

School Board Meeting

Monday, June 26, 2023 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: Gary
Carpenter

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

4. **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.

5. **Monthly Items:**

5.A. Approval of Minutes - Board Action

6. **Business Office**

Presenter: Business
Manager, Quanah
Bennett

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

6.B. General Fund Revenue and Expenditure Report as
of May 31, 2023.

7. **Reports:**

7.A. Superintendent's Report

8. **2023-2024 Budget Adoption**

8.A. Open Public Meeting

8.B. Comments

8.C. Close Public Meeting

8.D. Resolution #22-23/12 Adopt 2023-2024 Budget,
Make Appropriations, Impose Taxes, and
Categorizing the Tax - Board Action Required

9. Discussion Items

9.A. Alliant Update

Presenter: James
Storey

9.B. Approve 2023-2027 Agreement with Oregon School
Employees Association - Board Action Required

9.C. Proposed 2023-2024 Board Meeting Calendar -
Board Action Required

9.D. Math Curriculum Adoption - Board Action
Required

Presenter: Director
Michelle Marshall

9.E. New EHS Curriculum Approval - Board Action
Required
Criminology
World Mythology

Presenter: Director
of K12 Programs,
Michelle Marshall

9.F. Breakfast/Lunch Pricing - Board Action Required

9.G. Approve 2023-2024 Alternative Education
Programs - Board Action Required

10. Personnel

10.A. Licensed Employees Resignations/New
Hires/Transfers/Other - Board Action Required
Hiring of Billie Perrier, 1.0 FTE Principal at
Elmira Elementary School, effective July 1, 2023.
Hiring of Aaron Franklin, 1.0 FTE Teacher at
Elmira Elementary School, effective August 23,
2023.
Hiring of Elizabeth Booth, 1.0 FTE Teacher at
Veneta Elementary School, effective August 23,
2023.
Hiring of Shahaley Holzgang, 1.0 FTE Teacher at
Elmira Elementary School, effective August 23,
2023.
Hiring of Garren Piccolo, 1.0 FTE Teacher at Fern
Ridge Middle School, effective August 23, 2023.
Hiring of Cydney Vandercar, Temporary 1-Year
Principal at Elmira High School, effective July
17, 2023.
Resignation of Rick Gardner, 1.0 FTE Principal at
Elmira High School, effective June 23, 2023.
Resignation of Chanda Diekotto, 1.0 FTE Teacher
at Fern Ridge Middle School, effective June 19,
2023.
Resignation of Cassie Colon, .75 English Language
Development Teacher, effective June 19, 2023.
Resignation of Emilee Russell, 1.0 FTE Teacher at
Elmira Elementary School, effective June 19,
2023.
Resignation of Cassandra Day, 1.0 FTE Counselor
at Fern Ridge Middle School, effective June 20,
2023.

10.B. Non-Licensed Personnel Report

11. Late Items/Closing Comments

12. Upcoming Events:

July 10 - August 3: Summer School

July 10 - August 24: KITS

13. Adjournment



FERN RIDGE SCHOOL DISTRICT 28J
School Board Meeting Minutes

REGULAR MEETING of the FERN RIDGE SCHOOL BOARD

May 15, 2023

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 Boren at 6:30 pm.

In attendance were Directors Mark Boren, Jackie Turle, Andrea Larson, Barbara Graham-Adams, Lorrie Daniels, Business Manager Quanah Bennett, and Superintendent Gary Carpenter.

CITIZENSHIP AWARD (Agenda Item 2): The May Citizenship Award was presented to Hazel Harris. She is a bright and engaging student who always gives her best effort. Her quick wit and passion for knowledge sets her apart.

FLAG SALUTE (Agenda Item 3): Hazel led in the flag salute.

PUBLIC COMMENT (Agenda Item 4): Educator Brad Bellingham addressed the board to share his positive experiences with Fern Ridge students. He will only agree to take substitute jobs in Fern Ridge due to how respectful our students are and the effort they put into their class work.

MONTHLY ITEMS (Agenda Item 5):

5. A. Approval of Minutes: The minutes from the April 10, 2023 regular board meeting were presented for approval.

Director Turle moved to approve the minutes from the April 10, 2023, Fern Ridge School Board Meeting; seconded by Director Graham-Adams. There was no discussion. The motion carried with Directors Boren, Turle, Larson, Graham-Adams, and Daniels voting yes. 5-0.

BUSINESS OFFICE (Agenda Item 6):

6. A. May 1, 2023 Enrollment Report: Business Manager Quanah Bennett reviewed the current enrollment report.

Overall the district is down 46 students from projected/budgeted numbers and 7 students above where the district enrollment was at this same time last year.

6.B. General Fund Revenue and Expenditure Report: Business Manager Quanah Bennett reviewed the financial report as of April 30, 2023.

This district has received 101% of revenue. This increase was due to a large timber revenue payment which needs to be entered into a liability account since it will be taken back from us next year.

Expenditures were at 68%, which is slightly above where the district was at this same time last year.

Director Graham-Adams moved to accept the financial from April 30 as written; seconded by Director Daniels. There was no discussion. The motion carried with Directors Boren, Turle, Larson, Graham-Adams, and Daniels voting yes. 5-0.

REPORTS (Agenda Item 7):

7. A. Elmira High School Student Trip to Germany: Elmira High School John Wagner gave a summary of the student trip to Germany. The students had the opportunity to visit several major cities and made some great memories.

7. B. Fern Ridge Middle School Presentation: Assistant principal Eric Carman shared the annual FRMS report in a slideshow presentation to the board.

7. C. Director of K12 Programs Update: Director Michelle Marshall reported on the following:

- Elementary and Secondary School Emergency Relief Fund (ESSER) III: The expenditures approved at the last board meeting have been submitted to the Oregon Department of Education (ODE). Six of the seven projects have already been approved, with approval expected for the final item. Projects included HVAC balancing at Elmira Elementary, two new auto scrubbers for the custodial team, carpet replacement at Veneta Elementary, roofing repair and siding replacement at Veneta Elementary School, intercom update at Fern Ridge Middle School, asbestos removal district-wide with a focus on the high school library, and the single-stall restrooms at the high school.
- Math Adoption: Most of the schools have narrowed down their top choices for the 2023-2024 math curriculum. This will be a topic on the June agenda for approval.
- Integrated Plan: The budget and activity plans for the district Integrated Plan have been submitted and approved. FRSD is one of 40 districts in the state with an approved plan. An additional meeting with the Oregon Department of Education is set for June 1 to look at growth goals.
- Equity Action Plan: The district team continues to meet monthly and has set three goals for the upcoming year and will plan the activities to support the goals.
- Summer School: Work on this continues with Billie Perrier taking the lead this summer. Over 30 staff members are coming in to work along with Chartwells for food service and artist-in-residence.
- Talented and Gifted Plan: ODE has adjusted the template for the TAG plans, the district is in the process of drafting the new plan.

7. D. Superintendent's Report: Superintendent Carpenter shared how the district will be using Student Investment Account funds and will eliminate student fees K-12 starting next fall.

DISCUSSION ITEMS (Agenda Item 8):

8. A. Resolution #22-23/11 District Transfer Numbers: This resolution sets the number of students accepted and released through inner-district transfers for the 2023-2024 school year.

Director Turle move to approve resolution 22-23/11 for student transfers; seconded by Director Graham-Adams. There was no discussion. The motion carried with Directors Boren, Turle, Larson, Graham-Adams, and Daniels voting yes. 5-0.

8.B. Second Reading of Proposed Policy Update:

Policy JECBB Intradistrict Transfer Students was presented for a second reading and adoption.

Director Larson moved to approve OSBA policy model JECBB for transfer students; seconded by Director Daniels. There was no discussion. The motion carried with Directors Boren, Turle, Larson, Graham-Adams, and Daniels voting yes. 5-0.

PERSONNEL (Agenda Item 9):

9. A. Licensed Employees Resignations/New hires/Transfers/Other:

9.A.1. Hiring of Lisa Leatham, Retired/One-year Temporary Contract as a 1.0 FTE Administrator at Veneta Elementary School, effective July 1, 2023.

9.A.2. Hiring of Mari Jones, Retired/One Year Temporary Contract as a 1.0 FTE Teacher at Elmira Elementary School, effective August 28, 2023.

9.A.3. Hiring of Teri Moen-Gay, Retired/One-Year Temporary Contract as a 1.0 FTE Teacher at Elmira High School, effective August 28, 2023.

9.A.4. Hiring of Arthur Franklin, 1.0 FTE Teacher at Fern Ridge Middle School, effective August 28, 2023.

9.A.5. Hiring of Cassandra Day, 1.0 FTE Counselor at Fern Ridge Middle School, effective August 23, 2023.

9.A.6. Hiring of Ellie Schloss, 1.0 FTE Teacher at Veneta Elementary School, effective August 23, 2023.

9.A.7. Hiring of Amara Houghtaling, 1.0 FTE Teacher at Elmira Elementary School, effective August 23, 2023.

9.A.8. Hiring of James Storey, 1.0 FTE Director of Maintenance/Facilities, effective April 3, 2023.

9.A.9. Resignation of Brian Brands, 1.0 FTE Director of Special Education, effective June 30, 2023.

9.A.10. Transfer of Rilke Klingsporn from 1.0 FTE Elementary Administrator to 1.0 FTE District Director, effective July 1, 2023.

9.A.11. Resignation of Whitney Davis, 1.0 FTE Science Teacher at Fern Ridge Middle School, effective June 19, 2023.

Director Turle made a motion to accept the resignations, new hires, and transfers as listed; seconded by Director Daniels. There was no discussion. The motion carried with Directors Boren, Turle, Larson, Graham-Adams, and Daniels voting yes. 5-0.

9.B. Non-Licensed Personnel Report: The non-licensed personnel report was presented for review:

- Hiring of Kat Griffin, 1.0 FTE Custodian, effective May 30, 2023.
- Resignation of Rich Jones, JV Girls Basketball Coach at Elmira High School, effective May 10, 2023.

LATE ITEMS/CLOSING COMMENTS (Agenda Item 10):

UPCOMING EVENTS (Agenda Item 11):

Elmira High School

May 15 - 19: Sources of Strength

May 30: 8th Grade Fly-Up

May 25: 10th/11th Grade UO Field Trip

May 18 - 19: District Track Meet

May 25 - 26: State Championship at Hayward Field

June 9: Graduation

Fern Ridge Middle School

May 24: Spring Band and Choir Concert

June 5 - 6: 5th Grade Fly-Up

June 13: 8th Grade Promotion

Elmira Elementary School

May 19: Chalk the Walk

May 24: CATCH 3K Fun Run

May 30 - June 2: 5th Grade Outdoor School

June 5: 5th Grade Fly-Up

June 13: 5th Grade Track Meet

June 14: Kindergarten Graduation

June 15: Field Day/5th Grade Promotion

Veneta Elementary School

May 24: CATCH 3K Fun Run

May 30 - June 2: 5th Grade Outdoor School

June 6: 5th Grade Fly-Up

June 13: 5th Grade Track Meet

June 15: Field Day

June 16: 5th Grade Promotion

ADJOURNMENT (Agenda Item 12): Chair Boren adjourned the meeting at 7:47 pm.

EXECUTIVE SESSION (Agenda Item 13): EXECUTIVE SESSION Under ORS 192.660(2)(d): To conduct deliberations with person designate by the governing body to carry on labor negotiations.

No decisions were made during the executive session.

Attest: _____
School Board Representative

Gary E. Carpenter, Jr., Superintendent



FERN RIDGE SCHOOL DISTRICT 28J
ENROLLMENT REPORT


June 1, 2023

Avg.
Class
Size

	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
EES Teacher 1	14													14
EES Teacher 2	14													14
EES Teacher 3		20												20
EES Teacher 4		20												20
EES Teacher 5		20												20
EES Teacher 6			21											21
EES Teacher 7			22											22
EES Teacher 8				27										27
EES Teacher 9				23										23
EES Teacher 10					18	11								29
EES Teacher 11					29									29
EES Teacher 12						27								27
Elmira Elementary	28	60	43	50	47	38								266
VES Teacher 1	22													22
VES Teacher 2	22													22
VES Teacher 3	20													20
VES Teacher 4		18												18
VES Teacher 5		19												19
VES Teacher 6		12	11											23
VES Teacher 7			23											23
VES Teacher 8			23											23
VES Teacher 9				26										26
VES Teacher 10				26										26
VES Teacher 11					30									30
VES Teacher 12					31									31
VES Teacher 13						31								31
VES Teacher 14						28								28
Veneta Elementary	64	49	57	52	61	59								342
Total Elementary	92	109	100	102	108	97								608
Fern Ridge Middle School							90	85	90					265
FRMS Options							1	2	5					8
Elmira High School										97	84	80	75	336
EHS Options										4	14	20	7	45
EE Bridges (K-2)	3	2	3											8
EE Bridges (3-5)					4	1								5
VES (Structured Learning)			1	2	1	2								6
Home Tutor	1													1
FRMS Bridges (6-8)							3	1	2					6
Total In-District Enrollment	95	111	104	104	113	100	94	88	97	101	98	100	82	1,288
<i>Change from Adopted Budget (based on ADMr of 1340)</i>														<i>(52)</i>
Out of District Placements	2	1	1	1	1		2	2		2	2	2	4	20
<i>Change from Adopted Budget (based on ADMr of 16)</i>														<i>4</i>
Total WLTL Charter School										20	17	24	17	78
FRSD Attending WLTL										15	9	5	9	38
<i>Change from Adopted Budget (based on ADMr of 63)</i>														<i>15</i>
Total District/ Out of District /Charter School Enrollment														1,386
<i>Change from Adopted Budget (based on ADMr of 1419)</i>														<i>(33)</i>

22.17

24.43


FERN RIDGE SCHOOL DISTRICT 28J
 General Fund Revenue and Expenditures

May 31, 2023	ADOPTED 22-23 BUDGET	2022-2023												TOTAL YTD	REMAINING BALANCE		
		JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE				
Beginning Fund Balance	3,263,059	-	-						5,685,770							5,685,770	(2,422,711)
OPERATING REVENUE:																	
PROPERTY TAXES	5,103,445	9,210	19,284	13,550	21,864	3,294,509	1,502,106	65,940	39,861	111,895	22,634	17,473				5,118,325	(14,880)
COUNTY SCHOOL FUNDS	53,000	-	-	-	-	-	-	-	-	-	-	48,684				48,684	4,316
COMMON SCHOOL FUND	172,885	-	-	-	-	-	-	-	-	-	-	-				-	172,885
STATE MANAGED COUNTY TIMBER	-	-	-	298,145	-	-	-	-	5,423	-	844,362	-				1,147,929	(1,147,929)
FEDERAL FOREST FEES	57,350	-	-	-	-	-	-	-	-	-	-	61,750				61,750	(4,400)
OTHER REVENUES	392,033	15,976	24,815	27,543	40,480	34,577	135,372	64,477	40,999	119,570	63,473	171,686				738,967	(346,934)
STATE SCHOOL FUND	10,780,665	1,872,377	921,030	883,095	899,557	901,235	896,297	-	1,854,787	899,775	845,998	(144,152)				9,829,998	950,667
OTHER RESTRICTED GRANTS	-	-	-	-	-	-	-	-	-	-	-	-				-	-
RESTRICTED FR FED/GOV ST	-	-	-	-	-	-	-	-	-	-	-	-				-	-
INTERUND TRANSFERS	-	-	-	-	-	-	-	-	-	-	-	-				-	-
SALE OF FIXED ASSETS	-	-	-	-	-	-	-	-	-	1,801	-	-				1,801	(1,801)
TOTAL OPERATING REVENUE	16,559,378	1,897,563	965,129	1,222,333	961,901	4,230,322	2,533,775	130,416	1,941,069	1,133,040	1,776,467	155,441	-	-	-	16,947,455	(388,077)
															102%		
TOTAL BUDGETED REVENUE (INCLUDES BEGINNING FUND BALANCE)		19,822,437													22,633,225		
OPERATING EXPENDITURES:																	
SALARIES	7,582,257	137,112	169,251	582,708	588,737	603,832	601,035	583,354	595,788	682,786	576,641	592,312				5,713,556	1,868,701
BENEFITS	5,752,135	93,606	115,022	448,661	435,357	431,335	426,363	423,271	449,345	485,412	417,888	432,723				4,158,983	1,593,152
PURCHASED SERVICES	2,937,935	40,942	71,885	119,500	194,895	431,826	121,849	241,857	287,657	292,173	402,909	350,146				2,555,638	382,297
SUPPLIES & MATERIALS	319,661	11,539	53,369	29,507	14,754	28,892	11,931	20,370	8,770	24,077	19,763	27,517				250,490	69,171
CAPITAL OUTLAY	-	-	-	-	-	-	-	-	-	-	-	-				-	-
OTHER	235,810	13,302	200,497	2,987	2,234	1,316	332	664	348	2,831	22	580				225,113	10,697
TOTAL OPERATING EXPENDITURES	16,827,798	296,501	610,025	1,183,363	1,235,977	1,497,200	1,161,510	1,269,516	1,341,908	1,487,279	1,417,224	1,403,278	-	-	-	12,903,780	3,924,018
															77%		
NON-OPERATING EXPENDITURES																	
INTERFUND TRANSFERS	1,488,500	-	-	-	-	-	1,480,000	-	-	-	-	5,862				1,485,862	2,638
CONTINGENCY	1,506,139	-	-	-	-	-	-	-	-	-	-	-				-	1,506,139
TOTAL NON-OPERATING EXPENDITURES	2,994,639	-	-	-	-	-	1,480,000	-	-	-	-	5,862	-	-	-	1,485,862	1,508,777
TOTAL BUDGETED EXPENDITURES		19,822,437													14,389,642		

