

Regular Board Meeting

Monday, March 14, 2022 Doors open at 6:15pm

District Administration Office, 88834 Territorial Road, Elmira, Oregon 97437

1. **Call to Order: Public - 6:30 p.m.**

2. **Citizenship Award**

Presenter: Principal
Olivia Johnson

3. **Flag Salute led by Citizenship Award Winner**

4. **School Board Position 5 - Board Action Required**

5. **Public Comment: The Fern Ridge School Board encourages public input. A person wanting to provide public comment will need to complete and submit an Intent to Speak form to the Board secretary by 1:00 pm on the day of the board meeting.**

Public comment is limited to this place on the agenda not to exceed a total of 30 minutes for all commenters. A person giving public comment is limited to an established time limit of (3) three minutes. While speakers may, during public meetings, offer objective criticism of school operations and programs, the Board will not hear personal complaints concerning district personnel nor against any person connected with the school system.

Please state your name and address. If speaking for an organization, state the name of the organization. The Board reserves the right to refer the matter to the administration.

6. **Monthly Items:**

6.A. Approval of Minutes - Board Action

7. **Business Office**

Presenter: Business
Manager, Quanah
Bennett

7.A. Enrollment Report - Quanah Bennett, Business
Manager

7.B. General Fund Revenue and Expenditure Report as
of February 28, 2022.

7.C. Adult Lunch Pricing - Board Action Required

8. **Reports:**

8.A. Elmira Elementary Presentation

Presenter: Principal,
Rilke Klingsporn

8.B. Superintendent's Report

9. **Discussion Items**

9.A. Middle School Athletics

9.B. Second Reading of Policies - Board Action
Required

9.C. Washington DC/New York Trip
(This is not a district sponsored or supported
trip/event)

Presenter: Marian
French

10. **Personnel**

10.A. Licensed Employees Resignations/New
Hires/Transfers/Other
None at this time

10.B. Non-Licensed Personnel Report

10.C. Renew District Office Group for 2022-
2023: Leisa Boytz, Michelle Smith, and Jeff
Thiessen - Board Action Required

10.D. Probationary Administrator Contract
Renewal - Board Action Required

10.E. Licensed Contract Renewals - Board Action
Required

10.F. Probationary Licensed Contract Renewal -
Board Action Required

10.G. Licensed Non-Renewal (Temporary Contracts
for 2021-2022) - Board Action Required

11. **Executive Session under ORS 192.660(2)(i): to
review and evaluate the performance of the chief
executive officer or any other public officer,
employee or staff member, unless the person whose
performance is being reviewed and evaluated
requests an open hearing.**

12. **Late Items/Closing Comments**

13. **Adjournment**



FERN RIDGE SCHOOL DISTRICT 28J
School Board Meeting Minutes

REGULAR MEETING of the FERN RIDGE SCHOOL BOARD

February 28, 2022

Zoom Webinar & In-Person Meeting
88834 Territorial Rd.
Elmira, Or 97437

CALL TO ORDER (Agenda Item 1): The regular meeting of the Fern Ridge School Board was called to order by Chair Tiana Povenmire-Kirk at 6:30 PM.

In attendance were Directors Tiana Povenmire-Kirk, Andrea Larson, Mark Boren, Barbara Graham-Adams, Jackie Turle, Business Manager Quannah Bennett and Superintendent Gary Carpenter.

Board Chair Povenmire-Kirk attended remotely and requested that Vice-Chair Larson run the meeting from the district office board room as this is the first hybrid meeting. Vice-Chair Larson accepted the responsibility.

CITIZENSHIP AWARD (Agenda Item 2): The January and February Citizenship Award winners were recognized. Chloe Thom spoke about Cameren Reis and his leadership and responsibility in the classroom at Elmira Elementary School.

Principal Leatham presented the February Citizenship award to Veneta Elementary student Levi Ruby who works diligently and with a positive attitude. He is always responsible and a delight to have in class.

FLAG SALUTE (Agenda Item 3): The January and February citizenship students led in the flag salute.

CLASSIFIED APPRECIATION WEEK (Agenda Item 4): Superintendent Carpenter let the board know that next week (March 7 - 11) is classified appreciation week. There will be activities throughout the district to recognize the work of our classified staff.

LANE AFRICAN AMERICAN/BLACK STUDENT SUCCESS PROGRAM (Agenda Item 5): The Lane African American/Black Student Success Program (LAABSS) is through the Lane ESD to improve academic outcomes for African American and Black students. The student navigator assigned to Fern Ridge is Shanae Joyce-Stringer. She has visited each campus and is working to build relationships with our students, keeps them informed of events and opportunities and helps with strategies to improve student success.

Joyce-Stringer joined the meeting virtually to introduce herself and to champion the initiative of the African American/Black Students Success Program. She will be in the district on a bi-weekly basis to touch base with students, staff and administrators.

GARY & SUE CHRISTIAN AWARD IN SCIENCE (in honor of EHS teacher Harold S. Platou)

(Agenda Item 6): Superintendent Carpenter introduced Mr. Gary Christian, an EHS graduate who previously donated \$10,000 in honor of Harold S. Platou that has been held in a scholarship savings account. Mr. Platou inspired Mr. Christian to pursue a career in science.

The Christians donated an additional \$45,000 in 2021 and a few weeks ago donated another \$45,000. The total amount in this scholarship account is now over \$130,000. Depending on the return on the account the scholarship award will range from \$2,500 - \$5,000.

Mr. Christian addressed the board and explained how Mr. Platou had a profound influence on the lives of many students and athletes. His son, Fred Platou, also a high school teacher, will be invited to attend the EHS Award Ceremony when this science scholarship is presented.

On behalf of the school board and community, Superintendent Carpenter thanked Mr. Christian for his generous donations.

PUBLIC COMMENTS (NON-AGENDA ITEMS) (Agenda Item 7): There were five intent to speak forms received by the 1:00pm deadline.

The first speaker, Alison Garner, presented information in support of funding middle school athletics.

The next four speakers offered their perspective on the mask mandate and how the district will handle mandates moving forward. The second speaker, Jesseca Colwell asked that a portion of a video be added to public record. The entire video was sent to each board member for viewing prior to the meeting.

MONTHLY ITEMS (Agenda Item 8):

8.A. Approval of Minutes: The minutes for the January 24, 2022 regular meeting were presented for approval.

Director Graham-Adams made a motion to approve the January 24, 2022 minutes as written; seconded by Director Turle. There was no discussion. The motion carried with Directors Povenmire-Kirk, Larson, Boren, Graham-Adams, and Turle voting yes. Motion carried 5-0.

BUSINESS OFFICE (Agenda Item 9):

9.A. Enrollment Report: Business Manager Quanah Bennet presented the enrollment report as of February 1, 2022. The total district enrollment is 1,277 students. This is down 111 students from the district budgeted numbers. This number includes a handful of early graduates from the high school. Since this report was processed, the district has enrolled 15 additional students.

6.B. General Fund Revenue and Expenditure Report as of January 31, 2022: Business Manager Bennett reviewed the general fund revenue and expenditure report as of January 31, 2022. The beginning fund balance was recorded as the audit has been finalized. This was 7% higher than projected due to underspending in 2020-2021.

The operating revenue and expenditures are close to where the district typically is around this

time each year.

The common school fund payment will be received and presented on the next report.

Director Boren moved to approve the January 31 financial report; seconded by Director Graham-Adams. There was no discussion. The motion carried with Directors Povenmire-Kirk, Larson, Boren, Graham-Adams, and Turle voting yes. Motion carried 5-0.

REPORTS (Agenda Item 10):

10.A. West Lane Charter School Annual Report: West Lane Charter School District Darci Stuller presented the annual report to the board.

10.B. Facilities Update: Director of Facilities and Maintenance, Jeff Thiessen, presented information on the current custodial/maintenance staff and gave updates on the progress of current projects and the projects that are planned for later in the school year.

10.C. Student Investment Account Update: Director of K-12 Programs, Michelle Marshall spoke to the board on the two different funding sources the district has been working with: The Student Investment Account (SIA) is on-going funding from the state and part of Every Student Succeeds Act.

The Elementary and Secondary School Emergency Relief Fund (ESSER), is federally funded for pandemic and unfinished learning expenses. This is not an ongoing funding source.

10.D. Elementary and Secondary School Emergency Relief Fund (ESSER) Update: This report was combined with agenda item 10.C.

10.E. Superintendent's Report: Superintendent Carpenter reported on the following topics

- In a future board meeting, another scholarship donor, Gary Swanson will attend. Mr. Swanson has donated nearly \$300,000 for a Career and Technical Education focused scholarship. There are still details to be finalized.
- The outdoor school contract with Camp Wilani has been signed for a 2022 5th grade outdoor school.
- First Student, the FRSD transportation provider has a contract with us through June of 2026. First student is having significant employee shortages and after bargaining have come up with a proposal that many other local districts are accepting (Bethel and Junction City). This proposal gives drivers a 25% wage increase. First Student has offered to cover the wage increase cost for the remainder of this school year. Beginning July 1, the responsibility would transfer to the district. Superintendent Carpenter will work with First Student on these details in the coming days.
- Fern Ridge School District Administrator Agreement have been finalized. Superintendent Carpenter is now focusing on creating one group agreement for the District Office Group. That process should be completed over the next couple of weeks.
- Considering Options staff for next year depending on what the program looks like.

Looking to open the district back up regardless of the 3% cap. Communicating with ODE this week. This will be finalized.

- Currently, the district only has one person out positive with COVID.
- Updates on mask requirement: The state indoor mask mandate will be lifted on March 19th. The updated Ready Safe Learners Guidance is not out yet, there is a meeting with Lane County Public Health scheduled, so the district will plan to lift. Talking to PACE for their interpretation of district and employee liability. Meeting with the unions. After that, a plan will be made and protocols put in place. The Monday after spring break plan to be in an optional masking while supporting students and staff who still choose to wear a face covering.

DISCUSSION ITEMS (Agenda Item 11):

11.A. First Reading of Proposed Policy and Administrative Rule Updates: The board of directors reviewed

Director Larson mentioned a mistake in policy AC. There was discussion around policies BD/BDA and the communication paragraph that is included.

Superintendent Carpenter will reach out to OSBA for the attorney's opinion on this paragraph.

Policy CM – Director Larson asked for clarification on the Division 22 reporting dates.

Policy GBNAA/JFAA questioned if the language needs to be made stronger around contractors, volunteers, or non-district personnel. And that a district employee be copied on any email communication.

Superintendent Carpenter clarified that this is most common for coaches and how they communicate with teams. Currently, texting should be done in a group setting with the entire team and not individually.

Superintendent Carpenter will check with OSBA prior to the next board meeting.

