



EDUCATOR ADVANCEMENT COUNCIL AGENDA

Wednesday, July 25, 2018

9:00am - 3:00pm

Broadway Commons, 1300 Broadway Street NE

Conference Call: (877)336-1828, public access code 8478084 (*listen only*)

Meeting Protocols

- ✓ All team members are equals and respected as such.
- ✓ The Chair calls on participants during discussions.
- ✓ Discussions are improved by self-assessing "*am I contributing too much or too little?*"
- ✓ We ask clarifying questions when needed and address issues, not individuals.
- ✓ Topics beyond the current agenda are captured to address in the future.

Meeting Outcomes

- ✓ Appoint final Rotating Director
- ✓ Reflections from EAC Directors who served on the Governor's Council on Educator Advancement
- ✓ Work Groups further refinement and cross-group collaboration

9:00	1.0	Welcome Remarks	
	1.1	Introductions, Agenda Review/Outcomes	Vice Chair Grotting
	1.2	Vision to Action: Reflections from Governor's Council members Directors Andrews, Schadler, Scruggs, Yoshioka, Gomez, Capps	Vice Chair Grotting
10:05	2.0	Preliminary Business	
	2.1	Roll Call	Debbie Green
	2.2	ACTION ITEM: Approve June 27, 2018, meeting minutes	Vice Chair Grotting
	2.3	Appoint Rotating Director: Tribal Seat, Review and Discussion	
	2.4	ACTION ITEM: Appoint Rotating Director	Standing Directors
10:20	2.5	Procedural Subcommittee Update	Subcommittee Chair Scruggs
	3.0	Administrative Agent Update	Hilda Rosselli
	3.1	Staff Engagement Report	
	3.2	Communications Message draft	
	3.3	EAC Draft Timeline update	
10:35	4.0	Public Comment	Vice Chair Grotting
		• <i>Public members wishing to provide public testimony must sign in at the meeting.</i>	
		• <i>There will only be one speaker from each group.</i>	
		• <i>Each individual speaker or group spokesperson will have three (3) minutes.</i>	
		• <i>The Council welcomes and appreciates public input, but due to time constraints is unable to respond directly to testimony during the meeting.</i>	

Unanticipated agenda items may or may not be included. All Educator Advancement Council meetings are open to the public and conform to Oregon public meetings laws. Accommodations requests should be submitted to EACinfo@OregonLearning.org (503)373-1283 at least 48 hours in advance. To subscribe to meeting notices please register [here](#) or www.education.oregon.gov to also find upcoming meetings and prior meeting materials.

10:45 Break

11:00 5.0 Work Group Breakouts

Work Groups to draft summaries and questions for other groups

- Launching New Networks- Michelle Homer-Anderson, Paul Andrews (Vice Chair), Christy Cox, Mark Girod, Rep. Susan McLain, Martha Richards (Chair), Jenna Schadler; Julie Smith (Liaison)
- Fiscal Model- Lindsey Capps, Colt Gill, Bill Graupp (Vice Chair), Don Grotting, Sen. Arnie Roblan, Laura Scruggs, Matt Yoshioka (Chair); Cheryl Myers (Liaison)
- Supporting New Educators- Miriam Calderon, Ana Gomez (Co-Chair), Belle Koskela, Marvin Lynn, Ken Martinez, Michele Oakes, Tony Rosilez, Melissa Wilk (Co-Chair); Hilda Rosselli (Liaison)

11:45 6.0 Council Working Lunch - Work Groups Continue

12:15 7.0 Work Group Activity

A pair or trio from each Work Group meets with another group to summarize their status and share questions pertinent to the other groups

1:30 8.0 Work Groups Report Out

Work Group Chairs

2:15 9.0 Meeting Synthesis

Vice Chair Grotting

2:45 10.0 Wrap Up: Review of Next Steps

Vice Chair Grotting

10.1 August 23rd meeting details

3:00 11.0 Adjourn



EAC MEETING MINUTES

Wednesday, June 27, 2018

9:00am - 3:00pm

Broadway Commons – 1300 Broadway Street - Salem, Oregon 97301

Conference Call: (877)336-1828, public access code 8478084 (*listen only*)

Present: Mark Redmond (Director Andrews surrogate), Director Calderon, Director Capps, Director Cox, Cindy Hunt (Director Gill surrogate), Director Girod, Director Gomez, Director Koskela, Director Lynn, Director Martinez, Director Oakes, Director Richards, Director Rosilez, Director Scruggs, Director Wilk, Director Yoshioka

By Phone: Director Homer-Anderson, Director Graupp

Excused: Director Grotting, Director Schadler

Administrative Agent staff present: Cheryl Myers, EAC Transition Director; Hilda Rosselli, College & Career Readiness and Educator Advancement Director; Debbie Green, Executive Support; Julie Smith, Prototyping Contractor (Chalkboard); Angela Sandino, Facilitator (Education Northwest).

Agenda and meeting materials [here](#).

1.0 Preliminary Business

1.1 Welcome Remarks, Introductions, and Agenda Review/Outcomes

Chair Oakes welcomed Council and audience and made opening comments. She welcomed Debbie Green who is new to the Chief Education Office and will be supporting the Council.

Roll Call – Debbie Green conducted roll call; a quorum was not established; Action Items 1.3 and 2.0 were held over until a quorum was established at 9:59 a.m. when Directors Capps and Calderon arrived.

3.0 Administrative Agent Updates

3.1 Procedural Subcommittee

Director Scruggs was appointed Procedural Subcommittee Chair at the June 25, 2018, conference call meeting. The Subcommittee previously received the previously posted [policies and procedures draft](#). It was determined the Subcommittee members will individually provide edits and comments, due back to Cheryl Myers by July 9 for compilation and review at the next Subcommittee meeting on July 18. The Subcommittee prioritized the travel reimbursement policy, indicating their recommendation would include retroactive reimbursement. Chair Oakes proposed the Subcommittee add to their recommendations a process for the full council to consider rotating director changes (e.g., employment, geographic, etc.) from their original applications.

3.2 2018 Educator Equity Report

Hilda Rosselli provided the Council an embargoed executive summary of the Educator Equity Report, containing a summary of the most recent data collected, recommendations for meeting the goals expressed in ORS 342.437, and a description of best practices within Oregon and other states for recruiting and retaining an educator workforce more reflective of Oregon's K-12 student demographics. An update was provided on the selection of 48 scholarship recipients who will be Oregon Scholars Program scholarship recipients.

- 3.3 Communication Update; “Newsworthy”, Staff Engagement
The Council will receive an e-newsletter between meetings with items relevant to EAC work. Council directors are also encouraged to send submissions for this newsletter to [Debbie Green](#). A recap of staff and Director engagement will be provided in each Council materials packet.
- 3.4 EAC Logistics
Council Directors were asked to retain their travel receipts and mileage information for submission once the travel reimbursement policy is adopted.
- 4.0 Public Comment**
No public comment.
- 5.0 Preparing for Legislative Session**
- 5.1 Draft Policy Option Package
As previously shared with Governor’s Council on Educator Advancement, Senate Bill 182, which created the Educator Advancement Council (EAC) did not provide staffing positions in the initial legislation and to date CEdO and Oregon Department of Education (ODE) have provided support to initial efforts. The first deadline for this request is June 28, 2018 and this draft serves as a placeholder. The Council will have additional opportunities to consider and edit this draft.
- 5.2 Legislative Days
Legislative days are September 24-27, 2018, where may be an opportunity for EAC Directors to testify at education committees; details will forthcoming.
- Director Capps and Director Calderon arrived at 9:59 a.m. establishing a voting quorum.
- 2.0 EAC Ex-officio Director Appointments**
- 2.1 Review and Discussion: Ex-officio Directors
Chair Oakes reiterated the EAC IGA was amended to add Ex-officio Directors. Two considerations for the Council are Senator Roblan and Representative McLain. Both legislators were recognized for their past efforts in championing supports for educators.
- 2.2 ACTION ITEM: Appoint Ex-officio Directors
Director Capps moved to appoint Senator Roblan, seconded by Director Calderon; no discussion; motion passed unanimously by Standing Directors. Director Scruggs moved to appoint Representative McLain, seconded by Director Richards; no discussion; motion passed unanimously by Standing Directors.
- 1.2 ACTION ITEM: Approve meeting minutes for 5.2.18 and 5.23.18
Director Lynn moved approval of the 5.2.18 meeting minutes, seconded by Director Wilk. Director Scruggs noted an error on Item 2.2 with her nomination of Mark Girod. Director Scruggs noted the May date correction from May 3 to May 2. Director Lynn moved approval of amended meeting minutes for 5.2.18, seconded by Director Scruggs; motion passed unanimously. Director Richards moved approval of the 5.23.18 meeting minutes, seconded by Director Scruggs; motion passed unanimously.
- 6.0 Setting the Course**
- 6.1 EAC Workplan Draft
Hilda Rosselli reviewed the EAC Workplan draft, differentiating work for the EAC staff, the full Council, and EAC Working Groups. The groups include Educator Networks, Fiscal Model, Supporting New Educators, and EAC Use of Funds (on pause). Staff created draft foundational documents for each group to consider timelines and organizational needs. Each group was asked to define a timeline, meeting mode and frequency for their work

and to consider developing a potential AIM statement. The EAC Workplan will be a living document, which can be refined and updated as needed. An EAC Retreat is scheduled for October 23-24 and will include time for the full Council to begin developing mission, vision, goals, and a strategic plan for the Council.

Break

Representative McLain arrived at 11:01 a.m.

6.3 Process Activity

Angela Sandino led an EAC Workplan draft processing activity.

7.0 Council Networking, Working Lunch, Photos

Director Calderon left the meeting at 12:30pm; Sara Mickelson (surrogate for Director Calderon) joined the meeting at 1:35pm.

8.0 EAC Small Group Discussion

The Council discussed the focus of the four groups and the possibility of merging groups that seemed to overlap. Each work group may consider drafting a learning objective or desired outcome.

Chair Oakes proposed the Council split into three working groups to determine if these are the groups the Council desires. Director Capps proposed members of the Governor's Council (GC) speak to the initial mission and vision in forming the EAC, to which Hilda Rosselli and other GC members reflected and referred to resource documents previously shared. The state faced challenges with past funding provided by competitive grants, which resulted in many districts being left out. There are isolated pockets of strong practice in Oregon – how do we impact all educators using a seamless system while strengthening equity and teacher voice? The GC previously developed ten recommendations addressing identified challenges.

8.1 ACTION ITEM: Determine Small Group Parameters

Director Girod moved to approve the working group parameters listed in the EAC Workplan draft, seconded by Director Lynn; motion passed unanimously.

Director Roblan left the meeting at 1:45 p.m.

Council members debriefed with each other, sharing insights of what the focus of this work should include:

- Teacher professional development by and for teachers
- To include the continuum of the teacher
- Focus on needs of local areas
- Define equity
- Define resources
- How do we support professional learning through the entire continuum?
- What role do teacher prep programs play in supporting teachers throughout the continuum?
- Teachers from all districts deserve support
- How to codify resources to be the dynamic, growing, professional educator the public wants you to be?
- How to disseminate best practices – not only see them but also access them?
- Students are met where they are and provided the best education to have better outcomes for all students through all areas of the state
- Universal access
- Organizing and empowering network organizations

The Council suggested the need to develop a communication strategy regarding mission and vision. Director Scruggs, Director Koskela, and Director Richards volunteered to discuss this further with Hilda Rosselli, Cheryl Myers and Lisa Morawski (CEdO Public Affairs Director). Their initial concepts will be shared with other Council members at the next meeting.

- 8.2 Review Director working group preferences
- 8.3 Overview Draft Foundational Documents
- 8.4 Group Breakouts
- 8.5 Report Out

9.0 Next steps

Following discussion, Council consensus was to hold an informational only (no Council action planned) meeting on July 25, preferably with location options for in person working groups. There was a suggestion to add additional Council meetings to the schedule each month due to the nature and timelines of the work. Consensus was to let the working groups function for a couple of months and then revisit the discussion to add meetings to the month.

