Special Board Meeting – 8:00 am – 12:00 pm
Wednesday, July 26, 2023

Location:
145 SE Salmon Drive, Redmond, OR

Virtual Access:
https://zoom.us/j/93215710921

Redmond School Board Members
Michael Summers, Chair
Liz Goodrich, Vice Chair
Keri Lopez
Eric Lea
Amanda Page

AMERICAN WITH DISABILITIES ACT: Please contact Gina Blanchette at the district office at 541-923-8250 if you need accommodation to participate. Please telephone at least three days prior to the scheduled meeting date.

Si usted requiere servicios de interpretación, por favor contacte a Mel Salinas McCabe a 541-923-5437. Por favor, llama a lo menos tres días antes de la fecha de reunión.
**AGENDA**

Virtual Access:  [https://zoom.us/j/93215710921](https://zoom.us/j/93215710921)

Times listed are an estimate only and may vary.

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**SPECIAL BOARD MEETING**

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<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Presenter</th>
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<tr>
<td>8:00 am</td>
<td>Call to Order &amp; Establish Quorum</td>
<td>Chair Summers</td>
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<td>Corrections, Additions, Deletions or Questions Regarding the Agenda</td>
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<tr>
<td>8:05 am</td>
<td>Election of Officers</td>
<td>Chair Summers</td>
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<tr>
<td>8:15 am</td>
<td>Ratification of Collective Bargaining Agreement with REA</td>
<td>Kelly Hicks</td>
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<td>Ratification of Collective Bargaining Agreement with OSEA</td>
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<tr>
<td>8:25 am</td>
<td>Superintendent Committee Selections</td>
<td>Charan Cline</td>
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<td>8:40 am</td>
<td>School Adoptions</td>
<td>Charan Cline</td>
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<td>8:50 am</td>
<td>District, Board, and Superintendent Goals</td>
<td>Chair</td>
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<td>Document attached:</td>
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<td>• Options for possible goals</td>
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<tr>
<td>10:00 am</td>
<td>Board Operating Agreement</td>
<td>Chair</td>
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<td>Documents attached:</td>
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<td>• Last BOA approved by Board</td>
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<td>• Vincent Adams’ suggested changes from Dec 13, 2022</td>
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<td>• OSBA Sample Agreements</td>
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<td>11:00 am</td>
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**Action Item:** Ratification of Collective Bargaining Agreement with REA

**Presenter:** Kelly Hicks  
**Date:** July 26, 2023

**Introduction to Action Item**

The District and the Redmond Education Association negotiated language and financial terms for the 2023-2025 Collective Bargaining Agreement.

**Agreements**

The parties agreed as follows:

- Salaries for the 2023-24 contract year reflect a 6.5% increase over the 2022-23 salary schedule and a new step will be added to columns F, G, H, and I. The new base salary becomes Bachelors + 30 (C-O). Columns A and B compress into Column C. With these adjustments, our licensed salary schedules are now competitive with local and like-size districts around the state.

- Salaries for the 2024-35 contract year will reflect a 4.75% increase over the 2023-24 salary schedule and a new step will be added to Column I.

- The District contribution to insurance plans will increase $75 per employee per month to $1,525 during the first year of the contract, and will increase $75 the following year to $1,600 per employee per month.

- Changes the timeline for Step 1 of the Grievance Process from 10 days to 15 days.

- Changes the timeline for notifying a licensed employee of a complaint from 10 days to 15 days.

- Added language acknowledging that both classroom instruction and teacher-selected instructional materials shall be focused on the student attainment of Oregon State Standards.

- Updated non-discrimination language for those protected under the law.

- Video observations must have written agreement at least 24 hours in advance.

- Updated the language for the mileage rate for traveling teachers to be the IRS standard rate.
● Compensation for moving a classroom will be 1.5 days per diem or comp time for any involuntary classroom move.

● Updated language and rights around rights and privileges of the Cascade Bargaining Council.

● Changes in language to reflect current practices for dues, payroll, and payroll deductions.

● Evening engagements must be scheduled by specified dates or they will be optional.

● Removed language that provided contingency language for reduction to the K-5 elementary prep period.

