

# JOINT TASK FORCE ON STATEWIDE EDUCATOR SALARY SCHEDULES

Oregon State Legislature  
900 Court Street NE  
Salem, OR 97301



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## Task Force Operating Procedures

### I. Purpose and Roles

#### *A. Task Force Background*

The Oregon Legislative Assembly passed [Senate Bill 283](#) during the 2023 Legislative Session. The legislation established a Task Force on Salaries to recommend to the Legislative Assembly two separate items:

1. Processes for establishing statewide minimum salary schedules for school staff; and
2. Processes for establishing statewide collective bargaining and statewide salary schedules for school staff.

#### *B. Task Force Duties and Responsibilities*

##### 1. Task Force Responsibilities

Senate Bill 283 specifies information that the Task Force must consider and explore in the development of its recommendations. This includes:

- Whether regional differences should align with regions specified in ORS 653.025;
- Whether and how student teachers should be paid; and

- Whether and how to differentiate pay for those school staff whose work is primarily with students with disabilities.

The considerations outlined in Senate Bill 283 serve to guide the Task Force in the development of:

- A report on the benefits and challenges of implementing a statewide salary schedule;
- A statewide salary schedule, which must include regional difference;

The Task Force must present its report on the benefits and challenges of implementing a statewide salary schedule no later than December 31, 2023, and the report containing a policy proposal that would potentially move the state toward a statewide salary schedule by September 15, 2024. Unless requested by the legislature and agreed to by the Task Force, the Task Force's responsibilities will conclude at that time.

## **2. Membership**

Task Force members are appointed by President of the Senate, and Speaker of the House of Representatives. The President and the Speaker will each appoint the chairs of their education committees to serve as co-chairs. They will also appoint individuals to the Task Force who are representatives of:

- A coalition that represents school administrators;
- An association that represents school boards;
- An association that primarily represents licensed teachers;
- An association that primarily represents classified staff;
- A member who is a superintendent of a school district;
- A member who is a licensed teacher of a school district;
- A member who is a classified school employee at a school district;

- A member who is a business manager or human resources manager for a school district;
- Two members who are parents of public school students.
- An organization that represents education service districts;

Legislators are nonvoting members. Vacancies for any cause will be filled by the appropriate appointing authority.

### **3. Task Force Member Responsibilities**

Members of the Task Force agree to fulfill their responsibilities by attending and participating in Task Force meetings, studying the available information, and participating in the development of a report. Members agree to participate in good faith and to act in the best interests of the Task Force and its charge. Members accept the responsibility to collaborate in developing potential recommendations that are fair and constructive for the State.

Members will consider a range of issues and options to address them, discuss the pros and cons of the issues and options presented, and deliver a report with key conclusions reflecting the sense of the group. For all recommendations adopted, the Task Force should include the rationale behind them.

Specific Task Force member responsibilities include:

- Reviewing background materials and analysis to understand the issues to be addressed in the review process.
- Working collaboratively with one another to explore issues and develop recommendations.
- Attending Task Force meetings, including presentation of the Task Force report to Legislative Committees if possible.
- Reviewing public comments

- Checking in with their constituency between meetings to ensure their voice is representing that constituency

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*The work of this Task Force is not binding on the legislature. After the Task Force's report is adopted, individual legislators may choose whether or not to introduce legislation based on the work of the Task Force*

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Task Force members acknowledge that their role is to provide advice. Any Task Force recommendations will be presented to the legislature for consideration.

#### **4. Co-Chairs Role**

The Co-Chairs will encourage full and safe participation by members in all aspects of the process, assist in the process of building consensus, and ensure all participants abide by the expectations for the decision-making process and behavior defined herein. The Co-Chairs will work with LPRO staff to develop meeting agendas and ensure an efficient decision-making process. The Co-Chairs will also serve as liaison between the Task Force and the legislature.

#### **5. Role of Legislative Policy and Research Office (LPRO)**

The Legislative Policy and Research Office (LPRO) will provide technical assistance, substantive expertise, logistical assistance, administrative assistance, and advice to the Task Force. LPRO staff will provide notice of the time and place of Task Force meetings at least one week in advance, including posting on OLIS.

Planning meetings for legislators, Chair(s), and LPRO staff will be convened in between Task Force meetings to develop Task Force agendas and identify the time

needed to complete the goals and tasks assigned to the Task Force. The planning meetings will also refine the Task Force work plan and determine how to address issues that arise between meetings.

At the end of the process, LPRO staff will draft a report that outlines the issues discussed, details the recommendations for which there is consensus, and any remaining issues on which consensus was not reached.

## **6. Role of Executive Agencies and School Districts**

The Oregon Department of Education (ODE), Teacher Standards and Practices Commission (TSPC), Department of Administrative Services (DAS), and local school districts will be asked to assist the Task Force by furnishing information at the direction of the Task Force.

# **II. Operating Procedures**

## ***A. Protocols***

All participants agree to act in good faith in all aspects of Task Force deliberations. This includes being honest and refraining from undertaking any actions that will undermine or threaten the deliberative process. It also includes behavior outside of meetings. Expectations for Task Force members include:

- Participation and attendance at all meetings. If members cannot attend a meeting, they should advise LPRO staff. After missing a meeting, the member should review the recording.
- Speaking respectfully, briefly, and non-repetitively during Task Force discussions and engaging in honest and fair dialogue with other Task Force members. They should listen to each other to seek to understand the other's perspective, even if they disagree.

