

**Immigrant/Refugee Student Success (IRSS)  
Advisory Group Charter**

Office of Equity, Diversity, and Inclusion Initiatives, Oregon  
Department of Education (ODE)

**Laws and Regulations**

[Oregon Revised Statutes \(ORS\) 329.849](#); [Oregon Administrative Rules \(OAR\) 581-017-0885 to 581-017-0910](#)

**Statement of Purpose**

The Oregon Legislature mandated the creation and implementation of the Immigrant/Refugee Student Success (IRSS) Plan to address the systemic inequities harming Immigrant/Refugee students in Oregon and, through ORS 329.849, directed the Oregon Department of Education (ODE) to form an advisory group consisting of community members, education stakeholders and representatives of the Department of Early Learning and Care, the Youth Development Division and the Higher Education Coordinating Commission to advise the Department on matters affecting Immigrant/Refugee students and families and related to the Immigrant/Refugee Student Success Plan.

The purpose of the Immigrant/Refugee Student Success Advisory Group (hereinafter “Advisory Group”) is to provide recommendations, community feedback, guidance, and updates to ODE for the purposes of fulfilling the intent and impact of the Immigrant/Refugee Student Success Plan.

**Scope**

The Advisory Group is legislatively mandated to advise the Department on:

- Development and implementation of the Immigrant/Refugee Student Success Plan;
- Eligibility criteria, applicant selection process and expectations for recipients of Immigrant/Refugee Student Success grant awards; and
- Adoption of rules by the State Board of Education for the implementation of the Immigrant/Refugee Student Success Plan

To fulfill the charge above, the Advisory Group is expected to:

- Advise the Department on updates to Plan development and implementation, including consistent, sufficient, and ongoing funding of the IRSS Plan each biennium;
- Periodically review the design and impact of the Plan on intended outcomes;
- Provide insight into action steps and/or activities that will support the actualization of the Plan in educational settings;

- Provide relevant feedback and community information/insight specific to the success of Immigrant/Refugee students across the early childhood to post-secondary education system;
- Advise the Department on the legislatively mandated biennial report concerning the progress of the Plan (to be submitted at each even-numbered year regular session of the legislative assembly to an interim committee of the Legislative Assembly related to education).

### **Membership**

The Advisory Group will consist of no more than 27 members appointed by the Director of the Oregon Department of Education (ODE).

According to [ORS 329.849](#), the advisory group shall consist of:

- Community members,
- Education stakeholders, and
- Representatives of the following agencies:
  - Department of Early Learning and Care (DELIC),
  - Youth Development Division (YDD), and
  - Higher Education Coordinating Commission (HECC)

### *Representation Among Community Members and Education Stakeholders:*

Every effort will be made to ensure that the composition of the IRSS Advisory Group reflects the diversity and representation of our students, families, and community stakeholders.

The Advisory Group will seek to include one or more of the following categories:

- Different geographic regions of Oregon
- Students/Youth (inclusive of youth who are lesbian, gay, bisexual, transgender, queer or another minority gender or sexual orientation)
- Parents, Families, and Caregivers
- Educators
- Culturally-specific Community-Based Organizations (CBOs) that work with Immigrant/Refugee Students and/or Families
- English language learners
- Individuals with disabilities
- Early Childhood Educators
- Community members working in juvenile justice
- Representation of diverse identities (e.g., race, ethnicity, gender, sexual orientation, social class, dis/ability, etc.)

Advisory Group composition should reflect the following:

- Knowledge of how to impact institutional change in the areas of equity, diversity, and inclusion

- Understanding of accountability through assessment and evaluation, pointing to positive measurable outcomes
- Expertise across multiple dimensions of diversity
- Connection to, relationship with, and advocacy for Immigrant/Refugee communities
- Professional background or community leadership in engaging educational equity

Current IRSS grant recipients may not serve on the IRSS Advisory Group. Advisory Group members may serve on IRSS Plan grant selection teams.

If an Advisory Group member is affiliated with any organization applying for an IRSS grant, that member must recuse themselves from participation in the grantee selection process. In the event an Advisory Group member becomes a grant recipient during their term, the member must resign from their position in the Advisory Group.

### **Recruitment**

To fill open positions, ODE will publicize widely the opportunity to serve on the Advisory Group through various methods of community outreach. Advisory group members are encouraged to assist by inviting community members to apply.

### **Statements of Interest and Selection Process**

#### *Regular Appointment Process*

Upon the conclusion of current member terms, ODE will conduct a membership selection process in which interested candidates shall complete an application and submit a Statement of Interest. The Advisory Group Chair, Vice-Chair, and ODE staff will review letters of interest and make recommendations to the Director of ODE. The Director of ODE will make the final decision on Advisory Group appointments.

