

Meeting Packet

Board Retreat

9/8/2022

06:00 PM



PHILOMATH SCHOOL DISTRICT 17J

Board Retreat

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

9/8/2022 06:00 PM

A. Board Work Session - 6:00 p.m.

1. Call to Order: Rick Wells, Chair

B. STRATEGY AND DISCUSSION ~

1. Board Planning Documents

[Board Calendar \(p. 4\)](#)

[Board Goals \(p. 6\)](#)

[Board Roles and Responsibilities \(p. 8\)](#)

[Board Operating Agreement \(p. 10\)](#)

[Policy BB \(p. 11\)](#)

[Policy BBA \(p. 12\)](#)

[Policy BBAA \(p. 14\)](#)

[Policy BCB \(p. 16\)](#)

[BDD \(p. 18\)](#)

[Policy BDDC \(p. 19\)](#)

[Policy BK \(p. 21\)](#)

[Policy KL \(p. 22\)](#)

2. Student Representation on Board

3. OSBA Annual Fall Conference - Nov 10-13

4. KVCS Joint Meeting Scheduling

5. Engagement - Proactive Communication

6. Local Option Levy

7. PHS Schedule

8. Meeting Protocols

9. Long Term Facility Planning

C. MEETING CLOSURE ~

1. Board Reports & Thanks

2. Next Meeting Agenda Items

3. Board Requests & Adjournment

Philomath School Board Planning Calendar - Draft

Revised: August 2021

Month	Targeted board meeting topics – annual rotation	Comments
July	<ul style="list-style-type: none"> • Swear in new board members • Elect Board officers • Review signers on all accounts 	
August	<ul style="list-style-type: none"> • Board Retreat • Host In-service lunch/breakfast with staff – Not in 2021-22 school year • Board member presentation to Kindergarten registration (District communication package) 	
September	<ul style="list-style-type: none"> • OSBA Policy Update (to Policy Committee) • Draft parent survey; review by the board • Draft student survey 	Fall 2021 survey targeted for Jan/Feb 2022
October	<ul style="list-style-type: none"> • Bi-annual work session with KVCS and PSD boards • Review state report cards (board work session, before or after ODE release); finalize parent survey • Review Division 22 submission 	
November	<ul style="list-style-type: none"> • Attend OSBA annual conference. • Review projections for enrollment and revenue for next fiscal year; review financial status with Budget Committee. (budget work session) • Send out parent survey (1st week) • Review School Continuous Improvement Plan submission 	Fall 2021 survey targeted for Jan/Feb 2022
December	<ul style="list-style-type: none"> • Consolidate survey results (chair) for inclusion in Dec board packet • Discuss issues/priorities with regional Legislative Policy Committee member (even numbered years) in advance of legislative sessions, and past session highlights (odd numbered years) • Review/close open positions on Budget Committee (as needed). • Review results of parent surveys (Fall 2021 - SSA) 	OSBA Legislative Policy Committee meets in Jan of even-numbered years; legislature is in session odd-numbered years
January	<ul style="list-style-type: none"> • Review superintendent annual report. Preview of report/mailer to be distributed to the community • Approve the budget calendar • Review Division 22 submission • Review District financial audit • Review KVCS Annual Report • OSBA Policy Update (Policy Committee meeting) • Mid-year Superintendent assessment; check in on performance & board goals • Board review of math curriculum map for the district 	
February	<ul style="list-style-type: none"> • Board review of Technology Plan and Budget • Review early 3-5 year budget projections and establish budget priorities with Budget Committee. • District Calendar Committee review of objectives with the board; align on initial parameters & process for upcoming school-year calendar (including public comment) – 2022 Done • Update goals for next year as needed (prior to start of budget cycle) • Approval of teacher status (probationary/renewal → contract) and administrator contract renewals (by March 15) • Board review of ELA curriculum map for the district 	
March	<ul style="list-style-type: none"> • Board review of Facility Plan and Budget. • Review of school district safety plan, prior to budget cycle • Approve calendar for upcoming school year. 2022-23 calendar has been approved • Bi-annual work session with KVCS and PSD boards • Classified Employee Appreciation Week • Board finalizes (standard) District communications package (for board member use) 	
April	<ul style="list-style-type: none"> • Hold Budget Committee meetings. • Approve curriculum adoption, and other board actions/approvals (as guided by PSD policy) • OSBA Policy Update (Policy Committee meeting) • Annual board review of Professional Development accomplishments/outcomes • Start Superintendent Evaluation process (build and conduct survey) • Review student pathways proposal and alignment with current Vision, policies, etc. • Start board self-evaluation (build and conduct survey); plan agenda for board retreat 	

