

**Agenda
Board Meeting
September 12, 2022
6:30 p.m.**

**<https://dsd2-org.zoom.us/j/84855147461>
District Office Board Room**

*Steve Spencer
Superintendent*

*2022-23
Board of Directors*

Michael Bollman

Lu Ann Meyer

Rob Ogilvie

Matt Posey

Jon Woods

**Board Secretary
Juli Lichtenberger**

**Please join us at our
school board meetings.
Unless otherwise
scheduled the board
meets the second and
fourth Mondays
of the month.**

**District Office
Board Room
6:30 p.m.**

**Mission Statement
Dallas School District is
centered on students,
powered by
collaboration, built on
equity, and driven by
excellence.**

Dallas School District

1.0	Welcome/Pledge of Allegiance	
2.0	Approval of the Agenda	
3.0	Good News	
3.1	Lyle has rolled out a new online dismissal system called Driveline. The initial rollout has gone smoothly and promises to improve safety and streamline the dismissal process even more.	
4.0	Public Comment	
5.0	Announcements	
5.1	September Calendar	110
5.2	Next Board Meeting September 26, 2022 at 6:30 p.m.	
6.0	Consent Agenda	
6.1	Approval of the August 22, 2022 Board Minutes	111
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7.0	Financial Report – Tami Montague	115
8.0	Board/Superintendent Goals for 2022-23 School Year (Board Action)	119
9.0	Superintendent/Board Operating Agreement (Board Action)	121
10.0	Collaborative Commitment Agreements (Board Action)	123
11.0	Policies First Reading	125
11.1	Section AB	
12.0	Reports	
12.1	Facilities Project Update – Bob Archer	204
12.2	Enrollment Report – Steve Spencer	
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12.4	Charter Schools Financial Reports	208
13.0	Discussion Items	
13.1	Division 22 Standards Assurances	
13.2	Student Fees Waiver	
14.0	Adjourn	



Public Participation in Board Meetings

During each school board meeting, the agenda has been set to include an item titled “public comment.” It is during this portion of the agenda the public can comment on any item that is or is not on the agenda.

Because of the nature of the Board’s work, it is typical that the Board will hear from a patron. Public participation is a time for the Board to listen, not a time for discussion or responding to questions, as the Board needs adequate time to process the information received to ensure proper steps are taken going forward. The Board may direct questions to district administrative staff to respond to after the meeting. If input is given related to an action item later in the agenda, the Board will use the input during their discussion or deliberation of that specific item. All public comment during a Board meeting is limited to 3 minutes for each individual. Up to 5 minutes may be granted to one person who represents a group of 3 or more with similar testimony. The Board Chairperson may adjust or extend allowable time limits, if necessary.

The Board cannot hear complaints about specific school personnel during an open meeting. If a patron has a specific complaint against district personnel, the board chair or the superintendent can direct the patron to the appropriate complaint process governed by board policy.

There are three ways to provide public comment at a Board meeting.

- 1) If you wish to address the Board in person during a Board meeting, please fill out the request for public comment form available outside the boardroom. If the meeting has started and you decide you would like to provide public comment, please alert the administrator who was the greeter or the board executive assistant with your request by simply handing them the public participation form. This will be directed to the board chair.
- 2) If you wish to address the Board remotely (via Zoom) during a Board meeting, please email Juli Lichtenberger, Executive Assistant to the Superintendent and Board, (juli.lichtenberger@dsd2.org) at least two hours prior to the start of the meeting. Clearly label the subject line as “Public Comment”. In the email state that you would like to address the board remotely during the meeting, and include the topic.

Andy Bellando, Superintendent

Board of Directors: Michael Bollman • Lu Ann Meyer • Rob Ogilvie • Matt Posey • Jonathan Woods

- 3) If you wish to address the Board in hard copy or email please submit to Juli Lichtenberger, Executive Assistant to the Superintendent and Board, at juli.lichtenberger@dsd2.org at least two hours prior to the start of the meeting. Clearly label the subject line or document as "Public Comment"

If you have questions about the district, we encourage you to contact our superintendent.

Thank you for your interest in Dallas School District.

All public meetings, assemblies and celebrations held by the Dallas School District 2 are required to be accessible to persons with disabilities under Title II of the Americans with Disabilities Act (ADA). Accommodations are available upon request to persons who require alternatively formatted materials or auxiliary aids to ensure effective communication and access to events. Please allow at least 10 business days to arrange for accommodations. All requests should be sent to:

DO Reception
Dallas School District 2
111 SW Ash Street
Dallas, OR 97338
503-623-5594

Or: e-mail compliance.officer@dsd2.org

SEP 2022

SUN	MON	TUE	WED	THU	FRI	SAT
				01 Inservice	02 Inservice	03
04	05 No School Labor Day	06 Orientation Day	07 First Day of School all Grades	08	09	10
11	12 Board Meeting 6:30 p.m.	13	14	15	16	17
18	19	20 Site Council Lyle 2:30 p.m.	21	22	23	24
25	26 Board Meeting 6:30 p.m.	27	28	29	30	

**Minutes
Board Meeting
August 22, 2022
6:30 p.m.
<https://dsd2-org.zoom.us/j/84855147461>
District Office Board Room**

Present: Matt Posey, Jon Woods, Lu Ann Meyer, Rob Ogilvie, Mike Bollman, Steve Spencer, Juli Lichtenberger, Dennis Engle, Sean Johnson, Kas Knoll, Tami Montague, Ryan Sticka, Todd Baughman, Tim Larson

Visitors: April Champman, Carol Christ, Jessica Heinrich, Emma Camp, Kristen Miles, Jennifer Lenoue

1.0 Welcome/Pledge of Allegiance

2.0 Approval of the Agenda

Mike Bollman moved to approve the agenda, seconded by Rob Ogilvie. The motion passed unanimously.

3.0 Good News

- 3.1 Kindergarten Jump Start has over 90 students attending!
- 3.2 Whitworth and Oakdale have new playgrounds. Thank you, District Maintenance!
- 3.3 New Teacher Inservice

4.0 Public Comment

No public comment.

5.0 Announcements

- 5.1 August & September Calendars
- 5.2 Next Board Meeting September 12, 2022 at 6:30 p.m.

6.0 Consent Agenda

- 6.1 Approval of the August 8, 2022 Board Minutes
Jon Woods moved to approve the Consent Agenda, seconded by Lu Ann Meyer. The motion passed unanimously.

7.0 Financial Report – Tami Montague

Tami Montague, Director of Fiscal Services, shared the financial report for month ending July 31, 2022. Ending fund balance projects were highlighted on the report. Bonds were sold last week. Meals will be provided free of charge for all students in the district this year but will be encouraging families to fill out free and reduced lunch applications so this option can continue in the future.

- 8.0 Board Work Session – Kristen Miles**
Kristen Miles, Oregon School Boards Association, shared training with the Board. Discussion was held.
- 9.0 Draft of Superintendent/Board Working Agreement**
Steve Spencer, Superintendent, shared the draft document. Discussion was held. The document will be brought to the next meeting in a final document status.
- 10.0 Draft Board/Superintendent Goals**
Discussion was held about the Board goals and what timelines and measurements will be. Discussion was held. A final document including timelines for the deliverables will be presented at the next meeting.
- 11.0 Adjourn at 8:05 p.m.**

Board Chair / Matt Posey

Date

Board Secretary / Juli Lichtenberger

Date

**Board Staffing Report
September, 2022**

Date Added	Group	First	Last	Description	Action	Effective Date	Center	Position	Code	Hrs.	FTE	Cal.	History
8/8/2022	Classified	Jordan	Thomas	New Hire	new hire	8/16/2022	DHS	Clerical - DHS	O06A	8	1	C1	Replaces Misty Atterbury (Resignation)
8/8/2022	Classified	Liv	Eckroth	New Hire	new hire	8/29/2022	Lyle	Special Needs II	E05B	5.5	0.6875	E1	New Position for Student Needs
8/8/2022	Classified	Joan	Taylor	New Hire	new hire	8/29/2022	OH	Special Needs II	E05B	5.5	0.6875	E1	Replaces Wendi Riddle (Resignation)
8/8/2022	Classified	Brit	Paul	New Hire	new hire	8/29/2022	Lyle	Special Needs II	E05B	5.5	0.6875	E1	New Position for Student Needs
8/9/2022	Classified	Rachel	Baer	Resignation w/o DSD benefits	resignation	8/9/2022	OH	Title I	E03E	5.5	0.6875	E2	Hire date 8/27/2008
8/9/2022	Classified	Jennifer	Penny	New Hire	new hire	8/29/2022	DHS	Special Needs II	E05B	8	1	E1	New Position for Student Needs
8/9/2022	Classified	Heather	Baker	New Hire	new hire	8/29/2022	DHS	Special Needs II	E05B	7.5	0.9375	E1	Replaces Dakota Havig (resignation)
8/10/2022	Licensed	Lani	Trout	Resignation w/o DSD benefits	resignation	8/8/2022	OH	Special Ed Teacher - ERC		8	1	190	Hire Date 1/6/2014
8/15/2022	Admin	Mary	Barfknecht	New Hire	new hire	8/12/2022	LCMS	Assistant Principal		8	1	220	Replaces Kyle Mabry (resignation)
8/15/2022	Licensed	Cat	Lawrence	New Hire	new hire	8/29/2022	LCMS	Math Teacher		8	1	190	Replaces Alvaro Francisco (resignation)
8/16/2022	Licensed	Jaime	Tisler	Resignation w/o DSD benefits	resignation	8/16/2022	Lyle	Intervention Teacher		8	1	190	Hire Date 8/25/2014
8/16/2022	Classified	Andrew	Fischer	Resignation w/o DSD benefits	resignation	8/16/2022	DLS	Special Needs II	E05B	7	0.875	E1	Hire date 8/31/2021
8/16/2022	Classified	Madi	Raschko	Resignation w/o DSD benefits	resignation	8/16/2022	LCMS	Special Needs II	E05B	7	0.875	E1	Hire Date 9/7/2021
8/16/2022	Licensed	Ashley	Myers	New Hire	new hire	8/29/2022	LCMS	PE Teacher		8	1	190	Replaces Colton Meyer (withdraw) for Kayce Lilley (resignation)

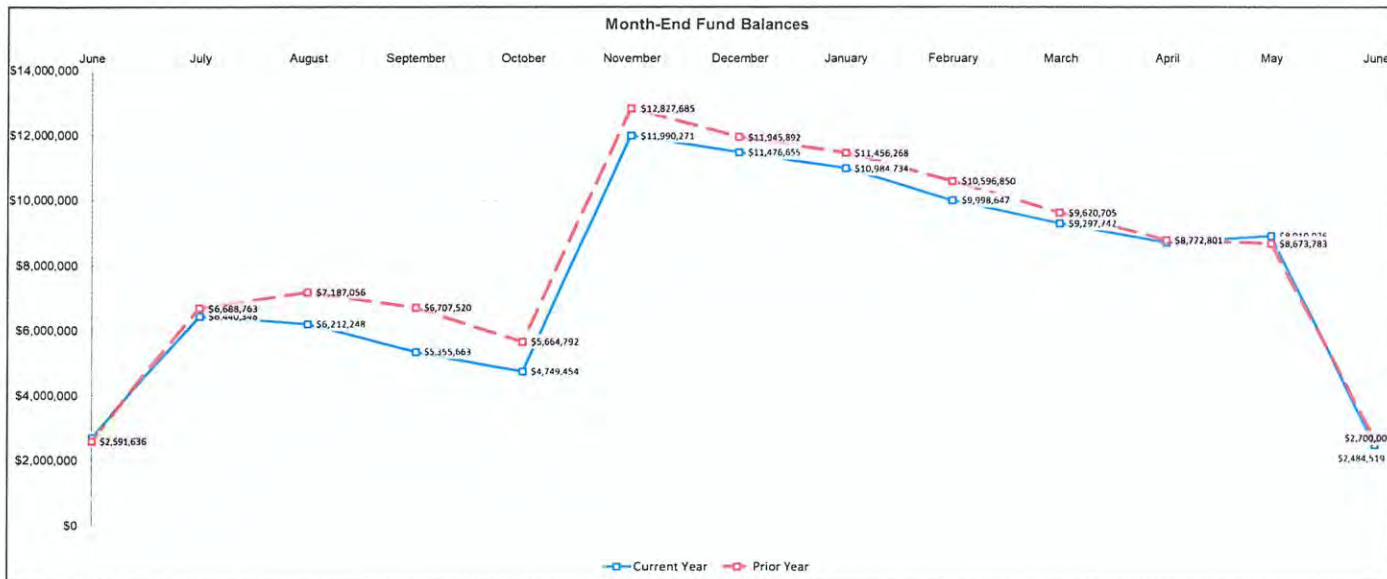
**Board Staffing Report
September, 2022**

Date Added	Group	First	Last	Description	Action	Effective Date	Center	Position	Code	Hrs.	FTE	Cal.	History
8/16/2022	Classified	Makayli	Barnes	Resignation w/o DSD benefits	resignation	9/12/2022	DO	Facilities Dept. Clerical	O11F	8	1	A1	Hire Date 9/1/2021
8/18/2022	Classified	Paden	Williamson	New Hire	new hire	8/29/2022	WW	Special Needs II	E05B	5.5	0.6875	E2	New Position for Student Needs
8/18/2022	Classified	Dana	Thomas	New Hire	new hire	8/30/2022	WW	EA Resource Room	E03D	5.5	0.6875	E2	Replaces Heidi Gratsinger (resignation)
8/19/2022	Licensed	Mary	Barnett	New Hire	new hire	8/29/2022	OH	Special Ed Teacher - ERC		8	1	190	Replaces Lani Trout (Resignation)
8/21/2022	Classified	Linda	Visuano	New Hire	new hire previously employed	8/29/2022	DLS	Special Needs II	E05B	7	0.875	E1	Andrew Fischer (resignation)
8/22/2022	Classified	Isabell	Topete	Resignation w/o DSD benefits	resignation	8/22/2022	Lyle	EA Classroom	E03A	5.5	0.6875	E2	Hire date 9/7/2021
8/24/2022	Classified	Angela	Totten	Resignation w/o DSD benefits	resignation	8/24/2022	Lyle	EA Classroom	E03A	5.5	0.6875	E2	Hire date 9/7/2021
8/24/2022	Licensed	Bailey	Dezelle	Resignation w/o DSD benefits	resignation	8/24/2022	DHS	Ag Science Teacher		8	1	190	Hire date 8/30/2021
8/25/2022	Licensed	Stephen	Baughman	New Hire	new hire	8/29/2022	LCMS	Math Teacher		8	1	190	Replaces Blake Shin (resignation)
8/27/2022	Classified	Michelle	Shurtleff	New Hire	new hire	9/6/2022	OH	Special Needs II	E05B	5.5	0.6875	E1	Replaces Jen Zumwalt (CoS)
8/30/2022	Classified	Crystal	Diehm	Resignation w/o DSD benefits	resignation	8/30/2022	OH	EA Classroom	E03A	5.5	0.6875	E2	Hire date 3/28/2022
8/31/2022	Classified	Wyatt	Sonday	New Hire	new hire	8/31/2022	OH	EA Classroom	E04C	5.5	0.6875	E2	Replaces Crystal Diehm (resignation)
8/31/2022	Classified	Brittany	Vanderburg	New Hire	new hire	8/31/2022	OH	EA Classroom	E04C	5.5	0.6875	E2	Replaces Rachel Baer (resignation)

100 GENERAL FUND | Financial Projection by Object

For the Period Ending August 31, 2022

GENERAL FUND	Prior YTD	Current YTD	Annual Forecast	Annual Budget	Variance Fav / (Unfav)
Beginning Fund Balance	\$ -	\$ -	\$ 2,350,000	\$ 2,700,000	\$ (350,000)
REVENUES					
Local Sources	12,980	10,859	9,671,059	9,681,500	(10,441)
Intermediate Sources	-	-	260,000	260,000	-
State Sources	6,377,647	6,536,650	27,230,130	27,216,756	13,374
Federal Sources	810	-	2,324	3,550	(1,226)
Other Sources	-	-	-	-	-
TOTAL REVENUE	\$ 6,391,437	\$ 6,547,509	\$ 37,163,514	\$ 37,161,806	\$ 1,708
EXPENDITURES					
Salaries	\$ 1,009,852	\$ 769,415	\$ 18,082,936	\$ 18,059,175	\$ (23,761)
Associated Payroll Costs	601,485	416,953	9,570,279	9,673,169	102,889
Purchased Services	877,922	1,449,721	8,228,114	8,648,838	420,724
Supplies and Materials	39,743	124,298	564,317	625,735	61,418
Capital Outlay	-	-	48,905	62,500	13,595
Other Objects	257,974	274,873	334,444	292,389	(42,055)
Transfers	-	-	200,000	200,000	-
Other Uses of Funds	-	-	-	2,300,000	2,300,000
Other Expenses	-	-	-	-	-
TOTAL EXPENDITURES	\$ 2,786,975	\$ 3,035,261	\$ 37,028,997	\$ 39,861,806	\$ 2,832,809
SURPLUS / (DEFICIT)	\$ 3,604,462	\$ 3,512,248	\$ 134,517		
ENDING FUND BALANCE	PROJECTION		\$ 2,484,517	6.69%	of Revenues