#### *Mid-term Vacancy Appointment Process*

In the event that an Advisory Group member is unable to complete their term, ODE staff will conduct a targeted recruitment process focused on soliciting applications and Statements of Interest in needed areas of representation. This targeted recruitment shall be done in a timely manner to minimize the impact of the vacant position. The selected individual will serve for the remainder of the original term. This term will not count against the two consecutive two-year term limit.

### **Terms of Service**

Unless otherwise noted, a term of service is two years, from September 1 to August 31. Advisory Group members may serve up to two consecutive two-year terms.<sup>1</sup>

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<sup>1</sup> Note this provision takes effect for terms starting after October 2024. Terms served prior to October 2024 do not count towards the two consecutive terms limit.

Members of the Advisory Group may be reappointed for a second term with advisement from the advisory group. Incumbents must submit new Statements of Interest in accordance with the regular appointment process. Individuals who have served the maximum of two consecutive terms must wait one year before they can reapply for membership to the Advisory Group.

### **Resignation of Membership**

In the event an Advisory Group member is unable to complete their term, the member must submit a resignation letter to the Advisory Group Chair and the IRSS Coordinator.

### **Conflicts of interest**

Members of the Advisory Group will adhere to the requirements of Oregon's Government Ethics Laws, ORS chapter 244, and the rules adopted by the Oregon Government Ethics Commission (OGEC), OAR chapter 199. Guidance on these laws and rules can be found on the OGEC website: <https://www.oregon.gov/ogec/Pages/default.aspx>.

Advisory Group members will provide prompt written notice to the chairperson and the IRSS Coordinator of any actual conflict of interest or potential conflict of interest as defined in ORS 244.020. ORS 244.020(1) defines "actual conflict of interest" as meaning:

"[A]ny action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the person's relative or any business with which the person or a relative of the person is associated unless the pecuniary benefit or detriment arises out of circumstances described in [ORS 244.020(13)]."

ORS 244.020(13) defines "potential conflict of interest" as meaning:

"[A]ny action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private pecuniary benefit or detriment of the person or the person's relative, or a business with which the person or the person's relative is associated, unless the pecuniary benefit or detriment arises out of the following:

- (a) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.
- (b) Any action in the person's official capacity which 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.
- (c) Membership in or membership on the Advisory Group of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code."

In accordance with ORS 244.120(2), members of the Advisory Group also will: (a) when met with a potential conflict of interest, announce publicly the nature of the potential conflict prior to taking any action thereon in the capacity of a member of the Advisory Group; and (b) when met with an actual conflict of interest, announce publicly the nature of the actual conflict and refrain from participating as a member of the Advisory Group in any discussion or debate on the issue out of which the actual conflict arises or from voting on the issue; provided, however, that if the member's vote is necessary to meet a requirement of a minimum number of votes to take official action, the member will be eligible to vote, but not to participate as a member of the Advisory Group, in any discussion or debate on the issue out of which the actual conflict arises.

### **Responsibilities of the Chair and Vice-Chair**

The Advisory Group will elect one member to serve as chairperson and another as vice chairperson for the remainder of their current terms as Advisory Group members. If the positions of chairperson or vice chairperson become vacant for any reason, the Advisory Group will promptly elect one of its members to serve in the open position for the remaining duration of the member's current term of office.

### **Terms and Duties of Officers**

#### *Roles and responsibilities of the Chair and Vice-Chair*

Chair:

- Preside over all meetings of the Advisory Group.
- Coordinate with ODE staff to prepare for and facilitate Advisory Group meetings.
- Coordinate and collaborate with Advisory Group and associated workgroup members.
- Facilitate recommendations provided by the Advisory Group.

Vice-Chair:

- If the Chair cannot serve a full term, the Vice-Chair shall assume the office for the remainder of the Chair's term.
- In the absence of the Chair, or in the event of the Chair's inability to act, the Vice-Chair shall assume all duties of the Chair.

### **Responsibilities of members:**

- Regularly attend Advisory Group meetings.
- Inform ODE staff if you anticipate missing one or more meetings.
- Review minutes and meeting materials before the meeting
- Review any and all meeting materials before the meeting

Appointment term may be terminated or reduced if membership responsibilities are not met. Consideration of termination or reduction of an Advisory Group member's term shall be undertaken at the request of the Chair or Vice-Chair. The decision for a termination or reduction of term will be undertaken by the Chair, Vice-Chair and OEDI Assistant Superintendent

## **Workgroups**

Advisory Group members may be asked to volunteer or participate in formal or ad hoc workgroups deemed necessary by the Advisory Group or agency to further the purpose and expected outcomes of the IRSS Advisory Group. The Advisory Group Chair will either facilitate or appoint another Group Member to facilitate the coordination of workgroups. Assistance in coordinating additional meetings or other contributions will be provided by ODE.

### *Workgroup Responsibilities:*

- Attend to any formal or ad hoc needs articulated in Advisory Group meetings and/or as recommended and requested by the Chair;
- Review associated materials or other resources pertinent to the articulated workgroup need;
- Report back to the full Advisory Group at a mutually agreed time regarding findings, outstanding questions, progress, information, and/or recommendations associated with the specific work requested.