**FERN RIDGE SCHOOL DISTRICT 28J
RESOLUTION NO. #22-23/12**

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of the Fern Ridge School District 28J hereby adopts the budget for fiscal year 2023-2024 in the total of **\$39,563,295**. This budget is now on file at the District Administration Office.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2023, and for the purposes shown below are hereby appropriated:

GENERAL FUND		
1000 Instruction		\$ 9,913,992
2000 Support Services		\$ 8,034,966
5200 Interfund Transfers		\$ 2,068,500
6000 Contingency		\$ 718,028
TOTAL GENERAL FUND		\$ 20,735,486
SPECIAL REVENUE FUND		
1000 Instruction		\$ 4,647,423
2000 Support Services		\$ 4,306,030
3000 Enterprise & Community Services		\$ 986,903
4000 Facility Acquisition & Construction		\$ 400,000
5200 Interfund Transfers		\$ 82,945
5300 Other Uses		\$ 100,000
6000 Contingency		\$ 3,504,792
TOTAL SPECIAL REVENUE FUNDS		\$ 14,028,093
DEBT SERVICE FUND		
5100 Debt Service		\$ 3,320,071
TOTAL DEBT SERVICE FUNDS		\$ 3,320,071
TOTAL APPROPRIATIONS, ALL FUNDS		\$ 38,083,650
TOTAL UNAPPROPRIATED AND RESERVE AMOUNTS, ALL FUNDS		\$ 1,479,645
TOTAL ADOPTED BUDGET		\$ 39,563,295

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed for tax year 2023-2024 upon the assessed value of all taxable property within the District:

- (1) At the rate per \$1,000 of assessed value of \$4.8240 for permanent rate tax;
- (2) In the amount of \$2,586,999 for debt service for general obligation bonds

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Education Limitation	
Permanent Rate Tax	\$4.8240 / \$1,000
Excluded from Limitation	
General Obligation Debt Service	\$ 2,586,999

The above resolution statements were approved, and declared adopted on this 26th day of June, 2023.

Mark Boren, Chairperson
Board of Directors

Gary Carpenter, Superintendent

AGREEMENT BETWEEN THE
OREGON SCHOOL EMPLOYEES ASSOCIATION
FERN RIDGE CHAPTER 35

and

LANE COUNTY SCHOOL DISTRICT 28J



FOR FISCAL YEARS 2023-2027

THIS AGREEMENT is made and entered into the 1st day of July, 2023 by the Oregon School Employees Association, Chapter 35, hereinafter referred to as the "ASSOCIATION" and the Fern Ridge School District 28J, hereinafter referred to as the "DISTRICT."

NOW, THEREFORE, the parties hereto agree to be bound by the covenants set forth on the following attached pages. Throughout the life of this agreement the FRSD and the OSEA representative will meet periodically and draft Memoranda of Understanding as necessary.

TABLE OF CONTENTS

ARTICLE 1 STATUS OF AGREEMENT 4

ARTICLE 2 MANAGEMENT RIGHTS AND RESPONSIBILITIES 6

ARTICLE 3 ASSOCIATION RIGHTS AND PROVISIONS 10

ARTICLE 4 HUMAN RESOURCES.....14

 SECTION 1—SENIORITY 14

 SECTION 2—NEW EMPLOYEES..... 15

 SECTION 3—SALARY 15

 SECTION 4—MEAL AND REST PERIODS 18

 SECTION 5—RECLASSIFICATION 19

 SECTION 6—HOLIDAY AND VACATION 20

 SECTION 7—DOMESTIC PARTNERS..... 22

 SECTION 8—WORKERS COMPENSATION 23

 SECTION 9—LEAVE..... 24

 SECTION 10—SICK LEAVE & LONG TERM ILLNESS 26

 SECTION 11—LEAVE DONATION 27

 SECTION 12—PROFESSIONAL DEVELOPMENT 27

 SECTION 13—HEALTH BENEFITS 28

 SECTION 14—RETIREMENT 29

 SECTION 15—WORK AFTER RETIREMENT 31

 SECTION 16—PERSONNEL FILES..... 32

 SECTION 17—DISCIPLINE/DISMISSAL..... 33

ARTICLE 5 GRIEVANCE PROCEDURE 35

ARTICLE 6 SEPARABILITY OF PROVISIONS..... 39

EXECUTION/SIGNATURES40

 APPENDIX A.....41

LEAVE DONATION POLICY 43

 SECTION 1 ELIGIBILITY.....44

 SECTION 2 PROCEDURE.44

APPENDIX B PROFESSIONAL EDUCATION PROGRAM (PEP) 46

 SECTION 1 EDUCATION PROGRAM OPPORTUNITIES.....46

 SECTION 2 GUIDELINES FOR USE PEP FUNDS.46

 SECTION 3 PEP FUNDING.....47

APPENDIX C SALARY SCHEDULES 2023-2024 SCHOOL YEAR 48

SALARY SCHEDULES 2024-2025 SCHOOL YEAR..... 49

SALARY SCHEDULES 2025-2026 SCHOOL YEAR..... 50

SALARY SCHEDULES 2026-2027 SCHOOL YEAR.....51

ARTICLE 1

STATUS OF AGREEMENT

Section 1: Association Recognition. The District recognizes the Association as sole and exclusive bargaining representative for all regular and probationary full-time and part-time classified employees of the school District. Excluded from the bargaining unit are all substitute employees, supervisory and confidential employees, contracted employees, and temporary employees working ninety (90) consecutive work days or less.

For the purpose of this agreement, a "temporary employee" is one who is hired for a period not to exceed ninety (90) consecutive work days to fill a position created for the purpose of completing a "specific task" that will not be done on a regular basis. After the ninety (90) consecutive work days of employment, the temporary employee shall be put into the Classified Bargaining unit and shall be entitled to all applicable contract benefits. Any "specific task" over ninety (90) consecutive work days the District will bargain with the Association.

For the purpose of this agreement, a "substitute employee" is one hired for the purpose of filling the position of an absent employee.

Temporary employees and substitute employees will not be used to permanently replace a regular classified position. This provision will not be construed so as to prevent a temporary or substitute employee from applying for a vacant regular classified position.

The District will notify the Association twenty (20) working days in advance of upcoming temporary assignments. The District agrees, providing that there is no expectation that position will be provided because of interest expressed by Association members(s). The District reserves the right to fill the position as it best meets the District's needs.

Section 2: Duration of Agreement.

- A. Effective date of this agreement is **July 1, 2023**, and it shall continue in effect through the **30th day of June 2027**.
- B. This Agreement shall not be modified in whole or in part by the parties except by mutual agreement and by an instrument, in writing, duly executed by both parties

Section 3: Funding of Agreement.

- A. The parties recognize that revenue needed to fund the provisions of this Agreement must be approved by established budget procedures. The Oregon Legislature, the people of the state of Oregon and local taxpayers all have a role in the process.
- B. Negotiations will begin no later than March 1 of any negotiation year with notification to negotiate having been expressed in writing by February 1 of the negotiating year.
- C. This Agreement does not guarantee any level of employment.

Section 4: Strike and Lockout.

- A. Strike. The Association and members of the bargaining unit agree that they will not participate in any strike, work stoppage, slow-down, or other concerted work action during the term of this Agreement.
- B. Lock-Out. The District agrees that during the term of this Agreement there will be no lock-out of employees in the bargaining unit.

ARTICLE 2
MANAGEMENT RIGHTS AND RESPONSIBILITIES

Section 1. Management Rights. It is recognized that the District has, and will continue to retain, the right to operate and manage the school system and its programs, facilities, properties, and those activities of its employees related to their duties and performance. Without limiting the generality of the above, it is expressly recognized that, subject to this Agreement, the District's operational and managerial rights shall include but not be limited to, the following:

- A. The right to determine location of the schools and other facilities of the school system, including the right to establish new facilities and to relocate or close old facilities.
- B. The determination of the financial policies of the District, including the general accounting procedures, inventory of supplies and equipment procedures and public relations.
- C. The determination of the management, supervisory administrative organization of each school or facility in the system, and the selection of employees for promotion to supervisory, management, or administrative positions.
- D. The maintenance of discipline and control.
- E. The control and use of the school system property and facilities.
- F. The determination of safety, health and property protection measures where legal responsibilities of the District or other governmental units are involved.
- G. The right to enforce the rules and regulations now in effect and to establish new rules and regulations from time to time.
- H. The direction and arrangement of all the working forces in the system, including the right to hire, suspend, discharge, recommend corrective action, or transfer employees and to maintain files to carry out this function.
- I. The determination of the size of the working force, the allocation and assignment of work to employees, the determination of policies affecting the selection of employees, and the establishment of quality standards and judgment of employee performance.

- J. The determination of the layout and the equipment to be used and the right to plan, direct and control school activities, and the determination of the subjects taught.
- K. The right to establish and revise the school calendar, establish hours of employment, to determine the time, days and manner of payment, to schedule classes and assign workloads, and to define job descriptions.
- L. The right to make assignment for all programs of an extra-curricular nature.

Section 2. Job Opening Notification.

- A. The District will post in District written notification of each job opening, each location, and starting date within the bargaining unit five (5) working days prior to closing the application period. The District shall post position openings on the District's web page. The District retains the right to fill each job with a substitute if necessary. One copy of the posting will be sent to the OSEA president's email.
- B. A selection committee will be used to interview and recommend candidates for positions. The OSEA President shall designate a bargaining unit member to serve on the selection committee.
- C. All applicants will be considered in making an assignment and the best qualified, as determined by the District, will fill the vacancy. Qualified in-District applicants that receive an interview will be given first consideration. The District will not discriminate towards applicants who have different hours or are in a position that is difficult to replace, with respect to interviews or job selection. However, the District may choose to keep a re-assigned employee in their prior position for up to one calendar month, as they seek to fill the prior position.
 - 1. If an outside applicant is selected over a current employee who has applied for the vacancy, the outside applicant selected must possess, in the District's judgment, skill, ability, and/or experience to a degree greater than the in-District applicant.
 - 2. Upon written request, an Employee who was an applicant and was not selected shall be afforded an opportunity to receive feedback from a District representative.
- D. The District may hire new employees up to step 3 of the salary schedule based on past experience and qualifications in the classification for which he/she is hired. At the time an employee is newly hired the District will designate the proper placement of the employee (up to step 3) on the

appropriate schedule on the basis of the employee's experience, preparation and job title in accordance with the "work of comparable character" standard as defined in the Oregon Pay Equity law.

- E. An Employee who has been selected for a higher pay range job title shall be placed on the first step of the higher pay range which provides an increase above that presently earned.
- F. An Employee who has been selected for a lower pay range shall be placed on the lower pay range at the step corresponding to that which the Employee was placed when in the higher pay range.
- G. Additional hours shall be posted as a job opening, unless:
 - 1. The amount of hours to be added is **one** (1) full hour or less and:
 - a. It does not move the employee from a position with no insurance benefits (or less than four hours a day) to a position of four hours a day or greater.
 - b. The employee agrees to have their hours extended.
- H. Unless otherwise agreed upon by association leadership, all classified positions will be posted in increments of ¼ hour or .25 FTE.

Section 3. District Initiated Transfer. District initiated transfers are those in which an employee is transferred from one building to another, work area to another, or to fill a vacated position. When a District initiated transfer is proposed during the school year, the employee shall be notified five (5) days in advance and be given an opportunity to exercise his/her right to discuss the change and the written reasons thereof, with the administrators involved. The employee shall have the right to object in writing to the Superintendent. Criteria: District Initiated Transfer of employees may become a consideration due to needs of the District, such as:

- A. Reduction in staffing numbers or level due to financial emergencies, building closures, or program elimination or reduction.
- B. Interpersonal relationships are interfering with the efficiency and effectiveness of the position.
- C. Proven strengths of an individual would be of greater benefit at another location.

While some involuntary transfers of employees from one school or department to another, or reassignment within a school or department is unavoidable, it is agreed that under normal circumstances involuntary

transfer and reassignment of employees should be held to a minimum and not be used for disciplinary action.

Involuntary transfer decisions for the ensuing school year shall be processed prior to the end of the current school year if knowledge of the need is available.

Any District initiated transfer or assignment will be made only after a meeting between the employee and the immediate supervisor, at which time the employee will be notified of the reasons and criteria for transfer. The employee may request the reasons in writing.

The base salary or hourly rate of pay will not be changed unless the transfer is to be a higher paying position.

If the District initiated transfer is to a lower job/class salary, the salary will not be decreased but will be frozen until the new job class salary level reaches the established salary in future years.

Section 4. Communications. To keep classified employees informed, the District will provide to the Association, via Board Book/District web page prior to regularly scheduled meetings, copies of agendas and official minutes of all public meetings. Board briefing materials and confidential information are excluded from this requirement.

ARTICLE 3
ASSOCIATION RIGHTS, PROVISIONS
AND ASSOCIATION DUES

- Section 1. Personal Freedom. Personal Life: The personal life of an employee, nor their criticism of employees or District operations should not be an appropriate concern or be brought to the attention of the District unless it adversely affects the District's or employee's performances.
- Section 2. Use of Facilities. The exclusive representative or designated representative shall have the right to the use of the facilities of the District for meetings upon request in writing forty eight (48) hours in advance, and with approval of the building administrator and director of facilities or their designee, in order to not interfere with the employer's operations. The designated representative agrees to pay any additional costs incidental to such use.
- Section 3. Use of Equipment. The designated representatives shall be allowed to use school facilities, and office equipment, upon approval of the building administrator and director of facilities or their designee. The cost of such use shall be paid by the Association. The District's electronic mail system may be used by the-designated representatives for union-related communications including, but not limited to:
- a) Collective bargaining;
 - b) Grievance or other dispute investigations;
 - c) Governance of the union.
- Section 4. Bulletin Board Space. The District shall provide the designated representatives with reasonable space to display communications to the Association members. Such space shall be available in each school or department where employees are working.
- Section 5. Members Time Off. Any member of the bargaining unit, upon advanced approval of the Superintendent in each situation, may be granted time off with pay to attend conferences, workshops or meetings of interest to District 28J.
- Section 6. Representatives Time off. The Association designated representatives, elected or appointed, will be granted paid time during work hours at the District's facilities from their regular school duties, upon approval of superintendent to attend meetings of importance to the designated representative. Such meetings will be scheduled so as not to interfere with normal school duties whenever possible. Designated representatives shall provide their immediate supervisor with written notice of the need to perform the activities listed above at least forty-eight (48) hours prior to the time at which the activities will be performed.

Section 6.1 The Fern Ridge School District will ensure all aspects of Oregon Regulatory Statutes that relate to association rights are followed and implemented. The ORS regarding Public Employees Rights and Benefits are currently available at: https://www.oregonlegislature.gov/bills_laws/ors/ors243.html
The parties agree to the following additions/clarifications regarding application of the statutes in 243.796-806.

Designated representatives for the purposes of this article shall include chapter executive board officers or their designees.

Designated representatives shall be permitted access to the District's facilities for the purpose of engaging in the activities described in this Article, so long as it does not disrupt District operations. Classified employees being represented and designated representative employees shall suffer no loss of compensation or benefits to engage in the following activities during their regular work hours:

- a. Investigate/process grievances and other workplace-related complaints.
- b. Attend investigatory meetings and other due process proceedings.
- c. Participate in, or prepare for, proceedings that arise from a dispute regarding the collective bargaining agreement, including arbitration proceedings.
- d. Engage in collective bargaining.
- e. Testify in a legal proceeding in which the designated representative has been subpoenaed as a witness.

New employees shall be allowed to attend a New Employee Orientation within 30 calendar days from their date of hire for a period of at least 30 minutes that may take place during work hours without loss of compensation or benefits. The meeting will take place at the new employee's worksite location.

The District will not be obligated to pay overtime compensation due to the provisions of this Article. Flex or compensatory time shall be provided for any designated representative who worked over a normal workweek that would otherwise require additional straight time or overtime compensation.