DALLAS SCHOOL DISTRICT NO. 2 FINANCIAL REPORT 2022-2023

GENERAL FUND									
Revenue & Resources		Jul-22	Aug-22	Sep-22	YTD Total	Projected	Total Received & Projected	Budget	YTD %
Beginning Fund Balance	Unaudited	2,350,000			2,350,000	-	2,350,000	2,700,000	87.0%
Taxes		48	30		77	8,901,423	8,901,500	8,901,500	0.0%
Interest Income		4,285	6,721		11,006	53,994	65,000	65,000	16.9%
State School Funds		4,358,638	2,178,012		6,536,650	19,550,106	26,086,756	26,086,756	25.1%
Common School Fund					-	330,000	330,000	330,000	0.0%
Other Sources		(230)	5		(225)	1,778,697	1,780,258	1,778,550	0.0%
Total Revenue		6,712,741	2,184,768	-	8,897,508	30,614,220	39,513,514	39,861,806	22.3%
FY 2021-2022 YTD		4,255,981	2,135,456	2,539,020			37,163,514		

Expenditures by Object:		Jul-22	Aug-22	Sep-22	YTD Total	Encumbered	Total Expended & Encumbered	Budget	YTD %
100 Salaries		330,097	439,318		769,415	16,520,777	17,290,192	18,059,175	4.3%
200 Associated Payroll		184,296	232,656		416,953	7,616,181	8,033,134	9,673,169	4.3%
300 Services		92,294	1,357,428		1,449,721	6,147,861	7,597,583	8,648,838	16.8%
400 Supplies & Materials		14,576	109,722		124,298	211,105	335,403	625,735	19.9%
500 Equipment					-	-	-	62,500	0.0%
600 Dues, Fees & Insurance		1,130	273,744		274,873	4,597	279,471	292,389	94.0%
700 Fund Modifications					-	-	-	200,000	0.0%
800 Planned Reserve					-	-	-	2,300,000	0.0%
Not Yet Encumbered/Projected							3,493,212		
Total Expenditures		622,393	2,412,867	-	3,035,261	30,500,522	37,028,995	39,861,806	7.6%
FY 2021-2022 YTD		1,149,812	1,637,163	3,018,555					

Expenditures by Function: (Appropriated)		Jul-22	Aug-22	Sep-22	YTD Total	Encumbered	Total Expended & Encumbered	Budget	YTD %
1000 Instruction		17,237	1,271,122		1,288,359	20,486,698	21,775,057	24,452,324	5.3%
2000 Support		605,156	1,141,746		1,746,902	10,013,824	11,760,726	12,909,482	13.5%
3000 Community Service					-	-	-	-	
5000 Transfers					-	-	-	200,000	0.0%
6000 Contingency					-	-	-	2,300,000	0.0%
Not Yet Encumbered/Projected							3,493,212		
Total Expenditures		622,393	2,412,867	-	3,035,261	30,500,522	37,028,995	39,861,806	7.6%
FY 2021-2022 YTD		1,149,812	1,637,163	3,018,555					

Current Projection of Ending Fund Balance				2,484,519	6.69%
Target % 2022-23					7.30%

INVESTMENTS			
	Jul-22	Aug-22	Sep-22
LGIP 5703 - SSF/Taxes			
Beginning Balance	1,645,877	5,225,598	
Interest	4,269	6,646	
Deposits	4,275,451	1,999,649	
Fees	0	0	
Withdrawals	(700,000)	(3,575,959)	
Month-End Balance	5,225,598	3,655,933	-
LGIP 5770 - Debt Service			
Beginning Balance	650,366	651,054	
Interest	689	892	
Deposit		25,958	
Fees			
Withdrawals			
Month-End Balance	651,054	677,904	-
LGIP 5018 - Facilities, Repairs & Maintenance			
Beginning Balance	138,392	138,538	
Interest	147	186	
Deposit			
Fees			
Withdrawals			
Month-End Balance	138,538	138,724	-
LGIP 3974 - Bond Retainage			
Beginning Balance	35,611	35,649	
Interest	38	59	
Deposit		17,559	
Fees			
Withdrawals			
Month-End Balance	35,649	53,267	-
LGIP 6022 - GO Bonds Series 2017			
Beginning Balance	378,827	379,228	
Interest	401	967	
Deposit		650,090	
Fees			
Withdrawals		(17,559)	
Month-End Balance	379,228	1,012,726	-
Total Cash Invested in LGIP	6,430,067	5,538,554	-
LGIP Interest Rate	1.25%	1.58%	

NOTES ON DEBT SERVICE			
Debt Service GO Bonds - Debt Service Fund			
Principal Outstanding July 1, 2022 (+bond sale Aug 18)			4,784,000
Next Principal Amounts Due	May-23		2,688,000
Next Interest Amounts Due	11/22/2022, 5/22/2023		709,722
Amount to Pay 2022-23			-
Total Bond Payments Due 2022-23			3,397,722
Current Debt Service Fund Balance			
			-
Series 2017 final payment due June 2024			
Series 2021A final payment due June 2040 PERS			
Series 2022 final payment due June 2031			

For questions about this report, please contact Tami Montague
 Dallas School District Business Office
 111 SW Ash St, Dallas, OR 97338
 tami.montague@dsd2.org

DALLAS SCHOOL DISTRICT NO. 2 FINANCIAL REPORT 2022-2023

Prior Year MTD Balance	6,454,171	6,464,301	5,106,064
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SUMMARY - ALL FUNDS (except Student Bo	Jul-22	Aug-22	Sep-22	YTD Total	Budget	YTD %
Total Revenue This Month	8,903,635	2,328,376	-	11,424,537	94,295,641	12.1%
Total Expense This Month	1,175,045	3,456,256	-	4,631,300	94,295,641	4.9%
Excess / (Deficiency) Variance	7,728,590	(1,127,879)	-	6,793,237	-	

FACILITIES, REPAIRS & MAINTENANCE								
Revenue & Resources	Jul-22	Aug-22	Sep-22	YTD Total	Expected	Total Projected	Budget	YTD %
Beginning Fund Balance Unaudited	192,526			192,526	-	192,526	200,000	96.3%
Revenue from Local Sources	147	19,186		19,332	-	19,332	3,000	644.4%
Revenue from Federal Sources				-	-	-	-	
Transfers/Sale of Property				-	-	-	80,000	0.0%
Total Revenue	147	19,186	-	211,858	-	211,858	283,000	74.9%
Expenditures by Function:	Jul-22	Aug-22	Sep-22	YTD Total	Encumbered	Total Projected	Budget	YTD %
Instruction - 1000				-	-	-	-	
Facilities - 2000	9,896	8,223		18,119	65,090	83,209	208,000	8.7%
Capital Projects - 4000		252		252	-	252	10,000	2.5%
Transfers to Other Funds - 5000				-	-	-	-	
Fac, Rep and Maint - Unap End Fund Bal				-	-	-	65,000	0.0%
Total Expenditures	9,896	8,475	-	18,371	65,090	83,461	283,000	6.5%
Projected Ending Balance								

ESSER Emergency Relief Funds								
Revenue & Resources	Jul-22	Aug-22	Sep-22	YTD Total	Expected	Total Projected	Budget	YTD %
Beginning Fund Balance				-	-	-	-	
Revenue from Federal Sources				-	-	-	4,620,000	
Transfers/Sale of Property				-	-	-	-	
Total Revenue	-	-	-	-	-	-	4,620,000	0.0%
Expenditures by Function:	Jul-22	Aug-22	Sep-22	YTD Total	Encumbered	Total Projected	Budget	YTD %
Instruction - 1000		129,830		129,830	420,952	550,782	1,411,704	
Support Services - 2000	42,818	30,670		73,487	681,945	755,432	1,390,001	
Capital Projects - 4000				-	-	-	-	
Fac, Rep and Maint - Unap End Fund Bal				-	-	-	1,818,295	
Total Expenditures	42,818	160,500	-	203,318	1,102,897	1,306,214	4,620,000	4.4%
Projected Ending Balance								

FOOD SERVICE								
Revenue & Resources	Jul-22	Aug-22	Sep-22	YTD Total	Expected	Total Projected	Budget	YTD %
Beginning Fund Balance Unaudited	313,642			313,642	-	313,642	117,764	266.3%
Revenue from Local Sources		863		863	-	863	47,000	1.8%
Revenue from State Sources				-	-	-	962,336	0.0%
Revenue from Federal Sources				-	-	-	60,000	0.0%
Transfers/Sale of Property				-	-	-	-	
Total Revenue	313,642	863	-	314,505	-	314,505	1,187,100	26.5%
Expenditures by Function:	Jul-22	Aug-22	Sep-22	YTD Total	Encumbered	Total Projected	Budget	YTD %
Food Service - 3100	6,753	25,307		32,059	918,298	950,358	1,177,100	2.7%
Food Service - Unap Ending Fund Bal				-	-	-	10,000	0.0%
Total Expenditures	6,753	25,307	-	32,059	918,298	950,358	1,187,100	2.7%
MTD CashFlow Tracking Includes Receivables				\$ 282,446	\$ (635,852)			

SPECIAL GRANTS & PROJECTS								
Revenue & Resources	Jul-22	Aug-22	Sep-22	YTD Total	Expected	Total Projected	Budget	YTD %
Revenue from Local Sources		5,174		5,174	-	-	180,000	2.9%
Revenue from Intermediate Sources				-	-	-	720,251	0.0%
Revenue from State Sources				-	-	-	5,019,731	0.0%
Revenue from Federal Sources				-	-	-	1,725,364	0.0%
Transfers from General Fund				-	-	-	-	
Total Revenue	-	5,174	-	5,174	-	-	7,645,346	0.1%
Expenditures by Function:	Jul-22	Aug-22	Sep-22	YTD Total	Encumbered	Total Projected	Budget	YTD %
Special Grants & Projects - 1000	202,213	184,246		386,459	4,469,780	4,856,238	5,795,194	6.7%
Special Grants & Projects - 2000	257,424	60,280		317,704	405,672	723,376	1,743,423	18.2%
Special Grants & Projects - 3000				-	-	-	26,729	0.0%
Special Grants & Projects - 4000				-	-	-	-	
Transfers to Other Funds - 5000				-	-	-	80,000	0.0%
Total Expenditures	459,637	244,526	-	704,162	4,875,452	5,579,614	7,645,346	9.2%

DALLAS SCHOOL DISTRICT NO. 2 FINANCIAL REPORT 2022-2023

DEBT SERVICE - GO BONDS									
Revenue & Resources		<u>Jul-22</u>	<u>Aug-22</u>	<u>Sep-22</u>	<u>YTD Total</u>	<u>Expected</u>	<u>Total Projected</u>	<u>Budget</u>	<u>YTD %</u>
Beginning Fund Balance	Unaudited	668,658			668,658		668,658	300,000	222.9%
Revenue from CY Property Tax Receipts					-		-	3,022,758	0.0%
Revenue from PY Property Tax Receipts								50,000	
Revenue from Interest Income		707	903		1,610		1,610	7,500	21.5%
Transfers from Other Fund		-	-	-	-		-	-	
Total Revenue		669,365	903	-	670,268	-	670,268	3,380,258	19.8%
Expenditures by Function:		<u>Jul-22</u>	<u>Aug-22</u>	<u>Sep-22</u>	<u>YTD Total</u>	<u>Encumbered</u>	<u>Total Projected</u>	<u>Budget</u>	<u>YTD %</u>
Debt Service - 5110 610 Principal		-	-	-	-	-	-	2,590,000	0.0%
Debt Service - 5110 621 Interest		-	-	-	-	-	-	690,158	0.0%
Debt Service - 5110 640 Bank Fees		-	-	-	-	-	-	100	0.0%
Debt Service - Unap End Fund Bal		-	-	-	-	-	-	100,000	0.0%
Total Expenditures		-	-	-	-	-	-	3,380,258	0.0%
DEBT SERVICE - FULL FAITH & CREDIT									
Revenue & Resources		<u>Jul-22</u>	<u>Aug-22</u>	<u>Sep-22</u>	<u>YTD Total</u>	<u>Expected</u>	<u>Total Projected</u>	<u>Budget</u>	<u>YTD %</u>
Beginning Fund Balance		-	-	-	-		-	-	
Transfers from Other Fund		-	-	-	-		-	117,664	0.0%
Total Revenue		-	-	-	-		-	117,664	0.0%
Expenditures by Function:		<u>Jul-22</u>	<u>Aug-22</u>	<u>Sep-22</u>	<u>YTD Total</u>	<u>Encumbered</u>	<u>Total Projected</u>	<u>Budget</u>	<u>YTD %</u>
Debt Service - 5110 610 Principal		-	-	-	-	-	-	98,000	0.0%
Debt Service - 5110 621 Interest		-	-	-	-	-	-	19,564	0.0%
Debt Service - 5110 640 Bank Fees		-	-	-	-	-	-	100	0.0%
Debt Service - Unap End Fund Bal		-	-	-	-	-	-	-	
Total Expenditures		-	-	-	-	-	-	117,664	0.0%
DEBT SERVICE - PERS PENSION BOND									
Revenue & Resources		<u>Jul-22</u>	<u>Aug-22</u>	<u>Sep-22</u>	<u>YTD Total</u>	<u>Expected</u>	<u>Total Projected</u>	<u>Budget</u>	<u>YTD %</u>
Beginning Fund Balance	Unaudited	1,198,338			1,198,338			500,000	
Service From Other Funds			116,457		116,457		116,457	2,600,467	4.5%
Total Revenue		1,198,338	116,457	-	1,314,794	-	116,457	3,100,467	42.4%
Expenditures by Function:		<u>Jul-22</u>	<u>Aug-22</u>	<u>Sep-22</u>	<u>YTD Total</u>	<u>Encumbered</u>	<u>Total Projected</u>	<u>Budget</u>	<u>YTD %</u>
Debt Service - 5110 610 Principal		-	-	-	-	-	-	1,285,000	0.0%
Debt Service - 5110 621 Interest		-	-	-	-	-	-	815,367	0.0%
Debt Service - 5110 680 Direct Pmt to PERS		-	-	-	-	-	-	-	
Debt Service - 5110 Bank Fees & Issuance		-	-	-	-	-	-	100	
Debt Service - Unap End Fund Bal		-	-	-	-	-	-	1,000,000	
Total Expenditures		-	-	-	-	-	-	3,100,467	0.0%
Revenue & Resources		<u>Jul-22</u>	<u>Aug-22</u>	<u>Sep-22</u>	<u>YTD Total</u>	<u>Expected</u>	<u>Total Projected</u>	<u>Budget</u>	<u>YTD %</u>
Beginning Fund Balance	Unaudited	8,964			8,964		8,964	100,000	9.0%
Revenue from Local Sources		439	1,026		1,465		1,465	-	
Revenue from State Sources								2,000,000	0.0%
Revenue from Federal Sources (SEP)		-	-	-	-		-	-	
Revenue from Bond Proceeds		-	-	-	-		-	-	
Total Revenue		9,403	1,026	-	10,429	-	10,429	2,100,000	0.5%
Expenditures by Function:		<u>Jul-22</u>	<u>Aug-22</u>	<u>Sep-22</u>	<u>YTD Total</u>	<u>Encumbered</u>	<u>Total Projected</u>	<u>Budget</u>	<u>YTD %</u>
Bond Expenses- 4000		8,178	604,581		612,759	920,935	1,533,695	2,100,000	29.2%
Capital Construction - Bond 2022									
Revenue & Resources		<u>Jul-22</u>	<u>Aug-22</u>	<u>Sep-22</u>	<u>YTD Total</u>	<u>Expected</u>	<u>Total Projected</u>	<u>Budget</u>	<u>YTD %</u>
Beginning Fund Balance	Unaudited	-	-	-	-		-	-	
Revenue from Local Sources		-	-	-	-		-	4,000,000	0.0%
Revenue from Loan Proceeds		-	-	-	-		-	28,000,000	0.0%
Total Revenue		-	-	-	-		-	32,000,000	0.0%
Expenditures by Function:		<u>Jul-22</u>	<u>Aug-22</u>	<u>Sep-22</u>	<u>YTD Total</u>	<u>Encumbered</u>	<u>Total Projected</u>	<u>Budget</u>	<u>YTD %</u>
Capital Expenses- 4000		25,370	-	-	25,370	1,198	26,568	5,440,000	0.5%
								Ending Bal Bond	26,560,000
Unencumbered Balance									
Total Resources all Special Funds		2,190,894	143,608	-	2,527,028	-	1,323,516	54,433,835	4.6%
Total Expenditures all Special Funds		552,651	1,043,388	-	1,596,039	7,883,870	9,479,909	54,433,835	2.9%

NOTES TO FINANCIAL STATEMENT

All cash, investment and credit card accounts have been balanced, reconciled and reviewed and all cash and investment accounts are reconciled to the general ledger by the business manager as of 8/31/2022. The adopted budget reflects expected expenditures. All payroll reports have been filed and payroll liabilities have been paid timely. All federal and state reimbursement requests as well as required financial reporting forms have been filed timely. All credit card expenditures, travel and other reimbursements have been reviewed and approved at the proper level. There have been no significant changes to the internal control system, to the accounting system or accounting policies that are significant. Currently the business office is adequately staffed to allow for proper segregation of duties and I am not aware of any new pronouncements or other financial changes that may require additional staff time to properly implement. All financial statements that have been provided to the board are accurate and complete to the best of my knowledge and I am aware of no other financial matters that the board should be aware of at this time. I know of no cases of fraud or other misconduct and I have not been asked by the superintendent to do anything that makes me feel uncomfortable or to present any information I feel is inaccurate. Tami Montague 09/07/2022

Dallas School District

Board and Superintendent Goals

2022-2023

Ask yourself...is it good for kids?

Our Mission

Dallas School District is: Centered on students, powered by collaboration, built on equity, and driven by excellence.

Our Vision:

Each student is known by name, strength and need-pursuing a life of engagement, innovation, and success.

Purpose Statement: The Dallas School District Board of Directors and superintendent believe that the 2022-23 operating agreement and history of collaborative commitment, create an environment of trust and open communication. This working relationship supports a blending of purpose and leadership direction. Such conditions allow for goals to be established and supported by each other.