10.0 Adjourn at 3:02 p.m.



Docket Item: Review Tribal Seat Director Application

Summary: Per Article 3 in the IGA dated March 20, 2018, the attached application is for the open Rotating Director Seat 20 to include a representative of a federally recognized tribe of this state.

- Nick Viles



EDUCATOR ADVANCEMENT COUNCIL INTEREST FORM
DEADLINE FOR SUBMISSION: April 15, 2018

Thank you for your interest in serving! [Senate Bill 182](#) (2017) established the Educator Advancement Council (EAC) and Educator Networks; the council will provide direction and resource allocation related to implementing innovative, nimble and equity-focused support to Oregon public educators.

The EAC seeks a broad range of stakeholder voice; this application submits your interest in becoming an initial Rotating Director – please indicate all categories for which you may be eligible:

- ☐ Oregon public elementary school, practicing teacher
- ☒ Oregon public middle school, practicing teacher
- ☐ Oregon public high school, practicing teacher
- ☐ (3) Oregon public K12 school, practicing educator (1 available, 2 seats*)
- ☒ Oregon public K12 school, administrator
- ☒ Oregon School District, superintendent
- ☒ Oregon Education Service District, superintendent
- ☐ Oregon School District, current board member
- ☐ Early learning-provider or professional coach

Representative of a:

- ☐ Professional education association
- ☐ Postsecondary institution educator preparation program
- ☐ Nonprofit organization, education-focused
- ☒ Philanthropic organization, education-focused
- ☐ Federally-recognized tribe of this state
- ☐ Community-based organization, representing families and students, education and equity-focused

***Possible Governor's Council transition member**

Please keep in mind while telephonic participation is possible, in person engagement is preferred; public meetings are anticipated 7-10 times annually, frequently in the Salem area and typically spanning 5-6 hours.

please print

First	Preferred	Middle	Last
☐ Business address ☐ Residence address			City/State/zipcode
Primary phone	()		☐ cell ☐ work ☐ other
Secondary phone			☐ cell ☐ work ☐ other
Email			County of residence
Employer			Title/Role
Do you identify as LGBT?			Have you ever held a teaching license? ☐ yes ☐ no
Race/Ethnicity (indicate all that apply)			
signature			/ /2018

don't forget to include the attachments (see statements)

Note: this application is subject to the Public Records Act and may be disclosed upon request; personal information would be redacted.

This form may be prefilled online <http://education.oregon.gov/eac/>, then printed for submission

submittal instructions - **DEADLINE FOR SUBMISSION: April 15, 2018**

Paper copy: Chief Education Office
255 Capitol Street NE
Salem, OR 97310

Electronically: or.education@state.or.us
subject line: "EAC Interest Form"
Fax: (503) 378-8395

1. Please **attach a personal statement** describing in 200-250 words:
 - your background,
 - professional/personal (including as parent/guardian)/community experience related to education,
 - insights regarding your desire to serve and,
2. **Organization Statement of support** (see attached),
3. **Recommendation statements** (see attached).

Personal Statement

please print

First

Last

Board Seat Description

I have received support to represent my organization and am interested to serve as an EAC board member (describe in 250 words or less: your background, professional/personal (including as parent/guardian)/ community experience related to education, insights regarding your desire to serve).

Note: this application is subject to the Public Records Act and may be disclosed upon request; personal information would be redacted.

This form may be prefilled online <http://education.oregon.gov/eac/>, then printed for submission

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Organization Statement of Support - DEADLINE FOR SUBMISSION: April 15, 2018

Senate Bill 182 (2017) created the Educator Advancement Council (EAC) which will establish a system of local educator networks across the state to help educators access professional development and learning, driven by educator needs. I am pleased to recommend the following individual to represent our organization for consideration as an EAC board member; they have our full support.

please print

Individual Recommended:

<u>Nicholas</u>	<u>Viles</u>	<u>Tribal Member</u>
First	Last	Board Seat Description

Authorized representative:

<u>Brenda</u>	<u>Bremner</u>	<u>Confederated Tribes of Siletz Indians</u>
First	Last	Organization

Primary phone	<u>(541) 444-8204</u>	☐ cell ☒ work
		☐ other _____

Email	<u>brendab@ctsi.nsn.us</u>
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 Signature	<u>General Manager</u> Title, Role
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Notes: In addition to board member reimbursement for state-permissible travel expenses, it is anticipated the EAC will consider that a school district required to employ a substitute for a teacher or administrator who is absent from their employment while performing duties as a board member will be entitled to reimburse the district's actual expenses in employing the substitute, not the daily costs of the employed board member.

Please keep in mind while telephonic participation is possible, in person engagement is preferred; public meetings are anticipated 7-10 times annually, frequently in the Salem area and typically spanning 5-6 hours.



In 2017, integrating the Governor's Council on Educator Advancement recommendations, the Oregon Legislature passed [Senate Bill 182](#) which created the Council and recognized Oregon's goal to achieve high-quality, well-supported and culturally-responsive public educators in every classroom. The Educator Advancement Council (EAC) is a unique, innovative, public/non-profit partnership building upon the recommendations and core values of the Governor's Educator Advancement Council to advise the state's effective use of resources to provide the education our students deserve by supporting and strengthening the education profession.

In doing this work, educators are transforming the culture of learning in classrooms to help ALL students succeed through:

- **Teacher Voice and Leadership:** Educators design and implement supports and professional learning system changes which inform policy, funding, and practice.
- **Professional Supports and Learning:** EAC provides career pathway supports including strong preparation partnerships, mentoring, and teacher leadership opportunities throughout their careers.
- **Statewide Access for All:** Through Educator Networks, the EAC provides access for all educators, regardless of school size or geographic location, to professional learning, mentorship, and leadership opportunities informed by teacher voice and local need.

This manual outlines responsibilities and procedures of the Educator Advancement Council (EAC). In addition to this manual, Directors should familiarize themselves with Oregon Revised Statutes (ORS) Chapter 183, Oregon Administrative Rules (OAR) Chapter xxx Divisions xxx through xxx, Public Meetings Laws and Oregon Ethics Training.

The Council-adopted procedural governing operations in this manual include, but are not limited to, procedures for: conducting meetings, electing officers, establishing priorities, setting meeting dates, and employing staff.

These procedures will remain in effect until amended or rescinded in accordance with ORS 342.940.

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Mission

Vision

Values

DRAFT

Strategic Plan (reserved for October Retreat)

DRAFT

Council Authorities and Responsibilities

Any duty imposed upon the Council will be performed at a regular or special meeting and will be made a matter of public record.

Policy Setting Authority

The Educator Advancement Council was created by the Oregon Legislature via [Senate Bill 182 \(2017\)](#) to establish, coordinate and connect regional networks in support of professional learning priorities, blending of funding sources and management of innovation funds pursuant to Senate Bill 182 (codified at ORS 342.940 and 342.943).

The Council will:

- Adopt a strategic plan to guide meeting the state's public educator professional learning and support goals;
- Each biennium, recommend a budget request;
- Upon securing position authority, appoint and oversee an Administrative Agent who will serve at the pleasure of the Council.

The Council may take any action that is necessary for the Council to exercise all of the duties, functions, and powers conferred on it by ORS xxx.xxx.

Rulemaking Authority

The EAC may adopt rules necessary for the administration of the laws that the Council is charged with administering, in accordance with applicable provisions of ORS chapter xxx (Chapter xxx, Oregon Laws 20xx). Adoption of such rules will comply with state and federal law.

Delegation of Authority

With the exception of its rulemaking authority, the Council may delegate any of its powers, duties or functions to a committee of the Council or to the Council's Administrative Agent (ORS 350.075).

Council Management Responsibility¹

Directors will act in accordance with their role as public representatives of the state.

Working with Other Boards

The Council will monitor and coordinate with other boards whose responsibilities and interests are closely related or overlap.

Effective Practices

Directors will participate in workgroups and subcommittees, in addition to the full Council, to ensure that the work necessary to make progress on the stated strategic plan goals is completed and that the Council's meeting time is used most efficiently. Directors will identify and attend appropriate director training sessions, conduct periodic self-evaluations and audits of Council practices, and periodic evaluations of Council staff (see page xx under Member Ethics).

¹ Department of Administrative Services and Legislative Fiscal Office. *Budget Note Report on Performance Measures for Boards and Commissions*. Prepared for July 6, 2006 Joint Legislative Audit Committee.

Council Membership

Membership Eligibility, Classes and Terms

Membership Eligibility

As specified in Senate Bill 182 (2017), the following describes the council composition. Each Director may designate a temporary surrogate who may act on their behalf. Each designated surrogate may exercise all of the powers conferred on Director. Initially, there will be at least 21 members.

Classes

There are three classes of Directors: “Standing Directors,” “Rotating Directors” and non-voting Ex-officio Directors.

In addition to the rights and responsibilities of Rotating Directors, Standing Directors take final action on the following matters:

- The appointment of Rotating Directors; (*can this now be removed?*)
- The dissolution of the EAC;
- The ratification or remand to the Council for further consideration of any EAC decision concerning the allocation or expenditure of state funds;
- The ratification or remand of Strategic Plans and statewide plans adoption.

Terms

Standing Directors serve at the pleasure of their respective agencies, for an unlimited term.

In order to initially create staggered seats, (7) Rotating Directors were appointed to one-year terms and (10) Rotating Directors were appointed to two-year terms. Rotating Directors serve a two-year term, and may be renewed by the Standing Directors for one additional two-year term.

Standing Directors

Oregon Chief Education Office	Chief Education Officer
Oregon Department of Education	Deputy Superintendent of Instruction
Early Learning Division	Early Learning Systems Director
Oregon Teacher Standards and Practices Commission	Executive Director

Rotating Directors

Oregon Education Service District	Superintendent
Oregon School District	Superintendent
Oregon public elementary school	Practicing teacher
Oregon public middle school	Practicing teacher
Oregon public high school	Practicing teacher
Oregon public K12 school	Practicing educator
Oregon public K12 school	Practicing educator

Oregon public K12 school	Practicing educator
Oregon public K12 school	Practicing administrator
Oregon School District	Council member
Early Learning	Provider or professional coach
Professional education association	representative
Postsecondary educator prep program	representative
Nonprofit, education-focused	representative
Philanthropic organization, education-focused	representative
Oregon federally-recognized tribe	representative
Community-based organization, representing families/students, education and equity-focused	representative

Director Onboarding

As new Rotating Directors are appointed, they will be assigned an existing Rotating Director as their mentor. In conjunction with the Administrative Agent, the mentor will support the new Rotating Director in familiarizing himself/herself in the background regarding SB182 and the Council's work to date.

Chair and Vice-Chair (see *Chair, Vice-Chair Responsibilities*)

The Council will elect one of its members who will remain on the Council for at least one (1) year from date of selection as Chair and another member as Vice-Chair, each serving one-year terms. The Council may also create additional officer roles, approved by a majority of Directors in attendance and constituting a quorum.

Vacancies, Attendance, Removal

Vacancies

All vacant positions will be filled within 120 days by a qualified candidate; if vacancy remains after this time period, the Standing Directors will generate a status report to the full Council. If a Director experiences a change in status from their original application, the change will be considered by the full Council to determine ongoing eligibility at the next full Council meeting. If the Council determines the Director is ineligible for their office, the position is declared vacant 30 days following the Council's decision and a new representative will be sought.

Attendance

All Council Directors are expected to be prepared and participate in all Council meetings. For an absence to be considered excused, a Director should notify the Chair or Council staff at least 24 hours in advance of a meeting, or in an emergency, as soon as reasonably possible of their inability to attend.

Removal

If a Director fails to attend two consecutive Council meetings, whether regular, adjourned or special, they shall forfeit office unless the Director is prevented from attending by the serious illness of a director or a family member of the director or for any other cause in the judgment of the Council

constitutes a valid reason for failing to attend or provide advance notice of absence. The Council will seek to appoint a successor immediately.