● Each building will be responsible for creating a late-start schedule that ensures equal prep time for all teachers in the school.

● Language from an expiring MOU was moved into the contract regarding the payment of teachers who cover classes during their prep period.

● Clarified language surrounding secondary conferences that specifies the length of direct conference time for secondary teachers on Thursday night and guarantees a 30 minute dinner break.

● Added and changed language to reflect the current practice of work day flexibility with the exception of the first designated work day in August. The language now reflects that practice that has been in place for over twelve years.

● Extra compensation (Extra Duty, Playoff Pay, Extra Responsibility, and Event Pay) are now included in the contract which allows for a systematic approach to these positions.

● In line with current practice, the provision was removed that allowed for voluntary event pay jobs to become assigned when unfilled.

● Curriculum rate will now be tied to a specific place on the payscale.

● Increased the stipend for teachers who voluntarily stay overnight for 5th Grade Outdoor School.

● Added the specifics of how overpayment is recaptured by the District into the contract. The language reflects current practice.

● Added language about the new Oregon Paid Family and Medical Leave (PLO).

● Licensed staff in less than 1.0 FTE position will have leave deducted in a prorated amount.

● Added language around paid leave to the contract regarding employees who leave midyear or who have depleted all leave.
- Suspends the sick leave bank due to the implementation of Paid Leave Oregon (PLO) in September 2023.

- Personal leave will be approved with appropriate notice. The District will allow licensed staff to rollover two personal days a year for a maximum of five days. To reflect current practice, language was added regarding the District’s inquiry about expiring personal leave. Language was added to support teachers with accepted workers’ comp claims due to violence or threat.

- Unpaid leave of absences will be approved by the Superintendent or designee.

- The District will fund tuition reimbursement at $60,000 for each of the two years of the contract. Our tuition reimbursement fund this past year was $40,000.

- Teachers will be consulted and participate in creation of individual student behavior plans and required to implement any plan developed. The District shall provide appropriate resources to implement these plans.

- Teachers will comprise at least 50% of a committee involved in selecting curriculum and instructional materials and provides an appeal process for teachers who have been denied the use of instructional materials.

Language was added that specifies that secondary teachers’ prep time will be during the student day. This has been our practice until this past year, and this mirrors the language that has existed in the contract for our elementary licensed employees.

Redmond Education Association membership voted to ratify the contract on June 20, 2023.

**Administration Recommendation**

**Recommended Motion**
I move to ratify the Collective Bargaining Agreement with REA for the term of July 1, 2023 through June 30, 2025.
**Action Item:** Ratification of Collective Bargaining Agreement with OSEA Chapter 84

**Presenter:** Kelly Hicks  
**Date:** July 26, 2023

**Introduction to Action item**

The District and the Oregon School Employees Association negotiated language and financial terms for the 2023-2025 collective bargaining agreement.

**Agreements**

The parties agreed as follows:

1. The wage schedule for the 2023-24 contract year will reflect a 6.5% increase over the 2022-23 wage schedule. Step 8 was added at 2.5% above Step 7. With these adjustments, our classified wage schedules are now competitive with local and like-size districts around the state.

2. The wage schedule for the 2024-25 contract year will reflect a 4.5% increase over the 2023-24 wage schedule.

3. Reclassification of Community Liaisons and Preschool Instructor.

4. ERC and ILS Instructional Assistant positions have been merged to create a Special Education Instructional Assistant position.

5. The District contribution to insurance plans will increase $75 per employee per month to $1,525 during the first year of the contract, and will increase $75 the following year to $1,600 per employee per month.

6. Step 10 is called the Longevity Step and is available to all employees that have worked ten years or more with the District. For those employees hired after 2012, longevity payments will continue for those employees who have worked for the District for 15 years or more.

7. Beginning with the 2023-24 calendar, two new paid holidays—Martin Luther King, Jr Day and Presidents’ Day—have been added to classified calendars.

8. Pay differentials were included for bilingual employees and custodians who work after hours.

9. Employees will be granted four personal days. Rollover of personal days from year-to-year is no longer permitted. Personal days will be approved if requested at
least five days in advance.