- Generate and explore all options on the merits with an open mind, listening to different points of view with a goal of understanding the interests of other Task Force members. This includes bringing all aspects of their concerns about these issues into this process to be addressed.
- Work toward achieving consensus on fair, practical, and durable recommendations.
- Refrain from side conversations, personal attacks, intentionally undermining the process, or misstating the positions taken by any other participants during the process.
- Any communications should be mindful of these procedural ground rules and maintain a respectful tone, presenting a fair and balanced view of the issues and arguments out of respect for the process and other members even if highlighting differing perspectives.
- Requests for information made outside of meetings will be directed to LPRO staff. Responses to such requests will be limited to items that can be provided within a reasonable amount of time.
- Task Force members should not communicate with a quorum of other Task Force members outside of the publicly noticed Task Force meetings, either in-person, via electronic communications, or via serial communications. State meetings law applies to this Task Force.

## ***B. Meeting Procedures***

### **1. Task Force Meetings**

A majority of voting members constitutes a quorum for the transaction of Task Force business. Meetings will be conducted in a manner deemed appropriate by the Co-Chairs to foster collaborative decision-making and consensus building. LPRO staff will work with the Co-Chairs to ensure that meetings:

- 1) Clearly define opportunities where the public can provide timely input.
- 2) Are accessible, inclusive, meaningful, regular, and timely in addition to open, fair, and honest.
- 3) Ensure a collaborative involvement process among Task Force members and stakeholders.
- 4) Wherever possible, are interactive to ensure a balanced and fair discussion of issues in which all perspectives are heard.
- 5) Provide the Task Force with the relevant, objective, timely information in a readily understandable format.
- 6) Provide context and background before asking the Task Force to make a recommendation.
- 7) Are responsive to Task Force requests for information and process support.

Meetings may include a public comment opportunity including oral testimony. Comments from the public may be limited in time to allow sufficient opportunity to conduct the other portions of the Task Force agenda. Individuals are encouraged to submit written comment to LPRO staff for circulation to the full Task Force.

In the absence of a quorum, a Task Force may still receive public testimony.

## **2a. Consensus Process**

A consensus decision-making approach will be used to facilitate the Task Force's deliberations and to ensure that the Task Force receives the collective benefit of the individual views, experiences, backgrounds, training, and expertise of its members. Consensus is a participatory process whereby, on matters of substance, members strive for agreements that they can accept, support, live with, or agree not to oppose. Consensus means that no members voiced objection to the position, and they agree not to oppose the position.

Members agree that consensus has a high value and that the Task Force should strive to achieve it. As such, decisions will be made by consensus of all present members unless a Task Force member requests a vote.

Members will honor decisions made and avoid reopening issues once resolved.

## **2b. No Consensus – Voting**

If consensus cannot be reached and a Task Force member requests a vote, the votes of those present at the meeting will be taken and recorded as a Majority-Minority vote. Voting will be by roll call. To pass, a motion must have positive votes from at least 51 percent of the total Task Force voting membership, not a majority of those present.

Each Task Force member will have one vote except nonvoting members (i.e. Legislative Assembly members). The names of those voting in favor and those voting against a proposal will be documented, along with the proposed language and reasoning of both the majority and the minority. Those with minority opinions are responsible for proposing alternative solutions or approaches to resolve differences.

## **3. Documentation**

All meetings of the Task Force will be recorded and written summaries prepared. The video recordings shall be indexed and shall be posted on the [Oregon Legislative Information System \(OLIS\)](#) and placed with the Oregon Archivist in accordance with Oregon law. Meeting agendas, summaries, and supporting materials will also be posted to the [Task Force web page](#). Interested parties may receive notice of Task Force meetings and access Task Force materials through [eSubscribe](#).

The Task Force will utilize a work plan to manage specified tasks to accomplish its goals. The work plan will be a working document throughout the course of the Task Force.



At the end of the process, LPRO staff will draft a report that outlines the issues discussed, details the recommendations for which there is consensus, and any remaining issues on which consensus was not reached. The Task Force will have a public meeting to discuss draft language. After that, staff will make changes based on the discussion and the Task Force will have another public meeting to adopt the final language.

### ***C. Communications***

Members agree that transparency is essential to the Task Force's deliberations. In that regard, members are requested to include both the Chair(s) and Task Force staff in written communications commenting on the Task Force's deliberations from/to interest groups (other than a group specifically represented by a member). Task Force members should take care not to "reply all" to emails sent to them by the Chair or staff so as to avoid communicating with a quorum of members outside of publicly noticed Task Force meetings.

Materials and written comments to the Task Force, both from individual Task Force members and from agency representatives and the public, should be directed to LPRO staff. Materials and written comments submitted will be distributed by LPRO staff to the full Task Force through an established, transparent process. Materials and written comments will be posted to the Task Force web page.

Task force materials can be translated into other languages at the request of the Co-Chairs.

### ***D. Public Status of Task Force Meetings and Records***

Task Force meetings are open to the public and will be conducted under the provisions of Oregon Public Meetings Law ([ORS 192.610-690](#)). Any meeting held outside the Capitol shall adhere to the same notice provisions as a regular meeting.

Recordings should be made in the same manner as a regular meeting, unless the remote activity is classified as a field trip, in which case written summaries will be produced and posted.

Task Force records, including formal documents, discussion drafts, meeting summaries, and exhibits, are public records. Communications of Task Force members are not confidential because the meetings and records of the Task Force are open to the public. "Communications" refers to all statements and votes made during Task Force meetings, memoranda, work projects, records, documents or materials developed to fulfill the charge, including electronic mail correspondence.

### ***E. Amendment of Operating Procedures***

These rules and procedures may be changed by an affirmative vote of a majority of the members of the Task Force, but at least one day's notice of any proposed change will be given in writing to each member of the Task Force.