Board Goals:

Board Goal Statement 1: The Dallas School District Board of Directors will leverage the Dallas School District Strategic Plan, Professional Learning Communities, and Outward Mindset training to improve student outcomes.

Board Goal Statement 2: The Dallas School District Board of Directors will support the superintendent in setting and achieving goals aimed at identifying measurable student performance indicators and aligning the general fund budget with the district resources needed to support these efforts.

Board Goal Statement 3: The Board will conduct a complete review, update and adoption of all district policies by June 30, 2023.

Superintendent Goals:

Superintendent Goal Statement 1: The superintendent will provide the training, leadership, and accountability necessary to ensure high-functioning district and school wide professional-learning communities are achieved.

Deliverables

- Revision of PLC Handbook (Timeline for Completion: October 2022)
- District and Building PLC foundations will be strengthened to support the implementation of board adopted curriculum, such as HMH and Carnegie, with fidelity. Staff will use the PLC Handbook to guide their work. Through PLC's, the District and Buildings will ensure essential learning targets are met, and that interventions and extensions are implemented to address individual learning needs

through our MTSS plan. (Timeline for completion: Ongoing. Report on progress during building work sessions with the board).

Superintendent Goal Statement 2: The superintendent will prepare for the implementation of the 2nd year of 2021-24 Dallas School District Strategic Plan.

Deliverables

- Direct the establishment and implementation of a district-wide Multi-Tiered Systems of Support (MTSS) plan (Timeline for completion: Report to Board in January 2023)
 - MTSS Tier 1 Targeted completion date: October 2022
 - MTSS Tier 2 Targeted completion date: November 2022
 - MTSS Tier 3 Targeted completion date: January 2023
 - Re-establish the following district Committees
 - Academic Skills Committee
 - Social Emotional Learning Committee
 - Career and technical Skills Committee
- Build an implementation plan for measuring and reporting on performance indicators identified in year 1 of the Dallas School District Strategic plan. (Timeline for completion: December 2022, Ongoing reports on progress to board quarterly)
 - Goals identified in 2021-22 and being implemented in 2022-2023.
 - Implement a district-wide system to address social-emotional, behavioral, and academic needs for all. Reflects DSD Core Value: Excellence and Equity
 - Develop and implement district-wide practices and policies that honor and respect diversity, equity and access for all. Reflects DSD Core Value: Equity, Collaboration and Community
 - Review and revise the K-12 curriculum to align with state standards, support differentiation for all learners, and integrate culturally responsive practices. Reflects DSD Core Value: Passion, Excellence and Equity
- Facilitate training, implementation, and sustainment efforts associated with “Developing and Implementing an Outward Mindset” (Arbinger Institute). Reflects DSD Core Value: Equity and Community (Outward Mindset Training schedule for staff and Outward Leadership training for Administrators will be generated by October 2022)

Superintendent Goal Statement 3: The Superintendent will provide the leadership and board recommendations necessary to maintain the ending fund balance per policy, and address funding challenges facing Dallas School District as a result of student enrollment and waning one-time funding (ESSER).

Deliverables:

- Conduct an ADM study/review based on Oct 1, 2022 data to determine level of enrollment decline. (Timeline for Completion: November 2022)
- Develop Integrated Planning Tool to communicate glide path for ESSER Spend down. (Timeline for Completion: February 2023)
- Utilize the Board Finance Committee to review district financial reports and make recommendations for revision to provide more transparency or clarity for stakeholders. (Timeline for Completion: Begin in October and then ongoing)
- Align the district general fund budget, by April 2023, with the strategic plan resources needed for the coming school year.

Dallas School District Board – Superintendent Operating Agreement 2022-23

PURPOSE:

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

COLLABORATIVE GOVERNANCE:

1. Members of the Board and the Superintendent shall work together as a team; modeling lifelong learning and collaboration.
2. Board members shall recognize and respect the Superintendent's responsibility to manage the school district and to direct employees in district and school matters.
3. Board members shall give careful consideration, listening to all perspectives, to all issues brought to the board by individuals and district leadership.
4. The Board shall make decisions only at properly called meetings. Board members recognize that individual members have no authority to take individual action in policy or district and school administrative matters, unless so authorized by board vote.

COMMUNICATION AGREEMENTS:

1. Board members shall follow the chain-of-command and communicate directly with the Superintendent when a question arises, or a concern or complaint is voiced by a staff member, student, parent or community member.
2. Board Members shall communicate directly with the Superintendent or Board Chair prior to meetings of the board to address questions and/or concerns about agenda items.
3. Board members and the Superintendent shall communicate one-on-one, when an individual concern arises, with any member of the board-superintendent team as appropriate

SUPERINTENDENT'S EXPECTATIONS OF THE BOARD:

1. Recognition of the superintendent as the educational leader of the school district.
2. Ambassadorship and assistance in gaining acceptance and support in the community.
3. Willingness to abide by its own rules, policies and code of ethical conduct.
4. Willingness to acknowledge and follow the chain of command of the school district.
5. Careful consideration of each recommendation made by the superintendent.

BOARD EXPECTATIONS OF THE SUPERINTENDENT:

1. Work toward becoming a team with board members.
2. Respect and acknowledge the board's role in setting policy and overseeing the performance of the superintendent.
3. Work with the board to establish a clear vision for the school district.
4. Prepare preliminary goals annually for the board's considerations.
5. Provide data to the board members so that data-driven decisions can be made.
6. Possess a working knowledge of all legal and local policies.
7. Inform the board of all critical information including relevant trends, anticipated adverse media coverage or critical external or internal change.
8. Distribute appropriate information to all board members.
9. Communicate with board members promptly and effectively.
10. Respect the confidentiality requirement of board meeting executive sessions.
11. Treat all board members professionally.
12. Communicate to individual board members if a problem or issue is observed developing with an individual board member.
13. Conduct a self-assessment prior to the board's evaluation of the superintendent's job performance.
14. Provide follow-up information to board members on concerns and issues they have referred to the superintendent—close the communication loop.

SIGNATURES OF AGREEMENT:

Date: _____

Matt Posey, Board Chair

Lu Ann Meyer, Board Member

Jon Woods, Vice-Board Chair

Rob Ogilvie, Board Member

Michael Bollman, Board Member

Steve Spencer, Superintendent



WORKING TOGETHER FOR ALL STUDENTS TO ACHIEVE HIGH LEVELS OF LEARNING

Collaborative Commitment
2022-23

Dallas School District and OSEA Chapter 34, Classified Association, are committed to a strong working relationship with a foundation of collaboration. We believe by working together with a positive intent we can solve problems, create opportunity, and build upon the strengths of our school district to achieve greater learning for our students. The following principles and guiding practices are the basis of our commitment:

Our Principles:

- Collaboration and shared leadership form the foundation of our success.
- “Is it good for students?” is our driving question.
- Life-long learning for all is our goal.
- Our staff individually and collectively contributes to student success.
- The best interest of our district as a whole is the basis for our priorities and decisions.
- Listening permeates our every interaction.
- Our diverse opinions and disagreements are professional and respectful.
- Honest, constructive intentions are our expectation.
- Our classified-leaders have balanced time in and out of the classroom.

Our Practices:

- We collaborate.
- We place student learning first.
- We value, encourage, and support continued learning.
- We actively and positively participate.
- We recognize and appreciate the contributions of others.
- We persevere.
- We genuinely and actively listen.
- We engage in tough conversations for positive results.
- We are honest and forthright.
- We lead by example.
- We share responsibility.

We the school board, administration, and classified staff agree to this commitment as we believe through our collaborative culture we will improve results for our students.

Board Chair

Superintendent

President

Board Vice-Chair

Director of Human Resources

Vice-President

Board Member

High School Principal

Secretary

Board Member

Middle School Principal

Treasurer

Board Member

Elementary Principal



WORKING TOGETHER FOR ALL STUDENTS TO ACHIEVE HIGH LEVELS OF LEARNING

**Collaborative Commitment
2022-2023**

Dallas School District and Dallas Education Association are committed to a strong working relationship with a foundation of collaboration. We believe by working together with a positive intent we can solve problems, create opportunity, and build upon the strengths of our school district to achieve greater learning for our students. The following principles and guiding practices are the basis of our commitment:

Our Principles:

- Collaboration and shared leadership form the foundation of our success.
- "Is it good for students?" is our driving question.
- Life-long learning for all is our goal.
- Our staff individually and collectively contributes to student success.
- The best interest of our district as a whole is the basis for our priorities and decisions.
- Listening permeates our every interaction.
- Our diverse opinions and disagreements are professional and respectful.
- Honest, constructive intentions are our expectation.
- Our licensed-leaders have balanced time in and out of the classroom.

Our Practices:

- We collaborate.
- We place student learning first.
- We value, encourage, and support continued learning.
- We actively and positively participate.
- We recognize and appreciate the contributions of others.
- We persevere.
- We genuinely and actively listen.
- We engage in tough conversations for positive results.
- We are honest and forthright.
- We lead by example.
- We share responsibility.

We the school board, administration, and licensed staff agree to this commitment as we believe through our collaborative culture we will improve results for our students.

Board Chair

Superintendent

DEA President

Board Vice-Chair

Director of Human Resources

DEA Vice-President

Board Member

High School Principal

DEA Treasurer

Board Member

Middle School Principal

DEA Secretary

Board Member

Elementary Principal

DEA Bargaining Chair

Dallas School District 2

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The following symbol is used on some policies:

- ** As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300-125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

Dallas School District 2

Code: AC
 Adopted: 1/14/08
 Revised/Readopted: 3/09/09; 10/25/10; 3/23/15; 9/15/15;
 1/23/18
 Orig. Code: AC

Nondiscrimination

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual’s perceived or actual race¹, color, religion, sex, sexual orientation, gender identity², national or ethnic origin, marital status, age, mental or physical disability ~~or perceived disability~~, pregnancy, familial status, economic status, or veterans’ status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability ~~or perceived disability~~, pregnancy, familial status, economic status, or veterans’ status of any other persons with whom the individual associates.

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

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which ~~patron~~~~citizens~~ can communicate their concerns to the administration and the Board.

The superintendent shall appoint ~~and make known the~~ individuals at the district to contact on issues concerning the Americans with Disabilities Act of 1990 and Americans with Disabilities Act Amendments Act of 2008 (ADA), Section 504 of the Rehabilitation Act, Titles ~~of 1973~~, Title VI and, Title VII of the Civil Rights Act, Title IX of the Education Amendments, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers³. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district’s administrative office and available on the home page of the district’s website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating,

¹ Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

² “Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behavior differs from that traditionally associated with the individual’s sex at birth.

³ Districts are required to notify students and employees of the name, office address and telephone number of the employee or employees appointed.

threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)
[ORS 192.630](#)
[ORS 326.051\(1\)\(e\)](#)
[ORS 408.230](#)
[ORS 659.805](#)
[ORS 659.815](#)
[ORS 659.850 - 659.860](#)
[ORS 659.865](#)
[ORS 659A.001](#)
[ORS 659A.003](#)

[ORS 659A.006](#)
[ORS 659A.009](#)
[ORS 659A.029](#)
[ORS 659A.030](#)
[ORS 659A.040](#)
[ORS 659A.103 - 659A.145](#)
[ORS 659A.230 - 659A.233](#)
[ORS 659A.236](#)
[ORS 659A.309](#)
[ORS 659A.321](#)

[ORS 659A.409](#)
[OAR 581-002-0001 - 002-0005](#)
[OAR 581-021-0045](#)
[OAR 581-021-0046](#)
[OAR 581-021-0047](#)
[OAR 581-022-2310](#)
[OAR 581-022-2370](#)
[OAR 839-003](#)

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).
 Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (2018); 29 C.F.R Part 1626 (2019).
 Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).
 Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).
 Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (2018); 34 C.F.R. Part 104 (2019).
 Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
 Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018); 28 C.F.R. §§ 42.101-42.106 (2019).
 Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018); 29 C.F.R. § 1601 (2019).
 Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).
 Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).
 The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).
 Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018); 29 C.F.R. Part 1635 (2019).
 House Bill 2935 (2021).
 House Bill 3041 (2021).

Corrected 6/20/22

Dallas School District 2

Code: AC-AR
 Revised/Reviewed: 2/24/15; 8/11/15; 1/23/18
 Adopted:
 Orig. Code: AC-AR

Discrimination Complaint/~~Grievance~~ Procedure

Complaints regarding discrimination or harassment, on any basis protected by law, shall be processed in accordance with the following procedures:

Step 1: Complaints may be oral or in writing and must be filed with the principal. The principal shall investigate and determine the action to be taken, if any, and reply in writing to the complainant within 10 ~~school~~-working days of receipt of the complaint.

Any staff member that receives a written or oral complaint shall report the complaint to the principal.

Step 2: If the complainant wishes to appeal the decision of the principal, the complainant, ~~he/she~~ may submit a written appeal to the superintendent or designee within five ~~school~~-working days after receipt of the principal's response to the complaint. The superintendent or designee shall ~~may~~ review the principal's decision within five working days and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the principal's decision. The superintendent or designee will ~~and~~ respond, in writing, to the complainant within 10 ~~school~~-working days.

Step 3: If the complainant is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the Board within five ~~school~~-working days of receipt of the superintendent's or designee's response to Step 2. The Board may decide to hear or deny the request for appeal at a Board meeting. If the Board decides to hear the appeal, ~~the~~ The Board may meet with the concerned parties and their representative at the next regular or special Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing or electronic form within 10 days of this meeting.

If the principal is the subject of the complaint, the individual may start at ~~Step~~step 2 and should file a complaint with the superintendent or designee.

If the superintendent is the subject of the complaint, the complaint may start at ~~Step~~step 3 and should be referred to the Board chair. The Board may refer the investigation to a third party.

Complaints against the Board as a whole or against an individual Board member, may start at ~~Step~~step 3 and should be submitted~~made~~ to the Board chair and may be referred to district counsel. Complaints against the Board chair may start at ~~Step~~step 3 and be referred~~made~~ directly to the Board vice chair.

The timelines established in each step of this procedure may be extended upon mutual consent of the district and the complainant in writing, but will not be longer than 30 days from the date of the submission of the complaint at any step. The overall timeline of this complaint procedure may be extended beyond 90

days from the initial filing of the complaint upon written mutual consent of the district and the complainant. ~~Timelines may be extended based upon mutual consent of both parties.~~

~~If~~The complainant, ~~is~~ if a person who resides in the district, is a parent or guardian of a student who attends school in the district or is a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, ~~or 90 days, whichever occurs first,~~ he/she may appeal¹ the district's final decision ~~in writing~~ to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-~~0049~~.0001 – 581-002-0023.

The district Board, through this administrative regulation, will not review an appeal of a decision reached by the Board of a public charter school sponsored by this district on a complaint alleging a violation of Oregon Revised Statute (ORS) 659.850 or Oregon Administrative Rule (OAR) 581-021-0045 or 581-021-0046 (Discrimination), for which the district Board has jurisdiction, and recognizes a decision reached by the respective Boards as the district Board's final decision. A final decision reached by this district Board may be appealed to the Oregon Department of Education under OAR 581-002-0001 – 581-002-0023.

Add a link to the PDF of the new complaint form in this document – get document/link from Juli

Corrected 6/20/22

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

Dallas School District 2

Code: AC-AR(2)
Adopted:

Discrimination Complaint Form

(Insert new form from Juli when available)

Name of Person Filing Complaint _____ Date _____ School or Activity _____

Student/Parent Employee Job applicant Other _____

Type of discrimination:

- | | | |
|--|--|---|
| <input type="checkbox"/> Race | <input type="checkbox"/> Mental or physical disability | <input type="checkbox"/> Age |
| <input type="checkbox"/> Color | <input type="checkbox"/> Marital status | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Familial status | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Economic status | <input type="checkbox"/> Discriminatory use of a Native American mascot |
| <input type="checkbox"/> National or ethnic origin | <input type="checkbox"/> Veterans' status | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Gender identity | | |

Specific complaint: (Please provide detailed information including names, dates, places, activities and results of the discussion.) _____

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

Suggested solution/resolution/outcome: _____

This complaint form should be mailed or submitted to the principal.

Direct complaints related to educational programs and services may be made to the U.S. Department of Education, Office for Civil Rights. Direct complaints related to employment may be filed with the Oregon Bureau of Labor and Industries, Civil Rights Division, or the U.S. Department of Labor, Equal Employment Opportunities Commission.

Corrected 6/20/22

Dallas School District 2

Code: ACA
 Adopted: 1/28/02
 Revised/Readopted: 3/09/09; 10/25/10
 Orig. Code: ACA

Americans with Disabilities Act

The district ~~Dallas School District~~, in compliance with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendment ~~Amendments Act of 2008~~ (ADA), is committed to maintaining employment practices, services, programs and activities that provide equity to qualified individuals with disabilities.

The district will provide reasonable accommodations for the known disabilities of all applicants and current employees in all employment application procedures; hiring, advancement or discharge; employee compensation; job training; other terms, conditions and privileges of employment upon request and advance notice.

A reasonable accommodation must not present an undue hardship for the district, be unduly costly, extensive or disruptive; nor present a direct threat to the health or safety of the individual or others in the workplace.

District services, programs and activities will be accessible and usable by qualified individuals with disabilities, consistent with Section 504 of the Federal Rehabilitation Act of 1973 and the ADA ~~Americans with Disabilities Act of 1990~~. Accessibility may be achieved through nonstructural as well as structural methods.

In order to achieve equal access, the district will make available appropriate auxiliary aids and services that promote effective communications. Primary consideration will be given to the request of individuals with disabilities in the selection of appropriate aids and services. Final determination will be made by the ~~School~~ Board. Auxiliary aids and services determinations will be based on availability, effectiveness and financial or administrative burden to the district.

