

JULY 2010

Activity	Legal References and Explanation
<p><b>Board Activities</b></p> <p><input type="checkbox"/> Conduct Board organizational meeting - suggested activities may include:</p> <ul style="list-style-type: none"> <li>• Set Board meeting schedule for the coming year (time, place, etc.).</li> <li>• Elect Board chairman and vice chairman.</li> <li>• Administer oath of office/Seat any recently elected and appointed Board members.</li> <li>• Review/Determine fidelity bond amounts and employees to be bonded (i.e., superintendent, deputy clerk, business manager, etc.).</li> <li>• Review/Designate custodian of district funds, authorize signatures, use of facsimile signatures for district checks, as appropriate.</li> <li>• Review/Designate bank or banks within the county or counties in which the district is located as depository(ies) for district funds.</li> </ul>	<p><b>Required, <a href="#">ORS 332.040</a>.</b> Due no later than at the next regular meeting following July 1 and not later than the last day of July. Coordinate with Board policy BC/BCA, Board Organization/Board Organizational Meeting.</p> <p><b>Required, <a href="#">ORS 332.045</a>.</b> Coordinate with Board policy BD/BDA, Board Meetings/Regular Board Meetings.</p> <p><b>Required, <a href="#">ORS 332.040</a>.</b> Coordinate with Board policy BCB, Board Officers. A Board member may not serve as chairman more than four years in succession.</p> <p><b>Required, <a href="#">ORS 332.005</a>.</b> Coordinate with Board policy BBBB, Board Member Oath of Office. Districts may choose to administer the Oath of Office to individuals elected to assume office in July at an earlier date. Such individuals may not begin their official duties, however, until July.</p> <p><b>Required, <a href="#">ORS 332.525</a>.</b> Coordinate with Board policy DH, Bonded Employees and Officers. Persons authorized to handle district funds, including the custodian of district funds and the school clerk, shall be required to be bonded. Evaluate risk. Determine amount. Activity may be completed at another time of the year. Revise scheduled activity as necessary to meet local district needs.</p> <p><b>Required, <a href="#">ORS 328.441, 328.445</a>.</b> Coordinate with Board policy DGA, Authorized Signatures. Activity may be completed at another time of the year. Revise scheduled activity as necessary to meet local district needs.</p> <p><b>Required, <a href="#">ORS 328.441</a>.</b> Coordinate with Board policy DG, Depository of Funds. Activity may be completed at another time of the year. Revise scheduled activity as necessary to meet local district needs.</p>

- Review/Revise as necessary and readopt Board’s investment policy, if policy provides for investments having a maturity longer than 18 months.
- Evaluate each alternative education program the district operates, participates in or contracts with and approve each registered private alternative education program that provides educational services to district students.
- Review and update drug, alcohol and tobacco prevention policies, rules and procedures.
- Evaluate district and school media programs. Review library/media services curriculum, personnel, inventory, etc. [annually].
- Receive and review monthly financial reports.
- Review/Designate legal counsel for district.
- Review/Designate insurance agent-of-record for district.
- Review/Establish daily rate of pay for substitutes.
- Review/Establish minimum annual lease payments for district-owned real estate.

**Required, [ORS 294.135\(1\)\(a\)](#).** Due not less than annually. Coordinate with Board policy DFA, Investment of Funds, and any accompanying administrative regulations. A district may make investments having a maturity longer than 18 months when the Board has adopted a written investment policy which prior to adoption was submitted to the Oregon Short Term Fund Board for review and comment. The policy must include guidelines concerning maximum investment maturity dates and provide for readoption not less than annually.

**Required, [ORS 336.631](#), [ORS 336.655](#) and [OAR 581-022-1350](#).** Due annually. Coordinate with Board policy IGBHA, Alternative Education Programs, and any accompanying administrative regulations.

**Required, [OAR 581-022-0413](#).** Due annually. Coordinate with Board policy IGAEB, Drug, Alcohol and Tobacco Prevention, Health Education.

**Required, [OAR 581-022-1520 \(1\)\(e\)](#).** Coordinate with Board policy IIBD, District Libraries. Districts are reminded that [OAR 581-022-1520](#) requires school districts to adopt program goals for media instruction and support services for all grade levels.

Coordinate with Board policy DIC, Financial Reports and Statements.

Coordinate with Board policies BCG, Attorney for the District; DJC, Bidding Requirements; DJCA, Personal Services Contracts, and any accompanying administrative regulations.

Coordinate with Board policies EIA, Insurance Programs; DJC, Bidding Requirements; DJCA, Personal Services Contracts, and any accompanying administrative regulations.

Coordinate with Board policy GCEA, Substitute Teachers, state minimum substitute teacher pay and collective bargaining agreement, as applicable.

Coordinate with Board policy DFB, Revenues from District-Owned Real Estate.

- Review/Establish petty cash accounts/amounts for each school building/administration building.
- Review/Establish mileage rate for travel in private vehicles on approved district business and regulations for staff use of private vehicles for district business.
- Review/Establish tuition rate for nonresident students.
- Review/Establish traffic safety (driver's education) tuition rate.
- Review other district fees, use of facilities, activity participation, breakfast/lunch fees, etc.
- Review/Designate voluntary student insurance plan [annually].
- Review/Evaluate job-sharing program cost effectiveness [annually].
- Review/Evaluate early retirement program cost effectiveness [annually].
- Review, revise and readopt, as necessary, Board policies - Section A/B - Board Governance [annually].

Coordinate with Board policy DJB, Petty Cash Accounts.

Coordinate with Board policies DLC, Expense Reimbursements and EEBB, Use of Private Vehicles for District Business, accompanying administrative regulations and collective bargaining agreements, as necessary.

Coordinate with Board policy JECB, Admission of Nonresident Students, and any accompanying administrative regulations. The Board may contract with the school board of any other district for the admission of students in schools of the other district. The contract must be in writing on forms furnished by the ODE. When both boards pass resolutions in agreement and district signatures are affirmed, a mutual agreement has been reached. The signature of the Board chairman is necessary unless the Board has designated the responsibility to the superintendent under specific policies and criteria.

Coordinate with Board policy IGAJ, Traffic Safety Education, and any accompanying administrative regulations.

Coordinate with Board policies EFAA, District Nutrition and Food Services; IGDE, Student Activity Fees; JN, Student Fees, Fines and Charges; KG, Community Use of District Facilities, and any accompanying administrative regulations.

Coordinate with Board policy JHA, Student Insurance Program.

Coordinate with collective bargaining agreement, as necessary.

Coordinate with collective bargaining agreement as necessary. Review should include any similar classified and administrator programs

Coordinate with Board policies BFG, Board Policy Review; BFC, Adoption and Revision of Policies; and BFD, Board Policy Implementation. Suggest districts schedule a section of Board policy for review every other month to ensure policies are continually monitored for effectiveness and updated to reflect current Board direction. Include Board policy section as a consent agenda item, removing from consent agenda those policies identified by Board members in need of discussion