## **Open Meetings and Open Records**

The activities of the Advisory Group are generally subject to the Oregon Public Meetings Law set forth in ORS chapter 192, and the records of the Advisory Group are generally subject to the Oregon Public Records Laws set forth in ORS chapter 192. The Advisory Group will conduct its activities and make its records available in accordance with the Oregon Public Meetings Law and the Oregon Public Records Laws.

### **a. Meetings:**

The Advisory Group will meet at least six times a year. Meetings will last approximately 2 hours and generally be held once a month. Additional meetings or times may be requested and held as needed. Advisory Group meetings will not be scheduled for July or August.

### **b. Meeting Agendas, Materials, and Recordings**

ODE staff will post Advisory Group meeting minutes, agendas, and notices of upcoming Advisory Group meetings on the website.

### **c. Quorum**

A majority of the members of the Advisory Group constitute a quorum. Advisory Group vacancies do not affect the quorum requirement. Accordingly, at least 5 members of the Advisory Group must be present to conduct business. The authority of the Advisory Group may be exercised by the affirmative vote of a majority of members present at any quorate meeting of the Advisory Group.

### **d. Consensus Process, Decisions, and Voting**

A consensus decision-making approach will be used to facilitate the Advisory Group's deliberations and to ensure that the Advisory Group receives the collective benefit of the

individual views, experiences, backgrounds, training, and expertise of its members. Consensus is a participatory process whereby, on matters of substance, members strive for agreements that they can support, accept, live with or agree not to oppose. Consensus means that no members voiced an objection to the position that could not be resolved or mitigated, and no members voiced their intent to oppose a position.

All official actions of the Advisory Group, including actions on which there is consensus, must be taken by public vote of all members present. The vote of each member and the result of each vote must be recorded. Motions to conduct Advisory Group business should flexibly follow the processes set forth in Robert's Rules of Order (e.g., motion, second, discussion, and vote). Absent compelling circumstances (e.g., as mandated by applicable conflict of interest laws and policies), Advisory Group members should not abstain from voting. If there are votes in the minority, those members voting in the minority may submit an explanation of their vote and provide alternative proposals.

#### **e. Participation**

All Advisory Group members agree to act in good faith in all aspects of Advisory Group participation. This includes being honest and refraining from undertaking any actions that will undermine or threaten the deliberative process. Expectations of Advisory Group members include:

- Speaking respectfully, efficiently, and nonrepetitively during Advisory Group discussions.
- Listening to all points of view with an open mind and with a goal of understanding the interests of other Advisory Group members and staff.
- Working toward consensus as a vital community responsibility while respecting minority points of view.
- Representing the activities of the Advisory Group, and the positions of others in a fair and balanced manner.
- Not misrepresenting the positions of others.

#### **Executive Session**

The Advisory Group may, at any time, retire into executive session as permitted by ORS 192.660. Except as permitted by ORS 192.660, the Advisory Group shall not in executive session, deliberate or make any final decision relating to any matter before the Advisory Group or otherwise bearing on any matter within the Advisory Group's authority.

Upon reconvening the open meeting at the conclusion of any executive session, all members of the Advisory Group shall maintain the confidentiality of the information discussed and any legal advice provided in executive session. The Advisory Group will securely store and disclose any electronic recordings of executive sessions only if and to the extent required under the Oregon Public Records Law, ORS Chapter 192.

#### **Advisory Group Members are Public Representatives**

Members of the Advisory Group are public representatives selected to advise ODE on creating a comprehensive plan to serve and uplift Immigrant/Refugee students. Members accept appointment to the Advisory Group with the understanding that they will represent the public interest in their actions and advise on the Advisory Group.

If any member of the Advisory Group receives a communication from the public relating to the Advisory Group, Advisory Group business, or the member's work and participation as a member of the Advisory Group, the member should promptly forward the communication to the IRSS Coordinator by email.

### **ODE Responsibilities**

ODE staff is responsible for, with the consultation of the Chair, establishing meeting schedules and agendas; summarizing highlights<sup>2</sup> from Advisory Group meetings, facilitating provision of information requested by members to fulfill Advisory Group purpose, coordinating and assisting with additional workgroup or ad hoc meetings; and communicating how ODE acted on the advice provided by Advisory Group members.

ODE will periodically report or share the following with the Advisory Group: updates on grantee programs and outcomes; updates on IRSS and associated program funding; external evaluator reports; the bi-annual Legislative Report; progress in other ODE programs, including Student Success Act-funded areas of work, which intersect with the Immigrant/Refugee Student Success Plan.

### **Review**

The charter shall be reviewed and reassessed by ODE and the Advisory Group at the start of each biennium.

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<sup>2</sup> Minutes will be shared publicly on the IRSS website.