The District will provide the following information to OSEA by email to classified@osea.org for each employee in the bargaining unit:

- a. Name and date of hire
- b. Contact information (that the district is in possession of) including home address, cell and work telephone numbers, and work and personal email addresses.
- c. Employment information including job title, salary, and worksite location.

The District will provide the information within 10 calendar days from the date of hire for newly hired employees, and every 120 calendar days for all employees in the bargaining unit that are not newly hired.

The Statutory 120-day provision lists shall be completed during the calendar year quarterly on or before March 1st, July 1st, September 30th, and December 31st.

Section 6.2 For purposes of this Article, “designated representatives” shall include chapter executive board officers, elected building representatives, and their designees.

Section 6.3 The parties recognize that bargaining may occur outside of normal work hours. Designated representatives who attend a bargaining session outside of normal work hours shall be permitted to flex their normal work hours in order to attend the bargaining session on paid work time on approval of the Superintendent or designee.

Section 7. Grievance Information. Upon the request of the individual employee, public information pertinent to their particular grievance will be made available by the District. Additional costs that result from the request for information will be paid by the employee or the Association.

Section 8. Association Representative. Upon notification to the Superintendent or designee, or the building principal or designee, non-local Association officials shall be allowed to visit on District premises with bargaining unit members for the purpose of engaging in the activities described in this Article on the same terms and conditions as designated representatives so long as the meeting does not interfere with, or interrupt, normal school operations. The non-local Association official shall observe all building rules relating to visitors.

Section 9. Association Dues Deduction.

A. The District agrees to deduct from the wages of new employees for the payment of dues to the Association as authorized in writing by the Association.

B. The District further agrees to continue to honor present dues deduction authorization executed by the employee in favor of the Association.

C. Employees who wish to revoke their authorization for dues deduction may do so by mailing or hand delivering a signed written statement to the Director of Fiscal Operations at OSEA’s Central Office in Salem.

Section 10. Transmittal of Deductions. The District agrees to transmit the Association dues deducted as indicated in Section 9 of this Article to the Central Office of the Oregon School Employees Association.

Section 11. Hold Harmless. The Association and individual employees shall hold the District harmless from any claims, costs, or liabilities and indemnify the District for any costs arising from the compliance with this article, provided any District error is corrected within thirty (30) days of being brought in writing to the District's attention.

ARTICLE 4

HUMAN RESOURCES

Section 1—Seniority

Section 1.1 **Length of Service.** Seniority shall be defined as the total length of service as a classified employee within the District from the most recent date of hire. For accounting purposes, all authorized, unpaid leaves of absence will not count toward seniority, but will not break seniority. Classified employees who are laid off and subsequently recalled shall retain cumulative seniority for all periods worked except for the period of layoff.

Section 1.2 **Layoff.** When layoff becomes necessary, the District shall provide written notice to the Association and employee as early as possible, but will provide at least thirty (30) day notice prior to layoff unless waived by mutual agreement or an undetermined shortfall is imminent.

Section 1.3 Layoff of bargaining unit employees will be based upon seniority, but such layoff will occur by classification. Laid off employees will not be paid any salary or benefits during the period of layoff. Notwithstanding, a laid off employee may, at his/her own expense, continue insurance coverage, subject to the approval of the insurance carrier(s).

Section 1.4 A laid off employee who previously worked in a different classification for the District (within the definition of seniority in paragraph A), may "bump" an employee in the other classification as long two **(2)** conditions are met:

- A. The laid off employee has greater District seniority than the person to be "bumped"; and,
- B. The laid off employee had at least satisfactory evaluations while employed in the previous classification.

Section 1.5 **Reduction in Hours.** Any reduction in hours of an employee will be by seniority by classification.

Section 1.6 **Recall.** Recall rights shall exist for **twenty-seven (27)** months from the date of layoff. Any laid off employee not recalled according to this procedure within **twenty-seven (27)** months will be deemed to have resigned in good standing.

Section 1.7 **Vacancies.** Whenever the District determines that a regular vacancy exists within a classification which has experienced a layoff (within the last twenty-seven [27] months), laid off employees from that classification will be recalled in reverse order of layoff.

The recall notice will be sent by certified mail to the last address the District has on record for the laid off employee. The laid off employee will have **ten (10)** workdays to respond to the recall notice.

Failure to respond within the **ten (10)** days or rejection of any recall notice will cause the laid off employee to forfeit all recall rights and will be deemed to be a resignation.

Section 1.8 If no laid off employee has responded to the recall by classification, or if no further laid off employees exist from the classification, all other laid off employees may apply for the regular vacancy. Such application shall not prejudice the employee's rights to recall in his/her own classification.

Section 2—New Employees

Section 2.1 New Employee Probationary Status

- A. Each new employee will serve a probationary period of eight (8) months during which the Superintendent may dismiss the employee without cause. After the employee serves three (3) months in the position, their supervisor shall meet with the employee to provide a verbal performance evaluation no later than five (5) working days after the three-month anniversary. Should there be any deficiencies or areas of concern, those concerns will be shared in writing. Upon recommendation of the supervisor and approval of the Superintendent, the probationary employee may be granted regular status. If regular status is not recommended at the end of the probationary period, the probationary period may be extended with mutual agreement by the association or the employee may be terminated.
- B. Effective July 1 of each year, all classified employees shall receive a step increase, provided that the employee has completed 70% of their contracted days (unpaid leave days do not count toward the 70%), based on a regular calendar for that classification. Thereafter, step movement will occur on each successive July 1, until the employee reaches the top step.

Section 3—Salary

Section 3.1 Salary for Subsequent Years

- A. For each year of this agreement, eligible employees will move one **(1)** step on the salary schedule, effective July 1.
- B. For **2023-2024** year, the wage increase was a dollar amount in Step 1. See 2023-2024 Salary schedule in Appendix C.

- C. For the **2024-2025** year, the wage increase will be 3.9% at each step of the salary schedule.
- D. For the **2025-2026** year, the wage increase will be 3.9% at each step of the salary schedule.
- E. For the **2026-2027** year, the wage increase will be 3.9% at each step of the salary schedule

Section 3.2 Overtime/Compensatory Time/Exchange Time/Flex Time.

Eligible employees shall be compensated at the rate of time and one-half in the form of pay or compensatory time off for work under the following conditions (but not twice for the same hours):

- A. All assigned work in excess of forty (40) hours in a work week (work week being Monday through Sunday).
- B. Overtime must be pre-approved or employee will be disciplined up to and including dismissal from service to the District.

Overtime shall be computed to the nearest quarter hour. Overtime pay shall be based on the actual number of hours worked over forty (40) hours per week. For the purpose of computing overtime, all hours an employee actually works, plus paid holiday and vacation hours shall be credited as time worked in computing total work period hours. All overtime must be approved in advance by the Superintendent or Superintendent's designee.

- C. The District may offer an employee compensatory time in lieu of overtime pay at the overtime rate of 1.5 hours for each approved hour of overtime earned. Should this be the case, the arrangement will be reduced to writing with forty-eight (48) hours with a copy going to the District's Business Manager. The District and the employee will attempt to mutually agree as to when the compensatory time off may be taken. If a mutual agreement cannot be reached, the District will have the right to make the decision.
- D. Exchange time: Occasionally an employee may be asked by their supervisor to work beyond the employee's regularly scheduled work hours. If the supervisor and employee mutually agree to exchange time, depending on how much extra work is performed, the employee will be granted equal amount of time off at a later date that has been mutually agreed upon between supervisor and employee. Exchange time may be utilized when no substitute is required.

- E. Flex Time: An employee and their supervisor may mutually agree to temporarily shift the classified worker's work hours outside of their regular schedule while retaining the same amount of regular work hours provided that the requesting party gives no less than two week's advance notice.

Section 3.3 Working Out of Range.

- A. Any employee temporarily assigned by the District to replace an absent employee for a period of less than three consecutive days, will be entitled to their current rate of pay or step one of the classification they have been assigned to if it is higher for all hours worked, rounded up to the nearest quarter hour.

If an employee works more than three (3) consecutive days, the pay rate will be retroactive to the first day of the assignment.

- B. Ticket Taking: When employees in this bargaining unit are available and willing to do the work, and are selected by the District, the employee will be paid a fee of \$25.00 per event. It is understood that ticket taking is voluntary and not subject to the classified salary schedule. This extra work is not to be used as a continuation of current bargaining unit work at a lower rate of pay nor is this to be used to avoid payment of legitimate overtime hours.

The parties further acknowledge the District's management rights to fill the above assignments by employing persons other than those covered in the bargaining unit when not prohibited by Oregon law from doing so. Such contracts shall not be subject to this agreement.

- C. Coaching: Employees in this bargaining unit that are selected by the District for co-curricular positions shall be placed and paid according to the certified CBA Co-Curricular Instruction Salary Schedule.

The employee will inform his/her direct supervisor of any required changes in the employee's regular assignment. The employee and direct supervisor will attempt to reach a mutual agreement regarding overlapping duties that is in line with common district practice with all co-curricular positions.

Section 3.4 School Travel. Employees approved to use their personal automobiles while performing school duties, such as running errands, performing inter-school assignments and transporting students, will be reimbursed for mileage at the District's normal rate.

Section 3.5 Call Back. When the District calls an employee back to work outside their normal work schedule, for such reasons as emergencies from vandalism, fire, theft, damage and other causes, the District will pay them the regular rate of pay for a minimum of two hours. Except in the cases of emergencies, when possible, the District will make an effort to give employees at least five regular school days prior notice of assignment.

Section 3.6 Inclement Weather Closure Days.

In the event school is closed due to inclement weather, employees will not suffer any loss of pay, sick leave, personal leave or vacation leave. However, the District reserves the right to make up such contract hours/days without additional pay. Employees who are required to work during an inclement closure day shall earn an additional vacation hour for each hour worked.

Section 3.7 Fingerprinting. If it is a voluntary transfer, the employee will be responsible for the fingerprinting cost.

Section 3.8 P.E.R.S "Pick-up". The District shall "pick-up", assume and pay a six-percent (6%) employee contribution to the Public Employees Retirement Fund. Such "pick-up" or payment of employee member monthly contributions to the system shall continue for the life of this Agreement and shall also be applicable to employees who become eligible to participate in the system. Any additional amount over the six-percent (6%) will be deducted from the wages on the salary schedule.

Section 4—Meal and Rest Periods

- A. Meal Period: All employees working five (5) continuous hours or more will be granted a thirty (30) minute unpaid meal period.
 - 1. It is permitted, if a supervisor and an employee agree, to adjust the meal period time, affording the employee to consistently leave the work site early. This understanding must be in writing.
 - 2. Absent an agreement as described above, meal time periods should be taken as nearly as possible to the middle of the work segment.

- B. Rest Periods: Each employee shall receive a fifteen (15) minute paid break during each four (4) hour period of consecutive work:
 - 1. Eight hour employees receive two, 15 minute paid break periods.
 - 2. Five hour to 7.75 hour employees receive one 15 minute paid break period.
 - 3. Four-4.75 hour employees receive one 15 minute break period.

4. Zero-3.99 hour employees receive no break period.
5. Rest periods should be taken as nearly as possible in the middle of the work segment.
6. If a supervisor and employee agree, a rest period(s) may be taken right before the employee's shift ends, or in conjunction with their 30- minute lunch period. This understanding is to be in writing.
7. Updated and Current Classified daily schedules will be placed in an electronic shared drive that can be viewed by employees and association leadership.

C. Workplace Safety:

1. As mandated by ORS and the Occupational Safety and Health Act, classified employees shall not be required to work under unsafe or hazardous working conditions or to perform tasks that endanger their health, safety or well-being. When an employee recognizes an unsafe condition, the employee shall report it in writing to their supervisor.
2. Classified employees that provide direct service to students on IEP's will be provided access to review them. Classified employees that provide direct service to students on Behavior Support Plans, IEP's, 504's or safety plans will have those plans shared with them.
3. If a classified employee is assaulted or threatened in connection with District employment, the classified employee will immediately notify their supervisor. Students engaged in this type of behavior will be disciplined in accordance with the Student Code of Conduct and Board Policy.

Section 5—Reclassification

Section 5.1 Reclassification.

- A. **Reclassification Request:** Any employee who believes the assigned duties exceed the job description may notify his/her supervisor in writing immediately. If the employee's assignments continue to exceed the job description, he/she may submit a letter of request for job reclassification to their supervisor, with copy to the District Superintendent.

Such letter shall detail the specific changes that have occurred which he/she believes warrants the granting of the reclassification request.

- B. **Reclassification Review Committee:** Upon receipt of the reclassification request, the employee's supervisor shall contact the Association president who shall appoint a local representative to work with the supervisor on a committee to be known as the Reclassification Review Committee. The

committee shall be constituted for the purpose of reviewing the reclassification request made by the individual employee.

- C. The Committee Consideration: The Reclassification Review Committee shall meet and review the reclassification request within two (2) weeks of its receipt. The committee shall provide written findings and a recommendation as to the disposition of the reclassification request within thirty (30) days of its receipt.
- D. The Committee Recommendation: The committee shall issue its findings and recommendations to the employee and the District Superintendent. The Superintendent will consider all requests for reclassification within two (2) weeks from the date the findings and recommendations were delivered to the Superintendent. The Superintendent will transmit to the employee and members of the review committee his/her determination, which may be to accept, accept with modification, or reject the committee's proposal.

If the employee is not satisfied with the determination of the Superintendent, the employee may appeal to the Board of Education for review. The Board will consider the employee's appeal at a regular meeting within two (2) weeks from the date the appeal is received. If the reclassification request is approved, it shall become effective on the date the request was submitted, not to exceed seventy-two (72) days.

- E. Days are defined as calendar days. Timelines may be extended by mutual agreement.

Section 6—Holiday and Vacation

Section 6.1 Holidays Granted. Holidays for all employees in the bargaining unit shall be:

- A. Veterans' Day
Thanksgiving Day
Day following Thanksgiving
December 25
New Year's Day
Martin Luther King, Jr. Day
Memorial Day
- B. 12-month employees will also be granted the following holidays:
Independence Day, Labor Day, and December 24.

- C. 11-month employees, as well as 10-month employees whose first workday of the year is prior to Labor Day, will also be granted the following holiday: Labor Day.

Section 6.2 Holiday Compensation. Employees in the bargaining unit shall be compensated for the holiday as though that employee had worked a regular schedule for the day.

Section 6.3 Vacation Guidelines. Guidelines for determining vacation time or pay earned by employees in the bargaining unit shall be:

- A. Probationary employees shall not be eligible for vacation pay. The probationary period is eight (8) months.
- B. Vacation time or pay for less [than] full-time employees shall be prorated. "Full-time" definition: Any employee working the maximum number of contract days during any given year will be considered full-time. Example: 260 days x 8 hours per day = 2,080 hours. If ten (10) days are eliminated from the contract year, the new definition for full-time would become 250 days x 8 hours per day = 2,000 hours.
- C. Vacation time or pay shall be accumulated daily and calculated yearly as of June 30.
 - 1. For employees who attain regular status, as of the date applicable in "C" above, following the date regular status is attained, but no less than eight (8) months after hiring date.

1. Vacation Time

Number of Full Years Completed to Qualify:

5 Days.....	One Year
10 Days.....	Two Years
11 Days.....	Four Years
12 Days.....	Six Years
13 Days.....	Eight Years
14 Days.....	Nine Years
15 Days.....	Ten Years
16 Days.....	Eleven Years
17 Days.....	Twelve Years
18 Days.....	Thirteen Years
19 Days.....	Fourteen Years
20 Days (maximum).....	Fifteen Years

2. Unless special arrangements have been made, the employee will not take more than three (3) weeks in one duration. With mutual agreement, the District reserves the right to buy (pay) up to one week of an employee who has earned four (4) full weeks of vacation.
3. The District reserves the right, with mutual agreement, to schedule the vacation time so as not to impair the District's operation or require the hiring of substitutes.
5. Employees who are terminated by the District will receive vacation pay earned.
6. In the event of a reduction in school calendar days, employees may elect in writing prior to the School Year in which the reduction has occurred to convert Vacation pay to cover all, or part, of the lost days in the calendar. The vacation pay shall be deducted from the Employee's vacation bank and added to their calendar prior to their first pay check.

The Annual Deadlines to Notify Payroll Office are:

12 Month Employees—Prior to July 1

<12 Month Employees—Prior to August 1

Section 6.4 Vacation. Employees shall take their vacations during the year following the year it is earned.

Section 7—Domestic Partners

Section 7.1 Domestic Partners

- A. Insurance coverage for domestic partners will be subject to the same limitations and conditions applicable to other employees.

The District is agreeing to provide funds toward premium expenses to be used toward the purchase of insurance not to "provide" the insurance. Therefore, insurance coverage will be provided in accordance with the rules and regulations of the insurance underwriter.