The ~~School~~ Board directs the superintendent to develop and implement an appropriate plan that provides for district compliance with the ADA ~~Americans with Disabilities Act~~, including the appointment of an ADA compliance officer and the establishment of a process for the investigation and prompt and equitable resolution of any complaint regarding noncompliance ~~exists through the present affirmative action processes~~.

Retaliation is prohibited against anyone who files a complaint of discrimination, participates in an Office of Federal Contract Compliance Program proceeding or otherwise opposes discrimination under federal or state laws.

END OF POLICY

Legal Reference(s):

Rehabilitation Act of 1973, 29 U.S.C. §§ 503, 791, 793-794 (2010).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2010).
Chevron U.S.A. Inc. v. Echazabal, 536 U.S. 73 (2002).
Americans with Disabilities Act Amendments Act of 2008.

Corrected 6/20/22

Dallas School District 2

Code: ACA-AR
 Revised/Reviewed: 6/11/12
 Orig. Code: ACA-AR

ADA Grievance Procedure

The compliance officer is responsible for coordinating the district's efforts to comply with the Americans with Disabilities Act of 1990 and the Americans with Disabilities Act Amendments Act of 2008 (ADA). The compliance officer shall be a neutral party having had no involvement in the complaint presented.

- Step 1 Any complaint shall be presented in writing to the compliance officer within 180 days from date of alleged discrimination. It must include the following:
- a. Name and address of the individual or the representative filing the complaint;
 - b. Description of the alleged discriminatory action in sufficient detail to inform the district of the nature and date of the alleged violation;
 - c. Signature by the complainant or by someone authorized to do so on his/her/their behalf;
 - d. Identification (by name, if possible) of the alleged victims of the discrimination for any complaint filed on behalf of classes or third parties.
- Step 2 The compliance officer shall thoroughly investigate the complaint, notify the person who has been accused of discriminating, permit a response to the allegation and arrange a meeting to discuss the complaint with all concerned parties within 10 working days after receipt of the written complaint, if deemed necessary. The compliance officer shall give a written answer to the complainant within 15 working days after receipt of the written complaint.
- Step 3 If the complainant is not satisfied with the answer of the compliance officer, he/she/they may submit a written appeal to the superintendent or designee indicating with particularity the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within 10 working days after receipt of the compliance officer's answer. The superintendent or designee shall arrange a meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal.
- The superintendent or designee shall give a written answer to the complainant's appeal within 10 working days.
- Step 4 If the complainant is not satisfied with the answer, an appeal to the Board may be filed within 10 working days after receipt of the Step 3 answer. The Board shall, within 20 working days, conduct a hearing at which the complainant shall be given an opportunity to present the complaint. The Board shall give a written answer to the complainant within 10 working days following completion of the hearing.
- Step 5 If the complainant is not satisfied with the decision of the Board, a complaint may be filed with the Coordination and Review Section, Civil Rights Division, U.S. Department of Justice (student complaints) or the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries (employment complaints).

Individuals may initiate complaint procedures and/or civil actions with or without first complying with local complaint procedures.

Corrected 6/20/22

Dallas School District 2

Code: ACB
 Adopted: 1/12/21
 Revised/Readopted: 4/12/22
 Orig. Code(s): ACB

Every Student Belongs

Every student is entitled to a high quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

Every employee is entitled to work in an environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

Every visitor is entitled to participate in a school or educational environment that is free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin.

“Bias incident” means a person’s hostile expression of animus toward another person, relating to the other person’s perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior.

“Symbol of hate” means a nooses¹, symbols of neo-Nazi ideology or the battle flag of the Confederacy. A symbol of hate also includes a symbol, image, or object that expresses animus on the basis of race, color, religion, gender identity, sexual orientation, disability or national origin ~~including, but not limited to, nooses², symbols of neo-Nazi ideology or the battle flag of the Confederacy.~~, and whose display:

1. Is reasonably likely to cause a substantial disruption of or material interference with school activities; or
2. Is reasonably likely to interfere with the rights of students by denying them full access to the services, activities, and opportunities offered by a school.

The district prohibits the use or display of any symbols of hate on school property³ or in an education program⁴ except where used in teaching curriculum that is aligned with state standards of education for public schools.

¹ The display of a noose on public property with the intent to intimidate may be a Class A Misdemeanor under Senate Bill 398 (2021).

² ~~The display of a noose on public property with the intent to intimidate may be a Class A Misdemeanor under Senate Bill 398 (2021).~~

³ “School property” means any property under the control of the district.

⁴ “Education program” includes any program, service, school or activity sponsored by the district.

In responding to the use of any symbols of hate or bias incidents, the district will use non-disciplinary remedial action whenever appropriate.

The district prohibits retaliation against an individual because that individual has in good faith reported information that the individual believes is evidence of a violation of a state or federal law, rule or regulation.

Nothing in this policy is intended to interfere with the lawful use of district facilities pursuant to a lease or license.

The district will use administrative regulation ACB-AR - Bias Incident Complaint Procedure to process reports or complaints of bias incidents.

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)
[ORS 339.347](#)
[ORS 659.850](#)

[ORS 659.852](#)
[OAR 581-002-0005](#)
[OAR 581-022-2312](#)

[OAR 581-022-2370](#)

~~[House Bill 2697 \(2021\)](#)~~

~~[House Bill 3041 \(2021\)](#)~~

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).

Dariano v. Morgan Hill Unified Sch. Dist., 767 F.3d 764 (9th Cir. 2014).

State v. Robertson, 293 Or. 402 (1982).

Corrected 6/20/22

Dallas School District 2

Code: ACB-AR
 Adopted: 12/17/20
 Revised/Readopted: 4/12/22
 Orig. Code(s): ACB-AR

Bias Incident Complaint Procedure

The terms “bias incident” and “symbols of hate” are defined in policy. Persons impacted by a bias incident or display of a symbol of hate shall be defined broadly to include individuals at whom an incident was directed as well as students in the larger school community of students as a whole who are likely to be impacted by the act.¹

Step 1: When a staff member learns of a potential bias incident or display of a symbol of hate, the staff member will prioritize the safety and well-being of all persons impacted and without unreasonable delay report the incident to the building or program administrator.

Step 2: The administrator or designee shall acknowledge receipt of the complaint, reduce the complaint to writing, and investigate any complaint of a bias incident. Responding staff will recognize the experience of all persons impacted, acknowledge the impact, commit to taking immediate action, and prevent further harm against those persons impacted from taking place. Educational components and redirection procedures, if any, will include:

- Address the history and impact of bias and hate;
- Advance the safety and healing of those impacted by bias and hate;
- Promote accountability and transformation for people who cause harm; and
- Promote transformation of the conditions that perpetuated the harm.

The administrator or designee must consider whether the behavior implicates other district policies or civil rights laws, and if so, respond accordingly².

The administrator or designee will determine responsibility and respond within 10 working days of receiving the complaint.

All persons impacted by the act will be provided with information³ relating to the investigation and outcome of the investigation, including:

- Notice that an investigation has been initiated;
- Notice when an investigation has been completed;

¹ The term “complainant” in this administrative regulation includes persons filing formal complaints and persons reporting bias incidents, regardless of whether the complainant is a victim. Similarly, the term “complaint” includes any report, information or complaint.

² The nature of the behavior or act must determine the process used to respond; what rights and protections are available to the person(s) impacted by the behavior or act; and an individual’s right to appeal to the Oregon Department of Education or the U.S. Department of Education.

³ For additional information regarding required notices, see OAR 581-022-2312(4)(e)(E).

- Findings of the investigation and the final determination based on those findings;
- Actions taken to remedy a person's behavior and prevent reoccurrence; and
- When applicable, the legal citation of any law prohibiting disclosure of any information described above, and an explanation of how that law applies to the current situation.

Step 3: If complainant or a respondent wishes to appeal the decision of the administrator or designee, the complainant or respondent may submit a written appeal to the superintendent within 10 working days after receipt of the administrator's or designee's response to the complaint.

The superintendent or designee shall acknowledge receipt of the appeal and may meet with all parties involved. The superintendent or designee will review the merits of the complaint and the administrator's or designee's decision. The superintendent or designee will respond in writing to the complainant within 10 working days.

The superintendent or designee will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 3, as appropriate.

Step 4: If the complainant or respondent is not satisfied with the decision of the superintendent or designee, a written appeal may be filed with the Board within 10 working days of receipt of the superintendent or designee's response to Step 3. The Board may decide to hear or deny the request for appeal at a Board meeting. The Board may use an executive session if the subject matter qualifies under Oregon law. If the Board decides to hear the appeal, the Board may meet with the concerned parties and their representative at a Board meeting. The Board's decision will be final and will address each allegation in the complaint and contain reasons for the Board's decision. A copy of the Board's final decision shall be sent to the complainant in writing within 10 working days of this meeting.

The Board will ensure that the requirements in Steps 1 and 2 (redirection procedures, notice, etc.) are continued to be met through Step 4, as appropriate.

Complaints can be filed with or communicated directly to the administrator, in which case Step 1 will be skipped. Complaints against the administrator can be directed to the superintendent or designee and will begin at Step 3. Complaints against the superintendent or a Board member(s) can be directed to the Board and will begin at Step 4. If complaints begin later than Step 1, the individuals reviewing the complaint will ensure that all requirements are met.

The complainant, if a person who resides in the district or a parent or guardian of a student who attends school in the district or a student, is not satisfied after exhausting local complaint procedures, the district fails to render a written decision within 30 days of submission of the complaint at any step or fails to resolve the complaint within 90 days of the initial filing of the complaint, may appeal⁴ the district's final decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

Complaints may also be filed directly with the U.S. Department of Education Office for Civil Rights.⁵

⁴ An appeal must meet the criteria found in OAR 581-002-0005(1)(a).

⁵ Complaints must meet criteria as established by law. For more information, visit <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

District administration will develop and implement instructional materials to ensure that all school employees, staff and students are made aware of the policy, this administrative regulation and related practices. The materials will include reporting procedures, educational processes, and possible consequences.

When necessary, timelines may be adjusted by the district by communicating to all parties in writing. This communication must include a new timeline and an explanation of why the timeline must be adjusted.

Corrected 6/20/22

Dallas School District 2

Code: AD
 Adopted: 1/28/02
 Orig. Code: AD

Philosophy of Education - Dallas School District

We believe:

- * The school is one of the major institutions through which our cultural, political and social heritage is transmitted from generation to generation and the means by which the members of our society are prepared intellectually to evaluate and control cultural, political and social changes.
- * The primary purpose of the Dallas School District is to provide opportunities for the full intellectual development of each child.
- * The child has the responsibility to himself and society to purposely pursue the educational opportunities provided him.
- * The Dallas School District has a shared responsibility with parents/legal guardians and with other institutions and agencies for the social, physical, and emotional growth and development of the individual child.
- * The school must assume a major responsibility for developing in children: a spirit of patriotism based on a deep and abiding love of our country; an understanding of the basic principles of American democracy; a commitment to participate as citizens in the decision making processes; and, an understanding of the duties, responsibilities and rights of every citizen.
- * The school has a responsibility for developing in all children: an understanding of our economic system based on individual initiative, private property right and competition; a respect for the human dignity attained through productive work; a determination to become contributing persons within our economic system; and, an active concern for the conservation and wise use of our natural resources including the protection of our total environment.
- * The school has a responsibility for developing in all children an awareness of the societal responsibilities to themselves, to other individuals and to the local community or to the larger community of state, nation, or world.
- * It is an obligation to our children, community and country to institute those programs necessary to fulfill the educational needs of our children and to provide the facilities, materials, technology, and staff required to do so.

END OF POLICY

Legal Reference(s):

[ORS 329.025](#)
[ORS 329.035](#)

[ORS 332.107](#)
~~[OAR 581-022-1020](#)~~repealed

Corrected 6/20/22

Dallas School District 2

Code: ADA
 Adopted: 11/14/11
 Revised/Readopted: 1/14/20
 Orig. Code(s): ADA

Mission and Vision Statement

(Use school communications and the district's website for communication of this content)

Our Mission

We will provide the highest quality education, ensuring every student develops the academic, functional, professional-technical, and social-emotional skills necessary to succeed in life.

Our Vision

Every student in Dallas School District will be known by name, strength and need, and graduates ready for career, college, and community.

Our Core Values

- Continue the focus on learning for all
- All students value education and want to come to school
- Ongoing collaboration among all staff
- Teaching to district adopted Common Core Standards and using research based best practices
- Common regular assessments
- Interventions and enrichment based on regular assessments
- Improve teaching and learning based on data, reflection, and collaboration
- Accurate and timely feedback and reposting to parents
- All students will attain a meaningful high school diploma

END OF POLICY

Legal Reference(s):

~~ORS 329.025~~—this is characteristics of a school system—it's content is not included in this policy
~~ORS 329.035~~—repealed 2007

[ORS 329.485](#) (*this discusses assessments so touches on policy language*)
[ORS 332.107](#)—ok

Corrected 6/20/22

Dallas School District 2

Code: AE
 Adopted: 1/28/02
 Revised/Readopted: 12/12/05; 1/14/08
 Orig. Code: AE

Goals for Learners

The district shall maintain a coordinated K-12 program designed to improve student achievement, support students' academic growth beyond proficiency in the knowledge and skills of the student's current grade level, encourage their attainment of individual goals and successfully prepare students to function effectively in a rapidly changing world and for the futures they choose to pursue.

~~The following practices contribute to achieving this goal.~~

The district will develop a partnership with staff, parents/legal guardians and community members, through 21st Century Schools Councils (site councils), local school committees and/or advisory committees, to ~~identify and revise~~ develop district goals that support the physical and cognitive growth and development of students. Goals will be adopted by the Board consistent with the goals adopted by the State Board of Education, and will be reviewed and revised as needed.

To successfully prepare students to function effectively in a rapidly changing world and for the futures they choose to pursue, goals adopted by the district will:

1. Provide equal and open access and educational opportunities for all students regardless of their linguistic background, culture, race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, or disability;
2. Hold all students to rigorous academic standards and expect them to succeed;
3. Encourage parental and community involvement in their student's education;
4. Develop in students the core ethical values that our diverse society shares and holds important, including but not limited to: respect, responsibility, caring, trustworthiness, justice, fairness, civic virtue, and citizenship;
5. Equip students with the knowledge and skills necessary to pursue the future of their choice and to prepare students to function effectively in various life roles.
6. Assume that all students can learn and establish high, specific skill and knowledge expectations and recognizes individual differences at all instructional levels;
7. Provide special education, compensatory education, linguistically and culturally appropriate education and other specialized programs to all students who need those services;
8. Provide students with a solid foundation in the skills of reading, writing, problem solving and communication;

9. Provide opportunities for students to learn, think, reason, retrieve information, use technology and work effectively alone and in groups;
10. Provide for rigorous academic content standards and instruction in mathematics, science, ~~English~~ language arts, history, geography, economics, civics, physical education, health, the arts and ~~second~~ world languages;
11. Provide students with an educational background to the end that they will function successfully in a constitutional republic, a participatory democracy and a multicultural nation and world;
12. Provide students with the knowledge and skills that will provide the opportunity to succeed in the world of work, as members of families and as citizens;
13. Provide students with the knowledge, skills and positive attitude that lead to an active, healthy lifestyle;
14. Provide students with the knowledge and skills to take responsibility for their decisions and choices; ~~and~~.
15. Provide opportunities for students to learn through a variety of teaching strategies.

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)
[ORS 192.630](#)
[ORS 329.015](#)
[ORS 329.025](#)

[ORS 329.485](#)
[ORS 332.107](#)
[ORS 659.850](#)
[ORS 659A.003](#)

[ORS 659A.006](#)
[ORS 659A.030](#)
[OAR 839-003](#)

Corrected 6/20/22

Dallas School District 2

Code: BA
 Adopted:

Board Goals

The Board is responsible to the people for whose benefit the district has been established. Further, the Board's current decisions will influence the future course of education in the district's schools. By virtue of this responsibility, the Board and each of its members must look to the future and to the needs of all district patrons. This requires a comprehensive perspective and long-range plan in addition to addressing immediate problems.

The Board's primary responsibility is to establish policies, purposes and programs which will best produce educational achievement. The Board is charged with accomplishing this while also being responsible for wise management of available resources. The Board must fulfill these responsibilities by functioning primarily as a legislative body which formulates and adopts policy, by selecting a chief executive officer to implement policy and by evaluating the results. Further, it must carry out its functions openly and seek the involvement of students, staff and the public during its decision-making processes.

In accordance with these principles, the Board, through its operations, will review and vote to adopt Board goals that align with the following:

1. Concentrate the Board's collective effort on policy-making and planning responsibilities;
2. Formulate Board policies that best serve each student's educational interests;
3. Provide the superintendent with sufficient and adequate guidelines for implementing Board policies;
4. Maintain effective communication with the students, staff and the public to maintain awareness of attitudes, opinions, desires and ideas;
5. Conduct Board business openly, soliciting and encourage broad-based involvement of the students, staff and the public in the Board's decision-making processes.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corrected 6/20/22

Dallas School District 2

Code: BB
 Adopted: 4/27/09
 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 Dallas School District.

Federal and state statutes and 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 Dallas School District No. 2.

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 in 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.

Corrected 6/20/22

Dallas School District 2

Code: BBA
 Adopted: 1/28/02
 Revised/Readopted: 4/27/09
 Orig. Code: BBA

Board Power and Duties

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

1. Legislative or Rule-Making Authority

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

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

The ~~School~~ 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 patron~~citizens~~ informed about the schools.

