



Oregon Department of Education Recovery Schools Advisory Committee (RSAC) Charter

Statement of Purpose

The Recovery Schools Advisory Committee (RSAC) will provide recommendations, community input and guidance to the Department of Education (ODE) related to ODE approved recovery schools.

Scope

The Recovery Schools Advisory Committee shall advise the Department on:

- Fulfilling the intent of approved recovery schools
- Monitoring approved recovery schools, providing technical assistance that is necessary or beneficial for approved recovery schools
- Recommending legislative and policy changes that will assist in the creation and sustainability of approved recovery schools.

Formation of Committee

The Recovery Schools Advisory Committee is required by Ch. 513, OL 2023.

Decision-making Authority

The Recovery Schools Advisory Committee is an advisory body, where the members will provide knowledge, suggestions, and recommendations to advise the department regarding ODE approved recovery schools. This includes input on proposed OARs, RFPs, standards for approved recovery schools, monitoring tools, and guidance.

ODE staff maintain responsibility for staffing meetings by setting the agenda and facilitating meetings. Additionally, ODE staff will summarize highlights from the meetings, document recommendations from the committee, and respond to information requests. ODE will communicate how it acted on the advice provided by advisory members at the following meeting.

Committee recommendations and meeting materials will be shared publicly by ODE.

Membership

The Department shall form an advisory committee consisting of up to 15 members who represent various experience with educating our youth, and understanding and navigating the issues that can lead students to substance use disorders:

- Three members with experience in establishing or operating recovery schools.
- One member from the Oregon Department of Education.
- One member from the Youth Development Division.
- One member from the Alcohol and Drug Policy Commission.
- One member from the Oregon Health Authority.
- One member from local public health or mental health authorities or providers.

- One member who is a family member or caregiver of a student recovering from a substance abuse disorder and who has experience with recovery schools or assisting others with overcoming substance use disorders.
- One youth who has experience with a recovery school or who has overcome a substance use disorder.
- One member who is an administrator of a school district or an education service district, with preference for an administrator who has experience collaborating with a recovery school.

Initial RSAC members applied in October 2023 and were appointed by the Director of ODE on November 3, 2023 to serve two-year or three-year terms. Future applications for membership will be published in the late spring when advisory committee vacancies will be available for two-year terms. An ad-hoc subcommittee of ODE staff and current advisory committee members will review applications and make recommendations to ODE staff. The Director of ODE will make the final decision on advisory committee appointments.

In addition to a youth member, the RSAC may also include a youth alternate. The youth alternate is a non-voting member. This alternate may assume the youth member role when the current youth member resigns or transitions out of their two-year term.

Responsibility of Members

1. Attend advisory committee meetings. Meetings will be held in-person and/or virtually to allow for full participation of advisory committee members across the state.
2. Share relevant information from represented organizations and experience to the advisory committee.
3. Connect with constituents and local networks to share the work of the advisory committee and share feedback with the advisory committee.
4. Review materials prior to meetings and join meetings prepared to provide informed input.
5. Inform ODE staff if you anticipate missing one or more meetings.
6. Recuse selves or state conflicts of interest when situations arise where a conflict may occur.

Removal from the advisory committee will occur when a member is absent for two (2) consecutive meetings unless prior notice is given to ODE staff.

Meetings

The Recovery Schools Advisory Committee will meet at least four times a year and last approximately 3 hours on the 2nd or 3rd Wednesday of the month; additional meetings may be requested. The committee may agree upon an alternate schedule for meetings. Meetings are typically held remotely. The meeting schedule for the year will be set by May 1 of each year for the following school year. When meetings are held in-person, advisory committee members will be reimbursed in accordance with ODE policy for travel expenses related to attending meetings.

- The youth member will attend at least three (3) meetings per year and may attend a portion of the meetings, depending on their school schedule or other youth-related needs.
 - The youth alternate will attend at least one (1) meeting per year.

ODE will provide interpreters and other necessary services at Recovery Schools Advisory Committee meetings, providing notice of such need is submitted to the Department at least one week before the scheduled meeting.

Proxy attendance for this advisory committee is not allowed, except for the youth member role. The youth alternate may attend as proxy for the youth member, with prior notice to the committee facilitator. ODE staff are

responsible for following up with advisory committee members who miss a meeting to debrief them on agenda items discussed.