May	<ul style="list-style-type: none"> • Hold Budget Committee meetings • KVCS Budget review • Teacher Appreciation Week • Board member presentation to 6th and 9th grade orientations (District communication pkg) • Hold annual School Board Retreat (see agenda topics below) 	
June	<ul style="list-style-type: none"> • Complete Superintendent evaluation process (review with superintendent; Exec Session) • Participate in end-of-year, staff appreciation event. Attend graduation. • Approve Annual Budget. • Review annual nurse's report (discussion item) • OSBA Policy Update (Policy Committee meeting) 	<p>Superintendent evaluation on this cycle starting in 2019</p>

Philomath School Board Annual Board Retreat (May)

Detailed Board Retreat agenda topics:

- Review/discuss board performance survey results; Complete board self-evaluation
- Annual board review of K-12 Math growth and achievement, district-wide
- Annual board review of K-12 ELA growth and achievement, district-wide
- Review student pathways proposal and alignment with current Vision, policies, etc.
- Review/establish District, Superintendent and school board goals for the coming school year
- Review student pathways proposal and alignment with current Vision, policies, etc.
- Update and adopt Board-Community engagement plan.
 - Review/align on common/key messages and actions
- PSD board Advocacy Priorities – review/update as needed
- OSBA training/workshop (as needed; new board members, topic-specific, etc.)
- Update (as needed):
 - Review/update Board Operating protocol
 - Review/update Board member liaison and committee roles
 - Review/update annual Board planning and meeting calendar



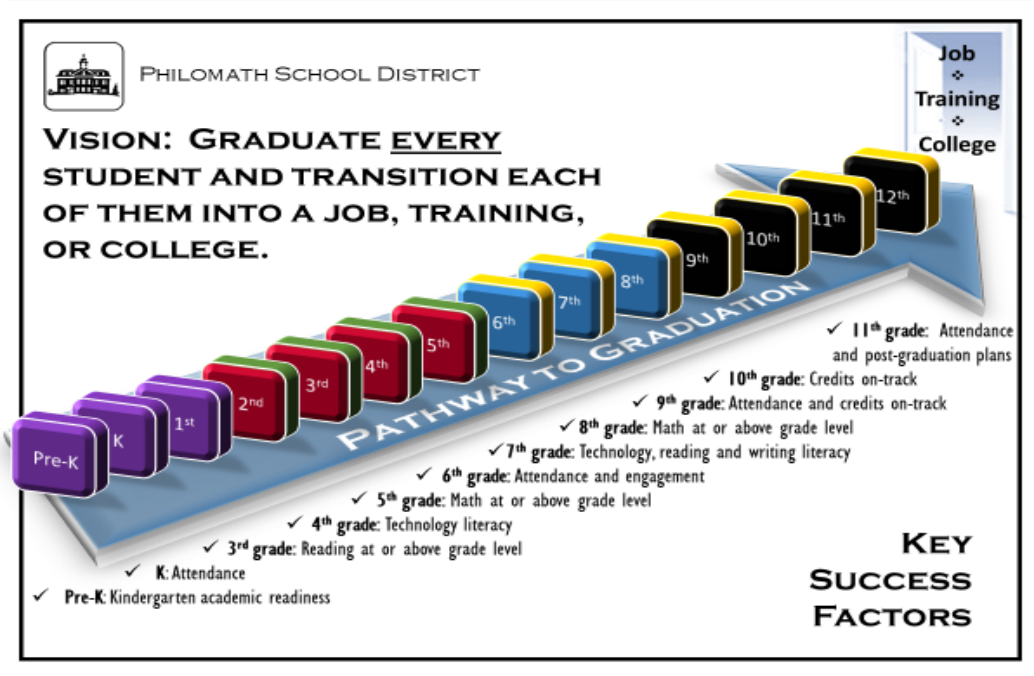
PHILOMATH SCHOOL BOARD

2022-2023 BOARD GOALS AND OBJECTIVES

- 1. We will maintain goal-setting and assessment processes -- for district, superintendent and board goals -- that guide our district toward continuous improvement.**
- 2. An annual review of student achievement is in place across all subgroups, aligned to our Key Success Factors, identifying means, methods and outcomes for continued improvement.**
- 3. A communication framework with district staff, parents/families and community members is in place, to promote student achievement and success, and to solicit input, support and engagement with the community.**
- 4. The board has established processes to advocate for our schools and our students.**
- 5. Ongoing, constructive and open conversations between PSD and KVCS school boards continue, focused on Charter agreements.**

How will we measure progress to goals?