10. Parameters around Leave Without Pay that permits flexibility for employees while providing parameters for the District.

11. Corrective action replaces discipline which provides for a restorative process through retraining and support. The probationary period was shortened, so that it is similar to surrounding districts.

12. A new article around health and safety of employees that ensures training, appropriate equipment, and inclusion in security drill information. A special education committee will be created to collaboratively address safety issues that arise throughout the district. Language was also added that ensures a safe reporting environment for employees when done in good faith.

13. Discontinued the sick leave bank due to the implementation of Paid Leave Oregon (PLO) in September 2023.

14. Created language around the internal transfer process.

15. Defined and updated the seniority, layoff, and recall language.

16. The District will provide job descriptions upon hire and upon request of the employee.

17. Created new language that describes how employees are paid and what roles they are asked to perform.

OSEA membership voted to ratify the contract on June 28, 2023.

**Administration Recommendation**
Ratify the 2023-2025 collective bargaining agreement between the Oregon School Employees Association and the Redmond School District.

**Recommended Motion**
I move to ratify the collective bargaining agreement with OSEA for the term of July 1, 2023 through June 30, 2025.
Superintendent Committees

The superintendent has several committees that help with the governance of specific aspects of the district. They are not public meetings as there is never a quorum of the board and the board members do not vote. Rather the purpose of the meeting is allow board members to dig through various proposals, and develop expertise in a few areas of district operations. The committee members become subject matter experts and are able to answer questions the board may have. We would like two board members on each committee.

Finance Committee – Meets monthly and takes a deep look at the district financial operations.

Facilities Committee – Meets as needed and reviews issues regarding district buildings and property including usage and maintenance.

Bond Oversight Committee – Meets every other month (virtually) and reviews bond expenditures.

Curriculum Committee – Meets as needed and reviews recommendations for curriculum selection and strategic planning.

Negotiations Committees (one board member for each union contract, Classified and Certified) – Usually intense work and time commitment for two or three months, then little to no commitment for 9 months.

Policy Committee – Meets monthly on average. Reviews and edits policy prior to going to the board for review and approval.
Redmond School District

**Suggested Goals for the 2023 - 2024 School Year**

(You can choose 2-3 suggested goals per section or create your own.)

**District:**

1) The district will improve academic achievement as described in the Longitudinal Growth Targets that were negotiated with the ODE as part of the Integrated Guidance approval process.

2) The district will improve universal SEL strategies to improve positive mental health and reduce instances of poor behavior among students as measured by declines in the number of student discipline referrals and improvements in staff and student survey results.

3) The district will develop and support innovative programs at various grade levels as measured by the volume and quality of student clubs and programs operating in the school district.

4) The district will implement a system of “scorecards” to drive teamwork and improvement in schools and departments as measured by the implementation of functioning scorecards.

**Superintendent:**

1) The Superintendent will work to improve the teamwork of district personnel by employing “scorecards” in schools and departments. This will be measured by improvement in the scorecard indicators.

2) The Superintendent will report district data to the school board three times a year.

3) The Superintendent will lead the school district leadership through implementation of clear universal SEL implementation and universal application of student management strategies to improve student behavior as measured by a decrease in school discipline referrals.

4) The Superintendent will work to create an environment where staff innovation can thrive as measured by the volume and quality of student clubs and programs operating in the school district.

5) The Superintendent will manage the development of a capital bond proposal to be placed on the ballot for the November 2024 Election.

**Board of Directors:**

1) The School Board will implement the Carver Model of governance through a process of developing approximately 12 Executive Limitations over the 2023-2024 school year.

2) The School Board will support school district personnel as they work to improve the attendance rates of all students over the 2023-2024 school year.
3) The School Board will complete a self-evaluation of their performance in May or June of 2024.
4) School Board members will actively participate in the development of a capital bond proposal to be placed on the ballot for the November 2024 Election.
Board of Directors

Board Operating Agreement

For the purpose of enhancing teamwork among members of the board, as well as between the board and administration, we, the board and superintendent do hereby publicly commit ourselves individually and collectively to the following operating agreement:

Roles & Responsibilities

1. **Student's interests come first.** The board and superintendent will represent the needs and interest of all the students in our district.