Freedom of Expression IB: there was discussion around who the reasonable person is that will be making the final decision on what materials are not acceptable.

11.B. 2022 Superintendent Evaluation: there was a time of discussion around the 2022 superintendent evaluation. The tool will be sent out to the board tomorrow and is due back to board secretary, Michelle Smith, by March 9th to be prepared for the executive session on March 14th.

11.C. Triangle Lake Co-Op: Triangle Lake has reached out for a spring co-op. The head coach and athletic director are both in support. Superintendent Carpenter mentioned that due to the 3A move next year, we will no longer be doing these co-ops because the enrollment would count against EHS and push us back to a 4A.

Director Boren made a motion to approve the Triangle Lake Co-Op; seconded by Director Turle. There was no discussion. The motion carried with Directors Povenmire-Kirk, Larson, Boren, Graham-Adams, and Turle voting yes. Motion carried 5-0.

11.D. Oregon Battle of the Books: OBOB will happen again this school year. Director Larson will be volunteering with this program at the high school regional battle. This year, the regional competitions will be especially important because there is no state tournament. They will also be held remotely. There will be at least 18 teams participating. The program is looking for volunteers to help moderate, keep score/time. This will be set up in the EHS library for extra tech support/logistics on April 16th.

PERSONNEL (Agenda Item 12):

12.A. 1. Licensed Employees Resignations/New hires/Transfers/Other: None at this time.

12.B. Non-Licensed Personnel Report:

- Resignation of Amber Wren, 6.50 Title Instructional Assistant at Veneta Elementary School, effective January 31, 2022.
- Hiring of Alese Williams, 6.50 Title Instructional Assistant at Veneta Elementary School, effective February 14, 2022.
- Transfer of Quinn Larson from Temporary 7.50 PASS Instructional Assistant at Fern Ridge Middle School to 1.0 FTE Custodian, effective January 31, 2022.
- Transfer of Jacob Johnson, 3.75 Title Instructional Assistant at Elmira Elementary School to 7.0 Technology Support Specialist I at the District Office, effective February 14, 2022.
- Hiring of John Rhodes, Head Varsity Baseball Coach at Elmira High School, effective the 2021-2022 season.
- Hiring of Bo Highburger, Assistant Track Coach at Elmira High School, effective the 2021-2022 season.

LATE ITEMS/CLOSING COMMENTS (Agenda Item 13): Trey Hackett, the School Farm Director and Richard Hackett, Director of the non-profit, Sea Mercy presented proposed curriculum supplements to the board and gave a general update on the school farm.

ADJOURNMENT (Agenda Item 14) Chair Povenmire-Kirk adjourned the meeting at 8:54 pm.

Attest: _____
Tiana Povenmire-Kirk, School Board Chair

Gary E. Carpenter, Jr., Superintendent

Avg.
Class
Size

| | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | TOTAL |
|---|------------|-----------|-----------|------------|------------|-----------|-----------|-----------|------------|------------|------------|-----------|-----------|--------------|
| EES Teacher 1 | 19 | | | | | | | | | | | | | 19 |
| EES Teacher 2 | 19 | | | | | | | | | | | | | 19 |
| EES Teacher 3 | 19 | | | | | | | | | | | | | 19 |
| EES Teacher 4 | | 20 | | | | | | | | | | | | 20 |
| EES Teacher 5 | | 21 | | | | | | | | | | | | 21 |
| EES Teacher 6 | | | 25 | | | | | | | | | | | 25 |
| EES Teacher 7 | | | 21 | | | | | | | | | | | 21 |
| EES Teacher 8 | | | | 25 | | | | | | | | | | 25 |
| EES Teacher 9 | | | | 24 | | | | | | | | | | 24 |
| EES Teacher 10 | | | | | 25 | | | | | | | | | 25 |
| EES Teacher 11 | | | | | 16 | 10 | | | | | | | | 26 |
| EES Teacher 12 | | | | | | 26 | | | | | | | | 26 |
| Elmira Elementary | 57 | 41 | 46 | 49 | 41 | 36 | | | | | | | | 270 |
| EES Options Teacher | 1 | 1 | 1 | 1 | - | 1 | | | | | | | | 5 |
| EES Options | 1 | 1 | 1 | 1 | - | 1 | | | | | | | | 5 |
| VES Teacher 1 | 15 | | | | | | | | | | | | | 15 |
| VES Teacher 2 | 16 | | | | | | | | | | | | | 16 |
| VES Teacher 3 | 16 | | | | | | | | | | | | | 16 |
| VES Teacher 4 | | 23 | | | | | | | | | | | | 23 |
| VES Teacher 5 | | 24 | | | | | | | | | | | | 24 |
| VES Teacher 6 | | | 21 | | | | | | | | | | | 21 |
| VES Teacher 7 | | | 24 | | | | | | | | | | | 24 |
| VES Teacher 8 | | | | 26 | | | | | | | | | | 26 |
| VES Teacher 9 | | | | 26 | | | | | | | | | | 26 |
| VES Teacher 10 | | | | | 31 | | | | | | | | | 31 |
| VES Teacher 11 | | | | | 30 | | | | | | | | | 30 |
| VES Teacher 12 | | | | | | 25 | | | | | | | | 25 |
| VES Teacher 13 | | | | | | 25 | | | | | | | | 25 |
| Veneta Elementary | 47 | 47 | 45 | 52 | 61 | 50 | | | | | | | | 302 |
| VES Options Teacher | 1 | - | 2 | 3 | 1 | 5 | | | | | | | | 12 |
| VES Options | 1 | - | 2 | 3 | 1 | 5 | | | | | | | | 12 |
| Total Elementary | 106 | 89 | 94 | 105 | 103 | 92 | | | | | | | | 589 |
| Fern Ridge Middle School | | | | | | | 78 | 93 | 99 | | | | | 270 |
| FRMS Options | | | | | | | 4 | 2 | 6 | | | | | 12 |
| Elmira High School | | | | | | | | | | 92 | 83 | 80 | 68 | 323 |
| EHS Options | | | | | | | | | | 14 | 26 | 18 | 11 | 69 |
| EE Bridges (K-2) | 1 | 1 | 1 | 1 | 1 | | | | | | | | | 5 |
| EE Bridges (3-5) | | | | 2 | | 3 | | | | | | | | 5 |
| VES (Structured Learning) | 1 | | 1 | | 4 | 4 | | | | | | | | 10 |
| FRMS Bridges (6-8) | | | | | | | 1 | 3 | 3 | | | | | 7 |
| Total In-District Enrollment | 108 | 90 | 96 | 108 | 108 | 99 | 83 | 98 | 108 | 106 | 109 | 98 | 79 | 1,290 |
| <i>Change from Adopted Budget (based on ADMr of 1388)</i> | | | | | | | | | | | | | | (98) |
| Out of District Placements | 2 | 1 | | 1 | | 3 | 1 | 1 | 1 | 2 | 2 | | 4 | 18 |
| <i>Change from Adopted Budget (based on ADMr of 10)</i> | | | | | | | | | | | | | | 8 |
| Total WLTL Charter School | | | | | | | | | | 6 | 20 | 15 | 22 | 63 |
| FRSD Attending WLTL | | | | | | | | | | 3 | 10 | 8 | 13 | 34 |
| <i>Change from Adopted Budget (based on ADMr of 76)</i> | | | | | | | | | | | | | | (13) |
| Total District/ Out of District /Charter School Enrollment | | | | | | | | | | | | | | 1,371 |
| <i>Change from Adopted Budget (based on ADMr of 1474)</i> | | | | | | | | | | | | | | (103) |

22.50

23.23


FERN RIDGE SCHOOL DISTRICT 28J

General Fund Revenue and Expenditures

| February 28, 2022 | ADOPTED 21-22 BUDGET | 2021-2022 | | | | | | | | TOTAL YTD | REMAINING BALANCE |
|--------------------------------|-------------------------|------------------|----------------|----------------|----------------|------------------|------------------|----------------|------------------|-------------------|----------------------|
| | | JULY | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | | |
| Beginning Fund Balance | 3,425,621 | - | - | | | | | 4,665,915 | | 4,665,915 | (1,240,294) |
| OPERATING REVENUE: | | | | | | | | | | | |
| PROPERTY TAXES | 4,906,494 | 8,212 | 9,003 | 9,443 | 6,536 | 3,332,502 | 1,261,317 | 76,797 | 26,265 | 4,730,076 | 176,418 |
| COUNTY SCHOOL FUNDS | 51,000 | - | - | - | - | - | - | - | - | - | 51,000 |
| COMMON SCHOOL FUND | 154,831 | - | - | - | - | - | - | - | - | - | 154,831 |
| STATE MANAGED COUNTY TIMBER | - | - | 9,192 | - | - | - | - | - | - | 9,192 | (9,192) |
| FEDERAL FOREST FEES | 57,350 | - | - | - | - | - | - | - | - | - | 57,350 |
| OTHER REVENUES | 456,284 | 17,886 | 30,765 | 27,204 | 19,759 | 23,596 | 7,276 | 14,397 | 82,039 | 222,922 | 233,362 |
| STATE SCHOOL FUND | 9,942,162 | 1,791,185 | 877,999 | 863,959 | 874,696 | 899,247 | 895,193 | 889,489 | 891,983 | 7,983,751 | 1,958,411 |
| OTHER RESTRICTED GRANTS | - | - | - | - | - | - | - | - | - | - | - |
| RESTRICTED FR FED/GOV ST | - | - | - | - | - | - | - | - | - | - | - |
| INTERUND TRANSFERS | - | - | - | - | - | - | - | - | - | - | - |
| SALE OF FIXED ASSETS | - | - | - | - | - | - | - | - | - | - | - |
| TOTAL OPERATING REVENUE | 15,568,121 | 1,817,283 | 926,960 | 900,606 | 900,991 | 4,255,346 | 2,163,785 | 980,683 | 1,000,288 | 12,945,941 | 2,622,180 |

