

**BETHEL SCHOOL DISTRICT #52**  
**BOARD OF EDUCATION POLICY STATEMENT**

Subject: **Policies Relating to the School Board**

Policy Number: **BB** Effective Date: **9/2024**

Date of Original Policy and Revisions: **1/84, 5/91, 9/94, 11/99, 9/05, 10/08, 7/13, 12/15, 10/19, 5/21**

Cancels Policy No.: **N/A** Dated: **N/A**

Date of Next Review: **9/2027**

**POLICY**

**FUNCTIONS OF THE SCHOOL BOARD**

The School Board is responsible for the establishment and operation of the local public schools. It derives its powers legally from the State of Oregon (ORS 332.072-332.107). It is an agent of the state and also of the people of the District it serves. Its powers and duties are described in and limited to the provisions of Oregon law, Oregon Board of Education rules and regulations, and the will of the patrons of the District as represented by the School Board.

The functions of the School Board as it carries out these policies are:

1. Policy Making - The School Board determines what policies are necessary, delegates to the Superintendent the responsibility for putting policies and plans into operation, and provides for financial means for their successful achievement.
2. Executive - The School Board shall name a Superintendent or administrator as the executive officer and authorize the administration to establish administrative rules and procedures as necessary to implement School Board policies and pertinent state laws and to ensure the orderly operation of the District in carrying out its mission.
3. Appraisal or Evaluation - The School Board, through careful consideration of staff input, seeks to determine the effectiveness of school and system operations and the quality of the educational program.
4. Judicial - The School Board has the responsibility for making judgments regarding the protection of the rights of individuals and for the proper administration of the policies and programs of the District.

**INTERNAL ORGANIZATION**

**Officers**

The officers of the School Board shall be a chairperson and a vice chairperson.

**Methods of Election**

Chairperson - The members of the School Board shall elect a chairperson from members at the organizational meeting. No member shall serve as a chairperson for more than two years in succession.

Vice Chairperson - The vice chairperson shall be elected by the members of the School Board at its organizational meeting.

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Duties

The chairperson shall preside at all meetings of the School Board, decide questions of order, and appoint all committees unless otherwise directed by the School Board. The chairperson shall have the same right as other members to offer resolutions, to make motions, or second motions, to discuss questions and to vote thereon.

The chairperson shall call special meetings of the School Board.

The chairperson shall sign official District documents that require the signature of this office.

The vice chairperson shall act in the chairperson's capacity when the chairperson is absent.

Student Representative to the Board of Directors

Representatives from the Willamette High School and Kalapuya High School student body will attend all regular sessions of the Board to provide advice to the Board on matters being considered and to report on activities and issues at Willamette High School and Kalapuya High School.

Annual Organizational Meeting

The organizational meeting of a new fiscal year shall be conducted at the first meeting in July. At the organizational meeting, the School Board shall act on the following:

- a. Election of officers
- b. Appoint and set the retainer fee for the school attorney
- c. Select a depository for the District's funds
- d. Appoint a school clerk, a deputy clerk, and a secretary
- e. Establish the day, time, and place for the regular School Board meetings.

Agenda

The agenda shall be prepared by the Superintendent of Schools and mailed or delivered to Board members at least three (3) days prior to the meeting. Any staff member or patron of the District may, by request, place items on the agenda. The order of business, unless altered by the consent of the School Board members, shall be as follows:

1. Call to Order by Chairperson
2. Pledge of Allegiance by Vice Chairperson or Designee
3. Action on Minutes
4. Student Presentations as Scheduled
5. Delegations and Visitors
6. Board Business
7. Consent Items
8. Action Items
  - a.
  - b.
  - c.
9. Information and Discussion
  - a.
  - b.
  - c.
10. Board Activity Update
11. Executive Session
12. Return to Regular Session
13. Adjournment

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Rules of Order

Parliamentary procedures not provided by these rules and regulations shall be determined by Roberts Rules of Order, Newly Revised. A majority of the Board shall constitute a quorum to transact business.

Voting Method

All voting shall be by voice roll call vote. The order of roll call shall be changed at each Board meeting by rotating the first name to the last at each succeeding meeting.

Minutes

Minutes of the School Board meeting shall be mailed or delivered to members along with the agenda of the next regular meeting. The minutes of the preceding meeting shall be approved by the School Board and signed by the chairperson and clerk as the first act of the regular meetings. A copy of all motions shall be carefully recorded. The names of those who make motions and those who second motions shall be recorded. The official minutes shall be kept in an appropriate binder and stored in the Administration Building.

Attendance at Conferences

In order to be better informed about local, state, and national educational practices, problems, and issues, the School Board members are urged to attend and participate actively in meetings of the Oregon School Boards Association and other educational meetings of general interest. In order to be able to make decisions concerning attendance, the Superintendent shall inform the School Board of important School Board Association meetings to be held during the school year.

School District Attendance Areas

The attendance areas shall be decided as the need dictates.

**REPORTS**

**ATTACHMENTS**

**END OF POLICY**

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**REFERENCES / COMMENTS**