scheduled or special Board meeting.

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 working days, in open session what action, if any, is warranted.

Complaints against the Board as a whole or against an individual Board member should be made to the Board chair on behalf of the Board. The Board chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 working days, in open session what action, if any, is warranted.

Complaints against the Board chair may be made directly to the Board vice chair on behalf of the Board. The Board vice chair shall present the complaint to the Board. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. After receiving the results of the investigation, the Board shall decide, within 20 working days, in open session what action, if any, is warranted.

The number of days given at each level shall be regarded as a maximum and every effort will be made to expedite the process, unless extenuating circumstances require the superintendent to extend the length of an investigation. The complaint procedure set out above will not be longer than 90 days from the filing date of the original complaint with a building administrator or district department director (if applicable).¹

Complaint Form

Formal complaints and requests for School Board appeals must be submitted through this completed form. You may attach a letter or additional documents when submitting the complaint.

If filing a complaint at the district department director or superintendent level, or if filing an appeal to the School Board, please submit this completed form and any supporting documentation to: Assistant Superintendent, Corvallis School District 509J, 1555 SW 35th Street, Corvallis, OR 97333. For more information about the complaint process, please call the assistant superintendent's office at 541-766-4857. Attach additional sheets to this form, if necessary.

Name of employee/official/program to which this form applies: _____

Nature of complaint: _____

Whom should we talk to and what evidence should we consider? _____

Requested solution/resolution/outcome: _____

Print name here _____ Telephone _____

Signed Date _____ Address _____

For School Use

I have read but do not necessarily agree:

Employee _____ Date _____ Immediate Supervisor Date _____

Board work?

Visits schools unannounced to observe student learning in classrooms and check on overall staff and student morale.

Corvallis School District 509J

Code: **GBD/BG**
Adopted: 6/22/09

Board Staff Communications

The Board desires to maintain open channels of communication between itself and the staff. Because the major role and responsibility of the Board is to manage/oversee district policy and resources and set district direction, the major line of communication will be through the superintendent.

Staff Communications to the Board

All formal communications or reports to the Board or any Board committee from staff members will be submitted through the superintendent or Board chair. Together the superintendent and Board chair will review these communications and reports and will set the agenda for the Board's work. A Board member will redirect a staff member when staff issues are about district operations, staff performance, or program concerns. Board members will ask the staff member to speak to their supervisor or to the superintendent regarding operational concerns. Protected labor relations communications of bargaining unit members with the Board may be maintained. Staff members are invited to Board meetings, which provide an opportunity to observe the Board's deliberations on matters of staff concern. Staff have the opportunity to address the Board directly at each Board meeting during Staff Testimony.

Board Communications to Staff

All official Board communications, policies and directives of staff interest and concern will be communicated to staff members through the superintendent. A Board member may communicate staff concerns to the superintendent after directing the staff member to speak directly to their supervisor or superintendent. The superintendent will provide appropriate communication to keep staff informed of the Board's priorities, concerns and actions. Board meeting agenda and notes are posted on the district website.

Visits to Schools

The superintendent actively will encourage district administration and staff to invite Board members to school events, school and district programs, student learning activities and staff training events. School visits by Board members will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Board members are welcome to volunteer to support school and district activities and events.

Corvallis School District 509J

Code: **BBAA**
Adopted: 12/07/17

Individual Board Member's Authority and Responsibilities

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

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. An 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.

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

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

1. Request for Information

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

2. Requests for Legal Opinions

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 from staff, students, or members of the public, the Board members will direct the staff, students, or members of the public to the appropriate complaint policy. Such information also will be conveyed to the superintendent.

4. Board Member's Relationship to Administration

Individual Board members will be informed about the district's educational program, may visit schools or other facilities to gain information, and may request information from the superintendent. Board members will not intervene in the administration of the district or its schools. Visits to schools or other facilities by individual Board members should be arranged in advance, with notification to the superintendent, to avoid disruption.

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 through the annual organizational resolution, 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. ATT. 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 work?

Changing the high school mascot.

Corvallis School District 509J

Code: **BFE**
Adopted: 1/11/99

Administration in the Absence of Policy

In cases where action must be taken within the school system and the Board has not provided policy to guide administrative action, the superintendent is authorized to act as deemed necessary.