"Domestic Partners" of an employee are eligible for coverage under the District insurance plans if they meet the following criteria:

1. Share a close personal relationship and are responsible for each other's common welfare;
2. Are each other's sole domestic partners for a minimum of twelve (12) months prior to enrollment date;

3. Are not married to anyone nor have had another domestic partner enrolled in the health plan within the prior twelve (12) months;
4. Share the same regular and permanent residence, with the current intent to continue doing so indefinitely;
4. Are jointly financially responsible for "basic living expenses", defined as the cost of basic food, shelter, and any medical expenses. Domestic partners need not contribute equally or jointly to the cost of these expenses as long as they agree that both are responsible for the cost.

If requested, the domestic partner needs to be able to provide at least three (3) of the following as verification of their joint responsibility (information must be dated to confirm eligibility at time of enrollment):

- a. Joint mortgage or lease;
- b. Designation of the domestic partner as primary beneficiary for a life insurance or a retirement contract;
- c. Designation of the domestic partner as primary beneficiary in the employee-covered member's will;
- d. Durable power of attorney for health care or financial management;
- e. Joint ownership of a motor vehicle, a joint checking account, or a joint credit account;
- f. A relationship or cohabitation contract which obligates each of the parties to provide support for the other party.

Section 8—Workers Compensation

Section 8.1 Workers' Compensation. Any absence from work while temporarily disabled by reason of a compensable industrial accident or disease shall be an excused but unpaid absence. It shall not be counted as sick leave unless the employee shall elect in writing to be paid as sick leave the difference between the temporary disability benefits and the regular wages. In case of such application, the employee will be charged a fractional sick leave day; however, such deduction shall not exceed the amount determined by taking the employee's daily wage for the period of time less benefits received under Workers' Compensation.

Section 8.2 Paid Leave Oregon (PLO):

1. The parties agree that the District may provide the required benefits through an equivalent plan offered by a third-party insurer, so long as the contract with the insurer is equivalent to what is required in the law. This agreement is contingent on the State approving the application for the equivalent plan. If the State does not approve the

equivalent plan and the District cannot find an equivalent plan that has been approved, it will utilize a state sponsored plan.

2. The District will provide employees with notice of their rights to PLO benefits as required by law and make details regarding the process for applying for and receiving benefits available to employees online.
3. An employee who receives a benefit through PLO may elect to use their accrued sick or vacation leave, or personal days, to make up the difference between their benefits and their normal workweek or workday. Upon receiving written notice of such an election, the District shall deduct and apply the number of accrued sick or vacation leave, or personal day hours, necessary to ensure that the employee receives their normal rate of pay. The difference between the employee's regular pay and PLO benefits the employee receives from the carrier and remits to the District will be converted to leave on a dollar to hours basis and deducted from the employee's paid leave banks as directed by the employee – e.g., sick leave, vacation, etc

Section 9—Leave

Section 9.1 Leave of Absence

- A. Employees who have been in the District for five (5) years or more may request a leave of absence for one year. The School Board shall have the authority to approve or disapprove any request for leave of absence.
- B. Employees granted such a leave will receive no pay or fringe benefits, but will be allowed to return to their placement on the wage scale.
- C. Application for such leave shall be made through administrative channels of principal, superintendent, and school board no later than March 15, unless an unforeseen emergency arises.
- D. The number of employees on leave shall be limited to no more than two (2) employees at any time.
- E. Such leave shall be unpaid and without advancement on the wage schedule.
- F. An employee on an extended leave of absence must notify the Superintendent of intent to return to duty no later than sixty (60) days prior to return. Notice of intent to return from short leaves will be agreed upon at the time the leave is granted.

G. Employees granted unpaid leave or leave of absence will not accrue seniority rights or retirement benefits.

Section 9.2 Personal Leave. Each regular 11- or 12-month employee shall be entitled to four days of personal leave each year. Each regular ten-month employee shall be entitled to three days of personal leave each year.

Personal leave is non-accumulative and is not deducted from sick leave. Personal leave may be used for any purpose deemed appropriate by the employee and the employee is not required to state the purpose or nature of the leave. Notification for this leave must be presented, in writing, to the supervisor/administrator one week in advance. Advance notification may be waived in emergency situations providing that it is filed within two working days after returning to work and a verbal check-out with the supervisor/administrator was accomplished prior to leaving. Personal Leave shall not be used to extend holidays or vacation days.

Section 9.3 Bereavement leave: Five (5) days of Bereavement Leave shall be granted, in the event of the imminent death or death in the employee's immediate family or for a member of the employee's immediate household who has been in residence for at least twelve (12) months. Upon return, the District may require verification of serious illness or death. The immediate family is confined to mother, father, sister, brother, son, daughter, husband, wife, domestic partner, stepfather, stepmother, stepchildren, grandmother, grandfather, grandchildren and close in-laws limited to: mother, father, son, daughter, sister, brother, niece and nephew. In the case of more than one death in the same school year, the employee shall be granted a maximum of eight (8) days.

Section 9.4 Dock Days: Building level administrators may authorize a staff member's request to take up to three contract days annually, without pay (i.e. dock days). This is to be only for extraordinary circumstances and these days must be pre-approved through written or verbal communication with the building administrator, and only be utilized when all other forms of applicable leave afforded in this agreement have been utilized. Paperwork and or entry into electronic leave system must be done at the earliest opportunity. Dock days beyond the three days may only be approved by the Superintendent or designee. What defines extraordinary circumstances (i.e. family or medical emergency, etc.) is at the sole discretion of the building administrator, superintendent or designee. An employee that does not show up for work, without having a dock day approved, and no available leave, is subject to discipline, up to and including dismissal as referenced in Section 17 of the Agreement.

Section 9.5 Jury Duty and Subpoena Leave. If an employee is called for jury duty or is subpoenaed as a witness in a court case, the employee will be entitled to paid

leave for the hours of work necessarily lost as a result of such service, provided the employee reports back to work as soon as the employee is released from such service. Fees received by the employee for such service shall be kept by the employee and the employee's salary will be reduced by a like amount. (This does not apply to travel or subsistence expenses.) This entire provision does not apply in any case where the employee or the Association is a complainant in any case against the District. If an employee is not required to report for jury duty, the employee will report to work. If a substitute was scheduled, the substitute should be cancelled.

Section 10—Sick Leave and Long Term Illness

Section 10.1 Sick Leave Accumulation.

- A. For each month of the employee's working period, sick leave will be granted to the employee on a basis of the number of hours in his/her scheduled working day. In accordance with ORS 332.507, all employees shall be granted sick leave during each school year. Sick leave shall be credited to said employees on the first working day of the fiscal year. Ten (10) month employees receiving 10 days, Eleven (11) month employees receiving 11 days and Twelve (12) month employees receiving twelve (12) days (equivalent to the number of hours he/she is assigned to work each day in his/her regular assignment). However, an employee may receive fewer than the above listed days if hired after the beginning of the year. In the case of employees who begin employment after the beginning of the school year, sick leave shall be credited on the first day of service and shall be pro-rated to one day per month for the remainder of the year. Employees who fail to fulfill their contract days and have used more sick leave days than have earned as of their separation from the District shall have an amount equivalent to those unearned sick leave days withheld from their final paycheck. Unused sick leave rolls over.
- B. Sick leave will be charged in hours rather than days. Sick leave charged will be a half(1/2) hour minimum deduction and all sick leave used must be shown on the employee's time sheet for the day. Sick leave can be charged/taken in ¼ hour increments.

Section 10.2 Sick Leave Accounting. A written account of the uses and accumulation of sick leave shall be given to each employee each pay period.

Section 10.2.1 Sick Leave Usage. District accrued sick leave may be used for any employee's personal illness, injury and the illness and injury of immediate family. The immediate family is confined to the employee's spouse or domestic partner,

children, stepchildren, grandchildren, parents, stepparents, grandchildren, parents, stepparents, grandparents, and siblings; and close in laws limited to parents, children, and siblings.

Section 10.3 Long Term Illness or Injury. The District shall provide health premium cap benefit coverage (section 13.1) to employees who take sick leave without pay after his/her sick leave is used. In such instances, the District shall provide health premium cap coverage at a rate of one month for each three months on payroll status during a fiscal year. After five years continuous employment, the rate shall increase to two months coverage for each three months on payroll status.

- A. Those employees who work year-round shall carry a minimum of twelve (12) months of payroll status. New year-round employees will receive this status after working a minimum of twelve (12) months, unless there is a break in service.
- B. Those employees who work less than year-round and have continued their service for three (3) years or more shall carry a minimum of nine (9) months payroll status, unless there is a break in service.

Section 11—Leave Donation

Section 11.1 Voluntary Leave Donation Program. Classified employees may opt to voluntarily donate up to sixteen (16) hours of vacation time per year to this program. The purpose of this Leave Donation Program is, in the event of a catastrophic medical condition of a classified employee or a family member, to provide a bridge for employees until the employee returns to work or qualifies for long-term disability insurance or PERS disability benefits, and to provide for the time actually necessary to care for an ill family member or to arrange for the person's long term care. (See Appendix A for details.) An application can be obtained in the District Business Office.

Section 12—Professional Development

Section 12.1 Professional Development. The District will budget \$2,500 for classified professional development. The District reserves the right to determine the use of one-half ($\frac{1}{2}$) of the \$2,500 fund [\$1,250] for training it deems necessary.

The Association will determine the use of one-half ($\frac{1}{2}$) [\$1,250] for use with the professional education program.

Section 12.2 District Required Training. The district will provide release time for training during work hours for mandatory on-line trainings and for those employees required by their job description to maintain a first aid card.

- a. In cases where training is not available during work hours, the District will provide non-work hour training regarding first aid cards:
 - i. When the District is requiring a classified employee (as identified in their job description or assigned duties) to obtain their first aid card by attending a training outside of their normal work hours, the District will provide wage compensation.
 - ii. The District may provide exchange time (when requested) for those who attend first aid training outside their work hours who are not required to maintain a first aid card.

Section 13—Health Benefits

Section 13.1 Medical Insurance Program District Contribution.

- A. For 2023-2024, the District's maximum contribution for medical, dental, vision, life, and long-term disability insurance on behalf of eligible classified employees will be \$1,710.00 per month.
- B. For 2024-2025, the District's maximum contribution for medical, dental, vision, life, and long-term disability insurance on behalf of eligible classified employees will be \$1,735.00 per month.
- C. For 2025-2026, the District's maximum contribution for medical, dental, vision, life and long-term disability insurance on behalf of eligible classified employees will be \$1,760.00 per month.
- D. For 2026-2027, the District's maximum contribution for medical, dental, vision, life and long-term disability insurance on behalf of eligible classified employees will be \$1,785.00 per month.
- E. Long-term disability (LTD) and Life Premiums will be removed from the District's maximum contribution mentioned above and processed as an employer paid benefit. The District maximum contribution will be decreased by the amount of the LTD and Life premiums and the remaining applied to medical, dental, and vision. LTD premiums will be averaged per class and rounded to the nearest dollar. LTD benefits will be taxed should the employee ever receive payments under this plan.
- F. Full-time employees who work a minimum of seven (7) hours a day for the school year shall be provided the full cap and may apply to the insurance carrier for benefits enjoyed by full-time District employees.
- G. Part-time employees who work a minimum of six (6) hours a day or thirty (30) hours a week, but less than seven (7) hours a day or thirty-five (35)

hours a week, shall be provided with the cap not to exceed ninety percent (90%) of the cap for full-time employees.

- H. Part-time employees who work a minimum of four (4) hours a day or twenty (20) hours a week but less than six (6) hours a day or thirty (30) hours a week shall be provided with the cap not to exceed eighty percent (80%) of the cap for full-time employees.

Section 13.2 Insurance Committee

- a. The Fern Ridge Insurance Committee: The District and OSEA will work with the Insurance Committee to review plans. The classified insurance sub-committee will include 1-3 OSEA representatives and an equal number of administrative representatives.
- b. The Insurance Committee will select the insurance carrier(s); the parties have the option to replace benefit for benefit with a less costly plan, subject to the mutual agreement of the parties. Insurance coverage will be provided in accordance with the rules and regulation of the insurance underwriter.
- c. The Committee may select a carrier that offers a Health Maintenance Organization (HMO) plan.
- d. The Committee may choose to have long-term disability (LTD) premiums self-paid by employees.
- e. The Committee may choose to offer a Health Savings Account (HSA) or Health Reimbursement Account (HRA) eligible high deductible plan. In the event that the total monthly premium for insurance benefits (as defined in Section A, 1. above) falls below the District's maximum contribution, the difference shall be contributed to an HSA or HRA, if the employee so chooses, up to the maximum annual contribution allowed by law. The District shall retain the right to choose the financial institution(s) that receives HSA or HRA contributions.

Section 14—Retirement

Section 14.1 Early Retirement. The District and the Association agree that early retirement may be a viable option for some classified employees hired prior to July 1, 2005. Those classified employees hired on or after July 1, 2005 shall not be eligible for early retirement.

- A. Eligibility: The early retirement option is restricted to employees who meet the following criteria and were hired prior to July 1, 2005:
 1. Those classified employees who have at least fifteen (15) consecutive years of paid service in the District, and have reached age **fifty-eight**

(58). District approved leaves shall not constitute a break in service. District approved leave shall not accrue to service or seniority.

2. Early retirees will be compensated in accordance with the following, based upon their normally scheduled annual hours of work, as averaged for the last three (3) years of District employment:

2,080-1,288 hours	—Full benefit
1,287-1,104 hours	— $\frac{3}{4}$ benefit
1,103-920 hours	— $\frac{2}{3}$ benefit
919-736 hours	— $\frac{1}{2}$ benefit
735-0 hours	— $\frac{1}{4}$ benefit

- B. Stipend/Benefits: For the life of this agreement, compensation shall be computed at the 1993-94 monthly rate which will increase yearly by one-half of the Second half CPI-W for Urban Wage Earners and Clerical Workers West. These benefits shall continue until the member reaches the age of **sixty-five (65)** or is eligible for Medicare whichever comes first.

1. The above figures will be calculated based on one-half of the second half of Consumer Price Index for Urban Wage Earners and Clerical Workers West (CPI-W) Area West at the end of February of each year.
2. The District shall provide medical, dental and vision insurance premium cap coverage the same as provided members of the bargaining unit under the same conditions, up to **two-party** coverage, until age **sixty-five (65)** or the retiree qualifies for Medicare, whichever is earlier. The District will pay the full medical premium of the retiree the first year of retirement.

Thereafter, until age **sixty-five (65)**, the District will pay the medical premium per bargaining unit agreement. The District reserves the right to have the employee placed on the PERS medical plan and pay the premium if the cost is less than the current plan provided the bargaining unit.

3. In the event of the employee's death (before age 65) the employee's spouse will continue to receive both the retirement stipend and medical premium stipend at the single party rate until that deceased employee would have reached the age of **sixty-five (65)**, or until the spouse qualifies for Medicare and Social Security.

Section 15—Work After Retirement

In the event a Classified bargaining unit member retires and begins receiving benefits from the Public Employees Retirement System (PERS) and may qualify for District Retirement Benefits, he/she may be retained at the District's sole discretion in the Classified Employee's current job title providing:

- Section 15.1 After a minimum of one (1) day break in service, the employee could continue to work as a temporary employee at their previous current contract salary for a period not to exceed their former current contract hourly rate and will continue with all benefits as earned prior to resignation from regular employee status adjusted for hours worked and with the exception of District PERS contributions. Retired employees' total hours worked as a retired employee is not to exceed 1039 hours on the job as PERS required in a calendar year. Responsibility not to exceed 1039 hours in a calendar year rests with the employee and the District is held harmless should the employee exceed 1039 hours of actual work in a calendar year.
- Section 15.2 The District also has the sole discretion to retain a retired classified employee for the subsequent school year(s) after the school year in which the classified employee retired. The re-employed classified employee is not to exceed 1039 hours allowable by PERS in any calendar year. Responsibility to not exceed 1039 hours in a calendar year rests with the employee and the District is to be held harmless should the employee exceed 1039 hours of actual work in any calendar year.
- Section 15.3 Re-employed retired classified employees are members of the Classified Bargaining Unit and shall be afforded benefits, predicated on the agreement language, that regular classified employees enjoy with the exception of PERS and medical cost premium off-sets should the re-employed classified employee qualify for medical coverage under the District's "Early Retirement Provision".
- Section 15.4 Re-employed retired employees do not accrue seniority and should a lay-off occur within the classification the re-employed retired employee would forfeit their position before a regular classified employee in the same classification lost their position.
- Section 15.5 Should a Reduction-in-Force (RIF) occur and a person(s) laid-off has bumping rights into a classification that has re-employed a retired employee the person(s) bumping-in would bump the re-employed person first.
- Section 15.6 Re-employed classified employees do not have any bumping rights.

Section 16—Personnel Files

Section 16.1 Review of Files.

Any classified employee shall have the right to review the contents of the employee's own personnel file during administration office hours. A classified employee may file a written rebuttal to anything placed therein.

