



OSBA **MEMBERSHIP** BENEFITS



LEADERSHIP TO LIFT OUR PROMISE OF GRADUATION

WELCOME TO THE OREGON SCHOOL BOARDS ASSOCIATION!

Strength by association sums up what boards of education get as OSBA members.

This guide introduces you to OSBA and its many services one by one – those you receive at no charge and those that we provide at the lowest possible expense* to you. We think you'll be interested in our services for charter-school authorizers, expanded delivery methods such as regional human resources conferences and more online professional development opportunities.

Where else could you get the expertise and service that OSBA provides? And we truly are cost-effective. Membership in OSBA brings you benefits no other organization can offer.

OSBA was formed by school boards to assist locally elected school board members in their complex role as elected officials. Although time has brought many changes to public education and our association, one thing has not changed: OSBA is dedicated to public education and to providing outstanding service to its members.

We're glad you're with us, lending strength to this association. Together we are stronger, smarter and more responsive as we shape public education to best serve all Oregonians.



JIM GREEN, EXECUTIVE DIRECTOR
Oregon School Boards Association

**OSBA is dedicated to improving student success
and education equity through advocacy, leadership
and service to Oregon public school boards.**

*Prices for fee-based services are set by OSBA's board of directors.

Fees cover professional services, travel time, mileage, meals, lodging and support services.

The challenges of being an effective board member can be daunting. But membership in OSBA is like having a trusted adviser at your side every step of the way.

Since its beginning in 1946, OSBA has provided answers and resources for board members from districts of every size, adding education service districts and community colleges as time went by.

A RESPECTED VOICE IN SALEM

It's vital that public education has a strong, united voice in our state's legislature. OSBA is uniquely qualified to present your priorities to legislators and to advocate for sustained, adequate funding for high-quality public education. Our Legislative Services team works with legislators and members to keep the focus on good policy that supports student achievement. We help you connect with policy makers from your own districts and at the Capitol.

And, we commit time to collaborating with partners to achieve more for public education.

EXPERTS ON CALL

Ready access to experts who can guide you on matters of law, policy, human resources, communications, governance and school finance is a prime benefit of OSBA membership and, as anyone who has needed answers in a difficult situation knows, it's a substantial one. For OSBA members, the value of being able to call or email OSBA for expert advice can't be overstated. Our professional staff helps members of any experience level move forward with practical options and confidence.

HELPING YOU LEAD YOUR SCHOOLS

Reasonably priced professional development is a great reason to belong to OSBA. Our workshops address what is happening right now in education.

OSBA publications, daily education news and updates keep you informed.

WE PROVIDE:

- Board professional development
- Legal advice and assistance
- Policy writing and maintenance
- Collective bargaining assistance
- Property and casualty insurance services through PACE
- Communication services

No single board could be expected to have all the answers or employ experts to cover the range of expertise OSBA provides. We're just a phone call or email away, and we'll be at your side when you need us.

For over 70 years, we have prepared local boards to lead Oregon schools.



Association services

Membership entitles you to services, resources and support.



LEGISLATIVE ADVOCACY AND REPRESENTATION You have eyes, ears and a voice in the halls of government. Our Legislative Services team ensures that your messages are heard by legislators and policy makers.

PHONE ASSISTANCE As an OSBA member, you can consult with school law and education experts by phone at no charge, provided drafting of legal documents is not required and the call is brief.

NEWS YOU WILL USE OREdNews arrives in your email every weekday so you know what is happening in schools throughout Oregon. We search more than 85 daily, weekly and bi-weekly papers – even blogs and national publications – to customize education news for our members.

Your OSBA dues give you access to an exceptional pool of education professionals. We understand that you require the most from every dollar spent. We work hard to help you control costs.

WEBSITE Check out OSBA's website, www.osba.org. You'll find education news, tips, information and tools to aid you in your school board member work.

SERVICE AREA TEAMS We've assembled teams of policy, legal and human resources specialists to visit your area of the state, building relationships with your school district, community college or education service district. These seasoned education experts provide continuity, consistency and travel efficiency – and connect you with the resources you need.

PUBLIC EDUCATION SUPPORT CAMPAIGN OSBA created "The Promise of Oregon" campaign to build support for public education and advocate for the resources necessary to support student achievement. Learn more at www.promiseoregon.org.

CRISIS COMMUNICATIONS You can rely on us when you need crisis response information, step-by-step guidance, a press release, or help dealing with any aspect of communications during any kind of crisis. Just let us know what you need.

SAMPLES We maintain sample policies, job descriptions, surveys and contract language that you can tailor to create documents that work for you.

WORKBOOKS, GUIDELINES, CHECKLISTS We've written and collected a virtual warehouse of information and ideas. Access it online, or with our help by phone or email. We're happy to assist you.