Goals	metrics	Board actions/resources
1. We will maintain annual review of goal-setting and assessment processes in place	a) Superintendent goals & assessment b) Board goals & assessment c) District goals & assessment	a. Annual superintendent evaluation (July) b. Annual board retreat & self-evaluation (Aug) c. Annual review of district goals (Aug) d. During budget cycle the board evaluates alignment to board goals (March-June)
2. An annual review of student achievement is in place across all subgroups, aligned to our Key Success Factors, identifying means, methods and outcomes for continued improvement.	a) Math achievement results (cohort, student subgroup data) b) ELA achievement results (cohort, student subgroup data) c) Student Math and Reading/ELA grades d) Student credit attainment e) Relevant interim assessments f) Clarity and alignment on student pathways g) Student Attendance Data	a) Annual board review of K-12 Math growth and achievement, district-wide (Jan) b) Annual board review of K-12 ELA growth and achievement, district-wide (Feb) c) Annual board review of Technology Plan (Feb) d) Review SSA resource allocation e) Review student pathways proposal and alignment with current Vision, policies, etc f) Review term student attendance
3. A communication framework with district staff, parents/families and community members is in place, to promote student achievement and success, and to solicit input, support and engagement with the community	a) Board member liaison for each building b) Standard communication package in place for the community (district annual report & Board surveys as relevant)	a) School and Community liaisons established annually b) Approval of a community communications budget in the budgeting cycle
4. The board has established processes to advocate for our schools and our students	a) Equity data b) Social Emotional data c) Staff/Student Demographics	a) Board members attend one or more trainings b) Annual equity report c) Advocacy practiced by the PSD board (especially annual state budget)
5. Ongoing, constructive and open conversations between PSD and KVCS school boards continue, focused on Charter agreements.	a) Charter agreement annual report b) De-brief of prior meeting between boards	a) Meetings between KVCS and PSD boards twice per year



2021-22 Philomath School Board Roles and Responsibilities - **DRAFT**

REVISED August, 2021

Board Responsibilities		
Approve	Review and advise	Informed
<ol style="list-style-type: none"> 1) District policies 2) District vision and goals 3) All service contracts with >1 year commitment or with a value >\$100,000 4) All labor contracts, negotiated agreements and MOUs 5) Salary schedules 6) Operation expenditures >\$100,000 7) Capital expenditures >\$100,000 8) Building/grade configurations 9) Annual operating budget and budget changes 10) Annual capital budget 11) Curricular adoptions 12) School calendar 13) Ultimate arbitrations and resolution of community complaints or staff appeals 14) Litigation decisions 15) Initial contracts, contract renewals and reassignments for administrators 16) Moving teachers from probationary to contract status 17) Long-term facility and investment plan 18) Technology and investment plan 	<ol style="list-style-type: none"> 1) Labor contract disputes and issues 2) Review of current safety plan 	<ol style="list-style-type: none"> 1) Staff assignments and changes below the principal and director level 2) Critical issues or incidents (direct or thru chair) 3) Inclement weather delays or cancellations 4) Classrooms assignments 5) Administrator evaluations

Board Liaison Roles

Karen Skinkis	Erin Gudge	Rick Wells	Joe Dealy	Anton Grube
<ul style="list-style-type: none"> • PHS Liaison* • PEA Relations and Negotiations Lead • City Council • Policy sub-committee • Equity committee 	<ul style="list-style-type: none"> • PMS Liaison* • Policy sub-committee • Chamber of Commerce • SEAC • EBAC 	<ul style="list-style-type: none"> • PES and Blodgett Liaison* • PEA Relations and Negotiations Lead • PYAC • Facilities & Safety 	<ul style="list-style-type: none"> • Academy Liaison* • OSEA Relations and Negotiations Lead • Chamber of Commerce • Lions Club • Rotary • CTE 	<ul style="list-style-type: none"> • CPS liaison* • OSEA Relations and Negotiations Lead • Pool Committee • Facilities & Safety

*School Liaison roles (further defined):

- Participate in district communication plan, per established liaison role by building, as agreed with the superintendent
- Understand issues and concerns across the district
- Identify themes and needs, following the appropriate protocol
- Attend major events
- With arrangement of the principal, may attend 1-2 staff meetings per year to get staff feedback.