Such rebuttal, once filed, shall be a permanent part of the file. No disciplinary action, evaluation or complaint will be entered into the employee's personnel file without the employee first being given a copy of the document.

Section 16.2 Removal of Files.

Upon the request of an employee, the District will review the contents of an employee's personnel file to determine if certain, dated disciplinary documents should be removed. The decision of the District will be final and binding regarding removal of such documents.

Section 17—Discipline/Dismissal

Section 17.1 Reasons for Dismissal.

By way of illustration and not limitation:

- A. Incompetence, inefficiency, insubordination or neglect of duty.
- B. Unauthorized absence.
- C. Any willful violation of a rule or regulation established by the District.
- D. Commission of a criminal act.
- E. The use of alcohol and illegal drugs on duty.
- F. Intoxication on duty due to use of alcohol or illegal drugs.
- G. Conduct detrimental to the School District or its personnel.
- H. Any misuse, waste, or carelessness in the use of the District's equipment, materials, or other District resources.

Section 17.2 Discipline/Dismissal Procedures.

Prior to written reprimand, demotion, suspension, or recommendation of dismissal, the following procedures will be used:

- A. If in the opinion of the employee's supervisor, the services of an employee are unsatisfactory, the following procedures will be implemented:
1. The employee will be informed verbally and/or in writing of the **basis** for the reprimand, demotion, suspension or recommendation of dismissal. The employee may be accompanied and represented by anyone of his/her choosing.
 - a. The supervisor will hold a conference with the employee at which time he/she will inform the employee verbally and in writing of the deficiencies.
 - b. Suggest how the services could be improved.
 - c. Inform the employee that the necessary improvements must be made by a specified date, or that a recommendation will be made to the Superintendent for discipline up to and possibly including dismissal.
 - d. The Superintendent of the District will be notified in writing of this pending action.
 2. The employee will be given the opportunity to discuss and/or refute the matter with his/her supervisor.
 3. On the date specified to the employee at the initial meeting, the employee will again be notified as to the progress that had been required. If the improvement is not satisfactory, a recommendation is submitted to the Superintendent for discipline up to and possibly including dismissal. If satisfactory improvement has been made, a letter to the Superintendent stating the fact shall be written.
 4. The supervisor shall give the employee written notice of his/her decision. The discipline shall be based on the severity of the misconduct.
- B. If the dismissal of the employee is recommended by the supervisor, the Superintendent will review this recommendation and notify the employee in writing of the decision.

In the event the decision of the Superintendent is for dismissal, the employee may be terminated immediately with five (5) days severance pay, or given five (5) days notice (working days) of dismissal, or terminated at a time mutually agreed upon by the Superintendent and the employee.

Section 17.3 Immediate Suspension.

- A. In the event of misconduct, the employee may be suspended immediately from employment with the District until such charges are investigated and a decision is made to continue or to discontinue that employee's employment. If the employee is cleared of the charges, said employee shall be reinstated without loss of pay or accrued benefits.
- B. If the charges are upheld, the termination date shall be the date of suspension.
- C. Investigation and decision of charges for suspended employee(s) shall be completed as expeditiously as possible, considering legal problems and restrictions of the investigation.

ARTICLE 5

GRIEVANCE PROCEDURE

Section 1 Definitions.

- A. Contractual Grievance: A contractual grievance is an allegation by an employee, group of employees or the Association that there has been to him/her or them an injury resulting from the District's misinterpretation, misapplication, or violation of the terms of this Agreement.
- B. Administrative or Policy Grievance: An administrative or policy grievance is an allegation by an employee or group of employees or the Association that there has been to him/her or them an injury resulting from the District's misinterpretation, misapplication, or violation of Board policies, administrative policies, rules, regulations, and/or administrative directives. Such grievances may be processed through these procedures to the Board whose decision shall be final and binding on both parties.

Section 2 Representation and Responsibilities.

- A. Representation: Any grievant part and/or the District may be accompanied at all stages of this procedure by a representative of his own choosing.
- B. Group Grievance: In the event a grievance is filed by a group of employees representing two (2) or more buildings, that grievance may be initiated at the second step or level providing a solution is beyond the authority granted the principal or immediate supervisor.
- C. Non-Reprisal: No reprisals of any kind shall be taken by the District or any member of the administration against any grievant party, any representative, any member of the Association, or any participant in the grievance procedure by reason of such participation.

Section 3 Operating Limits.

- A. Time Limits: The number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limited specified may be extended by mutual written agreement.
- B. Year-end Grievances: In the event a grievance is filed at such a time that it cannot be processed through the steps in this procedure by the end of the school term of the grievant, the time limits set forth herein may be reduced so the procedure may be exhausted prior to the end of the school term, or as soon thereafter as is practicable, if mutually agreed upon in writing.

- C. Meetings and Hearings: Subject to the Oregon Open Meetings Law, meetings and hearings under this procedure shall not be conducted in public and shall include the affected building administrator, **the** grievant (s), and their designated or selected representative. Confidentiality means that all information relative to the grievance must be kept between the grievant and the designated representative(s) thereof. Every effort shall be made to maintain the grievance confidentiality by all parties.
- D. Written Decisions: Decisions rendered at Level One which are unsatisfactory to the grievant and all decisions rendered at subsequent levels of the procedure shall be in writing, setting forth the decision and the reasons therefore, and shall be transmitted promptly to the grievant and his/her representative.
- E. Separate Grievance File: All documents, communications, and records used in the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants. The grievance file shall be kept in one place and the Association shall be informed in writing as to the location of the file.
- F. Reference: All reference to days or hours shall refer to working days or working hours.

Section 4 Requirements of a Formal Grievance.

- A. A grievance to be acted upon should be submitted in writing and shall include the following:
 - 1. The agreement provision, policy, or rule that the employee alleges to be violated
 - 2. Suggested remedy
 - 3. Pertinent facts alleging the violation
 - 4. Signature of grievant(s)
 - 5. Date

Section 5 The Procedure.

- A. Level One:
 - 1. The party with a grievance will first discuss it with his principal or immediate supervisor within seven (7) working days of the incident or knowledge thereof, with the objective of resolving the matter informally.

2. If the grievant is not satisfied with the informal disposition of his grievance, he/she may communicate a written grievance with his/her principal within seven (7) working days of the informal meeting, but not later than fourteen (14) days from the date of alleged violation or knowledge thereof.

The principal shall make a written decision within seven (7) working days and attach it to the original grievance. Copies shall be sent to the grievant and his/her representative within seven (7) working days of the original written grievance.

B. Level Two:

1. If the grievant is not satisfied with the disposition of **his/her** grievance at Level One, or if no written decision has been rendered within the required time, he/she may appeal to the Superintendent in writing within seven (7) working days of the written decision if rendered, or fourteen (14) working days of the date of filing the grievance, if no decision has been rendered. The appeal shall include a copy of the decision being appealed and the grounds for regarding the decision incorrect.
2. Appeals to the Superintendent or representative shall be heard by the Superintendent within fourteen (14) working days of his receipt of the appeal. Written notice of the time and place of hearing shall be given not less than seven (7) working days prior thereto to the grievant and the Association.

C. Level Three: Binding Arbitration--For Contractual Grievances.

1. Within fourteen (14) working days of the decision at Level Two or if no written decision has been rendered within the required time, the grievant may request to the Association that the decision rendered under Level Two be submitted to arbitration. If the Association so determines, it shall submit the contractual grievance to arbitration within seven (7) working days after receipt of the request from the grievant.
2. The parties or their designated representatives shall attempt to select an impartial arbitrator. Failing to do so, they shall within fourteen (14) working days of the appeal, jointly request the Employment Relations Board (ERB) to submit a list of five (5) arbitrators. As soon as the list has been received, the parties or their designated representative(s) shall determine by lot the order of elimination and thereafter each shall, in that order, alternately strike a name from the list and the fifth **(5th)** and remaining one shall act as the arbitrator. The rules of the ERB shall

be followed in all proceedings, provided threshold objections have been resolved.

3. The arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violation of the terms of this agreement. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning, and conclusions on the issues submitted.

His/her decision shall be submitted to the Board and to the Association and shall be final and binding on both parties. The arbitrator shall be without authority to add to, subtract from or otherwise modify the specific and express terms of this agreement.

4. Costs of the arbitration, other than the costs incurred by each party in presenting its case, shall be borne equally by the parties.

D. Level Four: Board Level--For Administrative Policy Grievances.

1. If the grievant is not satisfied with the disposition of his/her grievance at Level Two, or if no written decision has been rendered within the required time, he/she may appeal to the School Board for a hearing to be held in executive session. The appeal shall be submitted in writing within seven (7) working days of the written decision, if rendered, or fourteen (14) working days of the date of filing the grievance, if no decision has been rendered. The appeal shall include a copy of the decision being appealed and the grounds for regarding the decision incorrect.
2. Appeals to the School Board shall be heard by the Board within twenty-one (21) working days of the Board's receipt of the appeal. Written notice of the time and place of the hearing shall be given seven (7) working days prior thereto to the grievant and the Association.
3. Within twenty-one (21) working days of hearing the appeal, the Board shall communicate to the grievant their written decision, which shall include supporting reasons thereof.
4. The Board's decision shall be final and binding on both parties.

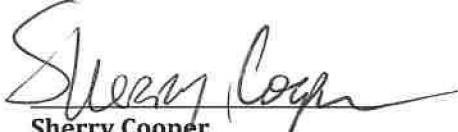
ARTICLE 6
SEPARABILITY OF PROVISIONS

Section 6.1 Agreement Provision Declared Invalid. In the event that any provision of this agreement shall at any time be declared invalid by any court of law, or regulatory body, such decision should apply only to a specific article, section, or portion thereof directly specified in the decision. Such a decision shall not invalidate the entire agreement, it being the expressed intention of the parties hereto, that all other provisions not declared invalid shall remain in full force and effect. The invalidated portion shall be bargained upon request of either party.

EXECUTION/SIGNATURES

IN WITNESS WHEREOF, the parties hereby affix their hand in agreement that the School Board and the Association have ratified the terms of this agreement as of the 26th day of JUNE, 2023.

ASSOCIATION:



Sherry Cooper
OSEA Chapter #35 President

SCHOOL BOARD:



Gary Carpenter, Superintendent
Board Negotiator



Debra Blanchard, Field Representative
OSEA

- During the 2020 negotiations, the teams agreed to begin the process of converting the document to follow APA guidelines. All articles that were adjusted used this format. Going forward we agree to continue this process in upcoming/future negotiations.

APPENDIX A

LEAVE DONATION POLICY

Special Provisions for Extended Illnesses (Leave Donation Program)

Employees may request to donate accrued vacation to other regular classified employees under the Leave Donation Program in the event of catastrophic medical condition of regular employees or members of their families. The definition of family members as used in this policy is husband, wife, son, daughter, stepson, and stepdaughter.

The purpose of the Leave Donation Program is, in the event of a catastrophic medical condition of an employee or family member, to provide a bridge for regular employees until the employee returns to work to provide for the time actually necessary to care for an ill family member or to arrange for the person's **long-term** care. A catastrophic medical condition is defined as a non-occupational illness or injury to the employee or member of **his/her** family that would otherwise cause the employee to go on leave without pay status for two **(2)** consecutive calendar weeks.

Section 1 Eligibility.

Donating Employee: The donating employee must meet the following criteria:

1. The employee must be a regular employee; **and**
2. The employee must have at least twenty-four (24) hours of accrued vacation time after the donated hours are removed; **part-time** employees must have sixteen (16) hours accrued leave after the donated hours are removed.

Receiving Employee: The receiving employee must meet the following criteria:

1. The employee or member of **his/her** family has a catastrophic medical condition that will result in the employee going on leave without pay status for at least to consecutive calendar weeks;
2. The employee is a regular employee;
3. The employee must have exhausted all accumulated leave (sick, vacation, holiday, comp time, x-day, personal business/family illness) days;
4. The employee is not receiving workers' compensation benefits, long term disability benefits, or PERS disability retirement benefits; **and**
5. The employee with a catastrophic medical condition must be unable to work in his/her regular position or in a modified work assignment, if made available by the Business Office.

Section 2 Procedure.

Receiving Employee: The employee or the employee's representative requesting a sick leave donation must complete a Sick Leave Donation Request form, available in the Business Office, and should specify the amount of leave being requested. Medical certification of the illness may be required. Leave beyond that needed will not be transferred. If the employee is unable to return to work within the originally anticipated time frame, additional requests for leave donations may be made, as needed.

Leave donation requests must be reviewed and approved by the Business Office to ensure that they meet the criteria outlined in this policy. Every effort shall be made to protect the confidentiality of medical information throughout this process.

Donating employees: Requests to donate accrued vacation under this policy must be submitted on a Leave Donation Form and must be reviewed and approved by the Business Office to ensure that the donating employees meet the criteria outlined in this policy. Requests must indicate the employee for whom the donation is intended and the total hours donated. Donating employees may not make more than one (1) donation per leave donation request and may not donate more than sixteen (16) hours per leave donation request.

Once approved the Business Office is responsible for forwarding the Leave Donation **Request** Forms to the membership in a timely manner. Donated hours are removed from the donating employee's accruals and are transferred hour for hour to the recipient's sick leave balance each pay period that the employee is on leave without pay status, so as to maintain the employee's regular salary and benefits. Donations will be processed in order of the date received by the Business Office.

The donation, once transferred to the receiving employee, must be made voluntarily and irrevocably, with the understanding that the donated leave is lost to the donor forever. All names of all donors will remain confidential with the understanding that the donated leave is lost forever to the donor, if used.

(SAMPLE FORM)

FERN RIDGE SCHOOL DISTRICT
LEAVE DONATION REQUEST FORM
FOR CATASTROPHIC MEDICAL ILLNESS

I request to donate accrued vacation leave hours to: _____
(Print name of receiving employee)

I authorize the Fern Ridge School District to deduct from my accrued vacation balance, the number of hours indicated below to be used by the recipient named above. I understand that:

1. I must have at least sixteen (16) hours of accrued vacation time after the donated hours are removed;
2. I may donate a maximum of sixteen (16) hours;
3. My donation is a voluntary, irrevocable gift to the receiving employee;
4. Donations will be processed in order of the date received by the District Office;
and,
5. I understand that if my donation is not needed by the receiving employee, I will be notified as soon as possible and my donation will be returned to me.

TO BE COMPLETED BY LEAVE DONOR

Donor Name: _____ Soc. Sec#: _____

Department/School: _____ Work Phone: _____

Total Donated Vacation Hours: _____

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

TO BE COMPLETED BY BUSINESS OFFICE

Leave balance verified and meets requirement: _____ Yes _____ No

Business Manager signature: _____ Date: _____

Copies to: Employee, Payroll

(SAMPLE FORM)

FERN RIDGE SCHOOL DISTRICT
APPLICATION TO RECEIVE LEAVE DONATIONS
FOR CATASTROPHIC MEDICAL ILLNESS

SECTION 1

Name (Last, First, MI.)

Social Security #

Department/School

Work Phone

Hours of Leave Without Pay Anticipated for this Medical Emergency: _____

SECTION II

I request permission to receive and use donated catastrophic leave. I affirm that I meet the criteria listed below:

1. I am a regular school District classified employee;
2. I have exhausted, or will exhaust, all accrued leave before I begin receiving leave donations; **and**,
3. I am not eligible for any other income derived from my employment with the Fern Ridge School District, including, but not limited to, workers' compensation, Social Security, PERS disability retirement, or **long-term** disability benefits.

SECTION III

I understand that medical certification documenting the catastrophic medical condition may be required.

I agree to notify Fern Ridge School Business Office immediately if there is any change in my circumstances which negates my eligibility to receive a leave donation.

I understand that once I have exhausted my accruals, donations will be processed in the order received by the Business Office so as to maintain my regular salary and benefits. This will continue each pay period as long as there are donations and the need is continuing and I do not qualify to receive income from another source derived **from** my employment with the Fern Ridge School District.

I understand that any catastrophic leave donated to me may not be used to extend my employment beyond the point that it would otherwise terminate under District policy and/or union agreements.

I understand I will not receive donations beyond what is needed to maintain my salary and benefits. Donations received by the Fern Ridge School District Business Office after my need has been met will be returned to the donating employee. All names of all donors will remain confidential.

I have read and understand all the information presented in this application.

Signature Date

Prior to submitting this application, contact the District Business Office to request the use of Family and Medical Leave (FMLA).

Approved by: _____
Business Manager Date

Superintendent Date

TO BE COMPLETED BY BUSINESS OFFICE

Regular Employee? _____ Yes _____ No

Leave Balances at the end of last pay period: _____

Sick Leave: _____ Vacation: _____ Total: _____

Business Manager Signature Date

Copies to: Employee, Payroll

APPENDIX B
FERN RIDGE SCHOOL DISTRICT 28J
CLASSIFIED
PROFESSIONAL EDUCATION PROGRAM
(PEP)

The Professional Education Program (PEP) was established to provide the classified employees of Fern Ridge School District 28J with the opportunities to participate in activities which lead to enhancement of skills, both professional and personal, and to expand the depth of their performance in current or future positions within the District.