Individual Director Responsibilities

- Each Director is expected to regularly attend meetings and act in an impartial, fair, and courteous manner. If unable to attend, the Director will notify the Chair or Council staff at least 24 hours in advance. In an emergency, the Director will contact the Chair or Council staff as soon as reasonably possible.
- To maximize Council time, Directors will arrive at meetings on time and will come prepared to act on the agenda. Directors will have authority to act on Council's behalf only when legally in session. The Council cannot be bound by statements or actions of individual Council Directors or employees, except when such a statement or action is pursuant to policies of the Council or as delegated by the Council.
- Council directors are responsible to:
 - ✓ Attend Council meetings
 - ✓ Review financial transactions of the Administrative Agent annually.
 - ✓ Become familiar with Oregon Revised Statutes (ORS) Chapter 183, Oregon Administrative Rules (OAR) Chapter xxx Divisions xxx through xxx, Public Meetings Laws and Oregon Ethics Training.
 - ✓ Adhere to the Code of Ethics, ORS Chapter 244
- The Administrative Agent directs staff work; the Chair may request staff to prepare materials for presentation to the full Council in anticipation of questions Directors may have about a specific issue.
- Directors will not presume to speak for the Council unless the Council has arrived at a formal decision. Directors should be cautious about voicing personal opinions, as those views may be interpreted as representing Council opinion.
- In discussing EAC related matters with legislators, executive service employees, media and the press, or the public, Directors will affirm they only speak as a private citizen. Unless otherwise authorized, only the Council Chair or Administrative Agent may provide the public with the specific position of the EAC on matters under its charge. The Council speaks with one voice. Directors will provide courtesy notice to the Chair and Administrative Agent of conversations with legislators, the executive service, forums, press or the media related to Council business.

Surrogate Responsibilities

Directors are to review materials provided in preparation of all Council meetings in order to promote an informed discussion and decision regarding any item that comes before the Council. A Director who appoints a surrogate to attend a meeting on the Director's behalf retains the responsibility to personally review all meeting materials and provide the delegate any materials and guidance

necessary for the delegate to adequately represent the Director. The surrogate is to debrief with the Director any Council discussion or actions taken at meetings attended by the delegate.

Chair Responsibilities

- Serves as the primary contact person for communicating with and providing oversight to the Administrative Agent.
- Presides at EAC meetings, ensures fairness and impartiality, and adheres to parliamentary procedure.
- Sets meeting agendas in coordination with the Administrative Agent or other duly-appointed EAC staff.
- Calls special meetings not on the Council's adopted calendar.
- Acts as the primary spokesperson to the press for the Council.
- Performs other duties as may be required by law or Council action.
- Receives attendance calls and reports out.

Vice-Chair Responsibilities

- Fulfills the role of the Chair in the event that the Chair is unable to attend a Council meeting.
- Oversee financial management of the Council in coordination with the Administrative Agent.
- Performs other duties as directed by the Chair or Council action.

Director Reimbursement *(see Travel/Reimbursement Template)*

Council Directors are entitled to travel and expense reimbursement as provided in ORS 292.495. Directors will be reimbursed for those costs incurred for participating in Council meetings, committee meetings, and other Council business events approved by the Council.

Directors will seek prior approval of the activity or travel and apprise the chair or Council staff of activities undertaken on behalf of the Council.

Travel and expenses will be (1) aligned with Council budget priorities, (2) efficient, (3) remain within budget, and (4) be part of the Council budget oversight responsibility. Reimbursements will be made in accordance to Department of Administrative Services (DAS) travel policies (OAM 40.10.00.PO). See Travel/Reimbursement Template.

Travelers are eligible for lodging reimbursement when the one-way distance from their residence is 70 miles or more. Exceptions may be made in special cases that include inclement weather and medical conditions.

Directors are directed to use state per diem meal and lodging reimbursement allowances as set forth under the provisions of the Oregon Accounting Manual (OAM 01.05.00.PO, section .105). Under this option, receipts are not required for meal expenses (Oregon Accounting Manual 10.40.00.PO, section .108). It is preferred to have staff prearrange and pay for lodging in advance, otherwise lodging receipts are required; individuals traveling on official state business who share lodging will each be reimbursed for their equal share of the allowed per diem for that location.

Mileage reimbursement for expenses incurred in a privately-owned motor vehicle will be at the rate established and regulated by the Oregon Department of Administrative Services. Reimbursement

will be paid only for distances actually traveled and trips made in the performance of official or state related duties. The rate is deemed to include gasoline, oil, repair parts, depreciation, taxes, insurance and maintenance and upkeep of every kind and nature (ORS 292.250).

School District Reimbursement

A school district required to employ a substitute for a teacher or administrator who is absent from his or her employment while performing duties as a Director is entitled to reimbursement for the district's actual expenses in employing the substitute, not the employee's daily costs.

Prior Authorization

Directors will receive prior authorization from the Administrative Agent (or designated staff) for any actual or necessary expenses incurred in the performance of their official duties. Prior authorization will not be required for expenses resulting from:

- participation in regular or special Council meetings, subcommittee meetings, or Council-appointed workgroups of which the Director is a designated member; or
- actual and necessary in-state travel expenses incurred by the Chair in the performance of their official duties.

Directors will receive prior authorization from the Administrative Agent (or designated staff) before engaging in any out-of-state travel incurred in the performance of their official duties or any travel that is paid for by a third-party entity in accordance with ORS 244.020(6)(b)(F). All travel paid by a third party entity will conform to the Oregon Government Ethics Council guidelines for travel paid by outside entities (see Oregon Administrative Rules 199-005-0020(3)(b)). *(have queried if a school district falls under this guideline)*

Administrative Agent

Appointment

The Council will appoint an Administrative Agent to serve at the pleasure of the Council (ORS 350.065).

Subject to any applicable provisions of ORS Chapter 240, the Administrative Agent will appoint all subordinate officers and employees of the Council, prescribe their duties, and fix their compensation.

Delegation of Authority

With the exception of rulemaking authority, the Council may delegate any of its powers, duties or functions to the Administrative Agent of the Council (ORS 350.075).

Financial Oversight

Review and approval authority for financial transactions made by the Administrative Agent, including requests for reimbursement, will be the responsibility of an employee who has been designated by the Administrative Agent to be responsible for internal controls. The Council will review the financial transactions of the Administrative Agent annually. These post-transaction reviews and approvals must be documented in the minutes of an annual meeting of the Council (Oregon Accounting Manual 10.90.00.PO).

Before the Administrative Agent engages in out-of-state travel or any travel paid for by a third-party entity in accordance with ORS 244.020(6)(b)(F), it must be reviewed and approved by (a) an employee who has been designated by the Administrative Agent as responsible for internal controls; and (b) the Chair or a subcommittee of the Council created for the purpose of management oversight.

All travel paid by a third party entity will conform to the Oregon Government Ethics Council guidelines for travel paid by outside entities (see Oregon Administrative Rules 199-005-0020(3)(b)).

Meetings

Regular and Special

Regular

Council meetings will be conducted in accordance with Oregon Public Meetings Law and held at least four times annually. The Council Chair will direct the Administrative Agent to provide written notice to Directors of each regular meeting at least 30 days in advance and publically post notice within 24 hours prior to the meeting. While meetings may be held by telephone, video conferencing, or other electronic means in which all Directors may hear each other, in-person participation is preferred. Directors attending through electronic means will be included in constituting a quorum.

Special

Special meetings may be called with at least 24 hours' notice to Directors, the news media who request notice, and the general public.

Meeting Requirements

Public Meeting Law Compliance

The Educator Advancement Council governs a public body and as such, is subject to the provisions of ORS Chapter 192, *Records, Public Reports, Public Meetings*.

- All Council meetings are open to the public and all persons will be permitted to attend any meeting except as otherwise provided by law.
- Any subcommittees, task forces, or work groups that are charged with making recommendations as a whole to the Council will comply with the provisions of Chapter 192.2
- The Council will provide public notice reasonably calculated to give actual notice those interested, including news media who request notice, of the time and place for holding of its meetings, including its committees and work groups. The notice will also include a list of the principal subjects anticipated to be considered at the meeting (ORS 192.640).
- The notice will provide the name of a person and telephone number at the public body to contact to make a request for an interpreter for the hearing impaired or for other communication aids (AG recommendation re: ORS 192.630).
- The Council may not hold a meeting at any place where discrimination on the basis of race, sex (including pregnancy), sexual orientation, national origin, religion, marital status, physical or mental disability, or age is practiced (ORS 659A.403). It is discrimination on the basis of disability

for the Council to meet in a place inaccessible to the disabled, or, upon request of a deaf or hard-of-hearing person, to fail to make a good faith effort to have an interpreter for deaf or hard-of-hearing persons provided at a regularly scheduled meeting (ORS 192.630).

Quorums

- General: A general quorum for voting consists of a minimum of (3) Standing Directors and (10) Rotating Directors.
- Standing Directors Exclusive Voting Rights: requires a minimum of (3) Standing Directors and (3) Rotating Directors present.
- Procedural Subcommittee: This committee drafts rules and bylaws for consideration and adoption by the full Council, a minimum quorum requires (2) Standing Directors and (2) Rotating Directors, except a vote to approve rules or bylaws for consideration and adoption by the Council requires a majority of the members of the Procedural Subcommittee present and constituting a quorum .
- Temporary: If seated Director membership falls below required quora, the temporary quorum allows the seated directors to meet, deliberate and vote solely on the appointment of additional directors or to appoint a Chair and Vice-Chair. Temporary Quorum consists of (1) director more than the majority of the currently seated directors.

Minutes and Other Written Records

The Council will provide for the sound, video, or digital recording or the taking of written minutes of all its public meetings. All minutes will be available to the public within a reasonable time following the meeting and will include at least the following information:

- All Directors present;
- All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
- The results of all votes and the vote of each director by name;
- Disclosures of actual and potential conflicts of interest;
- The substance of any discussion on any matter; and
- Subject to public records law, references to any documents discussed at the meeting. (ORS 192.650)

Minutes and other reports presented to the Council will be available to the public and posted to the Council's website (ORS 192.243).

Archiving Records

The Council will follow the retention schedule approved by the Secretary of State's Archivist (ORS 192.105).

Penalties

Any decision made in violation of the public meetings law is voidable (ORS 192.680). The Government Standards and Practices Council may impose civil penalties up to \$1,000 for violating any provision of law pertaining to executive sessions. However, a civil penalty may not be imposed under this subsection if the violation occurred as a result of the Council acting upon the advice of the public body's counsel (ORS 244.350).

² A body that has authority to make recommendations to a public body on policy or administration is a governing body (ORS 192.610(3); *Attorney General's Public Records and Meetings Manual*, 2014, p. 131-134. Subcommittees, task forces, and work groups that are charged with making recommendations as a whole, to the Council, are subject to the public meetings law.

Meeting Protocols

Discussion

The Chair will direct discussion, determining who may question a speaker and the length of the query. Directors wishing to address speakers must seek recognition from the Chair before proceeding. The Chair may participate in the discussion.

Consensus Decision-Making

The Council will strive for consensus decision-making on all decisions and will foster a collaborative approach to problem solving. When a matter is initially considered, every Director present at the meeting shall signal their position on the matter. The Council will then discuss the matter presented and will, if possible, attempt to reach a unanimous consensus regarding the matter. If after good faith efforts to reach a unanimous consensus, the Council cannot do so, the Council may decide to:

- a) delegate an issue to a working group for further exploration; or
- b) decide the matter by a majority vote of directors present and constituting a quorum.

Motions

Any Director may make a motion. The Chair will repeat the motion for clarity. Motions may be modified or withdrawn if a majority of the Council agrees. A motion need not be seconded by another Director. All Directors and the Chair, may discuss the merits and demerits of the motion.