2. **The board will act as ambassadors** to the schools, the community, and the district at all times.

3. **Board members function only as a board; not individually.** Individual board members do not have authority. Only the board as a whole has authority. The board chair will communicate the position of the board on controversial issues. Board members will refrain from obligating the board and/or administration by actual speech or implication, unless authorized to do so by the board.

4. **When addressing complaints or concerns,** the last stop, not the first, will be the board. While the board is open and eager to listen to its constituents and staff, each inquiry is to be referred to the superintendent who will see that the issue is properly and expeditiously addressed.

5. **Own the collective decision-making process.** Once a decision is made, board members, the superintendent, and administrative staff will support the majority decision. Board members shall recognize and respect the superintendent's operational decisions in management of the school district.

6. **Annually conduct a self-assessment/evaluation.** The board will address its behavior by yearly self-evaluation and by addressing itself to any individual problems, such as poor meeting attendance, or leaks of confidential information.

7. **Clearly state goals** for the board and the superintendent. The board and superintendent will set clear goals for the district.

Communication:

8. **Communication between the board and superintendent** is encouraged. The board and superintendent recognizes the importance of good, timely, open and constant communication regarding school district issues. We will strive to anticipate issues which may become important or are sensitive to our school district and district stakeholders. Understand that you will receive information that is confidential and cannot be shared.
9. **The board chair is the designated voice of the board.** The chair represents the collective will of the board to the public, including media. If you are contacted by media, please direct them to the board chair, as well as the district’s communications coordinator. If the board is collectively addressed by mail or email, the chair will respond.

10. **Present personal concerns of district operations directly to the superintendent,** not to staff.

**Meeting Protocol:**

11. **Conduct at a board meeting** is very important and we desire to have a legacy of a well-functioning, effective board. We agree to avoid words and actions that create a negative impression on an individual, the board, or the district. We will be open minded and willing to deeply listen to all speakers and presenters. We will agree we can disagree and will do so using common courtesy and respect for others. We will not react to impromptu complaints on the spot, but will assure any individual(s) that the school district will follow-up.

12. **Don’t spring surprises** on other board members or the superintendent. Surprises to the board or the superintendent will be the exception, not the rule. There should be no surprises at board meetings. We agree to ask the board chair or the superintendent to place an item on the agenda instead of bringing it up unexpectedly at the meeting.

13. **Avoid marathon board meetings.** To be efficient and effective, long board meetings must be avoided. Points are to be made in as few words as possible; speeches at board meetings will be minimal and pertinent to the item being discussed. If a board member believes they don’t have enough information or has questions, either the superintendent or the board chair is to be called before the meeting.

14. **Agenda items** may be suggested by any board member, staff member, student or patron of the district by notifying the superintendent at least five working days prior to the meeting. The board may amend the agenda to meet the operational needs of the district or to address a topic that is time sensitive in nature.

Date: November 10, 2021

Shawn Hartfield, Chair

Jill Cummings, Director

Keri Lopez, Director

Michael Summers, Vice Chair

Liz Goodrich, Director

Charan Cline, Ed.D, Superintendent
Redmond School Board of Directors
Board Operating Agreement

For the purpose of enhancing teamwork among members of the board, as well as between the board and administration, we, the board and superintendent do hereby publicly commit ourselves individually and collectively to the following operating agreement:

Roles & Responsibilities

1. **Student’s interests come first.** The board and superintendent will represent the needs and interest of all the students in our district.

2. **The board will act as ambassadors** to the schools, the community, and the district at all times.

3. **Board members function only as a board; not individually.** Individual board members do not have authority. Only the board as a whole has authority. **We agree that an individual board member will not take unilateral action.** The board chair will communicate the position of the board on controversial issues. When board members serve on various school committees their role shall be defined by the board as silent observer or active participant. **Board members will refrain from obligating the Board and/or administration by actual speech or implication, unless authorized to do so by the Board.**

4. **When addressing complaints or concerns,** the last stop, not the first, will be the board. While the board is open and eager to listen to its constituents and staff, each inquiry is to be referred to the superintendent who will see that that the issue is properly and expeditiously addressed.