A working committee, with members appointed by the Association will be organized to approve requests for funds.

Section 1 Education Program Opportunities.

A. Job-related Activities

PEP funds may be requested for such activities as the cost of training, workshops, substitutes, and expenses related to improving the employee's skill and knowledge of **his/her** present job assignment.

B. Career Advancement and Growth

PEP funds may be requested for expenses related to activities which will prepare the employee for advancement within **his/her** present job classification or for advancement to other positions within the District.

C. Group Activities for Professional Growth

PEP funds may be requested by classified employee groups for expenses related to group programs for job-training, career development, and personal growth.

Section 2 Guidelines for use PEP Funds.

A. The PEP committee may designate funds for common job related trainings and certifications such as first aid cards.

B. The PEP committee will evaluate all requests for funds from individuals on a first-come-first-served basis until the funds are depleted.

1. Any active classified employee may request reimbursement of tuition, materials, and book expenses up to \$100.00.

Any requests **over** \$100.00 may be approved if recommended by the PEP committee and approved by the Association.

- C. The PEP committee shall give consideration to any District requests to use PEP funds to augment trainings it deems necessary.

Section 3 PEP Funding.

See Article 4 Section 12.

Appendix C

Fern Ridge School District #28J Classified Employee Salary Schedule 2023-2024 School Year

Fern Ridge School District #28J
Classified Employee Salary Schedule
2023-2024 School Year

Longevity
After 10 yrs
of in Dist.
Service

Reflects increase of: **0.00%**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 10
Inst. Asst.,TSSI, ASPIRE	15.22	15.52	15.91	16.31	16.72	17.14	17.56	18.00	18.45	19.10	19.15
PASS IA	15.72	16.03	16.44	16.85	17.27	17.70	18.14	18.59	19.06	19.73	19.78
Inst. Beh. Asst.	16.50	16.83	17.25	17.68	18.12	18.58	19.04	19.52	20.01	20.71	20.76
YTP Specialist	16.22	16.54	16.96	17.38	17.82	18.26	18.72	19.19	19.67	20.35	20.40
Media Assistant	16.14	16.46	16.87	17.30	17.73	18.17	18.63	19.09	19.57	20.25	20.30
Secretary I	16.35	16.68	17.09	17.52	17.96	18.41	18.87	19.34	19.82	20.52	20.57
Bookkeeper	17.94	18.30	18.76	19.23	19.71	20.20	20.70	21.22	21.75	22.35	22.40
Secretary II,TSSII	17.40	17.75	18.19	18.65	19.11	19.59	20.08	20.58	21.10	21.84	21.89
Custodian	17.40	17.75	18.19	18.65	19.11	19.59	20.08	20.58	21.10	21.84	21.89
D.O. Secretary II,SLP Aide	17.94	18.30	18.76	19.23	19.71	20.20	20.70	21.22	21.75	22.35	22.40
D.O. Student Serv Spec	17.94	18.30	18.76	19.23	19.71	20.20	20.70	21.22	21.75	22.35	22.40
Business Office Assistant	17.94	18.30	18.76	19.23	19.71	20.20	20.70	21.22	21.75	22.35	22.40
Grounds/Supp, Maint. 1	20.28	20.69	21.20	21.73	22.28	22.83	23.40	23.99	24.59	25.26	25.31
Tech Maintenance	23.40	23.87	24.46	25.08	25.70	26.35	27.00	27.68	28.37	29.08	29.13
Tech Coordinator	32.97	33.63	34.47	35.33	36.22	37.12	38.05	39.00	39.97	40.97	41.02

Salary Index 2023-2024

Inst. Asst.,TSSI, ASPIRE	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0026
PASS IA	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0025
Inst. Beh. Asst.	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0024
YTP Specialist	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0025
Media Assistant	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0025
Secretary I	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0024
Bookkeeper	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0275	1.0022
Secretary II,TSSII	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0023
Custodian	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0023
D.O. Secretary II,SLP Aide	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0275	1.0022
D.O. Student Serv Spec	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0275	1.0022
Business Office Assistant	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0275	1.0022
Grounds/Supp	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0275	1.0020
Tech Maintenance	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0017
Tech Coordinator	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0012

Fern Ridge School District #28J Classified Employee Salary Schedule 2024-2025 School Year

Fern Ridge School District #28J
Classified Employee Salary Schedule
2024-2025 School Year

Longevity
After 10 yrs
of in Dist.
Service

Reflects increase of: **3.90%**

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 10
Inst. Asst.,TSSI, ASPIRE	15.81	16.13	16.53	16.95	17.37	17.80	18.25	18.71	19.17	19.84	19.90
PASS IA	16.33	16.66	17.08	17.50	17.94	18.39	18.85	19.32	19.80	20.50	20.55
Inst. Beh. Asst.	17.14	17.49	17.92	18.37	18.83	19.30	19.78	20.28	20.79	21.51	21.57
YTP Specialist	16.85	17.19	17.62	18.06	18.51	18.97	19.45	19.93	20.43	21.15	21.20
Media Assistant	16.77	17.10	17.53	17.97	18.42	18.88	19.35	19.84	20.33	21.04	21.10
Secretary I	16.99	17.33	17.76	18.20	18.66	19.13	19.60	20.09	20.60	21.32	21.37
Bookkeeper	18.64	19.01	19.49	19.97	20.47	20.99	21.51	22.05	22.60	23.22	23.27
Secretary II,TSSII	18.08	18.44	18.90	19.37	19.86	20.35	20.86	21.38	21.92	22.69	22.74
Custodian	18.08	18.44	18.90	19.37	19.86	20.35	20.86	21.38	21.92	22.69	22.74
D.O. Secretary II,SLP Aide	18.64	19.01	19.49	19.97	20.47	20.99	21.51	22.05	22.60	23.22	23.27
D.O. Student Serv Spec	18.64	19.01	19.49	19.97	20.47	20.99	21.51	22.05	22.60	23.22	23.27
Business Office Assistant	18.64	19.01	19.49	19.97	20.47	20.99	21.51	22.05	22.60	23.22	23.27
Grounds/Supp, Maint. 1	21.07	21.49	22.03	22.58	23.14	23.72	24.32	24.92	25.55	26.25	26.30
Tech Maintenance	24.31	24.80	25.42	26.05	26.71	27.37	28.06	28.76	29.48	30.21	30.27
Tech Coordinator	34.26	34.94	35.81	36.71	37.63	38.57	39.53	40.52	41.53	42.57	42.62

Salary Index 2024-2025

Inst. Asst.,TSSI, ASPIRE	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0026
PASS IA	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0025
Inst. Beh. Asst.	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0024
YTP Specialist	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0025
Media Assistant	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0025
Secretary I	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0024
Bookkeeper	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0275	1.0022
Secretary II,TSSII	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0023
Custodian	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0023
D.O. Secretary II,SLP Aide	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0275	1.0022
D.O. Student Serv Spec	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0275	1.0022
Business Office Assistant	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0275	1.0022
Grounds/Supp	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0275	1.0020
Tech Maintenance	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0017
Tech Coordinator	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0012

Fern Ridge School District #28J Classified Employee Salary Schedule 2025-2026 School Year

Fern Ridge School District #28J
Classified Employee Salary Schedule
2025-2026 School Year

Reflects increase of: **3.90%**
Longevity
After 10 yrs
of in Dist.
Service

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 10
Inst. Asst., TSSI, ASPIRE	16.43	16.76	17.18	17.61	18.05	18.50	18.96	19.44	19.92	20.62	20.67
PASS IA	16.97	17.31	17.74	18.19	18.64	19.11	19.58	20.07	20.58	21.30	21.35
Inst. Beh. Asst.	17.81	18.17	18.62	19.09	19.57	20.05	20.56	21.07	21.60	22.35	22.41
YTP Specialist	17.51	17.86	18.31	18.76	19.23	19.71	20.21	20.71	21.23	21.97	22.03
Media Assistant	17.42	17.77	18.22	18.67	19.14	19.62	20.11	20.61	21.13	21.86	21.92
Secretary I	17.65	18.00	18.45	18.91	19.39	19.87	20.37	20.88	21.40	22.15	22.20
Bookkeeper	19.37	19.75	20.25	20.75	21.27	21.80	22.35	22.91	23.48	24.13	24.18
Secretary II, TSSII	18.78	19.16	19.64	20.13	20.63	21.15	21.68	22.22	22.77	23.57	23.63
Custodian	18.78	19.16	19.64	20.13	20.63	21.15	21.68	22.22	22.77	23.57	23.63
D.O. Secretary II, SLP Aide	19.37	19.75	20.25	20.75	21.27	21.80	22.35	22.91	23.48	24.13	24.18
D.O. Student Serv Spec	19.37	19.75	20.25	20.75	21.27	21.80	22.35	22.91	23.48	24.13	24.18
Business Office Assistant	19.37	19.75	20.25	20.75	21.27	21.80	22.35	22.91	23.48	24.13	24.18
Grounds/Supp, Maint. 1	21.89	22.33	22.89	23.46	24.05	24.65	25.26	25.90	26.54	27.27	27.33
Tech Maintenance	25.26	25.77	26.41	27.07	27.75	28.44	29.15	29.88	30.63	31.39	31.45
Tech Coordinator	35.59	36.30	37.21	38.14	39.10	40.07	41.07	42.10	43.15	44.23	44.29

Salary Index 2025-2026

Inst. Asst., TSSI, ASPIRE	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0026
PASS IA	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0025
Inst. Beh. Asst.	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0024
YTP Specialist	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0025
Media Assistant	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0025
Secretary I	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0024
Bookkeeper	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0275	1.0022
Secretary II, TSSII	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0023
Custodian	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0023
D.O. Secretary II, SLP Aide	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0275	1.0022
D.O. Student Serv Spec	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0275	1.0022
Business Office Assistant	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0275	1.0022
Grounds/Supp	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0275	1.0020
Tech Maintenance	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0017
Tech Coordinator	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0012

Fern Ridge School District #28J Classified Employee Salary Schedule 2026-2027 School Year

Fern Ridge School District #28J
Classified Employee Salary Schedule
2026-2027 School Year

Longevity
After 10 yrs
Reflects increase of: **3.90%** of in Dist.
Service

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 10
Inst. Asst., TSSI, ASPIRE	17.07	17.41	17.85	18.29	18.75	19.22	19.70	20.19	20.70	21.42	21.48
PASS IA	17.63	17.98	18.43	18.90	19.37	19.85	20.35	20.86	21.38	22.13	22.18
Inst. Beh. Asst.	18.51	18.88	19.35	19.83	20.33	20.84	21.36	21.89	22.44	23.22	23.28
YTP Specialist	18.19	18.56	19.02	19.50	19.98	20.48	21.00	21.52	22.06	22.83	22.89
Media Assistant	18.10	18.47	18.93	19.40	19.88	20.38	20.89	21.41	21.95	22.72	22.77
Secretary I	18.34	18.71	19.17	19.65	20.14	20.65	21.16	21.69	22.23	23.01	23.07
Bookkeeper	20.12	20.52	21.04	21.56	22.10	22.66	23.22	23.80	24.40	25.07	25.12
Secretary II, TSSII	19.52	19.91	20.40	20.91	21.44	21.97	22.52	23.09	23.66	24.49	24.55
Custodian	19.52	19.91	20.40	20.91	21.44	21.97	22.52	23.09	23.66	24.49	24.55
D.O. Secretary II, SLP Aide	20.12	20.52	21.04	21.56	22.10	22.66	23.22	23.80	24.40	25.07	25.12
D.O. Student Serv Spec	20.12	20.52	21.04	21.56	22.10	22.66	23.22	23.80	24.40	25.07	25.12
Business Office Assistant	20.12	20.52	21.04	21.56	22.10	22.66	23.22	23.80	24.40	25.07	25.12
Grounds/Supp	22.75	23.20	23.78	24.38	24.99	25.61	26.25	26.91	27.58	28.34	28.39
Tech Maintenance	26.25	26.77	27.44	28.13	28.83	29.55	30.29	31.05	31.82	32.62	32.67
Tech Coordinator	36.98	37.72	38.66	39.63	40.62	41.64	42.68	43.74	44.84	45.96	46.01

Salary Index 2026-2027

Inst. Asst., TSSI, ASPIRE	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0026
PASS IA	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0025
Inst. Beh. Asst.	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0024
YTP Specialist	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0025
Media Assistant	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0025
Secretary I	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0024
Bookkeeper	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0275	1.0022
Secretary II, TSSII	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0023
Custodian	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0350	1.0023
D.O. Secretary II, SLP Aide	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0275	1.0022
D.O. Student Serv Spec	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0275	1.0022
Business Office Assistant	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0275	1.0022
Grounds/Supp, Maint. 1	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0275	1.0020
Tech Maintenance	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0017
Tech Coordinator	1.0000	1.0200	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0250	1.0012



FERN RIDGE SCHOOL DISTRICT 28J
Meeting Schedule – Board of Directors
2023-2024 School Year

Regular Meeting – Third Monday of the month, unless otherwise noted.
Time: 6:30 p.m.

School Board meeting agendas and documents can be reviewed at:
www.meetings.boardbook.org/Public/Organization/1535

Date	Type of Meeting	Location
Monday, July 17, 2023	Regular Meeting	District Administration Office/Zoom Webinar
Tuesday, August 8, 2023	Special: Board Retreat	District Administration Office/Zoom Webinar
Monday, August 21, 2023	Regular Meeting	District Administration Office/Zoom Webinar
Monday, September 18, 2023	Regular Meeting	District Administration Office/Zoom Webinar
Monday, October 16, 2023	Regular Meeting	District Administration Office/Zoom Webinar
Monday, November 20, 2023	Regular Meeting	District Administration Office/Zoom Webinar
Monday, December 18, 2023	Regular Meeting	District Administration Office/Zoom Webinar
Monday, January 22, 2024 <i>4th Monday due to MLK holiday</i>	Regular Meeting	District Administration Office/Zoom Webinar Elmira High School Report
Monday, February 26, 2024 <i>4th Monday due to President's Day</i>	Regular Meeting	District Administration Office/Zoom Webinar West Lane Charter Report
Monday, March 11, 2024 <i>2nd Monday due to OAR compliance for Certified Contract Approval</i>	Regular Meeting	District Administration Office/Zoom Webinar Elmira Elementary School Report
Monday, April 8, 2024 <i>2nd Monday due to contract compliance</i>	Regular Meeting	District Administration Office/Zoom Webinar Veneta Elementary School Report
Monday, May 20, 2024	Regular Meeting	District Administration Office/Zoom Webinar Fern Ridge Middle School Report
Monday, June 17, 2024	Regular Meeting	District Administration Office/Zoom Webinar

SCHOOL BOARD MEETING LOCATION

District Administration Office, 88834 Territorial Rd., Elmira, OR – Phone: 541-935-2253 Ext.1203
 Virtual Information – visit meetings.boardbook.org/Public/Organization/1535 for details

The Fern Ridge School District is an equal opportunity educator and employer.

In accordance with ORS 192.630, Fern Ridge School Board meeting facilities are accessible to persons with disabilities and with sufficient notice, to hearing impaired individuals. Persons having questions about or requests for special needs and accommodation should contact the Superintendent's Office at 88834 Territorial Road, Elmira, OR or 541-935-2253 Ext. 1203.

Updated November 21, 2022

Over the course of the school year, FRSD teams have met to review, evaluate, share, and select math curriculum that would be purchased, adopted, and implemented for the 23-24 school year.

