

# Oregon State Board of Education

*May 23, 2016*

<p><b>SUBJECT:</b> State Board of Education Policy &amp; Procedure Manuel Update  <b>STAFF NAME &amp; OFFICE:</b> Jessica Nguyen-Ventura, Office of the Deputy Superintendent.</p> <p><b>SUMMARY:</b> Policy and Procedure Manuel updates.</p> <p> <input type="checkbox"/> New Rule                <input type="checkbox"/> Amend Existing Rule                <input type="checkbox"/> Repeal Rule         </p>	<p><input checked="" type="checkbox"/> <b>Consent Agenda</b></p> <p><input type="checkbox"/> <b>First Reading</b></p> <p><input type="checkbox"/> <b>Action (Adoption)</b></p> <p><input type="checkbox"/> <b>Information</b></p>
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## 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.

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. Below are all the proposed changes. Those highlighted, are changes that have been made since the last board meeting.

Page	Policy #	Change
<b>All</b>	All	Format Changes: Font size & Font to Garamond.
<b>A-1</b>	#1-B	Delete: “and one member of the Oregon Education Investment Board.
<b>A-7</b>	# 6-B	Delete: “at least”; Added: “ in favor the motion.”; Added: “Absent a quorum, the State Board of Education may meet for the purposes of gathering information but no formal action may be taken.”; Corrected OAR referenced.
<b>A-8</b>	#6, C	Moved ORS 192.660 up
<b>A-11</b>	#8, C	Deleted CCDW, which has moved to the HECC
<b>A-17</b>	#10	Clean-up. Moved ORS 183.310(9) up.
<b>A-18</b>	#10, C	Deleted “Chancellor’s Office, State Department of Higher Education”. Inserted, “ Higher Education Coordinating Commission.”
<b>A-19</b>	#10, E	Grammar
<b>A-19</b>	#10, I	Deleted “Department of Community College and Workforce Development.”
<b>B-3</b>	\$101	Added;” ... and may also include advisors and community members who have been appointed by the board” Also added “ A board advisor on a subcommittee may vote for a recommendation to be brought to the State Board of Education. However, the State Board of Education will ultimately have the final vote on that recommendation. The board advisor will not be able to vote when the final recommendation is made to the State Board of Education.”
<b>B-4</b>	B-4	Deleted: Community College Faculty Advisor
<b>B-5</b>	#102, B-4	Added: OSBA, OEA, COSA, Community Organizations, Parent Groups; Deleted: OCCA, OCCSA. Deleted # 2
<b>B-6</b>	#103, A	Deleted “Commissioner of Community College Services”
<b>B-6</b>	#103, D	Deleted “or the commissioner.”
<b>B-7</b>	#103, E-4	Added language on amendments. Reordered Parliamentary procedures. Expanded on voting and conflict of interest.

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<b>B-8</b>	#104	Deleted "commissioner." Capitalized "S" in superintendent.
<b>B-10</b>	#106	Deleted "commissioner."
<b>B-11</b>	#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>B-11</b>	#107	Deleted "The State Board of Higher Education and Chancellor of the Oregon University System"; " Oregon Education Investment Board."; Deleted workforce from policy advisor
<b>B-14</b>	#109, C	corrected wording
<b>E-11</b>	#8	Deleted "State Board of Higher Education." Inserted, "Higher Education Coordinating Commission."
<b>D-1</b>	#300	The "y" was missing from "policy". Added the "y".
<b>D-3</b>	#302	Corrected OAR reference and added Deputy Superintendent to the charter waiver review process
<b>D-4</b>	#302	Added Deputy Superintendent.
<b>D-6</b>	#303	Added Deputy Superintendent.
<b>E-1</b>	#8	Joint Boards of Education- deleted all references to Oregon State Board of Education and inserted Higher Education Coordinating Commission

### **SUMMARY OF PREVIOUS BOARD ACTION / CHANGES SINCE LAST BOARD MEETING?**

- The State Board of Education received a first reading on April 14, 2016. At this meeting, the board discussed subcommittees and whether board advisor can vote on subcommittees. It was decided that yes, board advisors can vote on subcommittees since subcommittees will generate recommendations that ultimately will be approved by the board members. Language was added to reflect this.
- At the request of Vice Chair Martinez, language that defined conflict of interest was added.
- At the request of the board, clarification on what constitutes quorum and how many members are needed for voting, was researched. The language was added.

### **POLICY ISSUE OR CONCERNS**

none

### **CHANGED SINCE LAST BOARD MEETING?**

- N/A; first read—hasn't been before board
- No; same as last month
- Yes - As follows:

- Added language on advisors voting on subcommittees.
- Clarified language on quorum and voting
- Reordered parliamentary procedures
- Added clear language on quorum.

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## **STAFF RECOMMENDATION**

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Approve     Approve next month     No recommendation at this time

## **ATTACHMENTS**

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1. Policy manual with track changes