5. **Own the collective decision making process.** Board members will support decisions of the majority. Once a decision is made, members will support the decision of the **Board.** Board members shall recognize and respect the Superintendent decisions in management of the school district matters. board and superintendent will support decisions made by the board and/or the administrative team once a decision is made. We will support the majority decisions.

6. **Annually conduct a self-assessment/evaluation.** The board will address its behavior by yearly self-evaluation and by addressing itself to any individual problems, such as poor meeting attendance, or leaks of confidential information.

7. **Clearly state goals** for the board and the superintendent. The board and superintendent will set clear goals for the district.

Communication:

8. **Communication between the board and superintendent** is encouraged. The board and superintendent recognizes the importance of good, timely, open and constant communication regarding school district issues. We will strive to anticipate issues which may become important or are sensitive to our school district and district stakeholders. Understand that you will receive information that is confidential and cannot be shared.

9. **The board chair is the designated voice of the board.** The chair represents the collective will of the board to the public, including media. If you are contacted by
media, please direct them to the board chair, as well as the district’s communications coordinator. If the board is collectively addressed by mail or email, the chair will respond.

10.9. Present personal concerns of district operations directly to the superintendent, not to staff.

Meeting Protocol:

11.10. Conduct at a board meeting is very important and we desire to have a legacy of a well-functioning, effective board. We agree to avoid words and actions that create a negative impression on an individual, the board, or the district. We will be open minded and willing to deeply listen to all speakers and presenters. We will agree we can disagree and will do so using common courtesy and respect for others. We will not react to impromptu complaints on the spot, but will assure any individual(s) that the school district will follow-up.

12.11. Don’t spring surprises on other board members or the superintendent. Surprises to the board or the superintendent will be the exception, not the rule. There should be no surprises at board meetings. We agree to ask the board chair or the superintendent to place an item on the agenda instead of bringing it up unexpectedly at the meeting.

13.12. Avoid marathon board meetings. To be efficient and effective, long board meetings must be avoided. Points are to be made in as few words as possible; speeches at board meetings will be minimal and pertinent to the item being discussed. If a board member believes s/he doesn’t have enough information or has questions, either the superintendent or the board chair is to be called before the meeting.

14.13. Adding items to the agenda. Agenda items may be suggested by any Board member, staff member, student or patron of the district by notifying the [superintendent] [Board chair] at least [five] working days prior to the meeting. The board will only amend the agenda to meet the operational needs of the district or to address a topic that is time sensitive in nature, must have the support of the majority of the board members. A board member may offer a motion to add an item to the current or future agenda and another member must second the motion, after which the board must discuss and pass it. If the majority votes to add the agenda item, the chair and superintendent must respect that decision. If the motion fails to attract a second, or the majority does not support it, the item will not appear on a future agenda.

Date: September 14, 2020

______________________________  ________________________________
Tim Carpenter, Chair            Shawn Hartfield, Vice Chair

______________________________  ________________________________
Richard C. Bailey, Director     Travis Bennett, Director
EXAMPLE 1
SCHOOL BOARD OPERATING AGREEMENT

PURPOSE:
For the purpose of enhancing teamwork among members of the board and between the board and the administration, we, the members of the School District Senior Leadership Team (board and superintendent) do hereby publicly commit ourselves collectively and individually to the following operating protocol:

1. **Don't spring surprises** on other board members or the superintendent. Surprises to the board or the superintendent will be the exception, not the rule. We agree to ask the board chair or the superintendent to place an item on the agenda instead of bringing it up unexpectedly at the meeting.

2. **Communication** between staff and the board is encouraged as long as it follows board policy. The senior leadership team recognizes that “good,” “timely,” “open” and “constant” communication regarding school district issues is extremely important. We will strive to anticipate issues which may become important or are sensitive to our school district and district stakeholders.

3. **Follow the chain of command.** The last stop, not the first, will be the board. We agree to follow the chain of command and insist that others do so. While the board is eager to listen to its constituents and staff, each inquiry is to be referred to the person who can properly and expeditiously address the issue. Board requests that will likely require considerable time or have political implications are to be directed to the superintendent. All personnel complaints and criticisms received by the board or its individual members will be directed to the superintendent.