Decision-Making Process and Voting

The Recovery Schools Advisory Committee will formalize recommendations by striving for consensus. Formal recommendations of the committee will be voted on by members stating their support or dissent for a recommendation. Members may also recuse themselves if there is a stated conflict of interest. The youth alternate will not have voting rights.

The committee will consider the following questions prior to making a final recommendation.

1. Who are the racial/ethnic and underserved groups affected? What is the potential impact of the resource allocation and strategic investment to these groups?
2. Does this exclude certain youth, families, or groups of people?
3. Have we heard from or considered the voices of the people this will impact?
4. Does the recommendation being made ignore or worsen existing disparities or produce other unintended consequences?
5. What are the barriers to more equitable outcomes? (e.g. mandated, political, geographic, emotional, financial, programmatic or managerial)
6. Does this undermine recovery?

When prompted by ODE staff, committee members will vote by raising their hand or stating their vote verbally. When meetings are conducted online, digital tools and features may be used in a manner agreed to by the committee and recognized by ODE staff.

A formal recommendation of the committee will be approved when 80% or more of the committee votes in favor. The decision-making process will follow these steps:

Discussion

- Introduce the topic
- Research and presentations
- Discussion with all perspectives and voices
- Use Equity Lens
- Identify possible recommendations or paths forward

Objections

- Record all dissenting opinions
- Explore alternatives
- Acknowledge concerns

Reflection

- Time to “cool off”
- Individual reflection
- Consider or reconsider stance

Reevaluation

- Additional discussion
- New proposals
- Final recommendations or paths forward identified

Agreement

- Vote on final recommendations
- Agree to move forward with at least 80% in favor (allows for 3 dissenters)
- Record specific objections and concerns to be included with the formal recommendation

Workgroups

Advisory committee members may be asked to volunteer or participate in any formal or ad-hoc workgroups deemed necessary by the advisory committee or agency. Assistance in coordinating additional meetings or other contributions will be provided by ODE; however, ODE will not staff all workgroup meetings. Each workgroup will identify a chairperson to schedule, facilitate, and report back to the larger committee. The workgroup chair may invite experts or other parties with relevant experience or knowledge to join workgroups. Agendas with invited parties must be provided to ODE staff prior to the workgroup meeting.

Workgroups do not have the authority to make recommendations on behalf of the Recovery Schools Advisory Committee. Committee members are responsible to report back to the full committee for discussion and next steps. If the workgroup meets in-person, committee members and invited guests must have pre-approval prior to the meeting for the in-person meeting and travel to qualify as a reimbursable meeting.

Membership Terms of Service

Members of the advisory committee may be reappointed for multiple terms. Incumbents must submit new application materials before the recruitment deadline.

If a committee seat is vacated mid-term, a replacement will be selected by an ad-hoc subcommittee of ODE staff and current advisory committee members. That individual will complete the term of the individual being replaced.

If a committee member wishes to resign, they must submit a written notice to ODE with the effective date of their resignation.

Conflicts of Interest

Advisory committee members will be asked to declare any and all potential conflicts of interest. Since this committee is advisory in nature, the agency does not want to exclude voices from participation. The law distinguishes between two different types of conflict of interest, actual and potential. The difference between the two is found in the words "would" or "could". ORS 244.120(2)

If the effect of the Recovery Schools Advisory Committee action, decision, or recommendation would result in an actual, specific and certain financial impact on the advisory committee member, a relative, or a business with which the advisory committee member or the relative are associated, the advisory committee member would be faced with an actual conflict of interest. When met with an actual conflict of interest, the advisory committee must, on each occasion when met with the conflict, publicly announce the nature of their conflict and refrain from any discussion, debate, or vote on the matter that gave rise to the conflict.

If the effect of the Recovery Schools Advisory Committee action, decision, or recommendation could result in a potential financial impact on the advisory committee member, a relative, or a business with which the advisory committee member or the relative are associated, then the advisory committee member would be faced with a potential conflict of interest. When met with a potential conflict of interest, the advisory committee member must, on each occasion when met with the conflict, publicly announce the nature of their conflict but then they may continue to participate in any discussion, debate or vote on the matter that gave rise to the conflict.

Review of the Charter

The charter shall be reviewed and reassessed by the advisory committee annually.

- *Reviewed and approved by RSAC members 6/13/2024*