



July meeting agenda checklist

School boards must conduct an organizational meeting no later than the next regular meeting following July 1 to begin each new fiscal year. In election years, that meeting must occur no later than the last day of July. (ORS 332.040 and 255.335(5)) OSBA recommends the following agenda items, listed with applicable Oregon Revised Statutes. This checklist is specifically for school districts; laws for ESDs, charters, and community colleges may be different.

Organizational meeting agenda checklist:

- Swear in recently elected and appointed directors, who must take an oath of office before assuming duties. Elect the board chair and vice chair. (ORS 332.005(2), 332.040) [**See Sample Oath at bottom of article**]
 - o Note: No member shall serve as chairperson for more than four years in succession. (ORS 332.040)
- Make sure the following positions are designated:
 - o Chief administrative officer (the superintendent) as school district clerk or another individual if there is no chief administrative officer. (ORS 332.515)
 - o Business manager or deputy clerk, or both. (ORS 332.515)
 - o Custodian of funds who will sign checks (ORS 328.441, 328.445)
 - o Budget officer, who shall prepare or supervise the preparation of the budget document under the direction of the executive officer. (ORS 294.331)

- o Financial auditors for the school year, who may be contracted for through the administrative office of the county in which the administrative office of the school district is located. (ORS 328.465, 327.137, 297.405)
 - o Many districts choose to designate legal counsel; however, it is not statutorily required to do so.
- Determine fidelity-bond amounts for those authorized to handle district funds and ensure they are bonded by a surety company authorized in Oregon. (ORS 332.525)
 - o School boards may elect to purchase equivalent crime insurance for employees authorized to handle district funds instead of fidelity bonds.
- Set a borrowing limit for the custodian of funds. (ORS 328.245, ORS 328.250)
- Establish dates, times, and places of regular monthly board meetings. (ORS 332.045)
- Establish banking depository(ies) for school funds. (ORS 328.441, 294.805-294.895)
- Review the status of the Local Public Contract Review Board and rules. (ORS 279A.060)
 - o Many districts designate themselves as the LCRB in OSBA policy DJC. It is best practice to review the status and rules, but it is not required to be done every July.
- Under new business:
 - o Appoint members of standing committees.
 - o Approve personnel changes. (ORS 332.075)
 - o Approve contracts for payment. (ORS 332.075(2-3))

If some of these items were omitted from your July agenda, approve the additions at the start of the meeting.

To read the statutes referenced in this agenda, visit the Legislature's [Oregon Revised Statutes](#) page.

Sample Oath of Office

Recently elected and appointed board members must take an oath of office before assuming the duties of office. A sample oath from OSBA:

"I, _____, do solemnly swear (or *affirm*) that I will support the Constitution of the United States, the Constitution and the laws of the state of Oregon, and the policies of _____ School District (ESD or Community College). During my term, I will faithfully and impartially discharge the responsibilities of the office to the best of my ability."

Legal reference: ORS 332.005