



PROCEDURAL SUBCOMMITTEE MINUTES

Tuesday, November 13, 2018

4:00 -5:00 p.m.

Conference Call (888)557-8511, Access code 5579138 (*listen only*)

Subcommittee Members Present by Phone: Subcommittee Chair Scruggs, Lindsey Capps, Michele Oakes, Anthony Rosilez, Jenna Schadler, Carmen Urbina (surrogate for Colt Gill)

Subcommittee Members Not Present: None

Administrative Agent Staff Present by Phone: Debbie Green, Executive Support; Cheryl Myers, EAC Transition Director

1.0 Preliminary Business

1.1 Welcome Remarks, Agenda Review/Outcomes

Subcommittee Chair Scruggs opened the meeting at 4.00 p.m. and welcomed the Subcommittee members.

1.2 Roll Call

Debbie Green conducted roll call; a quorum was established.

2.0 Public Comment

Public testimony should be submitted in writing to EACinfo@oregonlearning.org

No public comment received. Subcommittee members recommended adding an option for written public testimony to the regular monthly meeting agenda.

3.0 Policies & Procedures Manual – Appendix Items Discussion

Discussion: review member edits/comments

No edits were submitted. Subcommittee Chair Scruggs led the Subcommittee through a discussion of the draft documents:

3.1 Public Participation

This document will be used to further detail how public participation will be received by the Council. The Subcommittee recommended public comment be accepted in writing for all Council meetings whether in person or by phone.

3.2 Appointment letter

In the second paragraph, first sentence, change to “With equity and educator voice at its core, the Educator Advancement Council aims to **support** public educators **to engage in** the professional learning support needed to best serve students. In second paragraph, second sentence, change to “The EAC brings together educators, community leaders, and state officials to work on the best methods to ensure that professional learning, mentoring, and educator **career** supports reaches, **which contributes to the success of** all Oregon **students and** public educators.

3.3 Expense Claim Form

No edits; reimbursement requests should be retroactive to the first EAC meeting. At a later Subcommittee meeting, Cheryl Myers will bring forward an additional document for Subcommittee recommendation, detailing how districts may be reimbursed for Director teacher substitute costs.

3.4 EAC Working Agreement

Subcommittee discussed deleting Administrative Agent Role #2 due to redundancy and move this document to a first reading at the November 28 EAC meeting.

Tony Rosilez moved to bring this working agreement, as amended, to the full Council for a first reading seconded by Carmen Urbina. The motion passed unanimously. Chair Scruggs will request the Council review the working agreement together at a future EAC meeting.

4.0 ACTION ITEM: Approve recommended appendix documents 3.1, 3.2, 3.3 for full EAC consideration

Jenna Schadler moved to approve the recommended appendix items with the added edits/revisions to the full Council for approval, seconded by Michele Oakes. The motion passed unanimously.

Adjourned at 4:25 p.m.