Voting

All Directors are expected to participate in voting unless a conflict of interest exists. For a motion to be adopted, at least a majority of Directors must vote in the affirmative. Votes may be taken either by individually calling Director names, by a group voice vote, or by “unanimous consent.” The Chair may state “If there is no objection . . .” If an objection is lodged, a roll call vote must then be taken. Following the vote, the Chair will announce the vote and whether the motion has failed or passed. All votes must be recorded in the minutes indicating how each Director voted.

Conflicts of Interest (see description under Member Ethics section)

When a potential conflict of interest exists for a Director, the Director will announce the nature of the conflict and be allowed to vote. When an actual conflict exists, the Director will announce the nature of the conflict and refrain from participating in the debate or vote. A Director with an actual conflict of interest may be allowed to vote if the vote is necessary to meet a quorum requirement (ORS 244.120).² The conflict will be recorded in the minutes (ORS 244.130).

When a Director is confronted with an actual conflict of interest, the Director will:

- Announce publicly the nature of the actual conflict.

² The exception in ORS 244.120(2)(b)(B) is quite narrow, and allows a member with an actual conflict of interest to vote only if the vote is necessary to meet a quorum requirement. For example, if only five members are present, five members is the minimum number for a quorum, and one has an actual conflict of interest, then that member could vote, but not participate in the discussion or debate. Even in this narrow circumstance, the member may be at risk because he or she could be violating other provisions of the ethics laws despite complying with (2)(b)(B). In this circumstance, the member should be encouraged to get advice from the Oregon Government Ethics Commission.

- Refrain from participating as a public official in any discussion or debate on the issue out of which the actual conflict arises or from voting on the issue, unless the Director's vote is necessary to meet the quorum requirement.

Parliamentary Procedures

Except as otherwise provided by law, these Policies and Procedures, or where the Council directs or acts to the contrary, *Robert's Rules of Order* will govern parliamentary processes of the Council.³ The Chair or the Chair's designee will serve as parliamentarian.

Subcommittees and Work Groups

Subcommittees (consisting of Directors only) and work groups (consisting of Directors and non-Council members) may be appointed by the Chair or Administrative Agent as directed, with specific instructions on matters to be investigated by the subcommittees or work groups.

With the exception of the Procedural Subcommittee, subcommittees and work groups are not required to have a quorum to meet or to make recommendations to the full Council; however, they must comply with public meeting law in order to take a recommendation to the full Council.

Procedural Subcommittee

This subcommittee drafts rules and bylaws for consideration of the full EAC Council and is subject to public meetings law. The Standing Directors select three (3) Standing members and the Rotating Directors select (3) Rotating members. An approval by majority vote of the subcommittee members present and constituting a quorum, must occur prior to forwarding their recommendations to the full Council. A Subcommittee voting quorum includes at least two Standing Directors and at least two Rotating Directors.

Executive Session

Meetings

The full Council may schedule an "executive session," closed to the public, under certain circumstances allowed by law (*cite law reference*), including the following:

- To consider the employment of the Administrative Agent;
- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed;
- To review and evaluate employment-related performances. The Council may not use an executive session for purposes of evaluating a staff member to conduct a general evaluation of an agency goal, objective or operation or any directive to personnel concerning agency goals, objectives, operations or programs (ORS 192.660);
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions;
- To consider information or records that are exempt by law from public inspection.

No executive session may be held for the purpose of taking any final action or making any final decision. Representatives of the news media will be allowed to attend executive sessions but the Council may require that specified information be undisclosed. When the Council convenes an executive session for the purposes of conferring with counsel on current litigation or litigation likely

³ See the discussion at *Attorney General's Public Records and Meetings Manual (2011)*, C-1.

to be filed, the Council will bar any member of the news media from attending the executive session if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation (ORS 192.660).

If an executive session is to be held, the meeting notice will be given to the Directors, to the general public and to news media requesting notice, stating the specific provision of law authorizing the executive session (ORS 192.640(2), Attorney General's Public Records and Meetings Manual, 2014, p. 171-174).

A record of any executive session may be written minutes or be kept in the form of a sound or video tape or digital recording, which need not be transcribed unless otherwise provided by law. If the disclosure of certain material is inconsistent with the purpose for which a meeting under ORS 192.660 is authorized to be held, that material may be excluded from disclosure. However, excluded materials are authorized to be examined privately by a court in any legal action and the court will determine their admissibility (ORS 192.650).

Member Ethics

Code of Ethics

Directors are public officials under state law. Public office is a public trust and, as one safeguard of that trust, the people require all public officials to adhere to the code of ethics set forth in ORS Chapter 244. Directors should not make private promises that are binding upon the duties of a Director, because a Director has no private word that can be binding on public duty (ORS 244.010). Directors should familiarize themselves with Oregon's ethics laws; this policy highlights some key features but is not comprehensive. In the event of any conflict between this policy and Oregon ethics laws, the law supersedes the policy.

Financial Gain

No Director may use, or attempt to use, their official position or office to obtain financial gain or avoidance of financial detriment for the Director, a relative or household member of the Director, or any business with which the Director or a relative, or member of the household of the Director is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the Director's holding of the official position. Permitted is official salary, honoraria, (except as prohibited below), reimbursement of expenses or an unsolicited award for professional achievement for the Director, the Director's relative, or for a household member of the Director (ORS 244.040).

A Director may not solicit or receive, whether directly or indirectly, honoraria for themselves or for any member of the Director's household with a value of \$50 or more if the honoraria is solicited or received in connection with the official duties of the Director. Honoraria does not include a certificate, plaque, commemorative token or other item with a value of \$50 or less, or honoraria for services performed in relation to the private profession, occupation, avocation or expertise of the Director. Any person that provides a Director or household member of the Director with an honorarium as allowed under ORS 244.042 with a value exceeding \$15 will notify the Director in writing of the value of the item within ten days after the event for which the item was received (ORS 244.042, ORS 244.100).

No Director may solicit or receive, either directly or indirectly, and no person will offer or give to any Director any pledge or promise of future employment, based on any understanding that such Director's vote, official action or judgment would be influenced by such a pledge or promise (ORS 244.040).

No Director or former Director may attempt to further or further the personal gain of the director through the use of confidential information gained in the course of or by reason of the official position or activities of the Director in any way (ORS 244.040).

No Director may attempt to represent or represent a client for a fee before the Educator Advancement Council. This subsection does not apply to the person's employer, business partner or other associate (ORS 244.040).

Gifts

No person will offer during any calendar year any gifts with an aggregate value in excess of \$50 from any single source to any Director or their relative or household member, if the person offering the gift could reasonably be known to have a legislative or administrative interest in the Educator Advancement Council.

No Director, their relative, or household member will solicit or receive, whether directly or indirectly, during any calendar year, any gift or gifts with an aggregate value in excess of \$50 from any single source who could reasonably be known to have a legislative or administrative interest in the Director. "Legislative or administrative interest" means an economic interest, distinct from that of the general public in any matter subject to the decision or vote of the Director acting in the Director's capacity as a public official. (ORS 244.020, ORS 244.025).

Gifts do not mean:

- (a) Gifts from relatives or members of the Director's household.
- (b) Unsolicited tokens of appreciation with a resale value of less than \$25.
- (c) Informational material, publications, or subscriptions related to the performance of the Director's public duties.
- (d) Admission/cost of food or beverage consumed by a Director, or a member of the household when accompanying the Director at a reception, meal, or meeting held by an organization when the Director represents state government.
- (e) Reasonable expenses paid by any local, state, or federal government; a state or nationally recognized Native American tribe; a membership organization to which a public body pays membership dues; or a not-for-profit corporation for attendance at a convention, fact-finding mission or trip, or other meeting if the public official is scheduled to deliver a speech, make a presentation, participate on a panel or represent state government.
- (f) Reasonable food, travel, or lodging expenses provided to a public official, or a relative/household member/staff member of the Director accompanying the Director when the Director is representing state government and the event is either an officially sanctioned trade-promotion or fact-finding mission or part of officially designated negotiations, or economic development activities, where receipt of the expenses is approved in advance.
- (g) Food or beverage consumed by a Director at a reception where the food or beverage is provided as an incidental part of the reception and no cost is placed on the food or beverage.

- (h) Entertainment provided to a Director/relative/member of the household that is incidental to the main purpose of another event.
- (i) Entertainment provided to a Director/relative/member of the household where the Director is acting in an official capacity while representing state government for a ceremonial purpose.
- (j) Anything of economic value that is part of the usual and customary practice of the person's private business, employment, or volunteer activities and bears no relationship to the Director's official position.

Any organization, unit of government, tribe, or corporation that provides a Director with expenses with an aggregate value exceeding \$50 for an event (convention, trip, certain meetings) will notify the Director in writing of the amount of the expense. The notice will be sent to the Director within 10 days from the date such expenses are incurred (ORS 244.100).

Conflicts of Interest

An actual conflict of interest means any 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 (ORS 244.020).

A potential conflict of interest means any 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 Director or is engaged.
- (c) Membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

Director Ethics: Conflicts of Ethics

When confronted with a <u>potential</u> conflict of interest, a Director will: ■ Announce publicly the nature of the potential conflict prior to taking any action thereon in the capacity of a public official.	When confronted with an <u>actual</u> conflict of interest, a Director will: ■ Announce publicly the nature of the actual conflict. ■ Refrain from participating as a public official in any discussion or debate on the issue out of which the actual conflict arises or from voting on the issue, unless the Director's vote is necessary to meet the quorum requirement.
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Conflicts and potential conflicts and their disposition will be recorded in the minutes and may be reported to the Oregon Government Ethics Council at the discretion of the Council (ORS 244.130).

The Oregon Government Ethics Council may impose civil penalties not to exceed \$5,000 for violating

any provision of this chapter or any resolution adopted under ORS chapter 244 (ORS 244.350). Directors who have financially benefited by a conflict of interest may be required to forfeit twice the amount of the gain realized (ORS 244.360).

Bribery

A person commits the crime of bribe-giving if the person offers, confers or agrees to confer any pecuniary benefit upon a public servant with the intent to influence the public servant's vote, opinion, judgment, action, decision or exercise of discretion in an official capacity. (ORS 162.015). Bribe giving is a Class B felony, punishable with up to 10 years in jail and a \$250,000 fine (ORS 161.625, ORS 161.605).

A public servant commits the crime of bribe-receiving if the public servant:

- (a) solicits any pecuniary benefit with the intent that the vote, opinion, judgment, action, decision or exercise of discretion as a public servant will thereby be influenced; or
- (b) accepts or agrees to accept any pecuniary benefit upon an agreement or understanding that the vote, opinion, judgment, action, decision or exercise of discretion as a public servant will thereby be influenced (ORS 162.025).

Bribe receiving is a Class B felony punishable with up to 10 years in jail and a \$250,000 fine (ORS 161.625, ORS 161.605).

Official Misconduct

A Director commits the crime of official misconduct in the second degree if the person knowingly violates any statute relating to the office of the person (ORS 162.405). Official misconduct in the second degree is a Class C misdemeanor, punishable with up to 30 days in jail and a \$1250 fine (ORS 161.615, ORS 161.635).

A Director commits the crime of official misconduct in the first degree if with intent to obtain a benefit or to harm another:

- (a) the public servant knowingly fails to perform a duty imposed upon the public servant by law or one clearly inherent in the nature of office; or
- (b) the public servant knowingly performs an act constituting an unauthorized exercise in official duties (ORS 162.415).

Official misconduct in the first degree is a Class A misdemeanor, punishable with up to one year in jail or a \$6,250 fine (ORS 161.635, ORS 161.615).

Public Records

Definition

For retention purposes, a “public record” includes, but is not limited to, a document, book, paper, photograph, file, sound recording or machine readable electronic record, regardless of physical form or characteristics, made, received, filed or recorded in pursuance of law or in connection with the transaction of public business, whether or not confidential or restricted in use (ORS 192.005).

For public access purposes, a “public record” is any writing containing information relating to the

conduct of the public's business, including but not limited to, court records, mortgages and deed records, prepared, owned, used or retained by a public body regardless of physical form or characteristics" (ORS 192.410(4)).