83%

**TOTAL BUDGETED REVENUE (INCLUDES
BEGINNING FUND BALANCE)**

18,993,742

17,611,856

| | | | | | | | | | | | |
|-------------------------------------|-------------------|----------------|----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| OPERATING EXPENDITURES: | | | | | | | | | | | |
| SALARIES | 7,561,572 | 128,175 | 156,887 | 591,020 | 595,980 | 573,053 | 579,341 | 567,929 | 572,495 | 3,764,880 | 3,796,692 |
| BENEFITS | 5,566,781 | 86,212 | 109,424 | 429,913 | 415,362 | 396,836 | 395,012 | 388,779 | 395,079 | 2,616,618 | 2,950,163 |
| PURCHASED SERVICES | 2,694,313 | 45,565 | 95,962 | 51,823 | 93,260 | 340,042 | 74,647 | 202,094 | 313,640 | 1,217,033 | 1,477,280 |
| SUPPLIES & MATERIALS | 334,935 | 3,025 | 20,941 | 14,867 | 11,848 | 10,201 | 28,250 | 31,835 | 6,786 | 127,752 | 207,183 |
| CAPITAL OUTLAY | - | - | 1,753 | - | - | - | - | - | - | 1,753 | (1,753) |
| OTHER | 199,898 | 190,305 | 5,568 | 130 | 1,468 | 2,051 | 667 | 923 | 625 | 201,738 | (1,840) |
| TOTAL OPERATING EXPENDITURES | 16,357,499 | 453,282 | 390,536 | 1,087,753 | 1,117,920 | 1,322,182 | 1,077,917 | 1,191,560 | 1,288,625 | 7,929,774 | 8,427,725 |

48%

NON-OPERATING EXPENDITURES

| | | | | | | | | | | | |
|---|------------------|----------|----------|----------|----------|----------|----------------|----------|----------|----------------|------------------|
| INTERFUND TRANSFERS | 958,500 | - | - | - | - | - | 950,000 | - | - | 950,000 | 8,500 |
| CONTINGENCY | 1,677,743 | - | - | - | - | - | - | - | - | - | 1,677,743 |
| TOTAL NON-OPERATING EXPENDITURES | 2,636,243 | - | - | - | - | - | 950,000 | - | - | 950,000 | 1,686,243 |

TOTAL BUDGETED EXPENDITURES

18,993,742

8,879,774



Fern Ridge School District 28J

Gary Carpenter., Superintendent
Quannah Bennett, Business Manager

88834 Territorial Road, Elmira, OR 97437
Phone: (541) 935-2253
Fax: (541) 935-8222

TO: BOARD OF DIRECTORS

FROM: FERN RIDGE SCHOOL DISTRICT

DATE: 3-14-22

RE: Adult Lunch Pricing

The Oregon Department of Education recommends that districts set adult meal prices so that the revenue is sufficient to cover the cost of the meal. The last increase in adult meal process was during the 19-20 school year. I recommend the board approves a price increase for an adult lunch from \$3.90 to \$4.05. This increase would take effect April 1st of this year.

OSBA Model Sample Policy

Code: AC

Adopted:

Nondiscrimination

The district prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race¹, color, religion, sex, sexual orientation², gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

The district prohibits discrimination and harassment in, but not limited to, employment, assignment and promotion of personnel; educational opportunities and services offered students; student assignment to schools and classes; student discipline; location and use of facilities; educational offerings and materials; and accommodating the public at public meetings.

The Board encourages staff to improve human relations within the schools, to respect all individuals and to establish channels through which patrons can communicate their concerns to the administration and the Board.

The superintendent shall appoint individuals at the district to contact on issues concerning the Americans with Disabilities Act ~~of 1990~~ and Americans with Disabilities Act Amendments Act ~~of 2008~~ (ADA), Section 504 of the Rehabilitation Act, Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments ~~of 1972~~, and other civil rights or discrimination issues, and notify students, parents, and staff with their names, office addresses, and phone numbers. The district will publish complaint procedures providing for prompt and equitable resolution of complaints from students, employees and the public, and such procedures will be available at the district's administrative office and available on the home page of the district's website.

The district prohibits retaliation and discrimination against an individual who has opposed any discrimination act or practice; because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing; and further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising any rights guaranteed under state and federal law.

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)
[ORS 192.630](#)

[ORS 326.051\(1\)\(e\)](#)
[ORS 408.230](#)

[ORS 659.805](#)
[ORS 659.815](#)

¹ Includes discriminatory use of a Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

² ~~“Sexual orientation” means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behavior differs from that traditionally associated with the individual’s sex at birth.~~

[ORS 659.850 - 659.860](#)
[ORS 659.865](#)
~~[ORS 659.870](#)~~
[ORS 659A.001](#)
[ORS 659A.003](#)
[ORS 659A.006](#)
[ORS 659A.009](#)
[ORS 659A.029](#)

[ORS 659A.030](#)
[ORS 659A.040](#)
[ORS 659A.103 - 659A.145](#)
[ORS 659A.230 - 659A.233](#)
[ORS 659A.236](#)
[ORS 659A.309](#)
[ORS 659A.321](#)
[ORS 659A.409](#)

[OAR 581-002-0001 – 002-0005](#)
[OAR 581-021-0045](#)
[OAR 581-021-0046](#)
[OAR 581-021-0047](#)
[OAR 581-022-2310](#)
[OAR 581-022-2370](#)
[OAR 839-003](#)

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (~~2012~~2018).

Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-633 (~~2012~~2018); 29 C.F.R Part 1626 (~~2018~~2019).

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12112 (~~2012~~2018); 29 C.F.R. Part 1630 (~~2018~~2019); 28 C.F.R. Part 35 (~~2018~~2019).

Equal Pay Act of 1963, 29 U.S.C. § 206(d) (~~2012~~2018).

Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 793-794 (~~2012~~2018); 34 C.F.R. Part 104 (~~2018~~2019).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (~~2012~~2018);

Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (~~2018~~2020).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (~~2012~~2018); 28 C.F.R. §§ 42.101-42.106 (~~2018~~2019).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (~~2012~~2018); 29 C.F.R. § 1601 (~~2018~~2019).

Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (~~2012~~2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (~~2012~~2018).

Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (~~2012~~2018); 29 C.F.R. Part 1635 (2019).

~~House Bill 2935 (2021).~~

~~House Bill 3041 (2021).~~

OSBA Model Sample Policy

Code: BBAA

Adopted:

Individual Board Member's Authority and Responsibilities

An individual Board member exercises the authority and responsibility of their position when the Board is in legal session only.

A Board member has the authority to act in the name of the Board when authorized by a specific Board motion. The affirmative vote of the majority of members of the Board is required to transact any business. When authorized to act as the district's designated representative in collective bargaining, a Board member may make and accept proposals in bargaining subject to subsequent approval by the Board.

~~A Board member has the right to express personal opinions.~~ When expressing **personal** ~~such~~ opinions in public, the Board member ~~should~~**must** clearly identify the opinions as their own.

Members will be knowledgeable of information requested through Board action, supplied by the superintendent, gained through attendance at district activities and through professional Board activities.

Members of the Board will adhere to the following in carrying out the responsibilities of membership:

1. Request for Information

Any individual Board member who desires a copy of an existing written report or survey prepared by the administrative staff will make such a request to the superintendent. A copy of the material may be made available to each member of the Board. Requests for the generation of reports or information, which require additional expense to the district, must be submitted to the Board for consideration.

2. Requests for Legal Opinions

~~A request~~ Requests for legal **advice or opinions** by a Board member **that will incur a cost for the district** must be approved by a majority vote of the Board before the request is made to legal counsel. **The Board chair is authorized to obtain legal advice or opinions if advantageous to do so prior to the next meeting (e.g., advice regarding an executive session or a decision to invite district legal counsel) without a need for Board approval.** ~~If the legal opinion sought involves the superintendent's employment or performance, the request should be made to the board chair.~~ Legal counsel is responsible to the Board.

3. Action on Complaints or Requests Made to Board Members

When Board members receive complaints or requests **for action** from staff, students or members of the public, the Board members will direct the staff, students, members of the public to the appropriate complaint policy Board policy KL – Public Complaints. Such information will be conveyed to the superintendent.

4. Board Member’s Relationship to Administration

Individual Board members will be informed about the district’s educational program, may visit schools or other facilities to gain information, and may request information from the superintendent. No individual Board member may direct the superintendent to action without Board authorization. Board members will not intervene in the administration of the district or its schools.

5. Contracts or Agreements

All contracts of the district must be approved by the Board, unless otherwise delegated by the Board to the superintendent or designee for approval, before an order can be drawn for payment. If a contract is made without authority of the Board, the individual making such contract shall be personally liable.

END OF POLICY

Legal Reference(s):

[ORS 332.045](#)
[ORS 332.055](#)

[ORS 332.057](#)
[ORS 332.075](#)

38 OR. ATTY. GEN. OP. 1995 (1978)

S. Benton Educ. Ass’n v. Monroe Union High Sch. Dist., 83 Or. App. 425 (1987).

OSBA Model Sample Policy

Code: BD/BDA

Adopted:

Board Meetings

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. “Meeting” means the convening of a quorum of the Board as the district’s governing body to make a decision or to deliberate toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the governing body, i.e. a work session. The affirmative vote of the majority of members of the Board is required to transact any business.

All regular, special and emergency meetings of the Board ~~are~~ will be open to the public except as provided by law. Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. All meetings will be conducted in compliance with state and federal statutes. For information how to give or submit public comment [it is outlined in Board policy BDDH - Public Comment at Board Meetings¹ and/or posted on the district’s website.

All Board meetings, including Board retreats and work sessions, will be held within ~~the district~~ boundaries of the district, except as allowed by law². The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business. No meeting will be held at any place where discrimination on the basis of disability, race, creed, color, sex, sexual orientation³, gender identity, age or national origin is practiced.

The Board will give public notice reasonably calculated to give actual notice to interested persons, including those with disabilities, of the time and place for all Board meetings and of the principal subjects to be considered. The Board may consider additional subjects at a meeting, even if they were not included in the notice.

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for hearing-impaired persons. Such ~~o~~ther appropriate auxiliary aids and

¹ When telephone or other electronic means of communication is used during a meeting open to the public, the Board shall make at least one place available to the public where, or at least one electronic means by which, the public can listen during the meeting. At all meetings of the Board open to the public, the public will be provided an opportunity, to the extent reasonably possible, to access and attend the meeting by telephone, video or other electronic or virtual means. If in-person oral testimony (or public comment) is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit oral testimony during the meeting, at the designated portion of the agenda, by telephone, video or other electronic or other means. If in-person written testimony is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit written testimony including by email or other electronic means, so that the Board is able to consider the submitted testimony in a timely manner.

² ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

³ As defined in ORS 174.100.

services will be provided upon request and appropriate advance notice. ~~Communications with all qualified individuals with disabilities shall be as effective as communications with others.~~

If requested to do so at least 72 hours before a meeting held in public, the Board will make a reasonable effort to provide translation services. {⁴}

All meetings held in public shall comply with the Oregon Indoor Clean Air Act ~~and the smoking provisions contained in the Public Meetings Law.~~

The possession of dangerous or deadly weapons and firearms, as defined in law and Board policy, is prohibited on district property.

1. Regular, Special and Emergency Meetings

Generally, a regular Board meeting will be held each month. The regular meeting schedule will be established at the **annual** organizational meeting ~~in July~~ and may be changed by the Board with proper notice. The purpose of each regular monthly meeting will be to conduct the regular Board business.