FRSD Math Adoption Timeline

September- January:	Teams reviewed updated math standards, worked to align goals/vision for math, and participated in Math PD offered by LaneESD.
January/February:	Teams review curriculum information- narrow top 2-3 choices
March/April:	Teams review samples from top choices, admin get quotes from publishers
May:	Stakeholder input and engagement with staff, students, and community
June:	Board action on recommended curriculum
July:	Order/purchasing
August:	PD plan and training

Selected Curriculum by Level

K-5: Savvas Learning:enVision Math, K-2, 3-5

- [Video of presentation](#)
- [enVision Math](#)
- [Investigations](#)
- [Demo Acct. Link](#)
 - No digital log in needed

6-8: MidSchool Math: Core Curriculum

- [Video Presentation of MidSchool Math](#)
- [MidSchool Math Review Site](#)
- [Review of EdReports \(2021\)](#)

*9-12: OpenUp Resources: OUR HS Math ALG 1/GEO

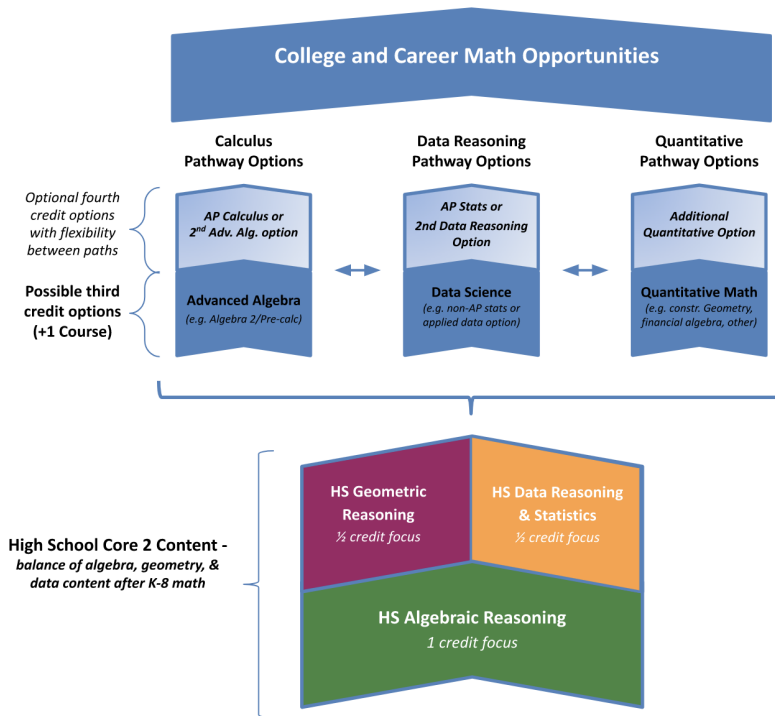
- [Video of Presentation](#)
- [Review of EdReports](#)
- [Demo Account Link](#)
 - CurriculumReview@openup.org
 - Password: OURTest1

Sample materials available for review at the District Office and/or Lane ESD

Additional Resources and Information

- [Link to Lane County Mathways - Math Support Site](#)
- [Link to ODE Math Standards](#)
- [Link to ODE Math Crosswalk](#)

*The 9-12 Curriculum will be a work in progress as ODE continues to refine best practices for the [2+1 framework](#).



All students will be required to complete 1.0 Algebra credit, 1.0 Geometry + Data Reasoning credit but then will select at least 1 more math course prior to graduation.

Please feel free to share any feedback

- [Link to input form](#)

FORM 400

CURRICULUM PROPOSAL

Fern Ridge School District 28J

1. Name of Course or Activity Criminology
School Elmira High School Department Social Studies / Elective
2. Check One: Change in old course New Course
3. Implementation Dates: Begin Sep. 2023 End Jan. 2024 (1 semester)
(if short term)
4. Target Group: 11th & 12th grade
5. Course Description: Attach the completed "Planned Course Statement". * see scope & sequence
6. Rationale: (What problem or need will this proposal resolve? How will this goals be accomplished? Use additional pages if necessary.)

This class will hopefully fill the need for additional elective & career training courses offered to our high school students. There has been an increase in popularity of true crime & the science of finding criminals. Our hope is to inspire students to enter into the field of criminal justice or criminal forensics by learning the basics of the field.

7. Budget Estimate:

	Amount	Explanation
Personnel	<u>0</u>	
Supplies	<u>\$100</u>	<u>copy paper & ink for handouts</u>
Equipment	<u>0</u>	
Travel	<u>0</u>	
Other	<u>0</u>	
Total:	<u>\$100</u>	

Initiator(s) Emmy Emin & Tessa Slager Position certified teacher & classified librarian
School Elmira High School Date 6.1.2023

FORM 401

SIGNATURES REQUIRED FOR A PROPOSED CHANGE IN THE CURRICULUM

Fern Ridge School District

PROPOSAL IDENTIFICATION: New Course - Criminology

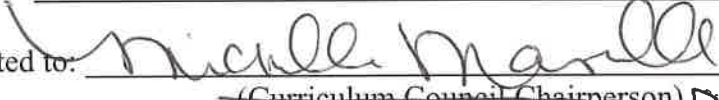
INITIATOR: Emmy Erin + Tessa Steger

1. Submitted to:  Date: 6/2/2023
(Curriculum Associate)

Signature: _____ Date: _____

2. Submitted to:  Date: 6-8-23
(Supervising Administrator)

Signature: _____ Date: _____

3. Submitted to:  Date: 6/19/23
(Curriculum Council Chairperson) Dr. K-12

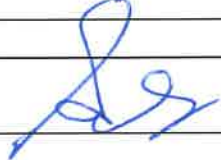
Recommendations of the Curriculum Council: Approve

Signature:  Date: 6-19-23

4. Submitted to: G. CARPSITSO
(Superintendent)

Final action taken: Implementation as submitted is authorized
 Implementation with specified modification is authorized
 Implementation is not authorized

Explanation: _____

Signature:  Date: 6-19-23

Attachment E

Form 402

EVALUATION OF COURSE OF STUDY CHANGE

This form is to be submitted by the initiators of every Form 401. It is to be completed at the end of the course or one year, whichever comes first. Copies of this form (402) should be sent according to the following schedule:

A copy will be sent to the Executive Director who will distribute copies to all persons involved.

★★

- A. With reference to the original objectives of this proposal, which of the objectives were met and to what degree?

- B. What were the factors contributing to the failure of those objectives not met?

- C. What techniques were used in evaluating this program?

- D. What recommendations do you have for improving this program?

- E. Do you recommend continuation of this program?

- F. Additional Comments:

Persons Evaluating: _____ Date of implementation of
_____ program: _____

School: _____ Dept. _____

Date of evaluation: _____

Criminology Scope and Sequence

Elmira High School - Semester Long Elective, 18 weeks total

*Units with a * will have a deeper focus on criminal psychology*

● Unit Zero - Introduction to Criminology- 10 days, Summative Final Reflection

Students should have a basic understanding of the following topics at the end of these weeks. This will help them navigate through the rest of the course.

- Historical Context - 2 days
 - The development of criminology, law enforcement, and how divisions, agencies, and methods came to be.
- Types of Crimes - 5 days
 - Serial, cyber, trafficking, theft/burglary/robbery, assault, homicide, kidnapping, financial, physical/sexual assault, domestic violence, abuse, arson, etc.
 - Explain serial crimes, mainly murders. Talk about the misinformation that has been put out over the last few decades. We will focus on them in this class due to the abundance of information that has been gathered about them.
 - These will be revisited as we go through the course, but here they will find the basics of how each crime is categorized within the eyes of the law.
- Police systems/departments - 1 day
 - Different hierarchies and departments of the law enforcement system
- Crime process - 2 days
 - What happens when someone commits a crime, timeline from discovery to sentencing
- Unit Zero Final - Reflection Essay
 - Students will write a self-reflection about the things that they have learned over the course of this unit. They will be looking at something they are excited to learn more about, something they are interested to learn about, and something they want to get out of this class. Essays will be a traditional 5 paragraph essay, assigned as homework, and no class time will be given to complete the assignment.
- Unit One - Crime Scene Investigation & Forensics - 15 days, Summative Final Project**
 - Crime Scene Investigation 101 (PP+T) 5 days
 - Basics of initial investigative practices
 - Introduce careers; let them know about their final projects
 - Blood Spatter - 1 day
 - Analysis
 - Patterns
 - Collection
 - Fingerprinting - 1 day
 - Collection
 - Analysis
 - *Sidebar about Bitemarks*
 - Trace Evidence - 4 days
 - DNA/ Saliva
 - Sweat/Urine/Bodily Fluids
 - Fibers
 - Hair

- Entomology
- Ballistics -1 day
 - Striations
 - Explosives
- Odontology - 1 day
 - Footprints
 - Tire Tracks
 - Tool Marks
- Guest Speaker- Death Investigator - 1 day
- Unit One Final- Presentation- 1 day
 - Crime Scene Career Exploration- Students will choose a Crime Scene Investigation career and create an informative presentation on their career. Slides will include;
 - Job name
 - A detailed job description
 - Pictures- (School appropriate) of what this job entails
 - Wages and hours
 - Education and/or training needed
 - Personal advantages/ disadvantages of working in selected career
- **Unit Two - Investigation Practices - 5 days**
 - Training
 - Basic Field Training Program
 - Academics
 - Firearms
 - Operational Skills
 - Case Exercises
 - Tactics
 - Hostage Rescue Team (HRT)
 - Special Weapons and Tactics Task Force (SWAT)
 - Critical Incident Response Group (CIRG)
 - Behavioral Analysis (BAU)
 - Science and Technology
 - Forensics
 - Scientific Analysis
 - DNA Analysis
 - Intelligence
 - Gathering Intelligence
 - Sharing Intelligence
- **Unit Three - The Mind of a Criminal* - 13 days, Summative Final Exam**
 - Criminology Psychology - 1 day
 - Offender Profiling
 - What type of information is helpful?
 - How to create a basic criminal profile
 - McDonald Triad and ASPD - 2 days
 - Criminals and psychological disorders
 - Psychopath vs Sociopath

- Insanity Plea
 - Case Studies - 9 days
 - Case Study #1
 - Case Study #2
 - Case Study #3
 - Unit Two Final Exam - 1 day
- **Unit Four- Victimology* - 10 days, Summative Final Reflection**
 - Go over the definition of victimology - 2 days
 - Theoretical victimology is the study of crime victims, their characteristics, their relationship to and their interactions with their victimizers, their role, and their contribution to the genesis of the crime.
 - Specific Case Study # 1 - 2 days
 - Specific Case Study #2 - 3 days
 - Specific Case Study #3 - 3 days
 - Unit Three Final Reflection
 - Students will write a self-reflection about one of the case studies we reviewed in class. Essays will be traditional 5 paragraph essays, they will be assigned as homework, and no class time will be given to complete the assignment.
- **Unit Five- Impact on Society*- 10 days**
 - This unit will mainly focus on the impact that media, journalism, and social media have on the spread of information.
 - We will be watching “CRIME SCENE: The Vanishing at the Cecil Hotel” docuseries on Netflix as a case study
 - After each episode, we will look at the impact and spread of information, how the police handled it, and how the case changed after each new piece of information was released/leaked. We will also look at the people involved and how they responded to each new piece of information.
 - This unit will also look at cyberbullying and the effects of social media on today’s youth
- **Unit Six- Criminal Hierarchy- 17 days, Summative Final Exam**
 - Organized Crime - 8 days
 - Mafia/Organized Gangs - 5 days
 - Trafficking - human, sex, drug, and weapons
 - A slight difference between human and sex; will cover immigration
 - Financial - 1 day
 - Laundering
 - Embezzlement
 - Forgery
 - Corruption
 - Terrorism - 2 days
 - International cells
 - Homegrown cells
 - Cults - 8 days
 - What is a cult? - 1 day
 - Religious - 4 days
 - WACO - 1 day
 - FLDS - 1 day

- “Cults and Extreme Beliefs” Episode 5 - 2 days
- Doomsday - 1 day
 - Heaven’s Gate
- Political - 2 day
 - Rajneeshpuram
 - Specifically looking at the impact on the local and regional government during the time they populated the area.
- Unit Five Final - Summative Exam - 1 day
- **Unit Seven- Sentencing and Corrections- 5 days**
 - What happens after a crime happens?
 - Police/Investigation
 - Court Hearings
 - Prosecution
 - Defense Attorney
 - Judge
 - Jury
 - Sentencing
 - Acquittal
 - Probation
 - Jail
 - Prison
 - Death Penalty
- **Unit Final - Case study presentations- 4 days**
 - Students will be tasked with finding their own interesting True Crime Case Studies to research and present to the class.
 - Work Days in class - 3 days
 - Presentations - 1 day
 - These will be completed in the block period set aside for Finals Week

Criminology

Erwin & Slager

POLICE LINE

CROSS
LINE

POLICE LINE

COURSE DESCRIPTION: Criminology is an interdisciplinary field that examines the causes, consequences, and prevention of crime and criminal behavior. It combines principles from sociology, psychology, law, and other social sciences to gain insights into the nature of crime and how it affects individuals and society as a whole. We hope to provide students with a comprehensive understanding of the theories, research methods, and practical applications in the field.

OBJECTIVES:

These objectives collectively aim to provide students with a comprehensive foundation in criminology, enabling them to contribute to the understanding and prevention of crime, as well as the pursuit of justice in society. They are as follows:

- **Understand the Nature of Crime:** One of the primary objectives of a criminology course is to provide students with an understanding of the concept of crime and its various manifestations. This includes exploring the different types of crime, their causes, and their impact on individuals and society.
- **Explore Criminological Theories:** Students are introduced to the major theories and perspectives in criminology. The objective is to enable students to critically analyze and evaluate these theories, understand their strengths and limitations, and apply them to explain criminal behavior.
- **Develop Research Skills:** A key objective is to equip students with the necessary research skills to investigate and analyze crime-related phenomena. This includes understanding different research methodologies, data collection techniques, and statistical analysis methods commonly used in criminological research.
- **Examine the Criminal Justice System:** Students learn about the components of the criminal justice system, including law enforcement, courts, and corrections. The objective is to provide a comprehensive understanding of how the system operates, its challenges, and its impact on offenders, victims, and society.
- **Analyze Societal Responses to Crime:** The course aims to foster critical thinking about the various societal responses to crime, including crime prevention strategies, punishment, and rehabilitation. Students explore the effectiveness and ethical implications of these responses in addressing crime and promoting justice.
- **Understand the Role of Victims:** An objective is to develop an understanding of the experiences and rights of crime victims. This includes exploring victimology, victim-offender relationships, and victim services, with the aim of promoting empathy, sensitivity, and support for victims within the criminal justice system.
- **Foster Ethical Awareness:** The course encourages students to consider ethical issues in criminology and criminal justice. This includes discussions on topics such as racial and social disparities, wrongful convictions, and the use of force. The objective is to develop ethical decision-making skills and a commitment to justice and fairness.
- **Promote Critical Thinking and Analysis:** Students are encouraged to critically analyze criminological research, theories, and policies. The objective is to foster independent thinking, the ability to evaluate evidence, and to form well-reasoned arguments based on a sound understanding of criminological concepts.
- **Explore Contemporary Issues:** The course aims to engage students with current and emerging issues in criminology, such as cybercrime, terrorism, and transnational crime. The objective is to develop an awareness of the evolving nature of crime and its implications for society.
- **Enhance Communication Skills:** Effective communication is an important objective of a criminology course. Students are encouraged to develop their oral and written communication skills, as well as their ability to present complex ideas and research findings to various audiences.

ATTENDANCE AND PUNCTUALITY: Attendance is taken daily and is directly connected to your participation grade. You will be marked absent if you are not in class when the bell rings. We do attendance at the beginning of each class, so make sure you are making it to class on time. You will be marked tardy if you come in after the bell has rung. 10 minutes after the bell has rung, you will automatically be marked absent. **If you have a planned absence**, you need to contact the office. You will be marked absent if you do not show up for class and have not contacted the office. If you are planning to be gone for an extended period, please contact us **BEFORE** you are set to leave, and we can figure out how you can get your work done.

COMMUNICATION: Outside of our office hours, we are available through email during the week later in the evening. We check our email regularly, even on the weekends, so if you need anything, just email either one of us. That being said, the best way to ensure that we answer any questions or concerns you may have is to contact us directly during our office hours or in class. We are also available by phone, but please refrain from calling outside our office hours as we may be teaching a class.

CLASSROOM EXPECTATIONS: These are the expectations that we have for creating a positive learning environment for every student:

- Be on time and ready to work when class starts.
- Be prepared with materials and completed work.
- Be on task — independently or when contributing to group and class discussions.
- Be nice — treat everyone with respect and kindness.

Another way of looking at it:

- Does what I'm doing help or hinder my learning?
- Does what I'm doing help or hinder other students' learning?
- Does what I'm doing help or hinder the teacher's ability to teach?



ACCOMMODATIONS: If assistance is needed, you have questions, or you need to meet with us, we are available before and after school or by appointment. We want everyone to feel safe and comfortable in this class and will try our best to ensure that happens.

Teacher's note: The material we will cover will contain mature, graphic, and triggering themes. Students will be expected to view this from an academic perspective, considering the relevancy to the class. If you have any problems with this, please see the teacher as soon as possible as this may not be the class for you.

GRADING: Three categories contribute to your final grade. These are; Participation, Assignments, and Assessments. Each category is weighted differently. The expectation we have for your participation grade is higher than in previous years due to the nature of the course. Being mainly a lecture and discussion class, the expectation is that you are contributing to the class discussions and actively participating on a daily basis.

- Participation: 20%
 - Bell Ringers and Exit Tickets, discussion during class, small group contribution, and attendance
- Assignments: 50%
 - Classwork and Homework assignments
- Assessments: 30%
 - Exams, Quizzes, and Projects

To determine your final grade in the course, we will calculate your percentage by dividing your total earned points by the total points possible. If you have any questions or concerns about a grade you received, please communicate with us as soon as possible. Your points will be converted to letter grades as follows:

100-90% = A 89-80% = B 79-70% = C 69-60% = D < 59% = F

ASSIGNMENT SUBMISSION: Assignments will mainly be turned in during class time, as we will be completing most assignments physically vs. digitally. There will be a few digital assignments that will be turned in using the Schoology platform.