MEMBER DISCOUNTS ON WORKSHOPS AND PUBLICATIONS OSBA provides workshops so you can hone your board skills, understand new laws and prepare for change. We make professional development effective and fun and keep rates affordable for members. We write about key topics for boards and provide free digital publications to you as part of your membership.

INSURANCE OSBA operates the only property and casualty insurance pool for education in Oregon, known as Property and Casualty Coverage for Education (PACE). Through risk management, legal assistance and quick claims service, we save you time and money.

Legislative services

We are a strong voice for public education.

OSBA lobbies on behalf of public education, guided by the legislative priorities developed by the Legislative Policy Committee. OSBA arranges board member appearances and provides expert testimony in committee meetings and hearings.

Our team works year-round to develop and maintain strong relationships with other public education advocacy groups and legislators. Helping members become effective grassroots advocates for education is one of our goals. OSBA serves as a liaison among state legislators, Oregon's congressional delegation, administrative agencies, and school districts, charter schools, education service districts and community colleges.

LEGISLATIVE POLICY COMMITTEE

Legislative Services staff members work closely with our Legislative Policy Committee, consisting of elected representatives and the OSBA board of directors. The LPC represents the education interests articulated by OSBA members and develops the association's legislative policies and priorities.

LEGISLATIVE UPDATES

During session, our legislative staff keeps you informed with online legislative summaries, bill tracking, hearing schedules and background information on issues. Each Friday during session, we publish *Legislative Highlights*. And whenever your quick action is required, we alert you by email.

OSBA/COSA LEGISLATIVE CONFERENCE

Every odd-numbered year, we join with the Confederation of Oregon School Administrators to bring members to Salem for advocacy training and lobbying at the Capitol. Nothing is more compelling for legislators than hearing directly from their constituents.

REGIONAL MEETINGS OR WEBINARS

Each fall, OSBA holds regional meetings that play an important role in grassroots advocacy or conducts webinars to inform members about legislative actions. And, we want to hear your opinions about these actions and issues.

OSBA leads discussions across Oregon, in Salem and in Washington, D.C. We bring the news back to you.



Board development

We prepare you to be a better board member and a stronger leader.

OSBA has always prepared new board members for board service and helped experienced board members become more effective in their roles as elected officials. Board members need to understand public meetings law, parliamentary procedure, teamwork, budgeting, policy-making, ethics laws, public engagement, public relations, and many more skills to function effectively and efficiently.

LEADERSHIP AND BOARDSMANSHIP TRAINING

OSBA meets your need for effective board skills with training that is interesting, flexible and reasonably priced.

PUT OUR EXPERTISE TO WORK FOR YOU

OSBA understands the issues board members face and fast-tracks you to expertise in these and other areas:

- Board roles and responsibilities
- Board culture
- Governance
- Effective meetings
- Evaluating your superintendent or president
- Board self-evaluation
- Goal setting/strategic planning
- Facilitation skills
- Managing conflict and change
- Board role in student achievement

ONLINE TRAINING We offer online training to cover key topics in short sessions at your convenience.

LEADERSHIP INSTITUTE We teach the skills and knowledge essential to serving successfully on an education board. Leadership Institute provides opportunities to train individually and as a board.

ANSWERS TO YOUR QUESTIONS

Read answers to others' questions about board procedures or ask your own at www.osba.org: click on Topics > Ask OSBA.

ANNUAL CONVENTION AND SUMMER BOARD CONFERENCE

Board members from all around the state get inspired and energized at our annual convention each November in Portland. The convention features nationally recognized keynote speakers, workshops and discussion on all aspects of board service and school programs.

Each July, board members meet to learn more about board leadership and school business. Our summer conference is a great opportunity for new and experienced board members and superintendents to train together as a team.

WORKSHOPS

We provide custom workshops at your district, charter school, education service district or community college. And we conduct regional workshops for general groups.

FACILITATORS

Our experienced staff can facilitate your community meetings, focus groups and board retreats. We focus, in particular, on strategic planning, superintendent evaluations and board self-evaluations.

Policy services

We help you develop and maintain good policies.

Supporting board policy development is a primary mission of OSBA. Our services include comprehensive policy drafting and maintenance that meet legal requirements and specific needs of your district, charter school, education service district or community college.

SERVICES

POLICY REWRITE Are your policies out of date? Our rewrite service will support review and completion of a board policy manual. We will provide training, in-person consultation and preparation of recommended changes to current policies and administrative regulations.

POLICY DESK REWRITE We'll provide you the same great service as a policy rewrite but without the training and in-person meetings.

SMALL DISTRICT DESK REWRITE If you are from a small district (fewer than 500 students), consider a desk rewrite. We'll help you through the process with phone consultations.

CHARTER SCHOOL POLICY SERVICE Charter schools are unique and so are their policy manuals. Let us help you prepare a policy manual with on-site training, meetings and document preparation. Our process will support delivery of a complete policy manual that complies with state and federal laws.