Regular updates to the board from Committees

- a. CTE – Career and Technical Education
- b. English Language Learner (ELL) – EBAC
- c. SEAC – Special Education Advisory Committee
- d. Equity Committee

PHILOMATH SCHOOL BOARD OPERATING AGREEMENT

PURPOSE:

The school board strives to represent the needs and interests of all children enrolled in our district -- **students come first**. Collectively, the Philomath School Board shares the following values: Equity, Leadership, Integrity, Health, Professionalism, Ethics, Service, and Family. It is with these values in mind that we seek to enhance teamwork among members of the board and between board members. As such, we, the members of the Philomath School Board do hereby publicly commit ourselves collectively and individually to the following operating protocol:

BOARD ROLES & RESPONSIBILITIES

1. Focus on governance: policy-making, strategic planning and evaluation (of curriculum, district performance and our superintendent), and its judicial responsibilities for the District. (policy **BBA**)
2. Provide adequate and direct means for keeping informed about the needs and wishes of the public and for keeping local community patrons informed about the schools (policy **BBA**).
3. Recognize the role of the chair to represent the district and the board at official functions, to make authorized statements to the public or the media when the board deems that, under the circumstances, the district's position should be articulated by a single voice, to convene meetings, execute documents as appropriate, and develop the agenda with the vice chair and superintendent. No other board member has the authority to speak for the board. (policies **BCB, BDDC**).
4. The board and superintendent will participate annually in establishing goals and objectives for themselves and the district. The board will conduct a biennial self-evaluation of its own performance.
5. The board will act as ambassadors to the schools, the community and the district. (policies **BB, BBA**)

HOW WE OPERATE & MAKE DECISIONS

6. We agree to make our board meetings as effective and efficient as possible, through preparation, deliberation and taking board action as required. We will focus on board level work, enabling our superintendent and staff to do theirs. As a board, we value the perspectives of staff, the community, and each other, and strive to have all voices heard. We agree that board meetings are for deliberation and action, not endless discussion. (policy **BDD**)
7. Two board members must agree before an item is placed on a meeting agenda. (policy **BDDC**)
8. Notify the school administration before visiting a school in the role of school board member.
9. Follow the chain of command. The board is the last stop for complaints, not the first, except for complaints that concern the superintendent or board actions or operations. (policy **KL**)

HOW WE COMMUNICATE

10. Be proactive – don't spring surprises on each other or the superintendent. Communicate directly with the superintendent when information is needed or a question arises. Specific questions concerning information contained in the board packet may be addressed to the person providing the information.
11. The chair responds to group email sent to the board after consultation with the superintendent and will either refer the issue to the superintendent or respond on behalf of the board. Board members should only respond to the sender that they have received the email. (policy **BCB**)
12. Board members will communicate with one another should an issue or problem develop between them.

Philomath School District 17J

Code: BB
Adopted: 11/17/05
Revised/Readopted: 10/18/18
Orig. Code: BB

Board Legal Status

The Constitution of the state of Oregon charges the Legislature with providing by statute for a uniform and general system of common schools. The Legislature enacts laws to delegate the immediate control of the schools to locally elected Boards of directors; thus, the Board is the governing body of the Philomath School District.

Federal and state statutes and the State Board of Education rules define and outline the general powers and duties of the Board. The Oregon statutes authorize the Board to transact all business within the jurisdiction of the district, control the district schools, and educate the children residing in the district. Oregon Administrative Rules establish further requirements and guidelines for the district. The Board's duty is to carry out those statutes and rules that are mandatory e.g., "The Board shall...;" where the laws are permissive, e.g., "The Board may...," the Board is empowered to exercise judgment and discretion.

This district will be known as the Philomath School District.

The regular term of office for Board members will be four years. The terms of office will commence on the first day of July following regular district elections. The term of office for members appointed to fill a vacancy will be until June 30 following the next regular district election. The term of office for members elected to fill a vacancy will be the time remaining of the vacated Board position.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)
[ORS 332.018\(1\)](#)
[ORS 332.030\(4\)](#)

[ORS 332.072](#)
[ORS 332.075](#)
[ORS 332.105](#)

[ORS 332.107](#)
[ORS 335.505](#)

OR. CONST., art. VIII, § 3.