END OF POLICY

OSBA Policy Process

Guidance comes from Congress, federal programs, Oregon legislature or ODE rules

OSBA policy and legal departments update policy accordingly

Policies come in four categories:

- Required
- Conditionally required
- Highly recommended
- Recommended

Policy updates are sent to all subscribed district once every few months

Superintendent and staff bring forward recommendations for the board to consider

Board votes to re-adopt policy

1/2019



Public Participation in Board Meetings

1. Lay Advisory Committees

Lay advisory committees may be appointed by the Board to consider specific matters of district-wide importance. Such committees will, insofar as possible, be representative of the district and varying points of view. Recommendations of such committees will be given careful consideration by the Board, which will regard them solely as recommendations that cannot and do not relieve the Board of its legal responsibility. Lay advisory committees will be dissolved when the purpose for which they were established ceases to exist. All meetings of such advisory committees shall be considered open meetings and follow public meetings and records laws.

2. Public Communication to the Board

The Corvallis School Board values the opinions and input of community members. The public may offer comments during certain School Board meetings or correspond in writing via email or U.S. mail, as outlined below.

a. 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: Board Secretary, 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. Emails sent to this address also will be received by the Superintendent, Assistant Superintendent, Human Resources Director, Finance and Operations Director, and Executive Assistant to the Superintendent and Board of Directors (aka "Board Secretary").

Citizens may also contact Board members by telephone. Telephone numbers are available on the district's web site or by contacting the superintendent's office.

b. Public Comment at Meetings

Members of the public have the opportunity to share their ideas and opinions with the Board at certain meetings during the public comment portion of the meetings.

(1) To Request the Opportunity to offer Public Testimony

- Complete a comment request card, which are provided at meetings when public comment will be accepted. Give the completed card to the Board Secretary before the meeting begins.
- 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.