No later than the next regular meeting following July 1, the Board will hold ~~an~~ **the annual** organizational meeting to elect Board officers for the coming year and to establish the year's schedule of Board meetings. In Board election years (odd numbered years), the first meeting will be held no later than July 31.

Special meetings can be convened by the Board chair, upon request of three Board members, or by common consent of the Board at any time to discuss any topic. A special meeting may also be scheduled if less than a quorum is present at a meeting or additional business still needs to be conducted at the ending time of a meeting. At least 24 hours' notice must be provided to all Board members, the news media, which have requested notice, and the general public for any special meeting.

Emergency meetings can be called by the Board in the case of an actual emergency upon appropriate notice under the circumstances. The minutes of the emergency meeting must describe the emergency. Only topics necessitated by the emergency may be discussed or acted upon at the emergency meeting.

2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district business. This includes electronic communication. Electronic communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

Electronic communications may contain:

- a. Agenda item suggestions;

{⁴ Districts are encouraged to evaluate translation needs and resources prior to adding this language. A district may decide that translating the agenda, minutes or other documents, or public comment is sufficient. }

- b. Reminders regarding meeting times, dates and places;
- c. Board meeting agendas or information concerning agenda items;
- d. One-way information from Board members or the superintendent to each Board member (e.g., an article on student achievement or to share a report on district progress on goals) ~~so long as that information is also being made available to the public;~~
- e. Individual responses to questions posed by community members, subject to other limitations in Board policy.

E-mails sent to other Board members will have the following notice:

Important Reminder: Please do not reply or forward this communication if your response constitutes or includes any decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting. Electronic communications on district business are governed by ~~Public Records and Meetings Law.~~

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by ~~the Public Meetings Law.~~

4. Work Sessions

The Board may use regular or special meetings for the purpose of conducting work sessions to provide its members with opportunities for planning and thoughtful discussion. Work sessions will be conducted in accordance with ~~the~~ state law on public meetings, including notice and minutes. The Board may make official decisions during a work session. **Generally, Boards do not take official action during work sessions, although there is no legal prohibition to do so.**

5. Executive Sessions

Executive sessions may be held during regular, special or emergency meetings for a reason permitted by law. (See Board policy BDC - Executive Sessions)

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)

[ORS 174.104](#)

[ORS Chapter 192](#)

[ORS Chapter 193](#)

[ORS 255.335](#)

[ORS 332.040 - 332.061](#)

[ORS 433.835 - 433.875](#)

~~38 OR. ATTY. GEN. OP. 1995 (1978)~~

~~41 OR. ATTY. GEN. OP. 28 (1980)~~

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2016/2020); 28 C.F.R. Part 35 (2016/2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

OR. ATTY. GEN. Public Records and Meetings Manual (2014).

[Oregon House Bill 2560 \(2021\).](#)

[Oregon House Bill 3041 \(2021\).](#)

OSBA Model Sample Policy

Code: CM
Adopted:

Compliance and Reporting on Standards

The superintendent will prepare an annual report ~~covering the activities of that represents the district's compliance with the standards adopted by the State Board of Education for the preceding school year~~ and submit that report to the Board. ~~Upon approval by the Board, the report will be made available to the public and used as a means to inform parents and citizens of the programs and conditions of the district.~~

The district's annual report will be presented orally at a public Board meeting by November 1 of each school year and will allow public comment on such report. This report will be posted on the district's web page. .

The district will report on its compliance with state standards to Oregon Department of Education (ODE) by November 15 each year on a form provided by ODE.

END OF POLICY

Legal Reference(s):

[ORS 329.095](#)
[ORS 329.105](#)

[OAR 581-022-2260](#)
[OAR 581-022-2305](#)

OSBA Model Sample Policy

Code: DJC
Adopted:

Bidding Requirements (Version 1)

The Board is the Local Contract Review Board (LCRB) for the district. All public contracts shall be invited in accordance with applicable competitive procurement provisions of the Oregon Revised Statutes and the adopted public contracting rules.

The Board, acting as its own LCRB, adopts^{1} the *Oregon Attorney General's Model Public Contract Rules*, Oregon Administrative Rule (OAR) Chapter 137, Divisions 046 through 049 ~~[its own rules of procedure that will govern district purchasing. Consequently, the model rules adopted by the Attorney General shall not apply to the district. The district's rules may include portions of the *Oregon Attorney General's Model Public Contract Rules* OAR Chapter 137, Divisions 046 through 049]~~ in effect at the time this policy is adopted.^{2}

The district shall procure the construction manager/general contractor **services** in accordance with model rules the Attorney General adopts under Oregon Revised Statute (ORS) 279A.065(3).

Additionally, the Board may include as part of its rules portions of the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125, Divisions 246-249 in effect at the time this policy is adopted.

The Board **may make** the written findings required by law for exemptions from competitive bidding. Such findings shall be maintained by the district and made available on request.

The district shall review its rules each time the Attorney General adopts a modification of the model rules, as required by ORS 279A.065(6)(b), to determine whether any modifications need to be made to district rules to ensure compliance with statutory changes. ~~[Modifications will be made only following review by the district's legal counsel.]~~ New rules, as necessary, shall be adopted by the Board. In the event it is unnecessary to adopt new rules, Board minutes will reflect that the review process was completed as required.

¹ {Public Contracts shall be governed by ORS Chapter 279, 279A, 279B and 279C. Additionally, the Board may, as provided by ORS 279A.065, adopt the Oregon Attorney General's Model Public Contract Rules, OAR Chapter 137 governing purchasing/bid procedures. The Board may also adopt the Oregon Department of Administrative Services rules governing Public Contract Exemptions, OAR Chapter 125. The Board may adopt portions of those rules or adopt its own rules. A Board that has not established its own rules of procedure for public contracts is subject to the model rules (OAR Chapter 137) adopted by the Attorney General.}

² {If the Board does not establish its own rules of procedure as permitted under ORS 279A.065(5), the district is subject to the model rules adopted by the Attorney General, including all modifications to the model rules that the Attorney General may adopt.}

The Board, acting as the LCRB, may enact a resolution that authorizes the district to designate a public improvement as a community benefit contract per the requirements included in ORS 279C.300 to 279C.470.

Procurements **for services** estimated to be in excess of \$250,000 shall go through the cost analysis and feasibility process described in ORS 279B.

END OF POLICY

Legal Reference(s):

ORS Chapters [279](#), [279A](#), [279B](#) and [OAR Chapter 125](#), Divisions 246-249
[279C](#)

OR. DEP'T OF JUSTICE, OR. ATT'Y GENERAL'S MODEL PUBLIC CONTRACT RULES MANUAL.

OSBA Model Sample Policy

Code: GBA
Adopted:

Equal Employment Opportunity

Equal employment opportunity and treatment shall be practiced by the district regardless of race¹, color, religion, sex, sexual orientation, **gender identity**, national origin, marital status, pregnancy, childbirth or a related medical condition³, age, veterans' status⁴, service in uniformed service, familial status, genetic information, an individual's juvenile record that has been expunged, and disability⁵ if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

The superintendent will appoint an employee to serve as the officer in charge of compliance with the Americans with Disabilities Act **and** the Americans with Disabilities Act Amendments Act (ADA), and Section 504 of the Rehabilitation Act. The superintendent will also designate a Title IX coordinator to comply with the requirements of Title IX of the Education Amendments. The Title IX coordinator will investigate complaints communicated to the district alleging noncompliance with Title IX. The name, address and telephone number of the Title IX coordinator will be provided to all students and employees.

The superintendent will develop other specific recruiting, interviewing and evaluation procedures as are necessary to implement this policy.

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)
[ORS 243.317 – 243.323](#)
[ORS 326.051](#)
[ORS 332.505](#)
[ORS 342.934](#)
[ORS 408.225](#)
[ORS 408.230](#)
[ORS 408.235](#)
[ORS 652.210 - 652.220](#)
[ORS 659.850](#)
[ORS 659A.003](#)

[ORS 659A.006](#)
[ORS 659A.009](#)
[ORS 659A.029](#)
[ORS 659A.030](#)
[ORS 659A.040](#)
[ORS 659A.082](#)
[ORS 659A.109](#)
[ORS 659A.112](#)
[ORS 659A.147](#)
[ORS 659A.233](#)
[ORS 659A.236](#)

[ORS 659A.309](#)
[ORS 659A.321](#)
[ORS 659A.409](#)
[ORS 659A.820](#)
[OAR 581-021-0045](#)
[OAR 581-022-2405](#)
[OAR 839-003-0000](#)
[OAR 839-006-0435](#)
[OAR 839-006-0440](#)
[OAR 839-006-0450](#)
[OAR 839-006-0455](#)

¹ Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).

³ This unlawful employment practice related to pregnancy, childbirth or a related medical condition as described in House Bill 2341 (2019) (added to ORS 659A) applies to employers who employ six or more persons.

⁴ The district grants a preference in hiring and promotion to veterans and disabled veterans. A veteran is eligible to use the preference any time when applying for a position at any time after discharge or release from service in the Armed Forces of the United States.

⁵ This unlawful employment practice related to disability as described in ORS 659A.112 applies to employers who employ six or more persons (ORS 659A.106).

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).
Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, et. seq. (2018).
Age Discrimination in Employment Act of 1967, 29 U.S.C. §§ 621-634 (2018); 29 C.F.R Part 1626 (2019).
Age Discrimination Act of 1975, 42 U.S.C. §§ 6101-6107 (2018).
Equal Pay Act of 1963, 29 U.S.C. § 206(d) (2018).
Rehabilitation Act of 1973, 29 U.S.C. §§ 791, 794 (2018); 34 C.F.R. Part 104 (2019).
Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683, 1701, 1703-1705, 1720 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).
Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2019); 28 C.F.R. Part 35 (2019).
Wygant v. Jackson Bd. of Educ., 476 U.S. 267 (1989).
Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).
The Vietnam Era Veterans' Readjustment Assistance Act of 1974, 38 U.S.C. § 4212 (2018).
Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. § 2000ff-1 (2018).
Chevron USA Inc. v. Echazabal, 536 U.S. 736 (2002).
Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. §§ 4301-4303 (2018).
[House Bill 2935 \(2021\)](#)
[House Bill 3041 \(2021\)](#)

OSBA Model Sample Policy

Code: GBEA
Adopted:

Workplace Harassment *

Workplace harassment is prohibited and shall not be tolerated. This includes workplace harassment that occurs between district employees or between a district employee and the district in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district and a district employee off district premises. Elected school board members, volunteers and interns are subject to this policy.