2. Judicial Authority

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

3. Executive/Administrative Authority

A. — Superintendent

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

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

~~The School Board directs the Superintendent to develop an administrative organization which will provide an adequate management team to assume efficient direction, supervision and evaluation of all employees. The School Board relies on the management staff to direct, encourage, supervise, and evaluate all employees so that it can achieve its goals. In situations where the School Board has not provided policies or administrative rules, the Superintendent shall be authorized to take action. It~~

shall be the responsibility of the Superintendent to inform the School Board of the situation requiring such action.

B. Financial

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

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

C. Staff

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

The School Board will direct the collective bargaining process to establish collective bargaining agreements with the district’s personnel. The School 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 School Board will establish the days of the year and the hours of the day when school will be in session.

D. Governmental Agencies

The School Board recognizes the need for establishing working relationships with various governmental, public and private agencies. Therefore, the District will cooperate with all such agencies when the interests of the District, the welfare of children, or the identified wishes of patrons are best served through such cooperation. When cooperative agreements exceed \$50,000 in a budget year, the School Board reserves unto itself final decision making authority. However, when significant financial or legal commitment is not required, the Superintendent is empowered to act on behalf of the Board.

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](#)

Corrected 6/20/22

Dallas School District 2

Code: BBA
 Adopted: 3/09/09
 Revised/Readopted: 10/25/16
 Orig. Code: BBA

Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of their~~his/her~~ 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.

~~A Board member has the right to express personal opinions.~~ When expressing ~~such~~ personal opinions in public, the Board member ~~must~~ should clearly identify the opinions as ~~his/her~~ 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 that will incur a cost for the district must be approved by a majority vote of the Board before the request is made to legal counsel. The Board chair is authorized to obtain legal advice or opinions if advantageous to do so prior to the next meeting (e.g., advice regarding an executive session or a decision to invite district legal counsel) without a need for Board approval. ~~A request for a legal opinion by a Board member is generally to be made through the superintendent. It is recognized that circumstances may necessitate a board member contacting legal counsel directly. If the legal opinion sought involves the superintendent's employment or performance, the request should be made to the Board chair.~~ Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests for action from staff, students or members of the public, 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).

Corrected 6/20/22

Dallas School District 2

Code: BBB
 Adopted: 1/28/02
 Revised/Readopted: 3/09/09
 Orig. Code: BBB

~~Membership, Election and Orientation of the School Board~~ Board Elections

The ~~School Board~~ for the Dallas School District shall ~~be composed~~ consist of five ~~(5)~~ members. A regular term of office for a member shall be four ~~(4)~~ years as set by law and no limitation exists on the number of terms a member may serve. A term begins on July 1 of the year in which elected.

All members to the ~~School Board~~ shall be elected from within the boundaries of the ~~School District~~ on an at-large basis. Election of members to the ~~School Board~~ shall be staggered so that no more than three ~~(3)~~ shall be elected to regular terms in any one ~~(1)~~ year. Terms for positions 1, 3, and 4 shall be open for election every four years, and on alternating years terms for positions 2 and 5 shall be open for election. For example:

Positions 1, 3 and 4: ~~2009-2025~~ and every four years thereafter;
 Positions # 2 and 5: ~~2011-2023~~ and every four years thereafter.

~~Before taking office, each new member elect shall be assisted by the School Board and its staff in understanding the School Boards functions, policies and procedures. The following methods shall be employed:~~

- ~~1. The electee shall be given pertinent material relating to the new School Board members position.~~
- ~~2. The electee shall be invited to attend School Board meetings and shall participate in its discussions.~~
- ~~3. The Superintendent shall supply material pertinent to meetings and shall explain its use.~~
- ~~4. The incoming members shall be invited to meet with the Superintendent and other administrative personnel to discuss services they perform for the School Board.~~
- ~~5. School Board policies shall be made available for study and evaluation.~~

END OF POLICY

Legal Reference(s):

[ORS 249.013](#)
[ORS 255.235](#)

[ORS 255.245](#)
[ORS 332.011](#)

[ORS 332.018](#)
[ORS 332.118 to -332.138](#)

Corrected 6/20/22

Dallas School District 2

Code: BBBA
Adopted:

Board Member Qualifications

A person is eligible to serve as a Board member if they are a qualified elector¹ of the district. The individual must be 18 years of age or older, registered to vote at least 20 calendar days immediately preceding any election in the manner provided by law and must have been a resident within the district for one year immediately preceding the election or appointment. Additionally, if the district is zoned, the individual must meet the requirements of Oregon Revised Statute (ORS) 332.124 - 332.126.

No person who is an employee of the district is eligible to serve as a Board member while so employed. A person who is an employee of a public charter school may not serve as a member of the Board of the district in which the public charter school that employs the person is located.

END OF POLICY

Legal Reference(s):

[ORS 247.002](#)
[ORS 247.035](#)
[ORS 249.013](#)

[ORS 332.016](#)
[ORS 332.018](#)
[ORS 332.030](#)

[ORS 332.124](#)
[ORS 332.126](#)

Oregon Constitution, Article II, Section 2.

Corrected 6/20/22

¹ An “elector” means an individual qualified to vote under Section 2, Article II of the Oregon Constitution.

Dallas School District 2

Code: BBBB
 Adopted:

Board Member Oath of Office

Any elected or appointed Board member must qualify by taking an oath of office before assuming the duties of office. The oath of office will be in the following form:

I, _____, do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the state of Oregon and the laws thereof, and the policies of the Dallas School District. During my term, I will faithfully and impartially discharge the responsibilities of the Office of School Board Member to the best of my ability.

END OF POLICY

Legal Reference(s):

[ORS 332.005](#)

Corrected 6/20/22

Dallas School District 2

Code: BBC
 Adopted: 10/25/16
 Orig. Code: BBC

Board Member Resignation

The Board believes that any citizen who files and seeks election or appointment to the Board should do so with full knowledge of and appreciation for the investment in time, effort and dedication expected of all Board members, and that the citizen's intent is to serve a full term of office.

When a member decides to terminate service, the Board requests earliest possible notification of intent to resign so the Board may plan for the continuity of Board business. Resignations must be made in writing. Board members can resign the office effective at a future date. If the resignation is effective at a future date, the resignation is binding unless withdrawn in writing by the end of the third business day after the resignation is made.

The Board will announce the resignation and declare the vacancy at a Board meeting.

The Board will determine the procedures to be used in filling the vacancy. The Board may begin a replacement process and select a successor prior to the effective date of resignation; however, the actual appointment shall not be made before the resignation date.

END OF POLICY

Legal Reference(s):

[ORS 236.320](#)

[ORS 236.325](#)

[ORS 332.030](#)

Corrected 6/20/22

Dallas School District 2

Code: BBD
 Adopted:

Board Member Removal from Office

The Board shall declare the office of a director vacant upon any of the following:

1. The death or resignation of an incumbent;
2. When an incumbent ceases to be a resident of the district;
3. When an incumbent ceases to discharge the duties of office for two consecutive months unless prevented by sickness or unavoidable cause;
4. When an incumbent ceases to discharge the duties of office for four consecutive months for any reason;
5. When an incumbent is removed from office by judgment of any court;
6. When an incumbent has been recalled from office by district voters.

Vacancies will be filled through appointment by the Board unless a majority of the positions are vacant at the same time. In that case, vacancies will be filled by the Willamette Education Service District.

END OF POLICY

Legal Reference(s):

[ORS 249.865 to -249.877](#)

[ORS 332.030](#)

[ORS 408.240](#)

Corrected 6/20/22

Dallas School District 2

Code: BBE
Adopted:

Vacancies on the Board

Vacancies will be filled through Board appointment. The Board appointee must be a legally registered voter and a resident within the district for one year immediately preceding the appointment.

Upon appointment by the Board, the newly appointed Board member(s) will be sworn and seated immediately.

If the offices of a majority of Board members are vacant at the same time, the directors of the Willamette Education Service District shall appoint persons to fill the vacancies from qualified district voters.

Board elections are held every odd-numbered year, which for the purposes of this policy, are termed "election" years.

The appointee will:

1. Serve until June 30 following the next election, at which time the individual elected in May of that year will fill the remaining portion of an unexpired term or serve a full four-year term; or
2. Serve until June 30 of a subsequent election year if the vacancy occurs after the filing date in an election year.

A Board member so elected as a replacement will serve the remaining year(s) of the term of office of the Board member being replaced.

END OF POLICY

Legal Reference(s):

[ORS 249.865 to -249.877](#)
[ORS 255.245](#)

[ORS 255.335](#)
[ORS 332.030](#)

[ORS 332.122](#)
[ORS 332.124](#)

Corrected 6/20/22

Dallas School District 2

Code: BBF
 Adopted: 4/27/09
 Revised/Readopted: 11/09/09
 Orig. Code: BBF

Board Member Standards of Conduct

Individual Board members and the Board as a public entity must comply with ethics laws ~~the Code of Ethics for public officials provided in state law.~~

Board members will treat other Board members, the superintendent, staff and the public with dignity and courtesy and will provide an opportunity for all parties to be heard with due respect for their opinions.

Board members will recognize the superintendent as the chief executive officer to whom the Board has delegated administrative authority to establish regulations and oversee the implementation of Board policy.

~~A Board member has the right to express personal opinions.~~ When expressing such personal opinions in public, the Board member should clearly identify the opinions as personal.

A Board member will respect the privacy rights of individuals when dealing with confidential information gained through association with the district.

A Board member will keep information and documents discussed in executive session confidential.

~~A Board member will utilize social media Web sites judiciously by not posting confidential information or documents about students, staff or district business online, including but not limited to, on social media.~~

Board members will treat fellow Board members, staff, students and the public with respect while posting online or to social media and will adhere to Oregon Public Meetings Laws, including when communicating with other Board members via websites ~~Web sites~~ or other electronic means.

A Board member is a mandatory reporter of child abuse. A Board member having reasonable cause to believe that any child with whom the Board member comes in contact with has suffered abuse or that any person with whom the Board member comes in contact with has abused a child shall immediately make an oral report by telephone or otherwise to the local Department of Human Services (DHS), to the designee of the department or to a local law enforcement within the county where the person making the report is located at the time of contact. Call 1-888-503-SAFE¹ (7233)

END OF POLICY

Legal Reference(s):

[ORS 162.015 - 162.035](#)
[ORS 162.405 - 162.425](#)
[ORS 192.610 - 192.710](#)

[ORS 244.040](#)
[ORS Chapter 244](#)
[ORS 332.055](#)

[ORS 419B.005](#)
[ORS 419B.010](#)
[ORS 419B.015](#)

¹ Oregon [Department of Human Services](#) – How to report child abuse

Corrected 6/20/22

Dallas School District 2

Code: BBFA
 Adopted: 8/23/10
 Revised/Readopted: 3/11/13; 1/13/14; 8/04/14;
 4/12/16
 Orig. Code: BBFA

Board Member Ethics and Conflicts of Interest

The ~~Dallas School Board~~ believes the ~~Dallas School District~~ staffall members of the Board should all be committed to the highest standards of ethical behavior. The following guidelines are the expectation of all ~~personnel~~ Board members in Dallas School District ~~including the School Board~~.

~~Dallas School District~~ Board Mmembers will:

1. Constantly uphold the honor and dignity of the education profession in all actions and relationships with students, colleagues, board members, and the public;
2. Obey local, state, and national laws;
3. Accept the responsibility to continue to grow and learn in his/~~her~~their positions;
4. Carry out in good faith all policies adopted by the ~~school b~~Board and regulations of our state;
5. Honor the public trust of his/~~her~~their position above any economic or social rewards;
6. Not use his ~~or her~~their position for personal gain;
7. Recognize the public schools are the public’s business and keep the public honestly and accurately informed about their schools;
8. Properly disclose to the appropriate authority knowledge of fraudulent behavior;
9. ~~Adhere to the Standards for Competent and Ethical Performance of Oregon Educators as specified in Oregon Administrative Rules.~~

No Board member will use his/~~her~~their official position or office to obtain personal financial benefit or to avoid financial detriment for themselves ~~him or herself~~, relatives or household members, or for any business with which the Board member, a household member or a relative is associated.

This prohibition does not apply to any part of an official compensation package, honorarium allowed by Oregon Revised Statute (ORS) ~~ORS~~ 244.042, reimbursement of expenses, or unsolicited awards of professional achievement. Further, this prohibition does not apply to gifts from one without a legislative or administrative interest. Nor does it apply if the gift is under the annual \$50 gift limit from one who has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. District-provided meals at board meetings are acceptable under the reimbursement of expenses exception.

I. Conflicts of Interest

“Business” means any corporation, partnership, proprietorship, enterprise, association, franchise, firm, organization, self-employed individual or any legal entity operated for economic gain. This definition excludes any income-producing tax exempt 501(c) not-for-profit corporation with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

“Business with which a Board member or relative is associated” means any private business or closely held corporation of which a Board member or relative is a director, officer, owner, employee or agent or any private business or closely held corporation in which a Board member or relative owns or has owned stock, another form of equity interest, stock options or debt instruments worth \$1,000 or more at any point in the preceding year; any publicly held corporation in which a Board member or relative owns or has owned \$100,000 or more in stock or another form of equity interest, stock options or debt instruments at any point in the preceding calendar year; or any publicly held corporation of which a Board member or relative is a director or officer.

“Relative” means: the spouse¹, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits² to the Board member, or who receives any benefits from the Board member’s public position employment.

“Member of the household” means any person who resides with the public official.

No Board member will solicit or receive, either directly or indirectly, any pledge or promise of future employment based on any understanding that the Board member’s vote, official action or judgment would be thereby influenced.

No Board member will attempt to use or use for personal gain any confidential information gained through their/his/her official position or association with the district. A Board member will respect individuals’ privacy rights when dealing with confidential information gained through association with the district.

If a Board member participates in the authorization of a public contract, the Board member may not have a direct beneficial financial interest in that public contract for two years after the date the contract was authorized.

Individual Board members and the Board as a public entity are bound by the ethics laws Code of Ethics for public officials as stated in Oregon law.

Potential Conflict of Interest

“Potential conflict of interest” means any action or any decision or recommendation by a Board member that could result in a financial benefit or detriment for self or relatives or for a business with which the Board member or relatives are associated, unless otherwise provided by law.

¹ The term spouse includes domestic partner.

² Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

A Board member must publicly declare a potential conflict of interest. A Board member may, after declaring his/her potential conflict of interest, either vote or abstain on the issue. Abstaining from a vote does not meet the legal requirement of publicly stating a potential conflict.

Actual Conflict of Interest

“Actual conflict of interest” means any action or any decision or recommendation taken by a Board member that would result in a financial benefit or detriment to self or relatives or for any business with which the Board member or relatives are associated, unless otherwise provided by law.

A Board member must publicly declare an actual conflict of interest. The Board member may not vote lawfully if an actual conflict of interest exists unless a vote is needed to meet a minimum requirement of votes to take official action. Such a vote does not allow the Board member to participate in any discussion or debate on the issue out of which an actual conflict arises.

Class Exception

It will not be a conflict of interest if the Board member’s action would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person’s relative or business with which the person or the person’s relative is associated, is a member or is engaged. For example, if a Board member’s spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board member’s spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

II. Gifts

Board members are public officials and therefore will not solicit or accept a gift or gifts with an aggregate value in excess of \$50 from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. All gift related provisions apply to the Board member, their relatives, and members of their household. The \$50 gift limit applies separately to the Board member and to the Board member’s relatives or members of household, meaning that the Board member, each member of their household and relative can accept up to \$50 each from the same source/gift giver. “Gift” means something of economic value given to a Board member without valuable consideration of equivalent value, which is not extended to others who are not public officials on the same terms and conditions.

“Relative” means: the spouse³, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member

³ Ibid. p. 1

has a legal support obligation, whose employment provides benefits⁴ to the Board member, or who receives any benefit from the Board member's public position.

"Member of the household" means any person who resides with the Board member.

Determining the Source of Gifts

Board members should not accept gifts in any amount without obtaining information from the gift giver as to who is the source of the gift. It is the Board member's personal responsibility to ensure that no single source provides gifts exceeding an aggregate value of \$50 in a calendar year, if the source has a legislative or administrative interest in any matter subject to the decision or vote of the Board member. If the giver does not have a legislative/administrative interest, the ethics rules on gifts do not apply and the Board member need not keep track of it, although they are advised to do so anyway in case of a later dispute.

Determining Legislative and Administrative Interest

A "legislative or administrative interest" means an economic interest distinct from that of the general public, in any action subject to the decision or vote of a person acting in the capacity of a Board member. For example, everyone within a county has a general interest in the fire department, but the person who sells the uniforms to the fire department has a legislative or administrative interest in the fire department that is distinct from the general public.

Determining the Value of Gifts

The fair market value of the merchandise, goods, or services received will be used to determine benefit or value.

"Fair market value" is the dollar amount goods or services would bring if offered for sale by a person who desired, but was not obligated, to sell and purchased by one who is willing, but not obligated, to buy. Any portion of the price that was donated to charity, however, does not count toward the fair market value of the gift if the Board member does not claim the charitable contribution on personal tax returns. Below are acceptable ways to calculate the fair market value of a gift:

1. In calculating the per person cost at receptions or meals the payor of the Board member's admission or meal will include all costs other than any amount donated to a charity.

For example, a person with a legislative or administrative interest buys a table for a charitable dinner at \$100 per person. If the cost of the meal was \$25 and the amount donated to charity was \$75, the benefit conferred on the Board member is \$25. This example requires that the Board member does not claim the charitable contribution on personal tax returns.