Council docket items, handouts, administrator files, council e-mails, correspondence, and minutes are all public records required to be retained and accessible by the public (ORS 192.005, OAR 166-350-0010).

"Public record" does not include any writing that does not relate to the conduct of the public's business and that is contained on a privately owned computer (ORS 192.410(4)(b)).

Access to Public Records

All Council materials are public documents and available to the public upon request. In addition, work done on private e-mail accounts as well as personally purchased computers and hand held devices might be considered a public record for both access and retention/disposition.

Retention of Public Records

The Educator Advancement Council will follow the retention schedule approved by the Secretary of State's Archivist (ORS 192.105; OAR 166-350-0010). Tampering with a public record is punishable by a year in prison and a \$5000 fine (ORS 162.305).

- Audio Tapes: Retention: 1 year following transcription; destroy
- Minutes: Retention: Permanent; transfer to State Archives after 10 years
- Other meeting records: Retention: 5 years; destroy
- Council Records (correspondence, budgets, committee reports, reports, reference material) -- Retention: 4 years, destroy
- Director Personnel Records (appointment letters, employee data sheets) - Retention: 10 years after final term expires, destroy
- Organizational Records (bylaws, mission/goal statements, work plans, policy) - Retention: Permanent, transfer to State Archives after 10 years
- Council Lobbyist Records (registration, correspondence, reports) - Retention: Expenditure reports: 5 years, destroy; Other: 5 years after last activity

Charging for Records Requests

The Oregon Public Records Law expressly authorizes a public body to establish fees "reasonably calculated to reimburse it for its actual cost in making such records available." It further permits local government to include in its fees "costs for summarizing, compiling or tailoring a record to meet the person's request." "Actual cost" may include a charge for the time spent by staff to locate the requested records, review the records to delete exempt material, supervise a person's inspection of the original documents in order to protect the records, copy records, certify documents as true copies or send records by special methods such as express mail. It also includes the cost of an attorney reviewing and segregating records that should not be disclosed. The Council may not charge a fee greater than \$25 unless the public body first provides the requestor with a written notification of the estimated amount of the fee and the requestor confirms that the requestor wants the public body to proceed with making the public record available (ORS 192.440).

Oregon Administrative Rules

Definition

Under Oregon law, an administrative rule means any agency directive, standard, regulation or statement of general applicability that implements, interprets or prescribes law or policy, or describes the procedure or practice requirements of any agency. The term includes the amendment or repeal of a prior rule, but does not include:

- Unless a hearing is required by statute, internal management directives, regulations or statements which do not substantially affect the interests of the public:
 - Between agencies, or their officers or their employees; or
 - Within an agency, between its officers or between employees.
- Action by agencies directed to other agencies or other units of government which do not substantially affect the interests of the public.
- Declaratory rulings issued pursuant to ORS 183.410 or 305.105.
- Intra-agency memoranda.
- Executive orders of the Governor.
- Rules of conduct for persons committed to the physical and legal custody of the Department of Corrections, the violation of which will not result in:
 - Placement in segregation or isolation status in excess of seven days.
 - Disciplinary procedures adopted pursuant to ORS 421.180. (ORS 183.310)

Public Input (ORS 183.333)

It is the policy of this state that whenever possible the public be involved in the development of public policy by agencies and in the drafting of rules. The Legislative Assembly encourages agencies to seek public input to the maximum extent possible before giving notice of intent to adopt a rule.

1. Advisory Committees

The Council may appoint an advisory committee that will represent the interests of persons likely to be affected by the rule, or use any other means of obtaining public views that will assist the Council in drafting the rule.

If the Council appoints an advisory committee for consideration of a rule, the Council will seek the committee's recommendations on whether the rule will have a fiscal impact, what the extent of that impact will be and whether the rule will have a significant adverse impact on small businesses (as defined by ORS 470.050). If the committee indicates that the rule will have a significant adverse impact on small businesses, the Council will seek the committee's recommendations on compliance with ORS 183.540.

The Council will consider an advisory committee's recommendations provided under subsection (3) of this section in preparing the statement of fiscal impact required by ORS 183.335 (2)(b)(E).

If the Council does not appoint an advisory committee for consideration of a permanent rule under subsection (1) of this section and 10 or more persons likely to be affected by the rule object to the Council's statement of fiscal impact as required by ORS 183.335 (2)(b)(E) or an association with at least 10 members likely to be affected by the rule objects to the statement, the Council will appoint a

fiscal impact advisory committee to provide recommendations on whether the rule will have a fiscal impact and what the extent of that impact will be. An objection under this subsection must be made not later than 14 days after the notice required by ORS 183.335 (1) is given. If the Council determines that the statement does not adequately reflect the rule's fiscal impact, the Council will extend the period for submission of data or views under ORS 183.335 (3)(a) by at least 20 days. The Council will include any recommendations from the committee in the record maintained by the Council for the rule.

2. Stakeholders

Any Council in its discretion may develop a list of stakeholders and inform them of any issue that may be the subject of rulemaking and invite the parties to make comments on the issue (ORS 183.333).

3. Hearing

Opportunity for oral hearing will be granted upon request received from 10 persons or from an association having not less than 10 members before the earliest date that the rule could become effective after the giving of notice. A Council holding a hearing upon a request made under this subsection will give notice of the hearing at least 21 days before the hearing to the person who has requested the hearing. The Council will publish notice of the hearing in the bulletin referred to in ORS 183.360 at least 14 days before the hearing. The Council will consider fully any written or oral submission (ORS 183.335).

Notice (ORS 183.335, 183.341)

Prior to the adoption, amendments or repeal of any rule, the Educator Advancement Council will give notice of the proposed adoption, amendment or repeal:

- In the *Secretary of State's Bulletin* referred to in ORS 183.360 at least 21 days prior to the effective date of the rule to be adopted;
- By mailing or emailing, at least 28 days before the effective date of the rule, a copy of the notice to persons on the Educator Advancement Council's mailing list established pursuant to ORS 183.335(7);
- Persons who wish to be placed on the Educator Advancement Council's mailing list may request in writing that the Council mail to the person copies of its notice of proposed rulemaking;
- By mailing or emailing a copy of the notice to persons, organizations, and publications identified by the Council and established educational, student, and parent organizations that have submitted mailing or emailing addresses to the Council.

Content of Notice (ORS 183.335)

The required notice may be given in written or electronic form and must include:

- A caption of not more than 15 words that reasonably identifies the subject matter of the Council's intended action. The Council will include the caption on each separate notice, statement, certificate or other similar document related to the intended action.
- An objective, simple and understandable statement summarizing the subject matter and purpose of the intended action in sufficient detail to inform a person that the person's interests may be affected, and the time, place and manner in which interested persons may present their views on the intended action. A citation of the statutory or other legal authority relied upon and bearing

upon the promulgation of the rule;

- A citation of the statute or other law the rule is intended to implement;
- A statement of the need for the rule and a statement of how the rule is intended to meet the need;
- A list of the principal documents, reports or studies, if any, prepared by or relied upon by the Council in considering the need for and in preparing the rule, and their location;
- A statement of fiscal impact identifying state agencies, units of local government and the public which may be economically affected by the adoption, amendment or repeal of the rule and an estimate of that economic;
- If an advisory committee is not appointed under the provisions of ORS 183.333, an explanation as to why no advisory committee was used to assist the Council in drafting the rule; and
- A request for public comment on whether other options should be considered for achieving the rule's substantive goals while reducing the negative economic impact of the rule on business.
- When providing notice of an intended action under subsection (1) (c) of this section, the Council will provide a copy of the rule that the Council proposes to adopt, amend or repeal, or an explanation of how the person may acquire a copy of the rule. The copy of an amended rule will show all changes to the rule by striking through material to be deleted and underlining all new material, or by any other method that clearly shows all new and deleted material.

Temporary Rules (ORS 183.335)

The Council may adopt a temporary rule that adopts, amends or suspends a rule without prior notice or hearing or upon any abbreviated notice and hearing, if the Council prepares:

- A statement of its findings that its failure to act promptly will result in serious prejudice to the public interest or the interest of the parties concerned and the specific reasons for its findings of prejudice;
- A citation of the statutory or other legal authority relied upon and bearing upon the promulgation of the rule;
- A statement of the need for the rule and a statement of how the rule is intended to meet the need;
- A list of the principal documents, reports or studies, if any, prepared by or relied upon by the Council in considering the need for and in preparing the rule, and a statement of the location at which those documents are available for public inspection.

A rule adopted, amended or suspended under subsection (5) of this section is temporary and may be effective for a period of no longer than 180 days.

Filing of Rules (ORS 183.355)

Each Council will file in the office of the Secretary of State a certified copy of each rule adopted by it. Each rule is effective upon filing as required, unless another effective date is given.

Rules Review (ORS 183.405)

Not later than five years after adopting a rule, the Council will review the rule for the purpose of determining:

- Whether the rule has had the intended effect;
- Whether the anticipated fiscal impact of the rule was underestimated or overestimated;

- Whether subsequent changes in the law require that the rule be repealed or amended; and
- Whether there is continued need for the rule.

Rules Coordinator (ORS 183.330)

- Each state agency that adopts rules will appoint a rules coordinator and file a copy of that appointment with the Secretary of State. The rules coordinator will:
- Maintain copies of all rules adopted by the Council and be able to provide information to the public about the status of those rules;
- Provide information to the public on all rulemaking proceedings of the Council; and
- Keep and make available the mailing list required by ORS 183.335 (8).

Readability (ORS 183.750)

The Educator Advancement Council will prepare its public writings in language that is as clear and simple as possible.

DRAFT



Educator Advancement Council

July 25, 2018
Docket Item #3.1

Docket Item: EAC Administrative Agent Update

Date	Event Attended	Sponsoring Organization	EAC Staff Attending	Directors Attending
7/11/18	National Network of Education Research Practices Partnerships	NNERPP	Hilda Rosselli	
7/16/18	Children's Cabinet	Governor Kate Brown	Hilda Rosselli	Miriam Calderon Lindsey Capps Colt Gill
7/16/18	High Quality Classrooms—Student Success Work Group	Legislature	Hilda Rosselli	
7/18/18	Recruitment and Retention of Educators of Color	PSU	Hilda Rosselli	Marvin Lynn
7/18/18	New grant for Oregon Mentor Program on New Teacher Burnout/Fatigue	OEA Choice Trust Fund	Hilda Rosselli	
7/21/18	OSBA Summer Conference	OSBA	Hilda Rosselli Debbie Green	Bill Graupp

Upcoming Events

Date	Event Scheduled	Sponsoring Organization	EAC Staff Attending	Directors Attending
7/30/18	OSPA Advanced HR Retreat	OSPA	Hilda Rosselli	
8/15/18	Children's Cabinet	Governor's Office	Hilda Rosselli	Miriam Calderon Lindsey Capps Colt Gill
8/17/18	COSA Educator Workforce Development Work Group COSA Early Learning Work Group	COSA	Hilda Rosselli	Marvin Lynn? Tony Rosilez Mark Girod? Lindsey Capps Miriam Calderon Don Grotting
8/24/18	Oregon Educator Equity Advisory Group Retreat	Chief Education Office	Hilda Rosselli	Marvin Lynn Tony Rosilez
11/10-11/18	OSBA Annual Conference	OSBA	Hilda Rosselli Julie Smith	Paul Andrews Lindsey Capps Bill Graupp

[2018 Ed Equity Executive Summary](#)

[2018 Ed Equity Report](#)



Draft EAC Message

July 25, 2018

In order to create consistency in messaging regarding the intent and responsibilities of the Oregon Educator Advancement Council, these draft statements are offered for use in communicating our work.

The **Educator Advancement Council (EAC)** is a unique, innovative, public/non-profit partnership building upon the recommendations and core values of the Governor's Educator Advancement Council to advise the state's effective use of resources to provide the education our students deserve by supporting and strengthening the education profession.