Philomath School District 17J

Code: BBA
Adopted: 10/18/18
Orig. Code: BBA

Board Powers and Duties

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

1. Legislative or Rule-Making Authority

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

The Board shall establish policies for governing the programs and services of the district consistent with State Board of Education rules and with local, state and federal laws.

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

2. Judicial Authority

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

3. Executive/Administrative Authority

The Board will appoint a superintendent delegated to establish administrative regulations (ARs) to implement Board policy and goals. The Board will evaluate the superintendent's performance.

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

The Board will oversee the district's financial affairs by authorizing, appropriating and adopting budgets and by proposing local option or bond elections, when appropriate and as allowed by law, to provide for program operation and maintenance or acquisition of district property.

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

The Board will employ the staff necessary to carry out the educational program and will provide for regular evaluation of staff.

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

The Board will establish the days of the year and the hours of the day when school will be in session.

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)

[ORS 243.656](#)

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

[ORS 294.305 to -294.565](#)

[ORS 328.205 to -328.304](#)

[ORS 332.072](#)

[ORS 332.075](#)

[ORS 332.105](#)

[ORS 332.107](#)

[ORS Chapter 339](#)

[ORS 342.805 to -342.937](#)

[ORS Chapter 343](#)

Cross Reference(s):

DJ - District Purchasing

Philomath School District 17J

Code: BBAA
Adopted: 10/18/18
Revised/Readopted: 1/20/22

Individual Board Member's Authority and Responsibilities

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

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

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

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

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

1. Request for Information

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

2. Requests for Legal Opinions

Requests for legal advice or opinions by a Board member must be approved by a majority vote of the Board before the request is made to legal counsel. Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

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

4. Board Member’s Relationship to Administration

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

5. Contracts or Agreements

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

END OF POLICY

Legal Reference(s):

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

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

38 OR. ATTY. GEN. OP. 1995 (1978)
S. Benton Educ. Ass’n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

Cross Reference(s):

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

Philomath School District 17J

Code: BCB
Adopted: 11/17/05
Revised/Readopted: 10/18/18
Orig. Code: BCB

Board Officers

At its first scheduled meeting after July 1, the Board will elect one of its members to serve as chair and one to serve as vice chair. No member of the Board may serve as chair more than four years in succession. If a Board member is unable to continue to serve as an officer, a replacement will be elected immediately. The replacement officer will serve the remainder of the officer's term until the following July.

Officers

The Board chair will:

1. Assist the superintendent in establishing the agenda for regular Board meetings;
2. Call special meetings when required;
3. Preside at all meetings of the Board and enforce the rules of order;
4. Sign the minutes and other official documents that require the signature of the chair;
5. Represent the district and the Board at official functions; unless this duty is delegated by the Board chair to another Board member;
6. Appoint all committees and will be an ex-officio member of all such committees unless otherwise ordered by the Board;
7. Have the right to discuss issues and vote.

In the absence, incapacitation or death of the Board chair, the vice chair will perform the duties of chair and, when so acting, will have the chair's powers. The vice chair will perform other functions as designated by the Board.

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. The secretary to the Board will take notes at Board meetings, compile minutes and perform related work as assigned by the superintendent or requested by the Board chair. These duties will include, but not be limited to, the following:

1. Record the disposition of all matters on which the Board considered action;
2. Prepare and distribute minutes in advance for approval at the next Board meeting;
3. Maintain properly authenticated official copies of the minutes;
4. Maintain the official record of Board policies; and

5. Properly post all Board meetings.

Board or District Spokesperson

The Board may appoint one of its members, usually the Board chair, or another person, to make authorized statements to the public or the media when the Board deems that, under the circumstances, the district's position should be articulated by a single voice. The spokesperson serves at the Board's direction and may be removed or replaced at any time by action of the majority of the Board.

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 Organization

Philomath School District 17J

Code: BDD
Adopted: 12/15/05
Revised/Readopted: 10/18/18
Orig. Code: BDD

Board Meeting Procedures

1. Quorum

A quorum will consist of the majority of the Board members.

2. Vote Needed for Exercise of Powers

The affirmative vote of a majority of Board members will be necessary for exercising any of the Board's powers.