Any district employee who believes they have been a victim of workplace harassment may file a report with the district employee designated in the administrative regulation GBEA-AR - Workplace Harassment Reporting and Procedure, may file a report through the Bureau of Labor and Industries' (BOLI) complaint resolution process or under any other available law. The reporting of such information is voluntary. The district employee making the report is advised to document any incidents of workplace harassment.

“Workplace harassment” means conduct that constitutes discrimination prohibited by Oregon Revised Statute (ORS) 659A.030 (discrimination in employment based on race, color, religion, sex, sexual orientation, **gender identity**, national origin, marital status, age, or expunged juvenile record), including conduct that constitutes sexual assault¹ or that constitutes conduct prohibited by ORS 659A.082 (discrimination against person in uniformed service) or 659A.112 (discrimination in employment based on disability).

The district, upon receipt of a report from a district employee who believes they are a victim of workplace harassment, shall provide information about legal resources and counseling and support services, including any available employee assistance services. The district employee receiving the report, whether a supervisor of the employer or the district employee designated to receive reports, is advised to document any incidents of workplace harassment, and shall provide a copy of this policy and accompanying administrative regulation to the victim upon their disclosure about alleged workplace harassment.

All incidents of behavior that may violate this policy shall be promptly investigated.

Any person who reports workplace harassment has the right to be protected from retaliation.

The district may not require or coerce a district employee to enter into a nondisclosure² or nondisparagement³ agreement.

¹ “Sexual assault” means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

² A “nondisclosure” agreement or provision prevents either party from disclosing the contents of or circumstances surrounding the agreement.

³ A “nondisparagement” agreement or provision prevents either party from making disparaging statements about the other party.

The district may not enter into an agreement with an employee or prospective employee, as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits, that contains a nondisclosure provision, a nondisparagement provision or any other provision that has the purpose or effect of preventing the employee from disclosing or discussing workplace harassment that occurred between district employees or between a district employee and the district, in the workplace or at a work-related event that is off district premises and coordinated by or through the district, or between a district employee and employer off district premises.

The district may enter into a settlement agreement, separation or severance agreement that includes one or more of the following provisions only when a district employee claiming to be aggrieved by workplace harassment requests to enter into the agreement: 1) a nondisclosure or nondisparagement provision; 2) a provision that prevents disclosure of factual information relating to the claim of workplace harassment; or 3) a no-rehire provision that prohibits the employee from seeking reemployment with the district as a term or condition of the agreement. The agreement must provide the district employee at least seven days after signing the agreement to revoke it.

If the district determines in good faith that an employee has engaged in workplace harassment, the district may enter into a settlement, separation or severance agreement that includes one or more of the provisions described in the previous paragraph.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop workplace harassment, prevent its recurrence and address negative consequences. Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional workplace harassment awareness training, as appropriate. Other individuals (e.g., board members, witnesses, and volunteers) whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

The district shall make this policy available to all district employees and shall be made a part of district orientation materials provided and copied to new district employees at the time of hire.

The superintendent will establish a process of reporting incidents of workplace harassment and the prompt investigation.

END OF POLICY

Legal Reference(s):

[ORS 243.317 - 243.323](#)
[ORS 659A.001](#)
[ORS 659A.003](#)
[ORS 659A.006](#)
[ORS 659A.029](#)

[ORS 659A.030](#)
[ORS 659A.082](#)
[ORS 659A.112](#)
[ORS 659A.820](#)
[ORS 659A.875](#)

[ORS 659A.885](#)
[OAR 584-020-0040](#)
[OAR 584-020-0041](#)

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d (2018).

Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e (2018).

Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1683 (2018); Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 34 C.F.R. Part 106 (2020).

Bartsch v. Elkton School District, FDA-13-011 (March 27, 2014).

[House Bill 3041 \(2021\)](#)

OSBA Model Sample Policy

Code: GBNAA/JHFF

Adopted:

Suspected Sexual Conduct with Students and Reporting Requirements *

Sexual conduct by district employees, contractors¹, agents², and volunteers³ is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers are subject to this policy. Students are also subject to this policy if they are acting as an employee, contractor, agent or volunteer.

⁴“Sexual conduct,” means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student’s educational performance, or of creating an intimidating or hostile educational environment. “Sexual conduct” does not include touching or other physical contact that is necessitated by the nature of the school employee’s job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

The district will post in each school building the names and contact information of the employees designated for the respective school buildings to receive reports of suspected sexual conduct and the procedures the designee will follow upon receipt of the report.

¹ “Contractor” means a person providing services to the district under a contract in a manner that requires the person to have direct, unsupervised contact with students.

² “Agent” means a person acting as an agent for the district in a manner that requires the person to have direct, unsupervised contact with students.

³ “Volunteer” means a person acting as a volunteer for the district in a manner that requires the person to have direct, unsupervised contact with students.

⁴ This definition of “sexual conduct” affects all conduct that occurs before, on or after June 23, 2021, for purposes of reports that are made, investigations that are initiated, or a collective bargaining agreement, an employment contract, an agreement for resignation or termination, a severance agreement or any similar contract or agreement entered into, on or after June 23, 2021.

Any district employee^{6}, contractor, agent or volunteer who has reasonable cause to believe that a student has been subjected to sexual conduct by another district employee, contractor, agent or volunteer, or that another district employee, contractor, agent or volunteer has engaged in sexual conduct with a student shall immediately report such suspected sexual conduct to the ^{7}designated licensed administrator or the alternate designated licensed administrator, **in the event the designated administrator is the suspected perpetrator, for their school building. If the conduct also constitutes child abuse, the employee must make mandatory reports in accordance with Board policy GBNAB/JHFE – Suspected Abuse of a Child Reporting Requirements.**

If the superintendent is the alleged perpetrator the report shall be submitted to the **designated** licensed administrator^{8} **Director of K12 Programs** who shall report the suspected sexual conduct to the Board chair.

If an employee fails to report suspected sexual conduct or fails to maintain confidentiality of records, the employee will be disciplined up to and including dismissal.

When **a** designated licensed administrator receives a report of suspected sexual conduct by a district employee, contractor, agent or volunteer, the administrator will follow procedures established by the district and set forth in the district’s administrative regulation GBNAA/JHFF-AR - Suspected Sexual Conduct Report Procedures and Form. All such reports will be reported to the Oregon Department of Education (ODE) or Teacher Standards and Practices Commission (TSPC) **in accordance with such administrative regulation.** The agency receiving a report will complete an investigation regardless of any changes in the relationship or duties of the person who is the alleged perpetrator.

When there is reasonable cause to support the report, a district employee suspected of sexual conduct shall be placed on paid administrative leave pending an investigation and the district will take necessary actions to ensure the student’s safety.

When there is reasonable cause to support the report, a district contractor, agent or volunteer suspected of sexual conduct shall be removed from providing services to the district and the district will take necessary actions to ensure the student’s safety.

The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

⁶ ~~{The following language in brackets, i.e., [contractor, agent or volunteer], is optional language for the district to consider including. If the language is kept, the district must make these groups aware of the policy and its administrative regulation and their responsibilities under both. This may also be included in contracts with agents and contractors and include reference to this policy.}~~

⁷ {ORS 339.372 requires the district to post the names and contact information of the persons, i.e., a licensed administrator and an alternate licensed administrator, who are designated to receive reports of sexual conduct for a school building in the respective school building. A “licensed administrator” is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

⁸ {A “licensed administrator” is a person employed as an administrator by the district and holds an administrative license issued by TSPC or may be a person employed by the district that does not hold an administrative license issued by TSPC if the district does not require the administrator to be licensed by TSPC.}

A district employee, contractor or agent will not assist another district employee, contractor or agent in obtaining a new job if the individual knows, or has reasonable cause to believe the district employee, contractor or agent engaged in sexual conduct. Nothing in this policy prevents the district from disclosing information required by law or providing the routine transmission of administrative and personnel files pursuant to law.

The initiation of a report in good faith about suspected sexual conduct may not adversely affect any terms or conditions of employment or the work environment of the person who initiated the report or who may have been subject to sexual conduct. If a student initiates a report of suspected sexual conduct by a district employee, contractor, agent or volunteer in good faith, the student will not be disciplined by the district or any district employee, contractor, agent or volunteer.

The district will provide to employees at the time of hire, or to a contractor, agent or volunteer at the time of beginning service for the district, the following:

1. A description of conduct that may constitute sexual conduct;
2. A description of the investigatory process and possible consequences if a report of suspected sexual conduct is substantiated; and
3. A description of the prohibitions imposed on district employees, contractors and agents when they attempt to obtain a new job, pursuant to ORS 339.378(2).

All district employees are subject to Board policy GCAB - Personal Electronic Devices and Social Media - Staff regarding appropriate electronic communications with students.

Any electronic communications with students by a contractor, agent or volunteer for the district will be appropriate and only when directed by district administration. When communicating with students electronically regarding school-related matters, contractors, agents or volunteers shall use district e-mail using mailing lists and/or other internet messaging **approved by the district** to a group of students rather than individual students or as directed by district administration. Texting or electronically communicating with a student through contact information gained as a contractor, agent or volunteer for the district is prohibited.

The superintendent shall develop administrative regulations to implement this policy and to comply with state law.

END OF POLICY

Legal Reference(s):

[ORS 332.107](#)

[ORS 339.370 - 339.400](#)

[ORS 419B.005 - 419B.045](#)

Every Student Succeeds Act, 20 U.S.C. § 7926 (2018).

[House Bill 2136 \(2021\)](#).

[Senate Bill 51 \(2021\)](#).