SUBSCRIPTIONS

POLICY PLUS This service takes the guesswork out of maintaining policy manuals. As laws change we will update affected policies for board approval. You must also subscribe to either the standard manual maintenance or online policy service and we'll take care of the rest. You'll still get *Policy Update* to stay informed – we just do some of the work for you.

POLICY UPDATE A quarterly newsletter with information and updates to keep you on top of changes affecting policies and administrative regulations (AR). We include the changes you'll want to make to your policies and ARs so you can keep your manual in tip-top shape.

MANUAL MAINTENANCE Do you like getting *Policy Update* (included with this package) but want help maintaining policy documents, too? We can help! After adoption, send us the changes. We will review for compliance, make the changes and send you the final electronic and printed versions for your policy manual.

ONLINE POLICY MANUAL If you want staff and community members to have online access to your policies, consider letting us host your manual. We'll keep you informed with *Policy Update*, review changes you make for compliance and maintain the entire board policy manual online.

PUBLICATIONS

HANDBOOKS Why reinvent the wheel if you don't have to? We've done the legwork and created model staff and student handbook templates. Whether you are a charter school or K-12 district, we have a handbook tailored to your specific needs. Handbooks are complete with information about how to use them, what is required by law to be included and sample language.

KEY DATES AND ACTIVITIES CALENDAR We've done the research and compiled requirements, deadlines and important dates along with suggested actions and activities for district boards and administrators into one calendar. That makes it easier than ever to stay on top of all those moving pieces. The calendar includes annotations to help you along the way.

Labor services

*You are a vital employer in your community
and we're here to help.*

When districts need help improving, developing or creating systems or processes to achieve better relationships with employees, we can provide it!

CONSULTATION OR AT-THE-TABLE BARGAINING We walk you through the entire bargaining process, from setting board goals to developing proposals. Whether you need at-the-table representation or just someone to review proposals, OSBA is here to assist. If you need advice or a negotiator, call OSBA.

INTEREST-BASED BARGAINING We work with your board and employee team to examine interest-based bargaining models and find which best suits your district or college. We train groups wanting to use interest-based bargaining and can facilitate these processes.

CONTRACT, PROPOSAL ANALYSIS OSBA analyzes labor contracts and employee and union proposals. We clarify mandatory and permissive subjects of bargaining and identify language that limits management flexibility or impedes student achievement.

JOB DESCRIPTIONS When done correctly, job descriptions are an effective tool an employer can use to recruit new employees, communicate its expectations regarding performance to its employees, and establish general guidelines on which accommodation considerations can be made. We will conduct a comprehensive review of your current job descriptions, helping you update, consolidate and strengthen them for maximum effectiveness.

HEARING REPRESENTATION OSBA specialists can represent you before the Employee Relations Board and in unfair labor practice disputes. We will represent you during employee grievance arbitration and assist you with non-renewal of probationary contracts, dismissal of probationary and contract teachers, and other state-agency proceedings.

HR AUDITS, ANALYSIS, GUIDANCE AND STUDIES We conduct comprehensive analyses of various human resource and labor relation functions for districts and community colleges and recommend improvements. We provide compensation studies and analysis, and help ensure compliance with human resources law in areas such as employee leaves, the Americans with Disabilities Act and its amendments and workers' compensation.

WORKSHOPS OSBA offers knowledgeable, experienced trainers to provide you with workshops and trainings on labor relations and negotiations; federal and state labor laws; layoff and recall; compensation; leave administration; selection and staff development; evaluation; and a variety of other topics. If you prefer, we'll customize a workshop for your district.

COMPENSATION SURVEYS AND OTHER TOOLS Our surveys show how your salaries and benefits rank among Oregon schools. SPOT (School Personnel Online Tools subscription service) instantly gives you comparative salary and benefit data including SABA (Salary and Benefit Analyzer), *Negotiator's Notebook*, a contract language index and more.

Litigation services

Our attorneys are here to assist, represent and guide you.

Whether you need quick legal advice or long-term guidance, you can rely on OSBA's Litigation Services team. For assistance with any of the following, contact PACE Legal Services at pacelegal@osba.org or 503-485-4800.

PACE Our attorneys can provide legal advice and litigation assistance on a variety of PACE-covered topics including employee and student discipline, employee termination, free speech issues, employee and student drug and alcohol testing, disability accommodations, service animals and transgender issues.

EMPLOYMENT CONTRACTS Our attorneys can review non-collective bargaining agreement (CBA) employment contracts including those for superintendents, community college presidents, administrators and charter school employees.

CONTRACTS Our attorneys can review liability provisions in contracts with vendors and other third parties.

PUBLIC RECORDS Our attorneys can provide advice and assistance with responding to public records requests.