Public Participation in Board Meetings - BDDH-AR
1-2

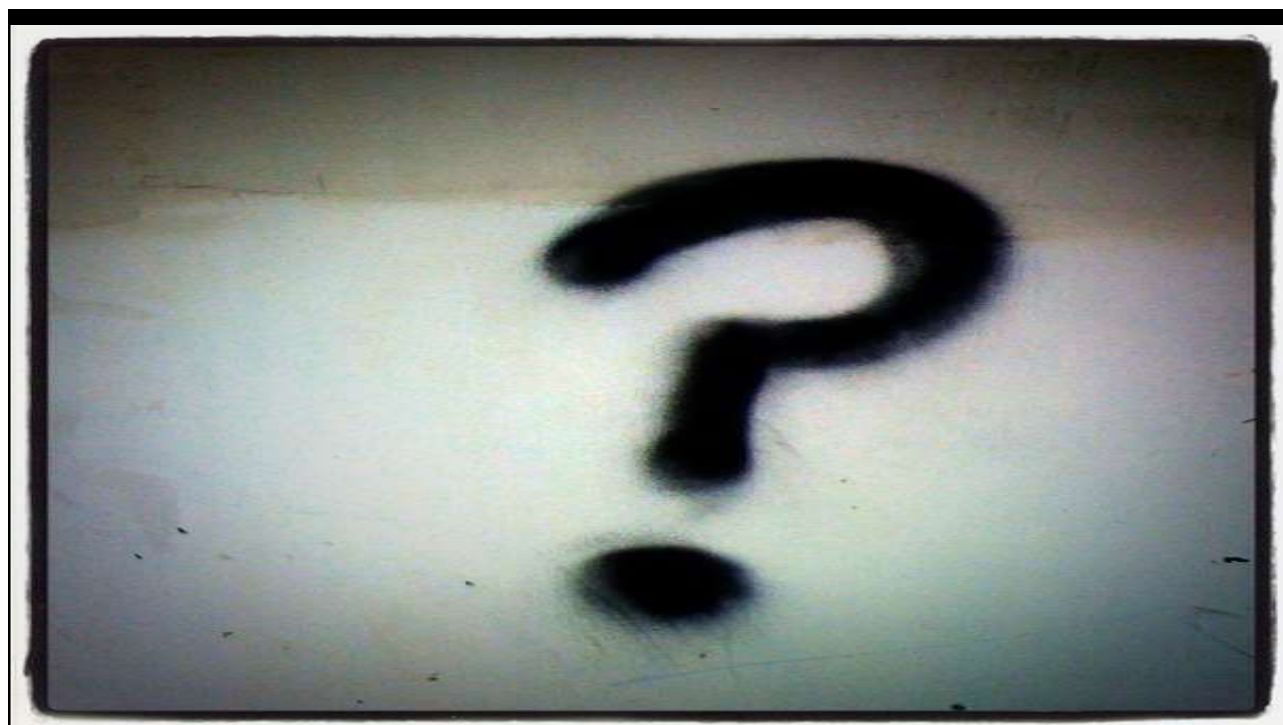
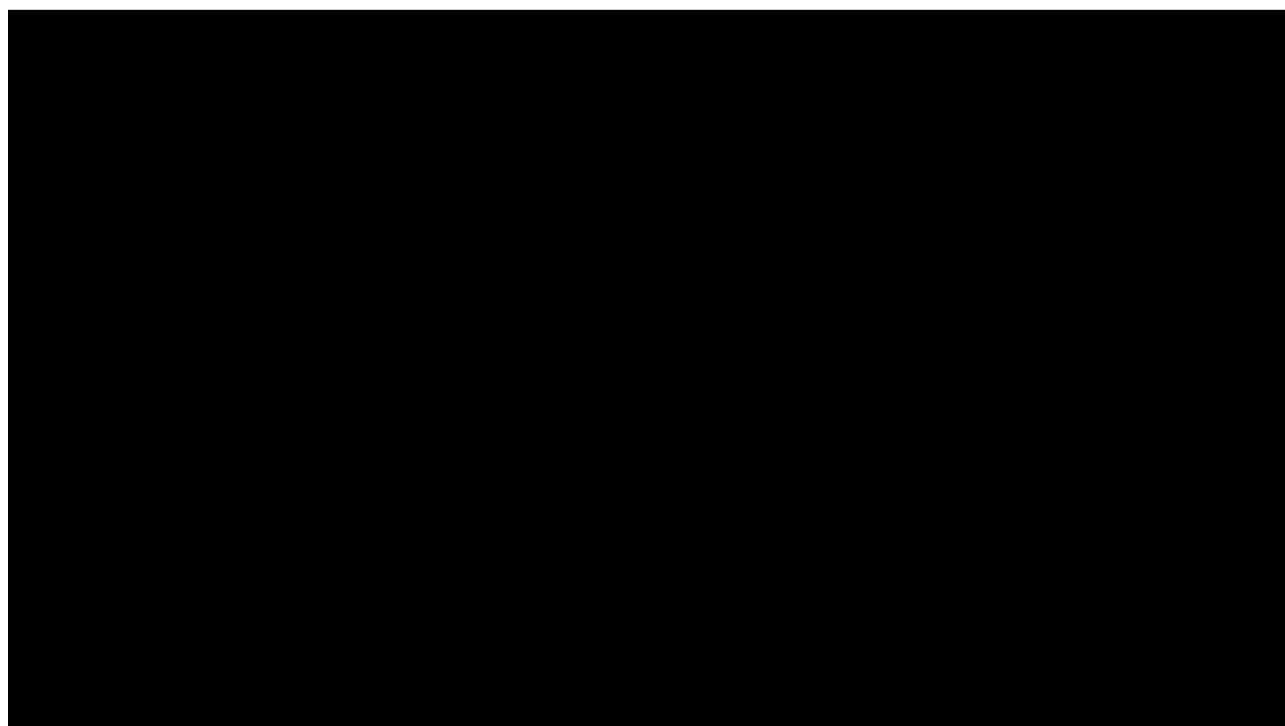
- Although it is not required, you may wish to prepare a written statement from which to read during the meeting; if so, you may choose to leave your written comments with the Board Secretary to file with the official minutes of the meeting.
- Although not required, you are welcome to provide handouts to the Board; if so, please bring 13 copies and give them to the Board Secretary to distribute.
- The Board Secretary will sort cards, by topic, when they are completely filled out and submitted before the meeting starts. If there are several cards in one set/topic, the Board Secretary will draw one card from each set, in turn.
- If more comment requests are submitted than can 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.
- When you testify, your name, address, and comments are matters of public record; however, students and staff are not required to provide their addresses.
- Members of the Board and the superintendent may ask questions of a speaker or make comments in response to the speaker's remarks, but will not engage in conversation.

(2) Rules for Public Comment

- When you're called on to comment, proceed to the podium/table in front of the Board. Only one person at a time is allowed to be at the podium/table, with exceptions at the discretion of the Board Chair.
- State your name and the topic you will address. This is a matter of public record and will not count against your time.
- Direct your comments to the Board. The Board chair will refer questions or requests for action to the appropriate person for response at a later date.
- Keep your comments within the specified time allotted, usually three minutes, but it could be more or less at the discretion of the Board chair. You will be signaled when you have 30 seconds remaining and again when your time is up.
- 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.
- 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.
- Speakers may offer objective criticism of district operations and/or 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 Procedure, copies of which are available at Board meetings and online.
- Complaints regarding budget, programs, and/or other district issues 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.
- 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.



- Phone
- Email
- Social media
- Texting
- Parking lot meetings





Kristen Miles

Board Development Specialist

kmiles@osba.org

800-578-6722



Corvallis

SCHOOL DISTRICT

IV. BOARD MEMBER COMMENTS

V. ADJOURNMENT (9:00 p.m.)

*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