OSBA Model Sample Policy

Code: IA
Adopted:

Instructional Goals

~~The district, in recognition of its educational responsibilities, will develop goals for guiding the instructional program. These goals will be developed by involving staff, parents and the community. In establishing an effective educational program as part of the students' total education, the district recognizes the importance of developing a partnership that promotes the involvement of staff, parents and the community through such means as 21st Century Schools Councils, local school committees and advisory committees. in the decision-making and goal-setting process. Goals will be reviewed periodically and, where desirable, modified.~~

~~The district is committed to a continual process of collaborative decision making and goal setting that supports the~~ In supporting the, the district will assist each learner to develop: following characteristics:

- ~~The ability to reason and apply knowledge;~~ Provides equal and open access and educational opportunities for all students regardless of their linguistic background, culture, race, sex, sexual orientation, gender, capability or geographic location;
- ~~The basic skills in English, mathematics, science and social sciences;~~ Assumes that all students can learn and establishes high, specific skill and knowledge expectations, and recognizes individual differences at all instructional levels;
- ~~Strong, healthy bodies and emotional well-being;~~ Provides special education, compensatory education, linguistically and culturally appropriate education and other specialized programs to all students who need those services;
- ~~A desire for lifelong learning;~~ Supports the physical and cognitive growth and development of students;
- ~~Knowledge and understanding of the theory and practice of how our democratic society functions;~~ Provides students with a solid foundation in the skills of reading, writing, problem solving and communication;
- ~~Respect for the dignity, the rights and worth of all individuals;~~ Provides opportunities for students to learn, think, reason, retrieve information, use technology and work effectively alone and in groups;
- ~~Skills, experience and positive attitudes and the capacity to adapt to changing conditions;~~ Provides for rigorous academic content standards and instruction in mathematics, science, language arts, history, geography, economics, civics, physical education, health, the arts and world languages;
- ~~Attitudes and behavior necessary to develop and preserve our environment;~~ Provides students with an educational background to the end that they will function successfully in a constitutional republic, a participatory democracy and a multicultural nation and world;

9. ~~The ability to live rewarding and satisfying lives and to identify and cultivate moral and ethical values;~~ Provides students with the knowledge and skills that will provide the opportunities to succeed in the world of work, as members of families and as citizens;
10. ~~His/her academic growth beyond proficiency in academic content standards and encourage his/her attainment of individual goals; and~~ Provides students with the knowledge and skills that lead to an active, healthy lifestyle;
11. ~~Utilizes valid and reliable data for evaluating the success of curriculum, instruction, resource allocation and school improvement.~~ Provides students with the knowledge and skills to take responsibility for their decisions and choices;
12. Provides opportunities for students to learn through a variety of teaching strategies;
13. Emphasizes involvement of parents and community in the total education of students;
14. Transports students safely to and from school;
15. Ensures that the funds allocated to schools reflect the uncontrollable differences in costs facing each district;
16. Ensures that local schools have adequate control of how funds are spent to best meet the needs of students in their communities;
17. Provides for a safe, educational environment;
18. Provides increased learning time;
19. Provides each student an education experience that supports students' academic growth beyond proficiency in academic content standards and encourages their attainment of challenging and aspirational individual goals; and
20. Utilizes valid and reliable data for evaluating the success of curriculum, instruction, resource allocation and school improvement.

END OF POLICY

Legal Reference(s):

[ORS 329.025](#)
[ORS 329.125](#)

[ORS 336.067](#)
[OAR 581-022-2030](#)

[OAR 581-022-2315](#)

[House Bill 2056 \(2021\)](#).

OSBA Model Sample Policy

Code: IB
Adopted:

~~Academic Freedom~~ Freedom of Expression

~~The Board seeks to educate young people in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the United States Constitution and the Bill of Rights.~~

~~Academic freedom within the confines of state law and Board policy will be guaranteed to teachers in order to create in the classroom an atmosphere of freedom which allows students to raise questions dealing with critical issues.~~

~~The teacher is responsible for exercising good judgement in selecting issues for discussion which are of educational value to the students involved.~~

Students have a general right to freedom of expression within the school system. The district requires that students exercise their rights fairly, responsibly and in a manner not disruptive to other individuals or to the educational process.

Freedom of Student Inquiry and Expression

1. Generally, students and student organizations are free to examine and discuss questions of interest to them and to express opinions publicly and privately within the school system, provided such examination and expression is fair and responsible and is not disruptive to other individuals or to the educational process. Students may support or oppose causes by orderly means which do not disrupt other individuals or the operation of the school.
2. In the classroom, students are free to examine views offered in any course of study, provided such examination is expressed in a responsible manner.

Freedom of Association

Students are free to organize associations to promote their common interests. Student organizations should be open to all students. Membership criteria may not exclude students on the basis of age, race, religion, color, national origin, disability, marital status, familial status, parental status, linguistic background, culture, socioeconomic status, capability, geographic location, sex, sexual orientation or gender identity. Each student organization must have a staff adviser to counsel and, when necessary, supervise students in the organization. All student organizations must submit to the school a statement of purpose, criteria for membership, rules and procedures and a current list of officers. School administrators may establish reasonable rules and regulations governing the activity of student organizations.

Publications K-8, Displays and Productions

On occasion, materials such as leaflets, newsletters, cartoons and other items including displays and productions are prepared, produced and/or distributed by students as part of the educational process and

free expression in an academic community. Materials may be reviewed by the administrator or may be restricted or prohibited pursuant to legitimate educational concerns. Such concerns include:

1. The material is or may be defamatory;
2. The material is inappropriate based on the age, grade level and/or maturity of the audience;
3. The material is poorly written, inadequately researched, biased or prejudiced;
4. Whether there is an opportunity for a named individual or named individuals to make a response;
5. Whether specific individuals may be identified even though the material does not use or give names;
6. The material is or may be otherwise generally disruptive to the school environment. Such disruption may occur, e.g., if the material uses, advocates or condones the use of profane language or advocates or condones the commission of unlawful acts;
7. Students, parents and members of the public might reasonably perceive the materials to bear the sanction or approval of the district.

High School Student Journalists

Generally, high school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. "School-sponsored media" means materials that are prepared, substantially written, published or broadcast by student journalists; that are distributed or generally made available, either free of charge or for a fee, to members of the student body; and that are prepared under the direction of a student media adviser. School-sponsored media does not include media intended for distribution or transmission solely in the classrooms in which they are produced.

School-sponsored media prepared by student journalists are subject to reasonable time, place and manner restrictions, pursuant to state and federal law. School-sponsored media cannot contain material that:

1. Is libelous or slanderous;
2. Is obscene, pervasively indecent or vulgar;
3. Is factually inaccurate or does not meet journalistic standards established for school-sponsored media;
4. Constitutes an unwarranted invasion of privacy;
5. Violates federal or state law or regulation; or
6. So incites students as to create a clear and present danger of:
 - a. The commission of unlawful acts on or off school premises;
 - b. The violation of district or school policies; or
 - c. The material and substantial disruption of the orderly operation of the school. A school official will base a forecast of material and substantial disruption on specific facts, including past

experience in the school and current events influencing student behavior, and not on undifferentiated fear or apprehension.

Modifications or removal of items, as recommended by the supervisor or building administrator, may be appealed in writing to the superintendent. The superintendent shall schedule a meeting within three school days of receiving the written appeal. Those present at the meeting shall include the individual(s) making the appeal, the individual(s) who made the decision to modify or remove materials and the superintendent. At the superintendent's discretion, the district's legal counsel may also attend the meeting. The superintendent shall make his/her decision within three school days of the meeting. The superintendent's decision shall be final and binding on all parties.

If the complainant is not satisfied with the decision of the superintendent, ~~he/she~~ the complainant may appeal to the Board under established district procedures.

END OF POLICY

Legal Reference(s):

[ORS 174.100](#)

[ORS 332.072](#)

[ORS 332.107](#)

[ORS 336.477](#)

[ORS 339.880](#)

[ORS 339.885](#)

[ORS 659.850](#)

[OAR 581-021-0050](#)

[OAR 581-021-0055](#)

Equal Access Act, 20 U.S.C. §§ 4071-4074 (~~2012~~2018).
Westside Cmty. Bd. of Educ. v. Mergens, 496 U.S. 226 (1990).
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988).
U.S. CONST. amend. I; U.S. CONST. amend. XIV.
OR. CONST., art. I, § 8.
[House Bill 3041 \(2021\)](#).



EXPLORE
AMERICA

Student Travel Program Proposal

Fern Ridge Middle School / Marian French



Domestic Educational Tour: EF Explore America 2023

Your partner in travel-based learning

EF Education First is the world leader in international education. For over 55 years, we've partnered with educators around the world to help more than 15 million students gain new perspectives and build skills for the future through experiential learning.

Our mission is to empower educators to do their best work. At EF Explore America, we're working to define the modern educational tour experience. Our itineraries are more than places to go and things to see. We build programs that challenge assumptions, spark connections, and inspire curiosity in young students. Students will expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people, places, and cultures.

We take care of every detail of the tour experience—transportation and lodging, meal reservations and menus, museum tickets and local tour guides, and much more. That also includes behind-the-scenes elements, like safety checks at hotels and background checks on adult travelers. With all that taken care of, educators and students can focus on the bigger picture.

You'll find all the details and more on the next few pages.

What's in this document

- Pg. 3** Safety
- Pg. 5** Traveler health & wellness
- Pg. 5** Tour experience
- Pg. 7** Liability protection
- Pg. 9** Educational value
- Pg. 10** Itinerary specifics
- Pg. 10** Cost and payment options
- Pg. 11** Sample hotels & meals
- Pg. 12** Next steps
- Pg. 13** Educator testimonials
- Pg. 14** Student travel checklist

This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying, and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour, and date(s) specifically mentioned herein. For additions, subtractions, or modifications, please contact your EF Tour Consultant.

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For full terms and Booking Conditions, visit:
efexploreamerica.com/bc

Safety

Your students' safety is our number one priority. We would never send a traveler to a location we believe to be unsafe—and with our extensive global presence, our best-in-the-industry experience, and our close working relationships with U.S. and international authorities, that's a statement we can back up with real insight.

Whether it's a worldwide pandemic or a sprained ankle, a missed flight or confusing medical paperwork, we make sure every situation is taken care of.

*For specific information on EF's response to COVID-19, visit efexploreamerica.com/covid

Worldwide presence

EF's global presence is truly unmatched. We have staff on the ground 365 days a year in over 50 countries. And we don't just work in those countries—we call them home. EF team members live in nearly every one of our tour destinations, meaning we have the local knowledge to help keep our groups safe. That presence allows us to be there to support you on the ground wherever and whenever you need us.

24/7 emergency support

In the event that anything on tour goes wrong, EF staff is always available to help. Your Tour Director is your group's constant companion and first point of contact in an emergency. Additionally, our fully trained support teams are on hand 24/7 to walk teachers through any issues and provide the resources necessary to get things back on track. Our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 24 hours a day, 365 days a year. And when they aren't directly helping EF travelers, they're actively innovating on and shaping the new worldwide standards for cleanliness and safety.

Your dedicated team

This group is fully committed to your school's trip and the safety of every traveler.

Operations Safety & Incident Response Team – This team is strategically based in our Boston, Panama, Tokyo, and Zurich offices to accommodate for all time zones. Available 24 hours a day, every day of the year, they are trained to react quickly if travelers need help. The team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. As needed, they can facilitate additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities.

Emergency Services & Support Team – Our support team is available 24/7 to help resolve any issue, from a missed flight to more serious on-tour incidents. They also facilitate communication between travelers and families in the event of an emergency at home. The team is made up of highly trained and dedicated EF staff in our Boston and Denver offices who are equipped to solve problems and answer questions that may come up, even outside of regular business hours.