ETHICS Our attorneys can provide advice on questions regarding the Oregon government ethics laws.

EXECUTIVE SESSIONS Our attorneys can provide advice regarding when it is appropriate for a board to go into executive session.

CUSTOM WORKSHOPS Our custom legal workshops address employee hiring, discipline, termination, sexual harassment, discrimination, social media, athletic liability, bullying, boundary invasion and child abuse reporting.

NEWSLETTERS Our Litigation Services team produces a monthly email publication, the *School Law Reporter*, to update and inform you about developing law. To subscribe to this free publication, contact OSBA at 503-485-4800 or visit: www.osba.org/Members/MyAccount/EmailPrefs.aspx.

SCHOOL LAW CONFERENCE Each fall, OSBA sponsors a conference with the University of Oregon and the Confederation of Oregon School Administrators to update administrators on school law issues. For registration information, contact COSA at 503-581-3141.

LEGAL ASSISTANCE TRUST

OSBA's Legal Assistance Trust helps members with litigation expenses, primarily in cases at the appellate level, that have a statewide education impact.

By joining OSBA's Legal Assistance Trust, members can receive help covering the expense of litigating cases that have a statewide impact on schools.

Special education

OSBA assists you with special education issues.

Both the need for special education services and the laws and regulations associated with special education have grown significantly and changed over the past decade.

We keep up with state and federal special education law and important court decisions and represent school districts' issues before the Oregon legislature and with the Oregon Department of Education as special education laws and rules change.

Communication services

Community support for schools is important for student success.

Whether your district faces a single-issue communications need or wants to develop a long-range communications plan, OSBA can help:

COMMUNICATION REVIEW You may need a comprehensive look at all of your district's public relations activities or an examination of a single aspect of your communications – or anything in between.

EMERGENCY PREPAREDNESS We will help you develop an emergency plan in case disaster strikes.

BOND CAMPAIGN PLANNING We will help you lay the groundwork for a successful bond measure. (OSBA does not run such campaigns, however.)

CONTRACT SERVICES Districts can contract with OSBA for regular communications services or consultation on special projects. Our staff will help you develop a communications plan and help execute it.

SPECIALTY WORKSHOPS We will do custom workshops on communications planning – from goal setting to plan reviews with the board or district staff; working with the media; producing and sending annual reports; and publication reviews.

Fees for communication services are negotiated with districts at hourly rates based on the complexity of the service.

Executive searches

We can help you find the best candidate.

Hiring a superintendent is a school board's most important responsibility. Executive searches can be time-consuming and complicated. OSBA's assistance can make the job easier.

Since 1984, OSBA has helped boards hire nearly 500 executives for Oregon school districts, education service districts, community colleges and other agencies. Our executive search service is the most comprehensive, experienced and successful in Oregon. *We help your board hire not just a person, but the right person.*

SMALL DISTRICT SELF-DIRECTED EXECUTIVE SEARCH SERVICE OSBA can help guide school boards of small school districts and education service districts (1,650 ADM or less) through the executive search process for a minimal cost.

With this service, OSBA helps small school boards hire the best candidate. The service will help boards navigate a search from start to finish, provide resources so the board doesn't have to start from scratch, give guidance on Oregon Public Meetings Law, and outline information on best hiring practices.

Charter school authorizer resources

OSBA supports charter school authorizers.

OSBA can help you review charter applications, evaluate and renew charter schools, and anything in between!

FEE-BASED SERVICES RELATED TO CHARTER SCHOOL AUTHORIZING INCLUDE:

- Start-to-finish charter application/approval review and facilitation, including contract negotiations.
- Assistance to board/district on appeal of charter denial to the State Board of Education.
- Annual charter school evaluation.
- Charter school renewal and facilitation.
- Charter school termination.
- Training related to the board's role in charter school authorizing.

PACE services

*Our property and casualty insurance
saves time and money.*

PACE Property and Casualty Coverage for Education offers a comprehensive array of coverages, designed for Oregon educational institutions. Coverage includes liability for directors and officers, employment practices and school educators. PACE offers up to \$450 million in coverage for damage to buildings and property, and also offers auto insurance to meet the demands of districts. PACE protects members against losses from risks such as playground accidents, crime and employee misconduct.

PACE

SAFETY • SERVICE • SAVINGS
A **TRUST** BUILT FOR **STUDENTS**

WITH PACE, YOU GET ACCESS TO:

- Online training through SafeSchools and SafeColleges for all entity employees.
- On-site education and training to help members stay current with safety best practices.
- Risk management representatives who will visit schools to conduct inspections and help you avoid potential damage or liability.
- Free PACE legal advice.
- A legal team experienced in school law that offers services at a reduced rate for PACE members.
- Claims adjusters trained in school service.
- Crisis management support by a team of experienced communications professionals and legal advisers.

PACE.OSBA.ORG

CONTACT

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