In doing this work, educators are transforming the culture of learning in classrooms to help ALL students succeed through:

- **Teacher Voice and Leadership:** Educators design and implement supports and professional learning system changes which inform policy, funding, and practice.
- **Professional Supports and Learning** -- EAC provides career pathway supports including strong preparation partnerships, mentoring, and teacher leadership opportunities throughout their careers.
- **Statewide Access for All**-- Through Educator Networks, the EAC provides access for all educators, regardless of school size or geographic location, to professional learning, mentorship, and leadership opportunities informed by teacher voice and local need.

Revised Draft EAC Work Plan For discussion

This table represents an initial start of an EAC Work Plan distinguishing work for the EAC Staff, whole EAC, and EAC Groups. You can anticipate updates and revisions as the EAC moves forward and as the work of the EAC groups evolve. We will provide updated copies at each EAC meeting. [See Glossary of Terms/Acronyms at end of document.](#)

Overall DRAFT Outcomes for EAC

- Establish process for selecting sponsoring organizations and educator networks (Aug/Sept)
 - Leverage resources from other partners;
 - Consolidate local professional learning needs identified by educators;
 - Provide EAC status update during Legislative Days and session
 - Submit requests/testify regarding EAC funding priorities to legislature (Winter 2019)
- Stand up and direct EAC staff to support networks providing guidance and ensuring technical assistance is supported (potential “Coaching Academy” or “Design Institute” webinars, meetings, consultation) (Fall-Summer 2019)
- Connect Education Advancement Council efforts with work of the Early Learning Division and Early Learning Council (Fall-Sum 2019)
- Connect Educator Preparation programs, TSPC, and HECC to EAC efforts (Fall-Sum 2019)
- Collaborate with ODE on vision and guidelines for High Quality Profession Learning and Culturally Responsive Practices and Pedagogy (Fall-Sum 2019)
- Engage in outreach, engagement, and relationship building to communicate EAC vision and work (ongoing)

EAC Group Work • Educator Networks: ○ Outline initial responsibilities and activities for the sponsoring organizations to engage potential network participants in data collection/needs assessment. Key decisions include: ○ Refine timeline and scope of work for sponsoring organization to stand up an educator network (including draft budget) ○ Review draft RFI/RFQ and approve to take to EAC • Fiscal Model: ○ Finalize resource allocation principles / values; ○ Review initial research on funding models • EAC Use of Funds: NOT MEETING YET • Supporting New Educators ○ Review and provide feedback to EAC Staff on Draft Agenda, time, location for EAC hosted meeting with presentations from ODE, selected school districts, NTC, and others			X
			X
			X
			X
			X
August EAC Role: • Review any communications plan & messaging updates • Review and refine any policy option packages updates • Review work group actions • Review and plan for October Retreat		X X X X	

August	Areas of Work: Release of RFI/RFQ & Initial State Data Collection, Identification of Fiscal Models	Staff	EAC	Group Work
Key EAC Staff Activities: • Continue with outreach plan • Convene Procedural Subcommittee to finalize EAC Procedural/Policies Manual • Recruit support/outreach for collection of regional work that is “networked” • Scan of districts who haven’t participated in NQTL funds to see how they are “networked” • Draft potential legislative changes needed to SB 182 • Release RFI/RFQ including informational webinars		X X X X X		
EAC Group Work • Educator Networks: ○ TBA • Fiscal Model: ○ TBA • EAC Use of Funds: If ready to meet ○ TBA • Supporting New Educators: ○ TBA				X X X

August EAC Role: - Review EAC Policies and Procedure Draft Manual - Approve any potential legislative changes to SB 182 - Discuss possible resource allocation principles - Review and provide feedback on Small Group Work Plans - Adopt final RFQ - Approve September Legislative Days update messaging			
		X	
		X	
		X	
		X	
		X	

September	Areas of Work: Selection of sponsoring organizations	Staff	EAC	Group Work
Key EAC Staff Activities: - Refine EAC Procedural Manual - Receive and organize responses to RFI/RFQ - Recruit for <i>Sponsoring Organization Design Institute</i> - Review initial plans for New Educator Supports convening - Coordinate September Legislative Days update		X X X X X		
EAC Group Work Educator Networks: - TBA Fiscal Model: - TBA EAC Use of Funds: - TBA Supporting New Educators: - TBA				X X X
September EAC Decisions: - Select initial Sponsoring Organizations (Sept. 26) - Other			X	

October - December	Purpose: Initial Educator Network Development & Support	Staff	EAC	Group Work
Key EAC Staff Activities: - Launch Design Institute to engage in process for developing effective educator networks - Sponsoring organizations initiate outreach to begin educator participation on: - Initial data collection around predetermined focus areas along career continuum - Building funding model including leveraging resources - Identify potential national funders / supporters for leverage funds - Begin evaluation and capturing data and stories from current networks and Initial Educator Networks		X X X X X		

- Plan and facilitate Convening on New Educator Supports - Develop working document of findings for EAC from Convening	X X		
EAC Group Work Educator Networks: TBA Fiscal Model: TBA EAC Use of Funds: TBA Supporting New Educators: TBA			
EAC Decisions: - Adopt final allocation models (will depend on GRB -- By December 31) - Finalize report to legislature on 2018 activities and progress (By December 31)		X X	

Glossary of Terms/Acronyms

EAC	Educator Advancement Council
EAF	Educator Advancement Fund
NQTL	Network for Quality Teaching and Learning
CEdO	Chief Education Office
TSPC	Teacher Standards and Practices Commission
HECC	Higher Education Coordinating Commission
ODE	Oregon Department of Education
ELC/D	Early Learning Council/Division
COSA	Confederation of School Administrators
OEA	Oregon Educator Association
OACTE	Oregon Association of College for Teacher Education
ESDs	Education Service Districts
G2G	Government to Government Tribal Cluster Meetings
GRB	Governor's Recommended Budget
CSL	Current Service Level
ARB	Agency Request Budget

Launching New Educator Networks

EAC Work Group



Date: July 25, 2018

Background: The EAC is responsible for establishing a system of networks by which every educator in the state has access to professional learning opportunities, prescribing characteristics of educator networks and selecting the entities to serve as educator networks.

WORKING AGENDA

- 1) Recap the last meeting July 10
- 2) Assign a note-taker/question holder for the meeting
- 3) Review the WORKING DRAFT for changes, edits, etc. with the goal of sharing the draft by the end of the EAC meeting on July 25
- 4) Begin identifying the questions/guidance to identify networks through an RFI process to aid staff in drafting an RFI for our review
- 5) Note August 6th as next Work Group virtual, phone meeting



WORKING DRAFT: NETWORKS — DEFINITIONS AND CRITERIA

For review by the Launching New Networks EAC Work Group

July 18, 2018

What are Networks?

Educator networks set their goals based on a deep understanding of how the current system is operating from the viewpoint of those it aims to serve. Networks do not organize around a solution, a program, or an initiative, but around improving specific systems of support for educators along the educator advancement continuum.

Educator networks improve systems along the educator advancement continuum (below) and are designed for all pre-K and K-12 teachers in all districts.

- Educator Recruitment
- Educator Preparation
- Educator Mentoring
- Professional Growth and Development
- Educator Evaluation and Ongoing Growth
- Developing Leadership



By focusing on system improvement, networks will sustain changes and expand the current investment because often the existing system is already fully resourced.

What are Common Characteristics of Successful Networks?

Networks are adaptive and flexible.

Successful networks

- Promote shared learning
- Use a process of continuous improvement
- Are Informed by local needs and set within local systems/context
- Hold Equity as a foundational value
- Leverage financial and human capital resources
- Support learning and implementation
- Encourage Teacher voice and shared leadership
- Develop clear measures and accountability

Educator Networks are developed and supported through the following three phases:

Phase 1: Understanding local context

- Collect/review local data to understand need
- Identify user groups and design team
- Establish relationships between sponsor organization, network teams and EAC
- Collect empathy data

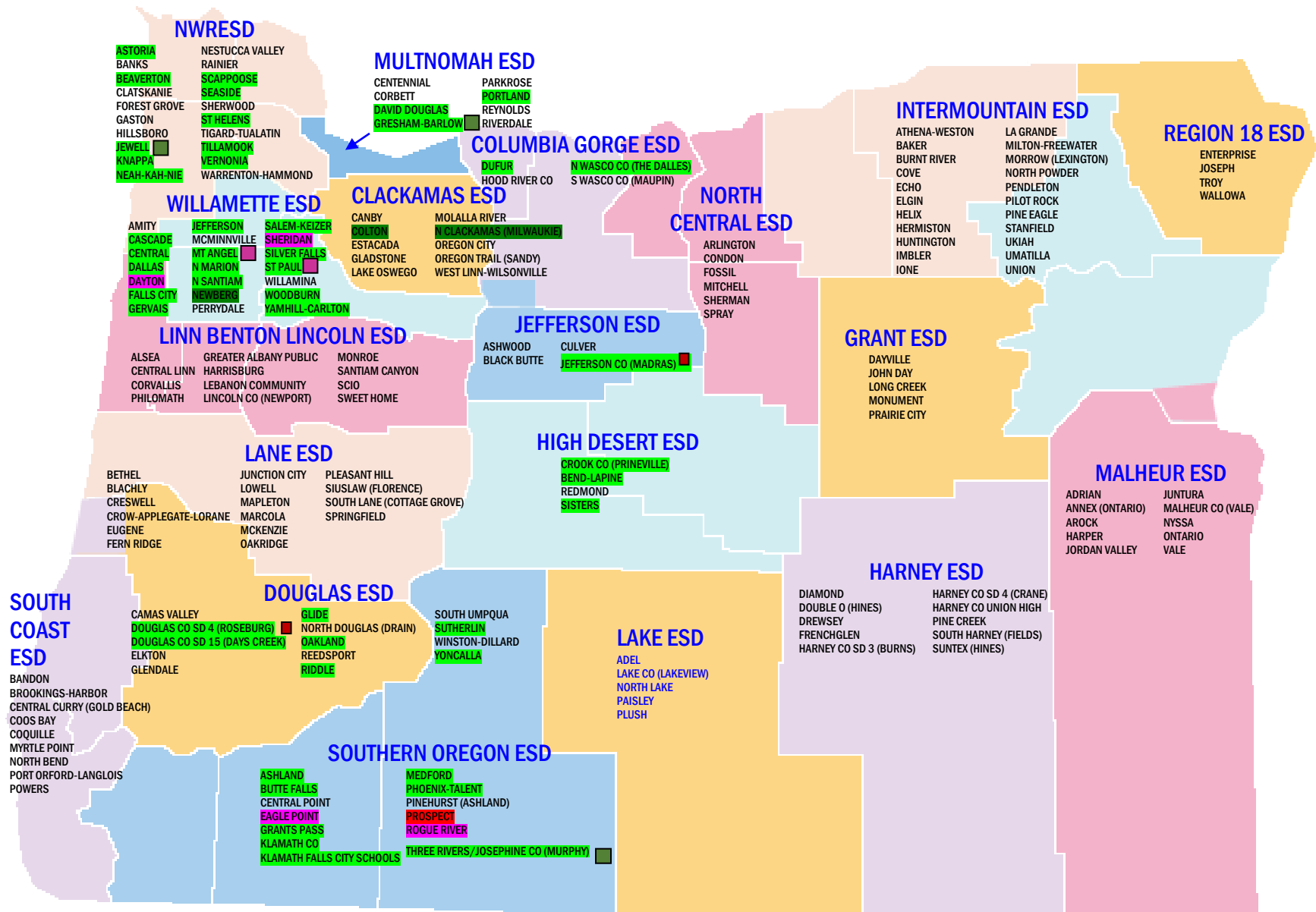
Phase 2: Prioritizing Goals

- Prioritize and select local goals
- Identify outcomes and success metrics
- Examine alignment across district and network strategic plans
- Develop stakeholder feedback loops to inform strategic process