4. **Own the collective decision making process.** The senior leadership team will support decisions made by the board and/or the administrative team once a decision is made. We will support the majority decision(s).

5. **Exemplify the governance role.** The leadership team (board and superintendent) will support the policies our district currently has in place. We will continue to annually study and review policies for effectiveness and appropriately engage key stakeholders in the development or deletion of policies and policy revisions. We will maintain and apply district policies consistently while being cognizant of and recognizing the potential uniqueness of any given situation.

6. **Annually conduct a self-assessment/evaluation.** The board will address its behavior by yearly self-evaluation and by addressing itself to any individual problems, such as poor meeting attendance or disclosure of confidential information.

7. **Clearly state goals.** The board will set clear goals for itself and the superintendent. The board and superintendent will set clear goals for the district.

*continued on back*
8. **Utilize CEO input.** The superintendent is the chief executive officer of the senior leadership team and should make recommendations, proposals or suggestions on most matters that come before the board.

9. **Board acts only as a body.** Individual board members do not have authority. Only the board as a whole has authority. We agree that an individual board member will not take unilateral action. The board chair will communicate the position(s) of the board on controversial issues. When board members serve on various board committees, their role shall be defined by the board as silent observer or active participant.

10. **Meeting protocol.** Conduct at a board meeting is very important. We desire to have a legacy of a well-functioning, effective board. We agree to avoid words and actions that create a negative impression on an individual, the board or the district. We will be open-minded and willing to deeply listen to all speakers/presenters. We agree that we can disagree and will do so using common courtesy and respect for others. We will not react to impromptu complaints on the spot, but will assure any individual(s) that the school district will follow up.

11. **Avoid marathon board meetings.** To be efficient and effective, long board meetings should be avoided. Points should be made in as few words as possible; speeches at board meetings will be minimal. If a board member believes s/he doesn’t have enough information or has questions, either the superintendent or board chair is to be called before the meeting.

12. **Practice efficient decision-making.** Board meetings are for decision-making, action and votes, not endless discussion. We agree to move to the question when discussion is repetitive.

13. **Speak to agenda issues.** The board will not converse with the audience. We agree to speak to the issues on the agenda and attend to our fellow board members. Facts and information needed from the administration will be referred to the superintendent.

14. **Executive/closed sessions** will be held only for legally appropriate subjects. Executive sessions will be held only when specific needs arise. Board members will be extremely sensitive to the legal ramifications of their meetings and comments.

15. **Children’s interests come first.** The board will represent the needs and interests of all the children in our district.
EXAMPLE 2
SCHOOL BOARD OPERATING AGREEMENT

BOARD ROLES & RESPONSIBILITIES

1. Focus on governance: policy-making, strategic planning and evaluation (curriculum, district performance and superintendent).

2. Uphold the legal, compliance and confidentiality requirements on all matters arising from board meetings and executive session.

3. Recognize the role of the chair to speak for and about the board to the press and public groups. Recognize the role of the chair to convene meetings, execute documents as appropriate, and develop the agenda with the vice chair and superintendent.

4. The board and superintendent will participate annually in establishing goals and objectives for themselves and the district.

5. The board will act as ambassadors to the schools, the community and the district.

HOW WE OPERATE & MAKE DECISIONS

6. Make decisions as a whole board only at properly called meetings.

7. Support decisions of the majority. Once a decision is made, members will support the decision of the majority.

8. Two (three, depending on policy) board members must agree before an item is placed on a meeting agenda.

9. Start and end meetings on time.

10. Notify the school administration before visiting a school in the role of school board member.

HOW WE COMMUNICATE

11. Communicate directly with the superintendent when information is needed or a question arises. Specific questions concerning information contained in the board packet may be addressed to the person providing the information.

12. The chair responds to group email sent to the board.

13. Be mindful that you represent the board in public and that no individual board member has the authority to speak for the board.

14. Board members will communicate with one another should an issue or problem develop between them.