Tour Director – Assigned exclusively to your tour for the length of the stay at your destination, your Tour Director meets your group at the airport and travels with you until your departure. All Tour Directors undergo an annual background check as permissible by local law and are required to participate in ongoing EF safety trainings. They're

the first point of contact in an emergency and they communicate information to help travelers stay safe in their tour destination. Tour Directors assist Group Leaders with hotel check-ins, coordinate meals, facilitate tours with local guides, and much more. They're also culturally connected and expertly trained to support impactful learning experiences.

Tour Consultant – This itinerary expert is devoted to the growth of your students. They are your school's partner, working with you on everything from finding the perfect tour and enrolling students to offering fundraising advice and creating long-term travel programs for your school community. They work directly alongside the Group Leader (a.k.a. local teacher), right up until the moment of departure to make sure everything goes smoothly.

Traveler Support – Our team of support specialists are readily available to walk families through insurance inquiries, payment plans, food allergy issues, and any other topics that arise.

Chaperones – For every ten travelers who enroll on your school's tour, your group is eligible to bring along a chaperone for free (the first spot goes to the Group Leader). This allows for a 10:1 ratio of students to chaperones, who assist Group Leaders with supervision of students to help keep them safe.

Traveler health & wellness

Telehealth Service provided – EF has identified Telehealth service providers for easy and convenient medical attention and advice. These third-party service providers make it possible for travelers to obtain medical advice either over a phone call or on a video call and, if not covered by their primary medical insurance, to submit a claim under the medical insurance benefits already included in the tour program fee.

Hand sanitizer & face masks – Explore America will have disposable face masks available to all Explore America travelers should local regulations require their use. Hand sanitizer will be available throughout your stay in hotels, restaurants and on the coach. We will also have hand sanitizer available should travelers need it during visits and sightseeing tours. We highly recommend travelers bring their own personal hand sanitizer and face masks for use throughout the tour.

Before you go – Closely monitor your health leading up to and while on tour. Should you feel ill during your journey, your EF team is specially trained in how to support you.

Tour experience

What this means for your actual tour today is that in addition to all of the rigorous safety and quality guidelines we have always required of all EF Explore America suppliers, we will also insist that they are further emphasizing the safety of your group with respect to COVID preparedness while traveling:

Air Travel – At this time, all major airlines are requiring face masks to be worn by all staff and customers during the flight. Aircrafts have enhanced cleaning procedures and state-of-the-art air circulation systems (a high-efficiency (HEPA) filter, like those found in hospitals) that removes up to 99.7% of airborne particles. Travelers are also encouraged to bring their own food and drinks as some carriers are completely removing on-board service.

Hotels – Hotels are increasing the frequency of cleaning high-touch public areas (lobby doors and handles, front desks, vending areas, handrails, public bathrooms, elevators) and using a hospital-grade disinfectant. Staff will follow strict guidelines when cleaning guest rooms. They are providing antibacterial hand sanitizers throughout the property and have added signage in lobbies to remind guests to maintain social distancing protocols. Therefore, the check-in process will be amended during the groups' arrival. Students may be required to sit on the bus or wait outside until their room is called. This means check-in could take longer.

Tour experience, continued

Added rooming comforts – We have developed flexible options to support individual traveler rooming preferences. Specifically, we offer room upgrades for students who prefer twin rooming (1 other person). For groups on shared tours with multiple schools, students will only share hotel rooms with students from their group.

Motor coaches – Before every trip, motor coach operators will clean and disinfect each vehicle with EPA/CDC approved disinfectants. During travel, critical touchpoints will be cleaned and sanitized daily with EPA/CDC approved disinfectants. Hand sanitizer will be made available to your group while on the bus throughout your trip. It is likely that your group will be required to have assigned seating for the duration of the tour.

Meals – We remain committed to the quality of meals and our ability to provide options, while adhering to new safety guidelines that our restaurants must follow. Breakfast, lunches (when included) and dinners will be plated or boxed meals as we opt to avoid buffet style dining until such time the CDC or other local authorities remove restrictions.

Attractions – Depending on the size of an attraction, new capacity limits may require a group to have staggered or separate visits, or might restrict visitor interactions in some way. We are in constant communication with all of our attractions to be certain that whatever modifications they need to make to ensure safe interactions will not diminish the quality and integrity of the experience. As such, attractions, such as some of our STEM activities, may be altered or substituted to ensure both safe conditions, and a quality experience, are available.



EF is among the first recipients of the **World Travel & Tourism Council's Safe Travels Stamp**, certifying that EF adheres to strict safety and hygiene protocols.

efexploreamerica.com/health-and-safety

Protection for travelers, schools, and districts

We understand that unpredictable things can happen, either on tour or before departure. We offer a variety of protections, programs, and policies to make sure that, no matter what happens, travelers, schools, and districts are covered. We're doing everything we can to make planning for the future as flexible as possible.

General liability insurance

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our \$50 million General Liability Policy, regardless of whether the tour is affiliated with the school. EF's liability coverage is primary and non-contributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such claims. In addition, all travelers are required to sign EF's Release and Agreement, which includes a release of liability of their Group Leader, school, and school board.

Risk-Free Enrollment Period

If you sign up for a tour traveling in 2023 by April 1, 2022 with our Automatic Payment Plan or by Paying in Full, you have the option to cancel your tour for any reason before May 1, 2022 and we'll refund 100% of the money paid to EF.

Flexibility to change tours

The world is always changing. And while our belief in the positive impact of travel is unwavering, it can feel hard to predict what life, here in the U.S. and abroad, will look like several months, a year, or even two years from now. When you decide to travel with EF, we want you to feel secure in that decision. That's why these benefits are built into every EF program.

Peace of Mind

Provided to all groups

We understand that plans can change due to unforeseen circumstances. EF provides this exclusive program to account for such situations. It provides

groups with flexibility to change the dates and destination of their tours in uncertain times. This program accounts for such circumstances and can be enacted up to 45 days prior to departure at the group level for any reason, including terrorism or other world events.

COVID Peace of Mind

Provided to all groups

In addition to our standard Peace of Mind Program, which provides protection up until 45 days prior to departure, EF provides an exclusive COVID-19 Peace of Mind Program to account for situations related to the COVID-19 pandemic. This program is automatically included for all travelers and can be enacted when certain triggers are met.

COVID Care Promise

Provided to all groups

If your child is diagnosed with COVID-19 while on tour, we will coordinate and facilitate support services and logistics including translation services, connections with local health care providers, communication with family, and flights home at no additional cost.

Protection for individual travelers

Travelers can help protect their investment and themselves from certain unexpected events and expenses while on tour with EF's Protection Plans.

Travel Protection Plan

Available to all travelers

Designed specifically with EF travelers in mind, this plan provides both pre-departure and post-departure benefits, including medical expense coverage that may apply on tour and tour cancellation for specified reasons.

Anytime Protection Plan

Available to all travelers

To further protect your investment from the unexpected, this plan provides all the benefits included in the Travel Protection Plan as well as expanded cancellation protection.

Background checks for adult travelers

EF requires all adults (18 years and older) to pass a criminal background check before traveling on our student tours. This provides a safer tour experience for all travelers and aligns with the process and expectations of many school districts for adults who volunteer in schools or chaperone school activities. The secure process, provided by a leading professional provider, only identifies those individuals who could present a risk to student travelers while on tour.

Educational value

Our tours help prepare students for the future by teaching them more about the world, themselves, and their place in the world. Combining the power of experiential learning with the thrill of travel, our tours help students:

- Expand their knowledge of the world around them
- Grow more confident and independent
- Understand new people, places and cultures
- Discover more about themselves

EF is an accredited institution

We echo your commitment to education. Our travel-based learning approach is designed to blend classroom and experiential learning. This allows us to meet the same rigorous standards as schools like yours, ensuring students gain valuable experiences that transform the way they look at the world.

Earning credit for new experiences

EF makes it easy for students to turn their tour experience into college credit, or to get a head start on their college essays—all while making their travel experience even more engaging.

- Students in grades 9-12 can earn 3.0 undergraduate credits, along with the confidence that comes with taking a college course, by completing a series of assignments and a final research project with our partner, Southern New Hampshire University—all for just \$215.
- Students in grades 6-12 can earn 0.5 high school credits by completing our Personalized Learning Guide before, during and after tour. And the best part? It's free!



Itinerary specifics

Below is a breakdown of the components included in an EF itinerary. For more robust details, the complete itinerary is attached to this document. It includes specific locations, each day's activities, travel plans and more.

<https://www.efexploreamerica.com/educational-tour/washington-dc-new-york?query=dc>

Price of the proposed tour

The tour program price covers a wide range of services that ensure students have an incredible experience. It includes all the planning and preparation that leads up to departure, travel and accommodations, plus logistical support and details once the group reaches their destination.

Price Details

Washington, D.C. & New York

Program Price ¹ \$2,380

Includes:

- Round-trip transportation
- Air-conditioned motor coach while on tour
- Hotel and accommodations
- Breakfast and dinner daily
- Full-time Tour Director
- Daily activities, tours and entrances to attractions
- Overnight security
- Gratuities
- Illness and Accident Coverage

All Inclusive Coverage \$99

EF's Peace of Mind Program ² Free

Total for Students (under age 20) \$2,479

16 monthly payments \$149/mo

Adult Supplement ² \$300

Total for Adults \$2,779

16 monthly payments \$168/mo

Sample hotels

Every hotel we work with must meet our high standards for safety, quality and cleanliness. Hotels are vetted by our team to make sure they meet our requirements and subsequently inspected regularly to ensure they continue to satisfy those parameters.

Here are some examples of hotels students might stay in on tour:

Hilton Springfield

Springfield, VA

Cambria College Park

College Park, MD

Best Western Executive Plus Fairfield

Fairfield, NJ

Sample meals

Meals are selected to provide a balance of local, cultural experiences and more familiar cuisines that students know and love. Below are some examples of what travelers can expect at the destination, but please note that meals can vary from tour to tour.

Here are some examples of meals students may enjoy on tour:

Primo's Family Restaurant

Alexandria, VA

Buca Di Beppo

New York, New York

Mangia

New York, New York

How I can help with next steps

My name is Tori Bodenski and I am Fern Ridge Middle School's dedicated Senior Tour Consultant. That means I'll be working with Marian every step of the way to make sure everything is perfectly planned. She will also have my colleague, Carter Kelley as her tour's Account Manager.

As we move forward with this process, here are some next steps to keep in mind:

Marian and I will need to schedule a call to discuss our amazing recruitment process. I recommend we get a virtual enrollment/informational meeting on the books for this winter, i.e. February or March, so students can lock in the low-monthly payments and qualify for our **Risk- Free Enrollment period**- *Enroll on a 2023 tour this winter and receive 100% refund if you cancel before or by May 1st, 2022.*

I hope this overview has given you the information you need to feel confident in EF as an educational travel provider. Should you have any questions or need any additional information, please don't hesitate to reach out to me directly. EF is excited to partner with your school to bring this life-changing experiential learning opportunity to your students.