Phase 3: Continuous Improvement

- Establish plan, do, study, act (PDSA) cycles with network teams
- Continue coaching across educator network
- Connect educator networks across common needs and understandings
- Implement stakeholder feedback loops

SCHOOL DISTRICTS WITH 2017-18 MENTORING & COLLABORATION GRANTS



Education Service Districts

Clackamas ESD (Clackamas)
Columbia Gorge ESD (The Dalles)
Douglas ESD (Roseburg)
Grant ESD (John Day)
Harney ESD (Burns)
High Desert ESD (Redmond)
InterMountain ESD (Pendleton)
Jefferson ESD (Madras)
Lake ESD (Lakeview)
Lane ESD (Eugene)
Linn Benton Lincoln ESD (Albany)
Malheur ESD (Vale)
Multnomah ESD (Portland)
North Central ESD (Condon)
Northwest Regional ESD (NWRESO - Hillsboro)
Region 18 ESD (Enterprise)
South Coast ESD (Coos Bay)
Southern Oregon ESD (Medford)
Union-Baker ESD (Island City)
Willamette ESD (Salem)

School District

Adel SD 21
Adrian SD 61
Alsea SD 7J
Amity SD 4J
Annex SD 29
Arlington SD 3
Arock SD 81
Ashland SD 5
Ashwood SD 8
Astoria SD 1
Athena-Weston SD 29RJ
Baker SD 5J
Bandon SD 54
Banks SD 13
Beaverton SD 48J
Bend-LaPine Admin SD 1
Bethel SD 52
Blachly SD 90
Black Butte SD 41
Brookings-Harbor SD 17C
Burnt River SD 30J
Butte Falls SD 91
Camas Valley SD 21J
Canby SD 86
Cascade SD 5
Centennial SD 28J
Central Curry SD1
Central Linn SD 552
Central Point SD 6
Central SD 13J
Clatskanie SD 6J
Colton SD 53
Condon SD 25J
Coos Bay SD 9
Coquille SD 8
Corbett SD 39
Corvallis SD 509J
Cove SD 15
Creswell SD 40
Crook County SD
Crow-Applegate-Lorane SD 66
Culver SD 4
Dallas SD 2
David Douglas SD 40
Dayton SD 8
Dayville SD 16J
Diamond SD 7
Double O SD 28
Douglas County SD 4
Douglas County SD 15
Drewsey SD 13
Dufur SD 29

Location

Lakeview
Adrian
Alsea
Amity
Ontario
Arlington
Arock
Ashland
Ashwood
Astoria
Athena
Baker City
Bandon
Banks
Beaverton
Bend
Eugene
Blachly
Camp Sherman
Brookings
Unity
Butte Falls
Camas Valley
Canby
Turner
Portland
Gold Beach
Brownsville
Central Point
Independence
Clatskanie
Colton
Condon
Coos Bay
Coquille
Corbett
Corvallis
Cove
Creswell
Prineville
Eugene
Culver
Dallas
Portland
Dayton
Dayville
Diamond
Hines
Roseburg
Days Creek
Drewsey
Dufur

ESD

Lake ESD
Malheur ESD
Linn Benton Lincoln ESD
Willamette ESD
Malheur ESD
North Central ESD
Malheur ESD
Southern Oregon ESD
Jefferson ESD
NWRESO
InterMountain ESD
InterMountain ESD
South Coast ESD
NWRESO
NWRESO
High Desert ESD
Lane ESD
Lane ESD
Jefferson ESD
South Coast ESD
InterMountain ESD
Southern Oregon ESD
Douglas ESD
Clackamas ESD
Willamette ESD
Multnomah ESD
South Coast ESD
Linn Benton Lincoln ESD
Southern Oregon ESD
Willamette ESD
NWRESO
Clackamas ESD
North Central ESD
South Coast ESD
South Coast ESD
South Coast ESD
Multnomah ESD
Linn Benton Lincoln ESD
InterMountain ESD
Lane ESD
High Desert ESD
Lane ESD
Jefferson ESD
Willamette ESD
Multnomah ESD
Willamette ESD
Grant ESD
Harney ESD
Harney ESD
Douglas ESD
Douglas ESD
Harney ESD
Columbia Gorge ESD

School District

Eagle Point SD 9
Echo SD 5
Elgin SD 23
Elkton SD 34
Enterprise SD 21
Estacada SD 108
Eugene SD 4J
Falls City SD 57
Fern Ridge SD 28J
Forest Grove SD 15
Fossil SD 21J
Frenchglen SD 16
Gaston SD 511J
Gervais SD 1
Gladstone SD 115
Glendale SD 77
Glide SD 12
Grants Pass SD 7
Greater Albany Public SD 8J
Gresham-Barlow SD 10J
Harney County SD 3
Harney County SD 4
Harney County Union High SD 1J
Harper SD 66
Harrisburg SD 7
Helix SD 1
Hermiston SD 8
Hillsboro SD 1J
Hood River County SD
Huntington SD 16J
Imbler SD 11
Ione SD R2
Jefferson County SD 509J
Jefferson SD 14J
Jewell SD 8
John Day SD 3
Jordan Valley SD 3
Joseph SD 6
Junction City SD 69
Juntura SD 12
Klamath County SD
Klamath Falls City Schools
Knappa SD 4
La Grande SD 1
Lake County SD 7
Lake Oswego SD 7J
Lebanon Community SD 9
Lincoln County SD
Long Creek SD 17
Lowell SD 71
Malheur County SD 51
Mapleton SD 32
Marcola SD 79J
McKenzie SD 68
McMinnville SD 40
Medford SD 549C
Milton-Freewater Unified SD 7
Mitchell SD 55
Molalla River SD 35
Monroe SD 1J
Monument SD 8
Morrow SD 1
Mt Angel SD 91
Myrtle Point SD 41
Neah-Kah-Nie SD 56
Nestucca Valley SD 101
Newberg SD 29J
North Bend SD 13
North Clackamas SD 12
North Douglas SD 22
North Lake SD 14
North Marion SD 15
North Powder SD 8J
North Santiam SD 29J
North Wasco County SD 21

Location

Eagle Point
Echo
Elgin
Elkton
Enterprise
Estacada
Eugene
Falls City
Elmira
Forest Grove
Fossil
Frenchglen
Gaston
Gervais
Gladstone
Glendale
Glide
Grants Pass
Albany
Gresham
Burns
Crane
Crane
Harper
Harrisburg
Helix
Hermiston
Hillsboro
Hood River
Huntington
Imbler
Ione
Madras
Jefferson
Seaside
Canyon City
Jordan Valley
Joseph
Junction City
Vale
Klamath Falls
Klamath Falls
Knappa
La Grande
Lakeview
Lake Oswego
Lebanon
Newport
Long Creek
Lowell
Vale
Mapleton
Marcola
Finn Rock
McMinnville
Medford
Milton-Freewater
Mitchell
Molalla
Monroe
Monument
Lexington
Mt Angel
Myrtle Point
Rockaway Beach
Hebo
Newberg
North Bend
Milwaukie
Drain
Silver Lake
Aurora
North Powder
Stayton
The Dalles

ESD

Southern Oregon ESD
InterMountain ESD
InterMountain ESD
Douglas ESD
Region 18 ESD
Clackamas ESD
Lane ESD
Willamette ESD
Lane ESD
NWRESO
North Central ESD
Harney ESD
NWRESO
Willamette ESD
Clackamas ESD
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Willamette ESD
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Clackamas ESD
Douglas ESD
Lake ESD
Willamette ESD
InterMountain ESD
Willamette ESD
Columbia Gorge ESD

School District

Nyssa SD 26
Oakland SD 1
Oakridge SD 76
Ontario SD 8C
Oregon City SD 62
Oregon Trail SD 46
Paisley SD 11
Parkrose SD 3
Pendleton SD 16
Perrydale SD 21
Philomath SD 17J
Phoenix-Talent SD 4
Pilot Rock SD 2
Pine Creek SD 5
Pine Eagle SD 61
Pinehurst SD 94
Pleasant Hill SD 1
Plush SD 18
Port Orford-Langlois SD 2CJ
Portland SD 1J
Powers SD 31
Prairie City SD 4
Prospect SD 59
Rainier SD 13
Redmond SD 2J
Reedsport SD 105
Reynolds SD 7
Riddle SD 70
Riverdale SD 51J
Rogue River SD 35
Salem-Keizer SD 24J
Santiam Canyon SD 129J
Scappoose SD 1J
Scio SD 95
Seaside SD 10
Sheridan SD 48J
Sherman County SD
Sherwood SD 88J
Silver Falls SD 4J
Sisters SD 6
Siuslaw SD 97J
South Harney SD 33
South Lane SD 45J3
South Umpqua SD 19
South Wasco County SD 1
Spray SD 1
Springfield SD 19
St Helens SD 502
St Paul SD 45
Stanfield SD 61
Suntex SD 10
Sutherlin SD 130
Sweet Home SD 55
Three Rivers/Josephine County SD
Tigard-Tualatin SD 23J
Tillamook SD 9
Troy SD 54
Ukiah SD 80R
Umatilla SD 6R
Union SD 5
Vale SD 84
Vernonia SD 47J
Wallowa SD 12
Warrenton-Hammond SD 30
West Linn-Wilsonville SD 3J
Willamina SD 30J
Winston-Dillard SD 116
Woodburn SD 103
Yamhill Carlton SD 1
Yoncalla SD 32

Location

Nyssa
Oakland
Oakridge
Ontario
Oregon City
Sandy
Paisley
Portland
Pendleton
Amity
Philomath
Phoenix
Pilot Rock
Drewsey
Halfway
Ashland
Pleasant Hill
Plush
Port Orford
Portland
Powers
Prairie City
Prospect
Rainier
Redmond
Reedsport
Fairview
Riddle
Portland
Rogue River
Salem
Linn City
Scappoose
Scio
Seaside
Sheridan
Wasco
Sherwood
Silverton
Sisters
Florence
Fields
Cottage Grove
Myrtle Creek
Maupin
Spray
Springfield
St Helens
St Paul
Stanfield
Hines
Sutherlin
Sweet Home
Murphy
Tigard
Tillamook
Enterprise
Ukiah
Umatilla
Union
Vale
Vernonia
Wallowa
Warrenton
West Linn
Willamina
Winston
Woodburn
Yamhill
Yoncalla

ESD

Malheur ESD
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InterMountain ESD
Malheur ESD
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Region 18 ESD
NWRESO
Clackamas ESD
Willamette ESD
Douglas ESD
Willamette ESD
Willamette ESD
Douglas ESD

Fiscal Model

EAC Work Group

Date: July 25, 2018



WORKING AGENDA

- 1) Recap the last meeting June 25th, Foundational Document Update
- 2) Assign a note-taker/question holder for the meeting
- 3) Welcome new member: Rick Crager
- 4) Review and discuss resources
- 5) Formulate questions for other groups
- 6) Draft AIM Statement
- 7) Determine next steps and next meeting

Fiscal Model for 2019-21

EAC Foundational Document



Date: July 25, 2018

Background: The EAC is charged with coordinating the equitable, non-competitive distribution of moneys to educator networks from the Educator Advancement Fund based on the needs of the educators identified by the networks and continuously assessing the needs of educators in this state and coordinating priorities based on the moneys available for distribution from the Educator Advancement Fund.

Potential Deliverables:

- 6/27 EAC Group Template completed, request resource documents
- 7/25 Provide feedback on requested resources
- 7/25 Discuss various examples of state funding vehicles, potential IGA network funding
- 7/25 Create timeline with goals for potential fiscal models
- 7/25 Consider elements for leveraging guidelines needed by Launching Networks WG
- 7/25 Initial AIM Statement draft
- AUG Phone meeting: potential equitable funding models to bring to full 8/23 EAC
- Aug-Jan Provide guidance on communication and engagement plan
- Aug webinar--Review and provide feedback on draft fiscal model description
- 9/11 Provide feedback on Legislative Days update related to fiscal model
- 9/24 phone mtg--Advise on recommendations to bring to full EAC
- As needed Provide guidance on communication relative to network funding model
- Other

Membership:

Lindsey Capps, Colt Gill (Cindy Hunt 6/27 surrogate), Bill Graupp (6/27 phone), Laura Scruggs, Don Grotting and Senator Roblan (excused absences); at WG request, Rick Crager from ODE has agreed to participate.

