

**STATE BOARD OF EDUCATION – TOPIC SUMMARY**

**Topic:** State Board of Education Policy & Procedure Manuel Update

**Date:** June 25, 2015

**Staff/Office:** Jessica Nguyen-Ventura, State Board of Education Staff

**Action Requested:**  **Informational Only**     **Adoption**     **Adoption/Consent Agenda**

**ISSUE BEFORE THE BOARD:** Policy and Procedure Manuel updates.

**BACKGROUND:**

The State Board of Education adopted a Policy and Procedure Manuel. The Policy and Procedure manual guides meeting procedures as well provide guidelines on board member responsibility, voting, absences, and follows Oregon Public Meeting laws. Updates are made to the State Board Policy and Procedure manual occasionally.

This year, there are “clean-up” changes that need to be made to the policy manual as well as remove language around the Community College Workforce and Development and the Oregon Investment Education Board.

Here the current suggested changes:

| Page | Policy                       | Change   |
|------|------------------------------|--|
| All  | All                          | Format Changes: Font size & Font to Garamond.  |
| A-1  | #1-B                         | Delete: “and one member of the Oregon Education Investment Board.  |
| A-7  | # 7, 6-4 (A)                 | Added the correct OAR  |
| A-8  | #7, C                        | Moved ORS 192.660 up   |
| A-11 | #8, C                        | Deleted CCDW, which has moved to the HECC  |
| A-17 | #10                          | Clean-up. Moved ORS 183.310(9) up.   |
| A-18 | #10, C                       | Deleted “Chancellor’s Office, State Department of Higher Education”. Inserted, “Higher Education Coordinating Commission.”   |
| A-18 | #10, E                       | Grammar  |
| A-19 | #10, I                       | Deleted “Department of Community College and Workforce Development.”   |
| B-4  | #102,B-1                     | Should we revise this?   |
| B-6  | #103, A                      | Deleted “Commissioner of Community College Services”   |
| B-6  | #103, D                      | Deleted “or the commissioner.”   |
| B-7  | #103, E-4<br><b>(voting)</b> | The original language make it implicit that board members cannot abstain. The suggestion is to add language to make it clearer, “All members are expected to participate in voting <i>and cannot abstain unless there is a conflict of interest</i> . If a conflict of interest arises, a member will need to excuse themselves from any votes or discussion.” |
| B-8  | #104                         | Deleted “commissioner.” Capitalized “S” in superintendent.   |
| B-10 | #106                         | Deleted “commissioner.”  |
| B-11 | #107                         | Reworded, “ The State Board of Education works cooperatively with others engaged in improving education for Oregon’s <i>PK-20 educational system</i> .”  |
| B-11 | #107                         | Deleted “The State Board of Higher Education and Chancellor of the Oregon University System.   |
| E-11 | #8                           | Deleted “State Board of Higher Education.” Inserted, “Higher Education Coordinating Commission.”   |

**POLICY QUESTIONS:**

- Are there any specific policy and procedures in the Manuel that need to be changed?

**STAFF RECOMMENDATION:** ODE Staff recommends that the board to review the changes and provide more input to ODE staff on changes.