3. Board Member Voting

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

4. Abstaining from Vote

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

5. Parliamentary Procedure

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

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

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

END OF POLICY

Legal Reference(s):

[ORS 192.650](#)
[ORS 244.120\(2\)](#)

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

[ORS 332.057](#)
[ORS 332.107](#)

38 OR. ATTY. GEN. OP. 1995 (1978)
41 OR. ATTY. GEN. OP. 28 (1980)

Philomath School District 17J

Code: BDDC
Adopted: 10/18/18

Board Meeting Agenda

The Board chair, with the assistance of the superintendent, will prepare an agenda for all regular meetings of the Board. Items of business may be suggested by any Board member, staff member, student or patron of the district by notifying the superintendent at least one week prior to the meeting.

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

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

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

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

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

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

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

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

END OF POLICY

Legal Reference(s):

[ORS 192.630](#)

[ORS 192.640](#)

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

Americans with Disabilities Act Amendments Act of 2008.

Cross Reference(s):

BDDG - Minutes of Board Meetings

BDDH - Public Comment at Board Meetings

Philomath School District 17J

Code: BK
Adopted: 10/18/18

Evaluation of Board Operational Procedures

At least every two years the Board will conduct an evaluation of its function as a Board. This evaluation may be broadly based on relationships and activities or may focus on a particular activity or area.

Working with the superintendent, the Board chair and an ad hoc Board committee appointed by the chair may develop the evaluation plan. The Board may hire a consultant to assist with the evaluation.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Philomath School District 17J

Code: KL
Adopted: 2/24/20

Public Complaints**

A parent or guardian of a student attending a school in the district or a person who resides in the district, a staff member, or a student may petition the district with a complaint. A complainant will be referred through the proper administrative process for resolution of a complaint before investigation or action by the Board. An exception will be a complaint against the superintendent or one that involves Board actions or Board operations.

The complaint procedure is available at the district's administrative office and on the home page of the district's website.

The Board advises that there is a process available for resolving complaints, including but not limited to complaints in one or more of the following areas:

1. Instruction;
2. Discipline;
3. Learning materials;
4. Compliance with State Standards;
5. Restraint and/or seclusion;
6. With a staff member; or
7. Retaliation against a student who in good faith reported information that the student believes is evidence of a violation of state or federal law, rule or regulation.

The complainant must follow the complaint procedure as outlined in administrative regulation KL-AR(1) - Public Complaint Procedure.

Any complaint about school personnel other than the superintendent will be investigated by the administration before consideration and action by the Board. The Board will not hear complaints against employees in a session open to the public unless an employee requests an open session.

Complaints against the principal should be filed with the superintendent. (See KL-AR(1) – Public Complaint Procedure)

Complaints against the superintendent should be referred to the Board chair on behalf of the Board. (See KL-AR(1) – Public Complaint Procedure)

Complaints against the Board as a whole or against an individual Board member should be referred to the Board chair on behalf of the Board. (See KL-AR(1) – Public Complaint Procedure)

Complaints against the Board chair should be referred directly to the Board vice chair on behalf of the Board. (See KL-AR(1) – Public Complaint Procedure)

A complainant must file a complaint within the later of either time limit set below, in accordance with state law:

1. Within two years after the alleged violation or unlawful incident occurred or the complainant discovered the alleged violation or unlawful incident. For incidents that are continuing in nature, the time limitation must run from the date of the most recent incident; or
2. Within one year after the affected student has graduated from, moved away from or otherwise left the district.

The superintendent will administer the complaint process, as appropriate.

If any complaint alleges a violation of Oregon Administrative Rule (OAR) Chapter 581, Division 22 (Division 22 Standards), Oregon Revised Statute (ORS) 339.285 - 339.303 or OAR 581-021-0550 - 581-021-0570 (Restraint and Seclusion), or ORS 659.852 (Retaliation), and the complaint is not resolved through the complaint process, the complainant, if a student, a parent or guardian of a student attending a school in the district or a person who resides in the district, may appeal¹ the district's final decision to the Oregon Department of Education under OARs 581-002-0001 - 581-002-0023 (See KL-AR(2) - Appeal to the Deputy Superintendent of Public Instruction).

END OF POLICY

Legal Reference(s):

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

[ORS 659.852](#)
[OAR 581-002-0001 - 002-0005](#)

[OAR 581-022-2370](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).
Connick v. Myers, 461 U.S. 138 (1983).

Cross Reference(s):

IIA - Instructional Resources/Instructional Materials

¹ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).