2. For receptions and meals with multiple attendees, but with no price established to attend, the source of the Board member's meal or reception will use reasonable methods to determine the per person value or benefit conferred. The following examples are deemed reasonable methods of calculating value or benefit conferred:

⁴ Ibid. p. 1

- a. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons whom the payor reasonably expects to attend the reception or dinner;
 - b. The source divides the amount spent on food, beverage and other costs (other than charitable contributions) by the number of persons who actually attend the reception or dinner; or
 - c. The source calculates the actual amount spent on the Board member.
3. Upon request by the Board member, the source will give notice of the value of the merchandise, goods, or services received.
 4. Attendance at receptions where the food or beverage is provided as an incidental part of the reception is permitted without regard to the fair market value of the food and beverage provided.

Value of Unsolicited Tokens or Awards: Resale Value

Board members may accept unsolicited tokens or awards that are engraved or are otherwise personalized items. Such items are deemed to have a resale value under \$25 (even if the personalized item cost the source more than \$50), unless the personalized item is made from gold or some other valuable material that would have value over \$25 as a raw material.

Entertainment

Board members may not solicit or accept any gifts of entertainment over \$50 in value from any single source in a calendar year that has a legislative or administrative interest in any matter subject to the decision or vote of the Board member unless:

1. The entertainment is incidental to the main purpose of another event (i.e., a band playing at a reception). Entertainment that involves personal participation is not incidental to another event (such as a golf tournament at a conference); or
2. The Board member is acting in their official capacity for a ceremonial purpose.

Entertainment is ceremonial when a Board member appears at an entertainment event for a “ceremonial purpose” at the invitation of the source of the entertainment who requests the presence of the Board member at a special occasion associated with the entertainment. Examples of an appearance by a Board member at an entertainment event for a ceremonial purpose include throwing the first pitch at a baseball game, appearing in a parade and ribbon cutting for an opening ceremony.

Exceptions

The following are exceptions to the ethics rules on gifts:-

1. Campaign contributions are not considered gifts under the ethics rules;-
2. Gifts from “relatives” and “members of the household” to the Board member are permitted in an unlimited amount; they are not considered gifts under the ethics rules;-
3. Informational or program material, publications, or subscriptions related to the recipient’s performance of official duties;-

4. Contributions made to a legal expense trust fund if certain requirements are met;-
5. Food, lodging, and travel generally count toward the \$50 aggregate amount per year from a single source with a legislative or /administrative interest, with the following exceptions:
 - a. *Organized Planned Events.* Board members are permitted to accept payment for travel conducted in the Board member’s official capacity, for certain limited purposes:
 - (1) Reasonable expenses (i.e., food, lodging, travel, fees) for attendance at a convention, fact-finding mission or trip, or other meeting do not count toward the \$50 aggregate amount IF:
 - (a) The Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the district; AND
 - (i) The giver is a unit of a:
 - 1) Federal, state, or local government;
 - 2) An Oregon or federally recognized Native American Tribe; OR
 - 3) Nonprofit corporation.
 - (b) The Board member is representing the district:
 - (i) On an officially sanctioned trade-promotion or fact-finding mission; OR
 - (ii) Officially designated negotiations or economic development activities *where receipt of the expenses is approved in advance by the Board.*
 - (2) The purpose of this exception is to allow Board members to attend organized, planned events and engage with the members of organizations by speaking or answering questions, participating in panel discussions or otherwise formally discussing matters in their official capacity. This exception to the gift definition does not authorize private meals where the participants engage in discussion.
6. Food or beverage, consumed at a reception, meal, or meeting IF held by an organization and IF the Board member is representing the district. Again, this exception does not authorize private meals where the participants engage in discussion.

“Reception” means a social gathering. Receptions are often held for the purpose of extending a ceremonial or formal welcome and may include private or public meetings during which guests are honored or welcomed. Food and beverages are often provided, but not as a plated, sit-down meal;-
7. Food or beverage consumed by Board member acting in an official capacity in the course of financial transactions between the public body and another entity described in ORS 244.020(76)(b)(I)(i);;
8. Waiver or discount of registration expenses or materials provided to Board member at a continuing education event that the Board member may attend to satisfy a professional licensing requirement;-
9. A gift received by the Board member as part of the usual or customary practice of the Board member’s private business, employment or position as a volunteer that bears no relationship to the Board member’s holding of public office.

Honoraria

A Board member may not solicit or receive, whether directly or indirectly, honoraria for the Board member or any relative or member of the household of the Board member if the honoraria are solicited or received in connection with the official duties of the Board member.

The honoraria rules do not prohibit the solicitation or receipt of an honorarium or a certificate, plaque, commemorative token or other item with a value of \$50 or less; or the solicitation or receipt of an honorarium for services performed in relation to the private profession, occupation, avocation or expertise of the Board member or candidate.

END OF POLICY

Legal Reference(s):

[ORS 162.015 - 162.035](#)
[ORS 162.405 - 162.425](#)

[ORS 244.010 - 244.400](#)
[ORS 332.055](#)

[OAR 199-005-0001 - 199-010-0150](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Corrected 6/20/22

Dallas School District 2

Code: BBFB
 Adopted: 8/23/10
 Revised/Readopted: 1/13/14; 8/04/14; 4/12/16
 Orig. Code: BBFB

Board Member Ethics and Nepotism

In order to avoid both potential and actual conflicts of interests, Board members will abide by the following rules when a Board member's relative or member of the household is seeking and/or holds a position with the district:

1. A Board member may not appoint, employ, promote, discharge, fire, or demote or advocate for such an employment decision for a relative or member of the household, unless the Board member complies with the conflict of interest requirements of Oregon Revised Statute (ORS) Chapter 244.;

This policy does not apply to decisions regarding unpaid volunteer positions unless it is a Board member position or another Board-related unpaid volunteer position (i.e. a Board committee position).

2. A Board member may not participate as a public official in any interview, discussion, or debate regarding the appointment, employment, promotion, discharge, firing, or demotion of a relative or member of the household. A Board member may still serve as a reference or provide a recommendation.

For the purposes of this policy:

“Member of the household” means any person who resides with the Board member.

“Relative” means: the spouse¹, parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the Board member; or the parent, step-parent, child, sibling, step-sibling, son-in-law or daughter-in-law of the spouse of the Board member. Relative also includes any individual for whom the Board member has a legal support obligation, whose employment provides benefits² to the Board member, or who receives any benefit from the Board member's public employment.

Class Exception

It will not be a conflict of interest if the Board member's action would affect to the same degree a class including the Board member's relative or household member. For example, if a Board member's spouse is a member of the collective bargaining unit, the Board member may vote to approve the contract, as it will affect all members of that class to the same degree. However, if the collective bargaining unit is very small, the class exception may not apply. Similarly, if the contract contains special provisions that might apply only to particular persons, then the class exception may not apply. For example, if a Board

¹ The term spouse includes domestic partner.

² Examples of benefits may include, but not be limited to, elements of an official compensation package including benefits such as insurance, tuition or retirement allotments.

member's spouse is the only one in the bargaining unit that has a doctorate and there is a pay differential for employees with doctorates in the collective bargaining agreement, the Board member should not vote on the contract.

END OF POLICY

Legal Reference(s):

[ORS 244.010 to -244.400](#)

[ORS 659A.309](#)

[OAR 199-005-0001 to -199-010-0150](#)

OR. ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS.

Corrected 6/20/22

Dallas School District 2

Code: BC/BCA
 Adopted:

Board Organization/Board Organizational Meeting

No later than the next regular meeting following July 1, the Board will organize itself for the year. In a Board election year, the Board organizational meeting must be no later than July 31st.

The organizational meeting will consist of, but not be limited to, the following actions:

1. Election of a Board chair;
2. Election of a vice chair;
3. Provision for a time and place for regular meetings;
4. Other organizational actions prescribed by law or by Board practice.

The incumbent Board chair will preside until a successor is elected, whereupon the successor will assume the chair. In the event no incumbent chair or vice chair remains on the Board, or neither is able to continue to serve as an officer, the Board will select a temporary chair to conduct the election.

END OF POLICY

Legal Reference(s):

[ORS 255.335](#)

[ORS 332.040 to -332.045](#)

[ORS 332.057](#)

Corrected 6/20/22

Dallas School District 2

Code: BC/BCB
 Adopted: 1/28/02
 Revised/Readopted: 11/08/04; 5/11/09
 Orig. Code: BC/BCB

Organization of the ~~School Board~~ and Officers

No later than at the next regular meeting following July 1, the ~~School Board~~ shall meet and organize by electing a Board chair~~person~~ and a vice chair~~person~~ from its members. No member shall serve as Board chair~~person~~ for 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 until the following July.

The Board chair will:

1. Work with the superintendent to establish the agenda for regular Board meetings;
2. Call special meetings when required;
3. ~~The Chairperson shall p~~Preside at all meetings and shall appoint all committees unless otherwise directed by the ~~School Board~~;
4. ~~The Chairperson shall have the right, as do other members of the School Board, to o~~Have the right to offer resolutions, to discuss questions, and to vote thereon;
5. ~~School board members must qualify by taking an oath of office before assuming the duties of the office. The Chairperson shall administer the oath of office to each newly elected or appointed member of the School Board. In the absence of the board chair and vice chair, the superintendent will administer the oath of office.~~
- 6.5. ~~The Chairperson shall s~~Sign official documents for the ~~School~~ district which require an elected official's signature;
- 7.6. Represent the district and the Board at official functions, unless this duty is delegated by the Board chair to another Board member;

~~A Vice Chairperson shall be elected to serve for one (1) year. This person~~The vice chair shall serve in the place of the Board ~~C~~chair~~person~~ when the ~~C~~chair~~person~~ is absent and shall be authorized to perform all the duties of the ~~C~~chair~~person~~ during such times.

~~The Superintendent Clerk shall serve as the School Board's administrative officer.~~

~~The Deputy Clerk shall be responsible for the maintenance of the official records of the District. Other counsel may be retained from time to time to serve the School Board, through its administrative officer, on legal, collective bargaining or architectural matters.~~

The superintendent will designate a staff member to serve as Board secretary and will directly supervise and evaluate the secretary. In absence of the designated Board secretary, the Board may name anyone

present to serve as secretary for that meeting. 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;
1. Prepare and distribute minutes in advance for approval at the next Board meeting;
2. Maintain properly authenticated official copies of the minutes;
3. Maintain the official record of Board policies;
4. Properly post all Board meetings.

Board or District Spokesperson

The Board may appoint one of its members, usually the 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 a 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\(9\)](#)

Corrected 6/20/22

Dallas School District 2

Code: BCBA
 Adopted: 2/22/10
 Orig. Code: BCBA

Student Representative to the Board

The Board has provided for a formalized ongoing method of communication with district students by establishing a position of student representative to the Board.

The student representative shall receive notice of meetings, the agenda and the appropriate agenda materials; be provided a place at the Board table; and shall have the same privileges of discussion as apply to Board members. The student representative shall not be a voting member of the Board.

The student representative shall be installed on the Board through the following Oath of Office:

“I _____, will support the Constitution and the laws of the United States, the state of Oregon and the laws thereof, and the policies of the Dallas School District, and will discharge the duties of Student Representative to the Dallas School District Board to the best of my ability.”

Selection of the student representative:

The process for selecting a student representative to the ~~School~~ Board is detailed in the Constitution of the Associated Student Body of Dallas High School. Each school year, during the third week of April:

1. ~~Student Council representatives are elected by the student body~~
2. ~~Associated Student Body officers are elected from among the Student Council representatives by the Student Council representatives~~
- 3.1. ~~The School~~ student Board Representative is elected from among the Associated Student Body officers by the Associated Student Body officers.

Duties of the ~~School~~ Board Representative shall be:

1. Attend regularly scheduled board meeting, budget meetings, and other meetings at the discretion of the ~~School~~ Board.
2. Act on any board committees as needed and appointed by the ~~Chairman~~ of the ~~School~~ Board.
3. Make a brief report to the ~~School~~ Board on activities and events going on at the high school.
4. ~~Make a brief report of the business conducted at each meeting of the Student Council~~
5. ~~Keep minutes of all meetings on file in the Leadership Room in the Student Council notebook~~
6. ~~Act as the league representative~~

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corrected 6/20/22

Dallas School District 2

Code: BCD
 Adopted: 5/11/09
 Orig. Code: BCD

Board-Superintendent Relationship

The superintendent shall be the chief executive officer and shall be responsible for the professional leadership necessary to translate the will of the Board into administrative action.

The superintendent shall be responsible for all aspects of district operation and for such duties and powers pertaining thereto as directed or delegated by the Board, and to develop such procedures and regulations as ~~he/she~~they considers necessary to ensure efficient operation of the district.

The Board expects that the superintendent is professionally able and possesses outstanding qualities of leadership, vision and administrative skill and ~~that the superintendent~~ will implement all Board policies in good faith.

The superintendent can expect the Board will respect the superintendent's professional competence and extend to ~~him/her~~ their full responsibility for implementation of Board policy decisions.

The Board holds the superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about district operations.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 332.505](#)

[ORS 332.515](#)

Corrected 6/20/22

Dallas School District 2

Code: BCE
 Adopted: 5/11/09
 Revised/Readopted: 2/11/20
 Orig. Code(s): BCE

Board Committees

The Board shall have no standing committees. Special committees may be appointed by the Board for specific purposes to serve until their assignment is completed. The entire Board may meet as a committee-of-the-whole.

The function of special committees will be fact-finding, deliberative and advisory, rather than legislative or administrative. The committee will make recommendations directly to the Board as a whole, which alone may take action. Committee meetings may be called by the Board chair, the committee chair or any committee member.

Committee-of-the-whole meetings, called “work sessions,” may be held. Committee-of-the-whole meetings may be called by the Board chair or any two Board members.

All meetings of special committees and of committees-of-the-whole will follow ~~be publicly announced and the public meetings law. public will be permitted to attend.~~ The Board and/or its committees may sit in an executive sessions ~~essions~~ to discuss matters when such session ~~issions~~ are required or permitted by law.

All matters referred to a committee will be thoroughly investigated. A committee will not have the power to act for the Board except as the Board has specifically authorized, but will make recommendations to the Board. Committee recommendations and reports will become an official part of board minutes.

A Board committee may appoint, ~~subject to board approval,~~ advisory members from the staff, student body or community with approval of the Board. Advisory members will be instructed in the committee’s functions and their status. ~~Advisory~~ ~~These~~ members may not be included in considering whether a quorum of the committee is present, nor may they vote on recommendations to be made to the Board. Either an advisory member or an ex-officio member may present a written minority report to the Board.

END OF POLICY

Legal Reference(s):

[ORS 192.610 to -192.690](#)

[ORS 332.045](#)

[ORS 332.105](#)

Corrected 6/20/22

Dallas School District 2

Code: BCF
 Adopted: 11/08/04
 Revised/Readopted: 11/03/14; 11/03/14; 2/11/20
 Orig. Code(s): BCF

Advisory Committees to the Board

In an ongoing effort to increase communication with the public and to provide for community~~citizen~~ involvement, the Board may appoint advisory committees which include community members to consider matters of districtwide importance. ~~The Board shall have no permanent or standing advisory committees other than those required by statute.~~

Recommendations of such committees will be given careful consideration by the Board, but such recommendations will not relieve the Board of its legal responsibility to make final decisions about such matters.

All meetings of advisory committees shall follow public meeting laws. The press may attend and report proceedings. Visitors shall sit apart from the committee members and shall speak only when invited to do so by the committee chair~~chairman~~.

The composition of advisory committees to the Board will be broadly representative and will take into consideration the specific tasks assigned to the committee. The process for the appointment of community members to an advisory committee will be determined by the Board. When requested and approved by the Board, appointment of ~~Appointment of~~ staff members, when appropriate, will be made by the superintendent. ~~The Board will consider re-appointment of all advisory committees serving more than 12 months; no later than July 15th of each year.~~

The Board will adopt guidelines for each committee as appropriate, which will include, but not be limited to, the following:

1. The committee's written charge which shall include, but not be limited to, a statement of purpose and responsibility;
2. The resources the Board will provide;
3. The length of time the committee is asked to serve and the approximate date(s) on which the Board wishes to receive committee report(s).

Except as specifically provided by the Board, ~~citizen~~ advisory committees will cease to function when their reports have been received by the Board or when the purposes for which they were established have been accomplished.

The Board may be represented on lay and professional committees that serve the Board in an advisory capacity, with specific Board members appointed by the chair~~chairman~~, but normally such Board members will function as ex-officio members of the committees.

The Board's responsibility cannot be delegated or surrendered to others. Therefore, all recommendations of an advisory committee must be submitted to the Board for action and must be recognized as advisory in nature.

END OF POLICY

Legal Reference(s):

[ORS 192.610](#)

[ORS 192.630](#)

[ORS 294.414](#)

[ORS 329.704](#)

[ORS 332.107](#)

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL.

Corrected 6/20/22

Dallas School District 2

Code: BD/BDA
 Adopted: 5/11/09
 Revised/Readopted: 10/25/16
 Orig. Code: BD/BDA

Board Meetings/~~Regular Board Meetings~~

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. “Meeting” means the convening of a quorum of the Board as the district’s governing body to make a decision or to deliberate toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the governing body, i.e., a work session. The affirmative vote of the majority of members of the Board is required to transact any business.

All regular, special and emergency meetings of the Board will be open to the public except as provided by law. Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. All meetings will be conducted in compliance with state and federal statutes. Information on how to give or submit public comment is outlined in Board policy BDDH - Public Comment at Board Meetings¹ and/or posted on the district’s website.

All Board meetings, including Board retreats and work sessions, will be held within district boundaries, except as allowed by law². The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation³, gender identity, age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including those with disabilities, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they were not included in the notice.