Sincerely,
Tori Bodenski
victoria.Bodenski@ef.com

“I am now more confident than ever in the safety and experiences of my students after working with EF on this trip. As a leader, I am committed to ensuring a global mindset throughout my district and student/teacher travel.”

Angela M., Administrator, Brunswick, ME

“I advocate for travel because the world is vast and diverse. If we want to truly understand our neighbors in other states or countries, we must reach out and meet them where they live. Travel provides a glimpse into another world that our students may have Googled or watched on a device, but living it with the smells, food, smiles, and various challenges teaches flexibility, tolerance, understanding, and empathy.”

Chuck C., Group Leader, Central, SC

From a single tour to a whole program

A single tour can open endless possibilities for a small group of students. Our goal at EF is to bring that experience to as many students as possible, including the broadest collection of students at your school. By progressing from a single tour to a consistent travel program, you'll not only build a culture of exploration, but you'll provide the opportunity of travel to even more students. We can work directly with you and your staff to establish a framework for your travel program that's tailored specifically to your school's needs and goals.



The essential checklist for choosing an educational travel partner

Educational travel matters. And who you travel with matters just as much. Whether you are planning your first tour or building upon a legacy of showing students the world, the travel partner you choose could mark the beginning of a lifelong relationship. While your students will feel the impact of your trip in the eye-opening interactions and experiences that happen on tour, you know its success will be measured from the moment you decide to lead them someplace new.

Picking a partner who can help plan, guide, and bring a seamless educational tour to life is even more important than selecting your destination. Because if you choose well, you only have to choose once.

Use this quick and comprehensive checklist to consider some of the most impactful factors in building a strong partnership and a successful travel program at your school.

Ready to learn more about traveling with EF?

Call 800-503-2323, and we'll connect you with an expert Tour Consultant who can answer all of your questions.

The essential checklist for choosing an educational travel partner



Long-term stability

Planning a tour often happens many months, if not years, in advance. Which means the travel partner you choose will be making financial commitments on behalf of your students—and with your and your administration's involvement—well ahead of the actual trip.

| ✓ | CONSIDER:

- Is this partner strong, established, and ready to deliver on your future tour, regardless of the economic climate?
- If necessary, will refunds or travel credits be available?
- Are there competing priorities or business challenges for the partner's staff that could distract them from being fully focused on your experience?

True global support

So often in travel, local relationships and on-the-ground experience are more valuable than the kind of knowledge that's gained from behind a desk. From exclusive access to off-the-beaten-path experiences to real-time, in-person assistance during an emergency, local expertise has the power to impact every aspect of your tour for the better.

| ✓ | CONSIDER:

- Does this partner have on-the-ground staff in the countries you want to visit?
- Does this partner have 24/7 global support to assist in any kind of emergency?
- Does this partner have the ability to re-route or reschedule tours at any time?

Family-first policies

As the world continues to change around us, families will want to know that you understand flexibility and peace of mind matter more than ever.

| ✓ | CONSIDER:

- Does this partner offer policies that are transparent, fair, and consistent?
- Will families feel confident that their investment is protected with this partner, and do they offer families alternatives if travel can't happen as planned?

Passion that matches yours

A strong relationship is rooted in shared values. Having a travel partner who understands what's important to you—and who values the same things—is critical. That's how you develop trust and the foundation for a travel program that's exactly right for you and your students.

| ✓ | CONSIDER:

- Is this organization built to serve teachers and students first?
- Does the leadership of this company have history and experience in education?
- Does this partner believe travel is for everyone—with pricing, policies, and scholarship options that support more students seeing the world?
- Does this partner promote and share diverse perspectives as a part of their travel programs?

Opportunities for professional & personal growth

The ability to earn high school, college, and professional learning credit should be built into any educational travel experience. But all credit-earning opportunities are not created equal.

| ✓ | CONSIDER:

- Does this partner offer a comprehensive learning tool that accompanies your tour to help guide, enhance, and celebrate a student-centered learning experience?
- Is this partner associated with organizations and institutions that will meaningfully improve your and your students' travel experience?
- Does the partner offer credit to you and your students from accredited educational institutions?
- Is the cost of their credit-earning programs affordable?



Fern Ridge School District 28J

Gary E. Carpenter Jr.
Superintendent

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Classified/Confidential/Manager/Coach Employees Resignations/New Hires/Transfers/Other Report March 14, 2022

Resignations/Retirements

1. Resignation of Sabrina Fox, 6.50 Special Education Instructional Assistant at Fern Ridge Middle School, effective March 28, 2022.

New Hires

1. None at this time.

Other

1. None at this time.

Coaches

1. Resignation of Scotty Wolgamott, JV Football Coach at Elmira High School, effective February 2, 2022.

FERN RIDGE SCHOOL DISTRICT 28-J
88834 Territorial Road
Elmira, OR 97437
RESOLUTION NO. 21-22/03

**RESOLUTION FOR PROBATIONARY ADMINISTRATOR'S CONTRACT
RENEWALS**

WHEREAS, probationary administrators will be employed pursuant to one-year employment contract; and

WHEREAS, the Superintendent has made a recommendation on each of the below listed probationary administrators; and

WHEREAS, any new employment contract that extends the probationary administrators' employment for a new term shall replace any prior contracts;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Fern Ridge School District No. 28J, Lane County, Oregon, that the following administrators shall be issued individual employment contracts for the 2022-2023 school year, pursuant to ORS 342.895:

Ricci Huling – Assistant Principal, Elmira High School
Rilke Klingsporn – Principal, Elmira Elementary School

ADOPTED by the Board this 14th day of March 2022, Lane County School District 28J.

Board of Directors, Chair

Superintendent

March 14, 2022 – Resolution #21-22/04

FERN RIDGE SCHOOL DISTRICT 28J
88834 Territorial Road
Elmira, OR 97437
RESOLUTION NO. 21-22/04

RESOLUTION FOR TEACHER CONTRACT EXTENSIONS

WHEREAS, teachers will be employed pursuant to two-year employment contracts; and

WHEREAS, the Superintendent has made a recommendation on each of the below listed teachers; and

WHEREAS, any new employment contract that extends the teachers employment for a new term shall replace any prior contracts;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Fern Ridge School District No. 28J, Lane County, Oregon, that the following teachers shall be issued individual employment contracts for the 2022-2023 and 2023-2024 school years, pursuant to ORS 342.895:

| | | |
|-------------------|--------------------|-----------------------|
| Atkinson, Emily | Harper, Gwen | Moeller, Kyle |
| Best, Kenneth | Hart, Shannon | Moen-Gay, Teri |
| Brummett, Ryan | Hauge, Rebecca | Monegan, James |
| Caswell, Anne | Herbert, Jennifer | Oxenford, Ann |
| Chambers, Ryan | Hohnstein, Heather | Pebworth, Angela |
| Chen, Mirka | Hood, Paris | Peirce, Reini' |
| Connolly, Gretta | Humphrey, Kyle | Perrier, Billie |
| Cooper, Forrest | Hunt, Krin | Pizzola, Kathleen |
| Cutsforth, Kasey | Johnson, Alisa | Prutzman, Jennifer |
| Davis, Bradley | Johnson, David | Reichardt, Martha |
| Davis, Whitney | Jones, Donna | Schreiber-Hutton, Amy |
| Edmundson, Thomas | Kenyon, Wendy | Sinniger, Rachel |
| Frede, Rachel | Lee, Rob | Skenzick, Elizabeth |
| French, Marian | Larson, Ruth | St. Hilaire, Debra |
| Gardner, Ronda | Lewis, Ruth F. | Stoe, James |
| Greene, Deanna | Light, Jesse | Wagner, John |
| Greene, Jeff | Markham, Michelle | Warren, Estin |
| Guill, Mike | McGuire, Erika | Wartenbee, Sarah |
| Guldager, Jon | McMillan, Brittany | Wondra, Patrick |
| | Midwood, Lauren | |

ADOPTED by the Board this 14th day of March 2022, Lane County School District 28J.

Board of Directors, Chair

Superintendent

FERN RIDGE SCHOOL DISTRICT 28J
88834 Territorial Road
Elmira, OR 97437
RESOLUTION NO. 21-22/05

RESOLUTION FOR PROBATIONARY TEACHER CONTRACT RENEWALS

WHEREAS, probationary teachers will be employed pursuant to one-year employment contract; and

WHEREAS, the Superintendent has made a recommendation on each of the below listed probationary teachers; and

WHEREAS, any new employment contract that extends the probationary teacher’s employment for a new term shall replace any prior contracts;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Fern Ridge School District No. 28J, Lane County, Oregon, that the following teachers shall be issued individual employment contracts for the 2022-2023 school year, pursuant to ORS 342.895:

1st Year

2nd Year

3rd Year

- Bunn, Michelle
- Carey, Taylor
- Fischer, Ashley
- James, Nichola
- Mauric, Alex
- Miller, Megan
- Nelson, Jessica
- Neinhaus, Kailee
- Taylor, Matthew
- Thom, Chloe
- Wirth, Courtland
- Wright-Rendon, Desi Rae

- Erwin, Emmy
- Holden, Kathleen
- Lloyd, Debra.
- McCourtney, Jeff
- Nelson, Michelle
- Newman, Jacob
- Reynolds, Rose
- Roberts, Courtney
- Russell, Emilee

ADOPTED by the Board this 14th day of March 2022, Lane County School District 28J.

Board of Directors, Chair

Superintendent

March 14, 2022 – Resolution #21-22/06

FERN RIDGE SCHOOL DISTRICT 28-J
88834 Territorial Road
Elmira, OR 97437
RESOLUTION NO. 21-22/06

RESOLUTION FOR TEACHER/ TERMINAL CONTRACT NON-RENEWAL

WHEREAS, these are terminal contracts. These temporary teaching positions are terminal predicated on a terminal contract. The contracts were issued for the 2021-2022 school year only. These employees are non-renewed in these specific positions or portion thereof.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Fern Ridge School District No. 28J, Lane County, Oregon, declares these employees are non-renewed in these specific positions or portion thereof.

Emilee Brink – Terminal/Temporary Teaching Contract 2021-2022
Ian Cooper – Terminal/Temporary Teaching Contract 2021-2022
Bo Highburger – Terminal/Temporary Teaching Contract 2021-2022
Madison Heuertz-McFall – Terminal/Temporary Teaching Contract 2021-2022
Cassandra Purkey-Babcock – Terminal/Temporary Teaching Contract 2021-2022
Sara Varozza – Terminal/Temporary Teaching Contract 2021-2022

ADOPTED by the Board this 14th day of March 2022, Lane County School District 28J.

Board of Directors, Chair

Superintendent