Structure: Matt Yoshioka, Chair; Bill Graupp, Vice-Chair

Decision making process: Consensus seeking or voting if needed

Requested Resource Documents: Materials or information requested from EAC staff

Meeting timeframes: Best format and time frequency; phone

Preferred means of communications inside and outside the team: email

Requested staff support/resources:

- ☒ Meeting notices
- ☒ Tech support for virtual meetings or in person support

- ☒ Notetaking, research
- ☒ Meeting scheduling and facilitation
- ☒ Formatting of documents for EAC review
- ☒ Overlay maps – under development, but see maps in dropbox
- ☒ Examples of grant agreements (including block grants), contracts; address spanning bienniums (funding lag)
- ☒ Governor's Council funding recommendations for review purposes
- ☒ Related Oregon statutes
- ☒ Oregon Solutions review of permissible network funding models – under development
- ☒ Mapping of Network investments to date
- ☒ Draft EAC Policy Option Package
- ☒ External partners' legislative priorities related to educator supports – under development

Questions for EAC staff: Is the goal to drive innovation or invest in those who are ready? Alignment with Launching Networks WG.

6/25 notes:

- Educator Advancement Fund = \$39.5 million for '19-21 biennium
- Equitable access
- Minimal paperwork
- Timeline:
 - Who will it reach: size, location, previous Oregon grants, readiness (menu idea)
 - Scaling out (from zero to the last cornstalk) and bringing in (building resources e.g., website for PD options, NEA micro-credentials)
- Will we be looking for outside funds?
 - Who should be at the table for this discussion?
- Readiness
 - \$ or in-kind donations (e.g., Awesome?)
- GC lessons learned: disseminate information dissemination to groups

Supporting New Educators

EAC Work Group



Date: July 25, 2018

Background: One of the most prominent and sizable investments of the Network for Quality Teaching and Learning has been focused on supporting educators new to the profession. Network funding has been available through competitive grants, serving less than 40% of Oregon's estimated new teachers and less than 65 new administrators this year. Gleaning lessons from the field and the Oregon Mentor Project, this EAC group will advise EAC staff on steps needed to ensure that all teachers and administrators new to the profession receive high quality culturally responsive support (mentoring and induction¹) to start strong in their education careers.

WORKING AGENDA

- 1) Recap the last meeting July 13
- 2) Assign a note-taker/question holder for the meeting
- 3) Discuss this question: *What should Oregon do to provide more equitable access to high quality mentoring without relying on competitive grants that are inequitably distributed across the state due to funding levels? How will the EAC describe a statewide educator mentoring system that is equitable and accessible?*
- 4) Finetune list of invitee and format for August conversation meeting

¹ Mentoring is considered a formal coaching relationship in which an experienced teachers give guidance, support and feedback to a new educator. Induction encompasses orientation to the workplace, socialization, mentoring, and guidance through beginning teacher practice.



NOTES

SUPPORTING NEW EDUCATORS EAC WORKGROUP

Friday, July 13, 2018

11:00 AM – 1:00 PM

Conference call-in: 1-888-557-8511, Access code 5579138

Meeting Outcomes

- Review charge of Work Group and refine desired goal
- Review available resources and information
- Determine approach to work and prioritize desired recommendations
- Confirm meetings logistics
- Confirm next steps

11:00 1.0 Preliminary Business

1.1 Welcome Remarks--Ana welcomes EAC directors in attendance and noted materials that have been sent as Google Doc. Additional resources are in the Dropbox folder for this work group.

1.2 Roll Call--Ana Gomez, Melissa Wilk, Marvin Lynn, Ken Martinez, Tony Rosilez, Hilda Rosselli

1.3 Agenda Review/Today's Meeting Outcomes

11:45 2.0 Public Comment

Public testimony should be submitted in writing to debbie.green@state.or.us

11:55 3.0 Supporting New Educators Discussion

3.1 Review background and draft desired outcome or AIM statement

Initial Draft AIM Statement: *Examine current best practices and develop recommendations for the EAC on how all Oregon educators new to the profession can have access to high quality and support that enables educators to employ culturally responsive practices (that includes mentoring) starting in the 2019-21 biennium.*

Comments on the draft AIM Statement from WG Members:

Embed equity--Melissa

Ensure that there are mentors who are able to support mentees of color--Marvin

All Oregon Educator--does this include Pre-K educators--Ken

3.2 Review of available resources and information in Dropbox file

3.3 <https://www.carnegiefoundation.org/in-action/previous-improvement-work/bten/> Link to a Carnegie Network Improvement Community focused on teacher retention

3.3.1 Marvin noted that this may be a helpful resource to connect with

3.4 Initial discussion of Advance Organizer Questions:

A. EQUITY LENS, CULTURALLY RESPONSIVE PRACTICE AND PEDAGOGY

What should Oregon do to support our small and growing number of new educators who are ethnically, racially or linguistically diverse in order to support and retain them in the profession?

Melissa--TELL 2018 noted the responses on two items on professional learning (state ratings in the mid 60% range.) Culturally responsive teaching and pedagogy doesn't stop when you finish graduate school. Need to know how mentors are prepared, what resources, what emphases in support for all new educators. Hilda to follow up with Oregon Mentor Program Director and school districts who are not receiving state funding.

Marvin--likes the continuum referenced by Melissa. Paying attention to resources for those becoming educators.

Ken--adding some language around geographic diverse areas of the state. Hilda will follow up with Tanya Frisendahl to see how an older map showing impact of state funds on mentoring can be updated.

What are the implications for selecting and preparing mentors?

Are there criteria of selection of mentors that inadvertently impact the inclusion of mentors who are ethnically diverse.

Ana--noted Marvin's comments on the ability of mentors helping ethnically diverse teachers navigate systems. Need a system in place within the state to provide equitable resources.

Hilda--will follow up with Tanya--to obtain recent survey data that looks at matching of mentors and mentees.

What do all new educators need to know or be able to do in their school environments relative to Culturally Responsive Practices and Pedagogy?

As we think about specific implications for new educators, what do they need to know about school environment. Hilda suggested that Marvin could reference documents and resources useful for the group to review.

Ana invited Melissa to share some of her perspectives as new educators? Melissa noted that in graduate school, critical self reflection was central using tools and resources that allow new educators to see their students and how they reached each of their students.

Ana invited Ken to share his perspectives from his current work as an instructional coach. He likes the idea of uniformity in language around supports and systems and a seamless continuity across preparation and across districts. Currently, levels of support vary greatly across districts.

Ana--shared her experiences--having specific training around racial equity in the classroom. Beyond linguistic diversity, involving racial diversity. Resources like Courageous Conversations have empowered and supported. She also felt connected given racially specific training.

Marvin--need some kind of supports for teachers in color in difficult environments. Need to know what works, e.g. AA males, Latino males, second language learners, etc.

Ken noted that some teachers are not applying it in their classrooms? Ask Annalivea.

B. ADMINISTRATOR SUPPORTS What should Oregon do to evaluate and enhance mentoring for new administrators?

Pertains to a range of administrators. Discrepancies between districts.

Melissa--noted high turnover of principals at the school she was at in Lincoln. Wondering about pathway -- a proactive opportunity to support an administrator prior to them becoming. Like to hear from OALA about their services to prospective administrators as the move through preparation to first job.

Tony shared the need for mentors to be well immersed and able to support diverse new teachers and administrators.

Need perspective of administrators--talk to EAC about locating this.

C. ACCESS What should Oregon do to provide more equitable access to high quality mentoring without relying on competitive grants that are inequitably distributed across the state due to funding levels? How will the EAC describe a statewide educator mentoring system that is equitable and accessible? USE THIS LAST QUESTION AT THE NEXT MEETING

More than just mentoring--can include supports--

Melissa agreed and felt that navigation of rights of new

Melissa--will share a document from Lincoln County ---rights of new teachers.

(<http://lincoln.k12.or.us/resources/staff/>) < check LCSD/LCEA

Ana--Need to unpack the term "access" Requested most explicit examples of access.

Tony will track down the OACTE survey of new educators

D. PRE-K ALIGNMENT What are the opportunities for enhancing and aligning mentoring for pre-k educators within this work?

Have Miriam share information on range of services provided to Pre-K.

ALL: Beyond this list, what one critical question do you still have based on your perspectives on mentoring?

ALL: How should the Work Group organize around these key questions?

3.5 Chart activity:

- **What we've learned from the resources and our personal perspectives?**
- **What we need to know? Who do we think might be able to share?**
- **What we still wonder about?**

3.6 Discuss proposal for a Face To Face Meeting in August

3.6.1 Purpose, suggested date, time, presenters, and location,

Melissa shared that the planning group identified the need for a conversation with other stakeholders, in Salem, in August, using Skype or Zoom.

Hilda can start putting together a list of people, organizations, to involve more stakeholders.

Hilda will send a doodle to the whole group. Members can add other names to the list.

3.7 Planning group can finalize an agenda.

12:45 4.0 Work Group Meeting Logistics

4.1 Work Group Calendar, meeting mode

12:50 5.0 Wrap Up and Review of Next Steps

5.1 Process question: What we have learned after our discussion today?

Challenges with the technology.

Not being able to see people face to face

Next meeting: Melissa to serve as Chair.

5.2 Staff to review requests

5.3 Other

1:00 Adjourn

Unanticipated agenda items may or may not be included. All Educator Advancement Council meetings are open to the public and conform to Oregon public meetings laws. Accommodations requests should be submitted to [Debbie Green](#) (503)373-1283 at least 48 hours in advance. To subscribe to meeting notices please register [here](#) or www.education.oregon.gov to also find upcoming meetings and prior meeting materials.

KWL Chart for EAC Supporting New Educators Work Group

As you review the Work Group's resources in Dropbox, use this chart to track your thinking in preparation for our July 13th meeting. If you send this back to Hilda, she can populate the chart before Friday. Otherwise we will complete the chart during the meeting.

	What we've learned from the resources and our personal perspectives	What we need to know? Who do we think might be able to share?	What we still wonder about?
Equity Lens, Culturally Responsive Practices and Pedagogy	Ken--although his district is very diverse, they have not benefited from state funding for mentoring. Share examples from NTC and State mentor are designed to help new educators examine student work to see how well they are meeting the needs of each of their students. Look at Carnegie too for this. Need hard copy print outs. Tools. Melissa to send these.	Map of impact of state funded program How does a CRP play out across the continuum starting in preparation, and moving across the continuum Contact Tanya regarding survey next year to gather data on the level of mentoring support that are being offered at every district. What specific training is made available to mentees around race, language, etc. What are some of the outside resources offered through community based organizations. Maybe invite Analivea Palazzo-Angulo, Joyce Harris, etc.	Marvin--Could we spell this out Urban, suburban, etc. Hilda to find federal designation for nature of state geography. Melissa--How are we finding teachers of color with experience who would be able to serve as mentors? Ana--Districts do what they can with the resources they have. What are we doing to prevent equity gaps related to skills and backgrounds of the mentors--when districts lack equitable resources.

		How do we leverage the .knowledge and history that community leaders possess.	
Administrator Supports	Need to contact OALA about their services. Evaluation of Leading for Learning and coordinator TELL data for school principals.	Who is eligible both within state funding and local district support and induction programs? Request information from COSA, and districts? Need to find out how the lessons learned in well-resourced districts can be shared with others? How can mentoring be delivered via other mechanism? Skype.	
Access	Access is more than just mentoring. P 33 of Educator Equity Rpt Need to look at systems stressors--Julie		
Pre-K Alignment	Need to have Miriam share more on the resources and types of supports for pre-k educators in Oregon--biggest needs.		