If requested to do so at least 48 hours two business days before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for hearing-impaired persons. Other appropriate auxiliary

¹ When telephone or other electronic means of communication is used during a meeting open to the public, the Board shall make at least one place available to the public where, or at least one electronic means by which, the public can listen during the meeting. At all meetings of the Board open to the public, the public will be provided an opportunity, to the extent reasonably possible, to access and attend the meeting by telephone, video or other electronic or virtual means. If in-person oral testimony (or public comment) is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit oral testimony during the meeting by telephone, video or other electronic or other means. If in-person written testimony is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit written testimony including by email or other electronic means, so that the Board is able to consider the submitted testimony in a timely manner.

² ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction as long as no deliberations toward a decision are involved.

³ As defined in ORS 174.100.

aids and services will be provided upon request and appropriate advance notice. ~~Communications with all qualified individuals with disabilities shall be as effective as communications with others.~~

All meetings held in public shall comply with the Oregon Indoor Clean Air Act ~~and the smoking provisions contained in the Public Meetings Law.~~

1. Regular, Special and Emergency Meetings

Generally, regular Board meetings will be held twice a month. The regular meeting schedule will be established at the organizational meeting ~~in July~~ and may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business.

No later than the next regular meeting following July 1, the Board will hold an organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31.

Special meetings can be convened by the Board chair, upon request of three Board members, or by common consent of the Board at any time to discuss any topic. A special meeting may also be scheduled if less than a quorum is present at a meeting or additional business still needs to be conducted at the ending time of a meeting. At least 24 hours' notice must be provided to all Board members, the news media, which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic communication. Electronic communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Electronic communications may contain:

- a. Agenda item suggestions;
- b. Reminders regarding meeting times, dates and places;
- c. Board meeting agendas or information concerning agenda items;
- d. One-way information from Board members or the superintendent to each Board member (e.g., an article on student achievement or to share a report on district progress on goals);
- e. Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to other Board members will have the following notice:

Important: Please do not reply or forward this communication if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting. Electronic communications on district business are governed by public meetings law.

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by public meetings lawthe Public Meetings Law.

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with state law on public meetings, including notice and minutes. Generally, Boards do not take official action during work sessions, although there is no legal prohibition to do so.

5. Executive Sessions

Executive sessions may be held during regular, special or emergency meetings for a reason permitted by law (see Board policy BDC - Executive Sessions).

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)

[ORS 174.104](#)

[ORS Chapter 192](#)

[ORS Chapter 193](#)

[ORS 255.335](#)

[ORS 332.040 - 332.061](#)

[ORS 433.835 - 433.875](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

OR. ATTY. GEN. Public Records and Meetings Manual.

Oregon House Bill 2560 (2021).

Oregon House Bill 3041 (2021).

Corrected 6/20/22

Dallas School District 2

Code: BDB
 Adopted: 5/11/09
 Orig. Code: BDB

Special and Emergency Board Meetings

(Incorporated into policy BD/BDA – this policy is not needed)

Special meetings may be convened by order of the chair, upon request of three board members, or by common consent of the board members. The district clerk will post notice at least 24 hours before such a meeting is to be convened.

The purpose of special meetings is to give the board an opportunity to gather information and to discuss and fully explore various aspects of an issue.

Local news media will receive written notice of the meeting at least 24 hours in advance of the meeting.

Emergency meetings may be called only in the event of an actual emergency. Appropriate notice will be given to the public and the press. The minutes of the meeting will describe the nature of the emergency. No business other than that related to the emergency will be discussed at these meetings.

END OF POLICY

Legal Reference(s):

[ORS 192.640](#)

[ORS 332.045](#)

OACE v. Salem Keizer Sch. Dist., 95 Or. App. 28 (1989).

Corrected 6/20/22

Dallas School District 2

Code: BDC
 Adopted: 5/11/09
 Readopted: 10/25/16
 Orig. Code: BDC

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of a student, students and matters pertaining to or examination of the confidential ~~medical~~ records of the student, ~~including that student's educational program.~~

An executive session may be convened by the Board chair, upon request of three Board members or by common consent of the Board for a purpose authorized under Oregon Revised Statute (ORS) 192.660, during a regular, special or emergency meeting. The presiding officer will announce the executive session by identifying the authorization under ORS 192.660 for holding such session and by noting the subject of the executive session.

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent. (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))
6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))

10. To discuss matters pertaining to or examination of the confidential medical records of a student, including that student's educational program. (ORS 332.061(1)(b))

The presiding officer will announce the executive session by identifying the authorization under ORS 192.660 for holding such session and by noting the subject of the executive session.

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of a minor student~~students~~ or examination of the confidential ~~medical~~ records of a student ~~including, that student's educational program~~; and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential ~~medical records and educational program~~; the discussion; and each Board member's vote on the issue.

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential.

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)

[ORS 332.045](#)

[ORS 332.061](#)

Corrected 6/20/22

Dallas School District 2

Code: BDD
 Adopted: 5/11/09
 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, and the abstention is 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)

Corrected 6/20/22

Dallas School District 2

Code: BDDA
 Adopted: 5/11/09
 Orig. Code: BDDA

Notification of Board Meetings

(See policy language in BD/BDA)

The board will give public notice reasonably calculated to give actual notice to interested persons, including those with disabilities, of the time and place for regular meetings and of the principal subjects to be considered.

Notices to individuals with disabilities shall be given in an appropriate form upon request and with appropriate advance notice. Auxiliary aids and services available to ensure equally effective communications with qualified persons with disabilities may include large print, Braille, audio recordings and readers. Primary consideration will be given to the requests of the person with a disability in the selection of appropriate auxiliary aids and services.

No special meeting will be held without at least 24 hours' notice to the board members and the general public except in cases of emergency.

In an emergency, a meeting may be held with notice as it is appropriate under the circumstances, but minutes will explain the emergency situation.

Dates of regular board meetings will be provided to district employees, interested members of the public, and news media.

END OF POLICY

Legal Reference(s):

[ORS 192.610 - 192.690](#)

[ORS 332.045](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

Corrected 6/20/22

Dallas School District 2

Code: BDDC
 Adopted: 5/11/09
 Orig. Code: BDDC

Board Meeting Agenda

The Board chair and the superintendent will prepare an agenda for all regular meetings of the Board. Items of business may be suggested by any Board member~~board members~~, staff members, students or patrons~~citizens~~ of the district by notifying the superintendent at least 2-two working days 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~~ will 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 on the Friday before 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 Board members. Copies of the agenda for the press and public will not contain any confidential information included in the Board members' packets.

Staff will receive a notice about the meeting agenda via e-mail on the Friday before the meeting. A copy of the agenda will be posted on the district website on the day of the meeting. Members of the public may also request a copy of the agenda through~~at~~ the superintendent's 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~~records~~ and readers. Primary consideration will be given to the request~~requests~~ of the person with a disability in the selection of appropriate auxiliary aids and services. Should the Board demonstrate such a request~~requests~~ would result in a fundamental alteration in the service, program, or activity, or an~~ause~~ 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.

Corrected 6/20/22

Dallas School District 2

Code: BDDD
 Adopted: 5/11/09
 Orig. Code: BDDD

Quorum at Board Meetings

(See language in policy BDD)

A majority of board members will constitute a quorum. A smaller number may meet and adjourn from time to time and compel the presence of absent members. The affirmative vote of the majority of board members is required to transact any business.

END OF POLICY

Legal Reference(s):

[ORS 332.055](#)

41 OR. ATTY. GEN. OP. 28 (1980)

Corrected 6/20/22

Dallas School District 2

Code: BDDF
Adopted: 5/11/09
Orig. Code: BDDF

Conduct of Board Meetings

(Consider language in policy BDD)

The rules of parliamentary procedure contained in *Robert's Rules of Order Newly Revised*, "Procedure in Small Boards" as modified by the Board will govern the Board in its deliberations. Discussion by board members will be **unlimited** as long as it applies to the motion before the board or the matter under consideration. The board may vote to limit discussion and the chair will confine discussion to the matter before the board. The chair may limit the time of any citizen appearing before the board so that all who wish to be heard **may have** the opportunity.

Individual votes on motions and/or resolutions will be by "yes" or "no," and the result of each member's vote will be recorded by name. A board member who abstains from voting will be so recorded.

END OF POLICY

Legal Reference(s):

[ORS 165.535](#)

[ORS 165.540](#)

[ORS 192.650](#)

Corrected 6/20/22

Dallas School District 2

Code: BDDG
 Adopted: 5/11/09
 Orig. Code: BDDG

Minutes of Board Meetings

The Board secretary will take written minutes of all Board meetings. The written minutes will be a true reflection of the matters discussed at the meeting and the views of the participants. The minutes will include, but not be limited to, the following information:

1. All members of the Board who were present;
2. All motions, proposals, resolutions, orders and measures proposed and their disposition;
3. The results of all votes and the vote of each member by name or all board members present names are implied from the minutes reflecting the vote was unanimous;
4. The substance of any discussion on any matter;
5. Any other information required by law.

All minutes shall be available to the public within a reasonable amount of time. The public and patrons of the district may receive, upon request, copies of approved current minutes from the district office. ~~Approved~~ Minutes are also available on the Dallas School District website at www.dallas.k12.or.us. Minutes need not be approved by the board prior to being available to the public. A copy of the minutes of each regular and special Board meeting as they are drafted for approval will be distributed after such meeting ~~provided to each Board member and administrator no later than the Friday before the next meeting.~~

The district will maintain a hard copy¹ of the meeting minutes and make them available to staff and other interested patrons.

Minutes of executive sessions will be kept in accordance with the requirements of Oregon's Public Meetings Law with essentially the same level of detail as for public sessions. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which executive session was held under Oregon Revised Statute (ORS) ~~ORS~~ 192.660, the material may be withheld from disclosure.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including a student's confidential ~~medical records and that student's educational program~~; the discussion; and each Board member's vote on the issue.

END OF POLICY

Legal Reference(s):

¹ Oregon Administrative Rule 166-400-0010(9)

[ORS 192.610 - 192.710](#)

[ORS 332.061](#)

Letter Opinion, Office of the OR Attorney General (Nov. 20, 1970).

Corrected 6/20/22

Dallas School District 2

Code: BDDH
 Adopted: 1/28/02
 Revised/Readopted: 1/23/18
 Orig. Code: BDDH

Public Comment at ~~School~~ Board Meetings

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites the district's ~~district~~ community members to attend Board meetings to become acquainted with the program and operation of the district. The ~~Members of the public~~ has a right to attend public meetings held in open session, and may be invited ~~also are encouraged~~ to share comments, ~~their~~ ideas and opinions with the Board during designated times on the agenda. The Board may conduct a meeting without public comment ~~when appropriate~~.

~~It is the intent of the Board to ensure communications with individuals with disabilities are as effective as communications with others.~~ Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings and submit written comments to the Board. Individuals requesting assistance, aids or accommodations are encouraged to notify the district at least two business days prior to the Board meeting with the request, consistent with Board policy BD/BDA – Board Meetings. ~~Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary aids[†] and services.~~

~~Auxiliary aids and services for persons with disabilities will be available at no charge to the individual. All auxiliary aids and/or service requests must be made with appropriate advance notice. Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, an alternative, equally effective means of communication will be used.~~

Audience

~~During a session of a Board meeting open to the public, members of the public may be invited to present comments during the designated portion of the agenda. At the discretion of the Board chair, further public comment may be allowed.~~

Request for an Item on the Agenda

~~A member of the public may request the superintendent consider placing an item on the agenda of a regular Board meeting. This request should be made in writing and presented to the superintendent for consideration at least five working days prior to the scheduled meeting.~~

Procedures for Oral Public Comment at Meetings

~~The Board establishes the following will establish procedures for public comment at Board in open meetings held in open session. The purpose of these procedures will be to inform the public how to~~

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

effectively participate in Board meetings for the best interests of the individual, the district and the patrons. The information will be easily-accessible and available to all patrons accessing or attending such a public Board meeting.

1. Discussion or presentation concerning a published agenda item is limited to its designated place on the agenda, unless otherwise authorized by the Board chair.
2. A visitor speaking during the meeting may introduce a topic not on the published agenda. The Board, at its discretion, may require that a proposal, inquiry or request be submitted in writing, and reserves the right to refer the matter to the administration for action or study.
3. Any person who is invited by the Board chair to speak to the Board during a meeting should state his/her name and, if speaking for an organization, the name and identity of the organization. A spokesperson should be designated to represent a group with a common purpose.
4. Statements by members of the public should be brief and concise. The Board chair may use discretion to establish a time limit on discussion or oral presentation by visitors.
5. Questions asked by the public, when possible, will be answered by the Board chair or referred to the superintendent for reply. Questions requiring investigation may, at the discretion of the Board chair, be referred to the superintendent for response at a later time.
6. At the discretion of the Board chair, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing the Board secretary with a completed registration card or sign in sheet, prior to the Board meeting in order to allow the chair to provide adequate time for each agenda item.

The Board chair should be alert to see that all visitors have been acknowledged and thanked for their presence and for any contributed comments on agenda issues. Similar courtesy should be extended to members of staff who have been in attendance. Their return for future meetings should be welcomed.

1. Public comment is limited to its designated place on the agenda and while time allows.
2. A person wishing to provide public comment, if an opportunity is provided by the Board during a meeting open to the public, will complete and submit the Intent to Speak card to the Board secretary or do so as directed prior to the Board meeting.² A request to give public comment in-person or electronically does not guarantee time will be available.
3. A person speaking during the public comment portion of the meeting may comment on a topic not on the published agenda.
4. A person speaking during the public comment portion of the meeting should state their name, whether they are a resident of the district, and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.
5. A person giving public comment is limited to an established time limit. Statements should be brief and concise. The Board chair has discretion to waive time limits or extend the overall time allotted for public comment. Additional time will be allocated in a fair and equitable manner. Time limits

² When in-person attendees are allowed to provide oral comment, virtual attendees will be afforded an opportunity to submit comment.

may be determined based on the number of commenters and the amount of time available for public comment. If a person has more comments than time allows or is unable to comment due to time constraints, the person is encouraged to submit additional written comments to the Board through the district office as directed.

6. Inquiries from the public during the designated portion of the agenda will not generally be responded to immediately by the Board chair, and may be referred to the superintendent for reply at a later date. The Board will not respond to inquiries that are expected to be addressed during another designated portion of the agenda.

The Board may hear public comment at Board work sessions.

Procedures for Written Comment

Members of the public may submit written comments or materials to the Board at any time at the district office, by mail or by email to juli.lichtenberger@dsd2.org. Materials or comments submitted at least two business days in advance of a Board meeting will be provided to the Board before the Board meeting, but will not be read at the Board meeting. Written materials or comments submitted may not warrant action by the Board.

Petitions

~~Petitions may be accepted at any Board meeting. No action will be taken in response to a petition before the next regular meeting. Petitions will be referred to the superintendent for consideration and recommendation.~~

Comments Regarding Staff Members

A person speaking during the designated portion of the agenda for public comment ~~Speakers~~ may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy for ~~Board~~ consideration of a legitimate complaint involving a staff member. Any association contract governing the employee's rights will be followed. A commendation involving a staff member should be sent to the superintendent.

END OF POLICY

Legal Reference(s):

[ORS 165.535](#)
[ORS 165.540](#)

[ORS 192.610 - 192.690](#)
[ORS 332.057](#)

[ORS 332.107](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

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

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

Oregon House Bill 2560 (2021).

Corrected 6/20/22

Dallas School District 2

Code: BF
 Adopted:

Policy Development

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

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

The basic responsibility for initiating, reviewing and recommending new policies or policy modification will rest with the superintendent. New policies or changes in existing policy may be proposed by any Board member, group or organization, staff member, parent, student or other member of the community to the superintendent for the Board to consider. The superintendent, in developing these policies, may be guided by the recommendations of the staff and may seek parent and community input during the preparation and subsequent review of policy statements. Advice from legal counsel may be appropriate. The superintendent will furnish necessary background information to the Board.

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

END OF POLICY

Legal Reference(s):

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

[ORS 339.240](#)

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

Corrected 6/20/22

Dallas School District 2

Code: BFC
 Adopted: 10/25/16
 Orig. Code: BFC

Adoption and Revision of Policies

Adopting new policies and changing or repealing existing policies is the Board's responsibility. Policy will be adopted and amended or repealed only by the affirmative vote of a majority of the Board members. Such action will be scheduled on the agenda of a regular or special meeting.

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

To permit time for studying all new policies or amendments to policies and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as a Board agenda item in the following sequence:

1. First reading of a proposed policy (or policies): This is an information item and no action is required by the Board. A first reading announces that a new policy, a revision of an existing policy or consideration to rescind a policy, is being considered by the Board. Comments, questions, concerns and recommended edits should be forwarded to the superintendent for consideration prior to the meeting in which the policy is recommended for a second reading. If a Board member wishes to discuss a proposed policy or administrative regulation listed as an information item, the policy must be moved to the agenda for discussion with a majority vote of the Board. Any organization which represents employees of the district shall be furnished a copy of personnel policies and revisions as they are made.
2. Second reading of a proposed policy (or policies): This is a discussion item and no action is required by the Board. A second reading announces that a policy, a revision of an existing policy or consideration to rescind a policy, is being considered by the Board. Comments, questions, concerns and recommended edits should be forwarded to the superintendent for consideration prior to the meeting in which the policy is recommended for adoption.
3. Third reading/Adoption of a proposed policy (or policies): This is an action by the Board and may be placed on the consent agenda. Any revisions to a policy from the second reading will not require the policy go through an additional reading, except as the Board determines that the revision(s) need(s) further study and an additional reading would be advantageous.

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

Policies and amendments adopted by the Board will be attached to, and made a part of, the minutes of the meeting at which they are adopted and also will be included in the district's board policy manual.

END OF POLICY

Legal Reference(s):

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

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

Corrected 6/20/22; Corrected 8/22/22

Dallas School District 2

Code: BFC
Adopted: BFC

Administrative Regulations (AR)

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

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

The Board may review any administrative regulation and may direct its revision if, in the Board's judgment, such administrative regulation is not consistent with adopted board policies.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2305](#)

[OAR 581-022-2405](#)

Corrected 6/20/22

Dallas School District 2

Code: BFD
 Adopted: 11/10/03
 Revised/Readopted: 5/11/09
 Orig. Code: BFD

~~School~~ Board Policy Implementation

Effective Date of Policies

All new or amended policies will become effective on the day after adoption by the ~~School~~ Board, unless a specific date is included in the motion for adoption.

Policy Implementation

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

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

Policy Dissemination

The written board policies that govern the district will be maintained in a policy manual to be updated by district staff as new policies are developed or existing policies are revised or repealed.

An electronic version of the Board policy manual will be made available on the district website. Upon request, a printed copy of a policy will be available at through the district office during regular business hours.

Each Board member will be informed how to access the current board policy manual.

Each district employee will be notified of the existence and availability of personnel policies. ~~The Superintendent will provide channels for disseminating appropriate policies to District staff and the community.~~

Administrative Rules

~~Adoption by the board is not required for administrative rules, however, Administrative Rules developed by school district administration will be brought to the board as an item of information only.~~

END OF POLICY

Legal Reference(s):

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

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

Corrected 6/20/22

Dallas School District 2

Code: BFE
Adopted:

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 will have the power to act.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2305](#)

Corrected 6/20/22

Dallas School District 2

Code: BG
 Adopted: 1/28/02
 Revised/Readopted: 8/25/08
 Orig. Code: BG

~~School Board-Staff Communications~~

~~The School Board desires to maintain open channels of communication between itself and the district staff. The basic line of formal communication will be through the superintendent. As used in this policy, "formal communication" is any commissioned report, or any information on which Board action is requested or expected.~~

~~Staff Communications to the Board~~

~~All formal communications or reports to the School Board, or any School Board committee, from principals, teachers or other staff members will be submitted through the superintendent. This procedure will not be construed as denying the right of any employee to address the School Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district. In addition, this procedure does not restrict protected labor relations communications of bargaining unit members. Staff members are invited to School Board meetings, which provide an opportunity to observe the School Board's deliberations on matters of district operation staff concern.~~

~~School Board Communications to Staff~~

~~All official School Board communications, policies and directives of staff interest and concern will be communicated to staff members through the superintendent. The superintendent will provide appropriate communication to keep staff fully informed of the School Board's policies, priorities, concerns and actions.~~

~~Visits to Schools~~

~~Visits by Board members will be conducted only under Board authorization and with the full knowledge of staff, including the superintendent, principals and other supervisors. School visits by School Board members will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by School Board members will be carried on only under School Board authorization and with the full knowledge of staff, including the Superintendent, principals and other supervisors.~~

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[OAR 581-022-2405](#)

Anderson v. Central Point Sch. Dist., 746 F.2d 505 (9th Cir. 1984).

Connick v. Myers, 461 U.S. 138 (1983).

Lebanon Education Association/OEA v. Lebanon Community School District, 22 PECBR 323 (2008).

Corrected 6/20/22

Dallas School District 2

Code: BH/BHA
 Adopted:

Orientation of New Board Members

The Board and designated staff will make every effort to assist the new member to become fully informed about the Board's functions, policies, procedures and issues. In the interim between election and assuming office or following an appointment, the new Board member will be assisted in the following ways:

1. The newly elected or appointed Board member will be given materials related to the role of a Board member;
2. The newly elected or appointed Board member will be invited to attend Board meetings to observe the operation of the Board until they assume office;
3. The newly elected or appointed Board member will be given a copy of notified how to access Board policies, and how to access or request a copy of Board priorities, any long-range plans and the adopted district budget;
4. The members of the Board will serve as mentors to a newly elected or appointed Board member;
5. The superintendent will supply material pertinent to meetings and will explain its content;
6. The newly elected or appointed Board member will be invited to meet with the superintendent or other administrative personnel, by arrangement with the superintendent, to discuss services they perform for the district;
7. The newly elected or appointed Board member will be encouraged to attend Board training conferences;
8. The newly elected or appointed Board member will receive all materials, reports and communications normally sent to Board members.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corrected 6/20/22

Dallas School District 2

Code: BHD
 Adopted: 5/11/09
 Orig. Code: BHD

Board Member Compensation and Expense Reimbursement

No Board member will receive any compensation for services other than reimbursement for approved expenses actually incurred on district business. Such expenses may include the cost of attendance at meetings, conferences or visitations when such attendance has been approved by the Board.

END OF POLICY

Legal Reference(s):

[ORS 244.020](#)

[ORS 244.040](#)

[ORS 332.018\(3\)](#)

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 02S-015 (May 20, 2002).

OR. GOV'T STANDARDS AND PRACTICES COMM'N, STAFF OPINION 03S-015 (Sept. 11, 2003).

Corrected 6/20/22

Dallas School District 2

Code: BK
Adopted: 5/11/09
Orig. Code: BK

Evaluation of Board Operational Procedures

The Board ~~will~~ may plan an annual 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 ~~Upon board approval, an outside~~ consultant to assist with ~~may develop and lead the evaluation appraisal session(s).~~

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

Corrected 6/20/22

Dallas School District Facilities

www.dallas.k12.or.us

Phone: 503.623.5594 • Fax: 503.623.5597 • Address: 111 SW Ash Street • Dallas, Oregon 97338



Facilities/Bond Work Update September 12, 2022 Board Report

LaCreole Middle School Seismic Upgrade (SRG)

- Substantial completion has been met as of September 2, 2022
- Showers in the locker rooms will be complete in the next week. The epoxy paint for the walls was delayed.
- The seismic joint cover will be installed starting the week of September 19.

Dallas High School Seismic

- Contracts for special testing and inspections is complete
- We will begin the process this fall to select a CMGC contractor for the seismic and possibly other bond projects.
- Construction will begin tentatively in the spring of 2023

Playground installations

- Whitworth equipment installation is complete
- Oakdale equipment installation is complete.
- All of the elementary schools received new play equipment in some capacity.

Project Manager

Initial Project Management Services will be performed utilizing a service agreement with a not to exceed cost until the initial project scopes become more defined. At this point we the district will enter into a contract defining a specific Project Management scope that will define the services expected.

Bond Planning

We have biweekly meetings scheduled with Soderstrom to discuss the bond scope. The current focus is on safety/security and maintenance upgrades. Soderstrom has been working on some conceptual designs for the entry modifications at LMS and DHS. The COC will be having it's first meeting this month as well.

Bob Archer, Facilities Director

Maintenance Staff: Makayli Barnes • Gordon Gentry • Gordon Southwick • Seth Arnesen • Todd Kennedy • Kameron Owens

Summer Overview

DHS: ~28 classrooms & Forum/Cafeteria scrubbed and waxed. Main Gym refinished (trained on new equipment). Burnished 11 classrooms and all the hallways. Cleaned carpets in 5 classrooms, Library, Office, and Theater. Painted 5 classrooms, 2 bathrooms & locker room along with several other areas touched up.

LMS: Maintenance included summer waxing 10 rooms, over half of the hallways. Shampooed 25 class rooms as well as the main office, painted some classrooms, washed windows and cleaned up after contractors

Whitworth: Removed all the furniture from all the classrooms, scrubbed and waxed. Performed HVAC maintenance on the units within the facility. Repaired walls throughout the building and painted in select locations. Cleaned all entry carpets and all the library carpet. Cleaned up the courtyard. Assisted the new staff with facility needs to assure they have everything to begin the start of school.

Oakdale: wax floors. new play structure. clean carpets. clean and grease air handlers. Assist with memorial for Pally Mann.

Lyle: The Summer School program consumed the custodial staff. Most of Summer was spent cleaning up from the daily activities. Some annual floor maintenance and painting was completed.

Morrison, District Office, Post High: Morrison was cleaned after the Summer programs were complete. Post High will receive annual maintenance over Winter break along with the District Office.

LUCKIAMUTE VALLEY CHARTER SCHOOLS
2022-23
SEPTEMBER

STUDENT TOTALS

	Current #'s	Last Year
In District	121	124
Out of District	107	110
TOTAL STUDENT #'s	228	234

BREAKDOWN BY GRADE LEVELS

	Current #'s	Last yr.
Kindergarten	21	26
1st Grade	25	24
2nd Grade	25	25
3rd Grade	25	26
4/5 Blend	22	21
4th Grade	25	25
5th Grade	23	25
6th Grade	24	20
7th Grade	21	19
8th Grade	17	21

NUMBERS CURRENT AS OF 09/06/2022

LUCKIAMUTE VALLEY CHARTER SCHOOL
2022-2023
BOARD REPORT SUMMARY

REVENUE	JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.	JANUARY	FEB.	MARCH	APRIL	MAY	JUNE	YTD Total
R1200 District Reimbursement													-
R1510 Earnings on Investment	3.90	5.05											8.95
R1600 Food Service Sales													-
R1920 Donations Private Source													-
R1990 Miscellaneous Income		558.00											558.00
R3101 State School Funds	444,687.39	222,343.69											667,031.08
R3299 Restricted State Grants	856.96												856.96
R4500 Restricted Federal Grant	190.05	8,062.94											8,252.99
R4700 Grants in aid													-
R5400 Beginning Fund Balance	884,924.20												884,924.20
TOTAL REVENUE	1,330,662.50	230,969.68											1,561,632.18

EXPENDITURES BY OBJECT	JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.	JANUARY	FEB.	MARCH	APRIL	MAY	JUNE	YTD Total
100 Salaries	7,000.00	95,326.94											102,326.94
200 Benefits	2,413.60	41,910.64											44,324.24
300 Services	17,853.37	8,208.98											26,062.35
400 Supplies	3,625.25	41,309.57											44,934.82
500 Equipment/Improvement	13,169.76	16,203.65											29,373.41
600 Dues & Fees	1,524.79	23,319.98											24,844.77
700 Contingency													-
TOTAL EXPENDITURES	45,586.77	226,279.76											271,866.53

EXPENDITURES BY FUNCTION	JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.	JANUARY	FEB.	MARCH	APRIL	MAY	JUNE	YTD Total
1000 Instruction	5,281.47	128,178.92											133,460.39
2000 Support	23,340.45	91,202.86											114,543.31
3000 Food Services	1,494.79	1,856.23											3,351.02
4000 Construction	15,470.06	5,041.75											20,511.81
6000 Operating Contingency													-
TOTAL EXPENDITURES	45,586.77	226,279.76											271,866.53

FUND BALANCE 1,285,075.73 1,289,765.65 1,289,765.65 1,289,765.65 1,289,765.65 1,289,765.65 1,289,765.65 1,289,765.65 1,289,765.65 1,289,765.65 1,289,765.65 1,289,765.65 1,289,765.65

Luckiamute Valley Charter Schools

Profit & Loss

09/08/22
Accrual Basis

August 2022

	<u>Aug 22</u>
Ordinary Income/Expense	
Income	
49900 · Uncategorized Income	
R1510 · EARNINGS ON INVESTMENTS	5.05
R1990 · MISCELLANEOUS	558.00
R3101 · STATE SCHOOL SUPPORT FUNDS	222,343.69
R4500 · RESTRICTED REVENUE FROM FEDERAL	<u>8,062.94</u>
Total Income	<u>230,969.68</u>
Gross Profit	230,969.68
Expense	
1000 · INSTRUCTION	
1100 · Regular Programs	
1111 · Elementary Grades K-5	
111-111 · Certified Salaries	42,598.53
111-112 · Classified Salaries	4,500.00
111-131 · Extra Duty Salaries	9,100.00
111-211 · PERS-Employer Contribution	9,954.38
111-212 · PERS-EPPT Pick-Up	2,506.17
111-220 · Social Security	3,401.82
111-231 · Worker's Compensation	2.82
111-240 · Health/Dental Insurance	1,350.00
111-355 · Printing	68.27
111-410 · Supplies	462.92
111-420 · Textbooks	2,749.57
111-460 · Non-Consumable Supplies	932.78
111-480 · Computer Hardware	<u>6,349.60</u>
Total 1111 · Elementary Grades K-5	83,976.86
1121 · Middle Programs 6-8	
121-111 · Licensed Salaries	4,969.50
121-131 · Extra Duty Salaries	7,500.00
121-211 · PERS-Employer Contribution	5,541.67
121-212 · PERS-EPPT Pick-Up	1,378.17
121-220 · Social Security	1,749.39
121-231 · Workers Compensation	3.18
121-240 · Health/Dental Insurance	1,350.00
121-355 · Printing	5.55
121-410 · Consumable Supplies	68.52
121-420 · Textbooks	11,097.43
121-460 · Non-consumable Supplies	2,908.29
121-480 · Computer Hardware	<u>7,558.00</u>
Total 1121 · Middle Programs 6-8	<u>44,129.70</u>
Total 1100 · Regular Programs	128,106.56

Luckiamute Valley Charter Schools

Profit & Loss

09/08/22
Accrual Basis

August 2022

	<u>Aug 22</u>
1250 · Special Programs	
125-410 · Consumable Supplies	53.98
125-420 · Textbooks	<u>18.38</u>
Total 1250 · Special Programs	<u>72.36</u>
Total 1000 · INSTRUCTION	128,178.92
2000 · SUPPORT SERVICES	
2100 · Support Services - Students	
2113 · Social Work Services	
211-460 · Non-Consumables Supplies	<u>409.98</u>
Total 2113 · Social Work Services	<u>409.98</u>
Total 2100 · Support Services - Students	409.98
2200 · Instructional Staff	
220-410 · Supplies	<u>599.80</u>
Total 2200 · Instructional Staff	599.80
2220 · Library/Media Center	
222-430 · Library Books	747.79
222-450 · Periodicals	<u>1,133.59</u>
Total 2220 · Library/Media Center	1,881.38
2240 · Instructional Staff Development	
224-312 · Instruction Improvement Service	2,340.78
224-410 · Supplies	<u>226.07</u>
Total 2240 · Instructional Staff Development	2,566.85
2310 · School Board	
231-382 · Legal Services	1,331.00
231-651 · Liability Insurance	<u>22,546.00</u>
Total 2310 · School Board	23,877.00
2410 · School Administration	
241-112 · Confidential Salaries	6,207.33
241-113 · Administrator salaries	7,500.00
241-131 · Extra Duty Salary	171.00
241-211 · PERS-Employer Contribution	4,859.60
241-212 · PERS-EPPT Pick-Up	618.44
241-220 · Social Security	1,470.45
241-231 · Workers Compensation	8.46
241-240 · Health/Dental Insurance	1,100.00
241-340 · Travel	400.00
241-351 · Telephone	101.42
241-353 · Postage	266.10
241-410 · Consumable Supplies	758.61
241-460 · Non-Consumables	<u>3,549.21</u>

Luckiamute Valley Charter Schools

Profit & Loss

09/08/22
Accrual Basis

August 2022

	Aug 22
241-480 · Computer Hardware	958.00
241-640 · Dues and Fees	8.99
Total 2410 · School Administration	27,977.61
2500 · Support services-business	
2520 · Fiscal services	
252-114 · Managerial-Classified	4,792.75
252-130 · Extra Duty Stipend	1,500.00
252-211 · PERS - Company Contribution	1,623.10
252-212 · PERS EPPT	410.57
252-220 · Social Securitiy	523.47
252-231 · Workers Compensation	2.82
252-240 · Health-Employer	550.00
252-410 · Supplies	59.99
252-470 · Software	281.25
252-640 · Dues and Fees	64.99
Total 2520 · Fiscal services	9,808.94
2540 · Plant services	
254-112 · Classified Salaries	6,487.83
254-211 · PERS-Employer Contribution	1,538.91
254-212 · PERS-EPPT Pick-Up	389.27
254-220 · Social Securitiy	496.32
254-231 · Worker's Compensation	3.88
254-322 · Repairs and Maintenance	710.28
254-324 · Rental	502.00
254-325 · Electricity	531.85
254-327 · Water	460.77
254-328 · Garbage	458.46
254-329 · Other property services	1,032.50
254-410 · Supplies	154.36
254-460 · Non-consumable supplies	152.97
254-520 · Major Building Improvements	7,669.40
254-530 · Improvements Other Than Buildin	3,492.50
Total 2540 · Plant services	24,081.30
Total 2500 · Support services-business	33,890.24
Total 2000 · SUPPORT SERVICES	91,202.86

Luckiamute Valley Charter Schools

Profit & Loss

09/08/22

Accrual Basis

August 2022

	<u>Aug 22</u>
3000 · ENTERPRISE & COMMUNITY	
3120 · Food Services	
312-211 · PERS-Employer	758.25
312-212 · PERS-EPPT Contribution	90.00
312-220 · Social Security/Medicare	229.50
312-410 · Consumable Supplies	29.99
312-460 · Non Consumable Supplies	48.49
312-640 · Dues and Fees	<u>700.00</u>
Total 3120 · Food Services	<u>1,856.23</u>
Total 3000 · ENTERPRISE & COMMUNITY	1,856.23
4000 · FACILITIES ACQUISITION & CONSTR	
4150 · Building Acq, const, impr. Ser	
415-520 · Building Improvements	1,553.31
415-530 · Improvements-Other	<u>3,488.44</u>
Total 4150 · Building Acq, const, impr. Ser	<u>5,041.75</u>
Total 4000 · FACILITIES ACQUISITION & CONSTR	5,041.75
6560 · Payroll Expenses	
Total Expense	<u>226,279.76</u>
Net Ordinary Income	<u>4,689.92</u>
Net Income	<u><u>4,689.92</u></u>