LATE WORK POLICY: Late work will be accepted until the final day of the assigned unit. There will be a 10% deduction of the total points for each day it is late, capping out at 50%. You will be given time in class, and multiple work days throughout the semester, so please ensure you keep up with your classwork and homework.

PLAGIARISM/ACADEMIC OFFENSES: All work you submit must be your work.

You may not do any of the following:

- Turn in or copy someone else's work
- Use AI to complete assignments
- Copy someone's work and change a few words
- Copy words from a source without citing and giving credit to the source
- Attempt to use anything not permitted during tests or quizzes

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Criminology

Erwin & Slager



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FORM 401

SIGNATURES REQUIRED FOR A PROPOSED CHANGE IN THE CURRICULUM

Fern Ridge School District

PROPOSAL IDENTIFICATION: Mythology A + B (new course)

INITIATOR: Emmy Erwin

1. Submitted to: Shannon Hart Date: _____
(Curriculum Associate)

Signature: Shannon Hart Date: 6/2/23

2. Submitted to: Paul L Date: 6-8-23
(Supervising Administrator)

Signature: _____ Date: _____

3. Submitted to: Michelle Marade Date: 6/19/23
(Curriculum Council Chairperson) Dr. K-12

Recommendations of the Curriculum Council: _____

Signature: G. CARPENTEN Date: 6-19-23

4. Submitted to: [Signature] Date: _____
(Superintendent)

Final action taken: _____ Implementation as submitted is authorized
_____ Implementation with specified modification is authorized
_____ Implementation is not authorized

Explanation: _____

Signature: [Signature] Date: 6-19-23

Attachment E

Form 402

EVALUATION OF COURSE OF STUDY CHANGE

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★★

- A. With reference to the original objectives of this proposal, which of the objectives were met and to what degree?

- B. What were the factors contributing to the failure of those objectives not met?

- C. What techniques were used in evaluating this program?

- D. What recommendations do you have for improving this program?

- E. Do you recommend continuation of this program?

- F. Additional Comments:

Persons Evaluating: _____ Date of implementation of
_____ program: _____

School: _____ Dept. _____

Date of evaluation: _____

World Mythology Scope and Sequence

Fern Ridge School District - Elmira High School

World Mythology A (1st Trimester)

Supplemental Media	
Introduction	<ul style="list-style-type: none">● Disney+: Origins: The Journey of Humankind
Egypt	<ul style="list-style-type: none">● Netflix: Empire Games - Episode 3● YouTube: Crash Course Mythology - Egyptian
Africa	<ul style="list-style-type: none">● YouTube: Crash Course Mythology - African
Mesopotamia	<ul style="list-style-type: none">● Disney+: Lost Cities with Albert Lin - Episode 5: Petra's Hidden Origins
Greek & Roman	<ul style="list-style-type: none">● Netflix: Empire Games - Episode 1● Netflix: Empire Games - Episode 2
Australia	<ul style="list-style-type: none">● YouTube: Crash Course Mythology - Australian
Pacific Islander	<ul style="list-style-type: none">● Disney+: Lost Cities with Albert Lin - Episode 2: The Ghost City of the Pacific

● Week One - Introduction

- Definition of mythology and its purpose.
- Why do we study mythology?
- Different types of myths (creation, hero, trickster, etc.)
- Common themes and motifs in mythology.
- Hero's Journey within Mythology

● Week Two - Egypt

- Creation Myth
 - The Story of Atum
 - One page story
 - Family Tree
 - Creation of the "Great Gods"
 - Osiris
 - Set
 - Nephthys
 - Isis
 - Comprehension discussion questions as a group
- Practices & Religion
 - Who were the Ancient Egyptians?
 - Principle of Ma'at/Goddess Ma'at
 - Afterlife Myth
 - The role Ma'at played in your afterlife, weighing of your heart
 - The role that the afterlife played in reincarnation and the preparation that went into a person's journey.

● Week Three - Egypt

- Common Gods and Goddesses

World Mythology Scope and Sequence

Fern Ridge School District - Elmira High School

- A King's Murder
 - Osiris
 - Set
 - Isis
 - Horus
- Goddesses of the Nile
 - Hathor
 - Mut
 - Taweret
 - Bastet
 - Neith
- Journey to the Land of the Dead
 - Journey through Duat
 - Recap the idea of *ba* and *ma'at*
 - Anubis
 - Nephthys
 - Ra
 - Apep
 - Thoth
 - Amun - weighing of the hearts
- **Week Four - Egypt**
 - Common Animal Myths and Fables
 - Mythical Places & Symbols
 - Pyramids
 - Sphinx
 - Lilly Lake
 - Field of Reeds
 - Book of the Dead
 - Eye of Horus
- **Week Five - Africa**
 - West Africa
 - Aido-Hwedo
 - Mawu
 - Ananse
 - East Africa
 - The First Cattle
 - Masai myths
 - Kikuyu myths
 - Dorobo myths
- **Week Six- Africa**
 - South Africa
 - Myths of the San
 - Hlakanyana

World Mythology Scope and Sequence

Fern Ridge School District - Elmira High School

- Folk Tales
 - Tortoise and the Hare
 - The Egg Child
 - The Boy Warrior
 - The Arrival of Death
- Central Africa
 - Lonkundo
 - Itonde and Lianja
 - Mwindo
 - The Wise King
- **Week Seven- Mesopotamia**
 - Babylon
 - Enuma Elish
 - Marduk
 - Apsu
 - Tiamat
 - Kingu
 - Inanna
 - Marriage
 - Death
 - Rebirth
 - Gilgamesh
 - Myths of Ugarit
 - Anat
 - Baal
 - El
 - Myths of the Hittites
 - Kumarbi
 - Teshub
- **Week Eight- Mesopotamia**
 - Six Immortals
 - Vohu Manah
 - Asha
 - Armaiti
 - Khshathra Vairya
 - Haurvatat
 - Ameretat
 - Zoroaster
- **Week Nine- Classical - Greek**
 - Creation Story
 - Chaos and Nyx
 - Uranus and Gaea
 - Greek Gods Family Tree

World Mythology Scope and Sequence

Fern Ridge School District - Elmira High School

- 12 Titans of Greek Mythology
 - Oceanus - Titan God of the Sea and Water
 - Hyperion - Titan God of Light and Observation
 - Coeus - Titan God of the Oracles, Wisdom, and Foresight
 - Crius - Titan God of Constellations
 - Iapetus - Titan God of Mortal Life and Death
 - Mnemosyne - Titan Goddess of Memory
 - Cronos - Titan Ruler of the Universe
 - Rhea - Titan Goddess of Fertility
 - Thetis - Titan Goddess of Fresh Water
 - Thea - Titan Goddess of the Sun and Light
 - Phoebe - Titan Goddess of Prophecy and Intellect
 - Themis - Titan Goddess of Law, Order, and Justice
- Children of the Titans
 - First Generation of Olympians
 - Zeus - King of the Olympians
 - Hera - Queen of the Olympians
 - Poseidon - God of the Sea
 - Hestia - Goddess of the Hearth
 - Hades - God of the Greek Underworld
 - Demeter - Goddess of Agriculture, Harvest, and Grain
 - Prometheus
 - Atlas
 - Helios
 - Leto
- The Cosmic War
- **Week Ten- Classical - Greek**
 - Children of the Gods
 - Divine Offspring
 - Mortal Offspring
 - The Muses
 - Calliope
 - Clio
 - Erato
 - Euterpe
 - Melpomene
 - Polyhymnia
 - Terpsichore
 - Thalia
 - Urania
 - 12 Labors of Hercules
 - Kill the Nemean Lion
 - Slay the Lernaean Hydra

World Mythology Scope and Sequence

Fern Ridge School District - Elmira High School

- Capture the Cerynithian Hind
- Capture the Erymanthean Boar
- Clean the Augean Stables
- Kill the Stymphalian Birds
- Capture the Cretan Bull
- Steal the Mares of Diomedes
- Get the Girdle of Hippolyta
- Steal the Cattle of Geryon
- Steal the Apples of Hesperides
- Fetch Cerberus
- **Week Eleven - Classical - Greek**
 - Heroes and Monsters
 - Medusa
 - Perseus
 - Midas
 - Croesus
 - Theseus and the Minotaur
 - Europa
 - Icarus
 - Mythical Places & Symbols
- **Week Twelve - Classical - Roman**
 - Greek Equivalent
 - Origin Stories
 - Romulus and Remus
 - Aeneas
 - Influence of the Zodiac
- **Week Thirteen - Classical - Roman**
 - Heroes and Heroines
 - Orpheus and Eurydice
 - The Trojan Horse
 - Manlius and the Geese of Rome
 - Pyramus and Thisbe
 - Aeolus and the Winds
- Introduce Final Projects
- **Week Fourteen - Shift Week**
 - This week is a catch-up week if we have gone over one topic and need more time to fulfill the curriculum. If we are on track, students will use this time to complete a short research project on the myth of their choice.
- **Week Fifteen - Australia**
 - Creation Story
 - Dreamtime
 - The Rainbow Serpent
 - The Sun

World Mythology Scope and Sequence

Fern Ridge School District - Elmira High School

- The Moon
 - “Walkabout”
 - The Primal Sisters
- **Week Sixteen - Australia & New Zealand - Maori Traditions**
 - Creation Story
 - Ranginui and Papatuanuku
 - Maori Family Tree
 - Tangaroa
 - Common Gods & Goddesses
 - Tangaroa - God of the Sea
 - Tumatauenga - God of War
 - Hine-Nui-Te-Po - Goddess of Death
 - Maui-Tikitiki - Demigod
 - Common Myths, Legend, and Symbols
 - Taniwha
 - Mangoroa
 - Tuhirangi
 - Wood Carvings
- **Week Seventeen - Australia & New Zealand - Maori Traditions**
 - Gods, Goddesses, and Demigods
 - Pele
 - Maui-Tikitiki
- **Week Eighteen - Finals**
 - Final Research Project Work Time
 - Final Project Presentation

World Mythology Scope and Sequence

Fern Ridge School District - Elmira High School

World Mythology B (2nd Trimester)

Supplemental Media	
Introduction	<ul style="list-style-type: none">● Disney+: Origins: The Journey of Humankind
Celtic	<ul style="list-style-type: none">● Netflix: Empire Games - Episode 5● Disney+: Stonehenge Decoded● Disney+: Lost Cities with Albert Lin - Episode 3: Stonehenge
Norse	<ul style="list-style-type: none">● Amazon Prime Video: Vikings - The Lost Realm, Season 1 Episode 6● Disney+: Viking Warrior Women● YouTube: Crash Course Mythology - Norse
Far East	<ul style="list-style-type: none">● Netflix: Empire Games - Episode 4
Americas	<ul style="list-style-type: none">● Netflix: Empire Games - Episode 6● Disney+: Lost Cities with Albert Lin - Episode 3: El Dorado City of Gold

● Week One - Introduction

- Definition of mythology and its purpose.
- Why do we study mythology?
- Different types of myths (creation, hero, trickster, etc.)
- Common themes and motifs in mythology.
- Joseph Campbell and the Hero's Journey

● Week Two - Celtic

- Location of the Celts
- Creation Story
- Practices & Religion
 - The Holy Grail
- Legends of Witchcraft
 - The Brownie
 - The Three Knots
 - The Daughter of Duart
 - The Cauldron

● Week Three - Celtic

- Common Gods and Goddesses
 - Dagda
 - Danu
 - Cerridwen
 - Lugh
 - Badb
 - The Morrigan
 - Cu Chulainn

World Mythology Scope and Sequence

Fern Ridge School District - Elmira High School

- Cernunnos
- Medb
- Aengus
- The Cailleach
- Brigid
- **Week Four - Celtic**
 - Common Myths
 - The Ulster Cycle
 - The Fenian Cycle
 - Arthurian Legends
 - The Mabinogi
 - Legend of the Witch
 - Baba Yaga
 - Boudicca
- **Week Five- Celtic**
 - Mythical Places
 - The Land of the Young
 - The Land Under the Waves
 - The Land of Women
 - The Land of Promise
 - Isle of the Dead
 - Beasts
 - Fairies
 - Sea-Folk
 - Symbols
 - Tree of Life
 - Celtic Cross
 - The Dara Knot
 - The Triquetra
 - The Claddagh Ring
- **Week Six- Norse**
 - Locations of the Northern European Myths
 - Practices & Religion
 - Influence of Days of the Week
 - Asgard
 - Yggdrasil
 - The Roots
 - The Branches
 - The Realm of Nidhogg
 - Creatures of Yggdrasil
 - Dain the Stag
 - The Serpent
 - The Eagle and The Hawk

World Mythology Scope and Sequence

Fern Ridge School District - Elmira High School

- The Ratatosk
- The Bifrost
 - Heimdall
- **Week Seven- Norse**
 - Creation Story
 - The Giants and Audhumla
 - The Aesir-Vanir War
 - The Creation of the World
 - Ginnungagap
 - Odin, Vili, & Ve
 - Odin
 - Why he has one eye
 - Discovery of Runes
 - The Mead of Poetry
 - The Last Battle
 - Ragnarok
 - Bringers of Doom
 - Jormungand
 - Surt
 - Hel
 - Valhalla
 - Valyries
 - Brynhildr
- **Week Eight- Norse & Northern Europe**
 - Common Gods and Goddesses
 - Norse Family Tree
 - Loki
 - The Death of Balder
 - Hel
 - Fenrir
 - The Binding of Fenrir
 - Tyr
 - How Tyr Lost His Hand
 - Thor
 - How Thor got his Hammer
 - Thor Goes Fishing
 - Thor in the Hall of Giants
 - The Stealing of Thor's Hammer
 - Freyja
 - Frigg
 - Freyr
- **Week Nine- Norse & Northern Europe**
 - Mythical Beasts & Symbols

World Mythology Scope and Sequence

Fern Ridge School District - Elmira High School

- Beasts
 - Draugr
 - Troll
 - Kraken
 - Elves
 - Dwarfs
 - Jotnar
 - Jormungandr
 - Fossegrim
- Symbols
 - Mjolnir - Thor's Hammer
 - Yggdrasil - Tree of Life
 - Valknut - Death in Battle
 - The Helm of Awe - Symbol for Protection
 - Huginn and Muninn - The Twin Ravens
 - Web of Wyrð - Viking Matrix of Fate
 - Troll Cross - Protection from Trolls and Elves
 - Odin's Triple Horn - Symbol of Faith
 - Gungnir - Odin's Spear
 - Vegvisir - "The Way Home" Compass

● Week Ten- Far East - China

- Creation Story
 - Pan Gu and the Creation of the Universe
 - Nu Wa
 - Peoples of the Earth
 - Repairs the Sky
 - The War Between the Gods of Fire and Water
 - The Five Emperors
 - Yellow Emperor's Earthly Kingdom
 - The Firey Emperor and the First Grain
 - The Green Emperor
 - Son of the Morning Star
 - Emperor of the North

● Week Eleven- Far East - China

- Common Gods and Goddesses
 - The Eight Immortals
 - The White Snake Woman
 - Kua Fu
 - The Eight Immortals
- Common Myths & Symbols
 - Chinese Zodiac
 - Importance of Dragons

World Mythology Scope and Sequence

Fern Ridge School District - Elmira High School

- Ten Suns of Heaven
- The Adventures of Monkey
- **Week Twelve- Far East - India**
 - The Vedic Gods
 - Indra
 - Agni
 - Surya
 - Brahma and the Creation
 - Shiva
 - Durga
 - The Ramayana
- **Week Thirteen- Far East - India**
 - The Mahabharata
 - The Origin of Ganges
- Introduce Final Projects
- **Week Fourteen- Americas**
 - Customs and Similarities
 - Reverance for the Ancestors
 - Blood Sacrifice
 - Nature Gods
 - Importance of Circles
- **Week Fifteen- Americas**
 - North America
 - Wakan Tanka and the Creation - Sioux and Lakota
 - Sun Dance and Moon Dance
 - White Buffalo Woman
 - Myths of the Far North
 - Raven Steals the Light
 - Journey to the Sky
 - Wiley Coyote
- **Week Sixteen- Americas**
 - Mesoamerica
 - Incas
 - Creation Myth
 - Origin of Cuzco
 - Machu Picchu
 - Aztec
 - Creation Myth
 - Tlaloc
 - Maya
 - Itzamna
 - Chac

World Mythology Scope and Sequence

Fern Ridge School District - Elmira High School

- The Hero Twins

● Week Seventeen- Americas

- South America

- Common Myths

- Creation Myth
- Incan Foundation Myth
- The Great Flood
- The Sun and Moon

- Common Gods and Goddesses

- Inti
- Pacha Mama
- Viracocha
- Mama Quilla
- Pachacamac
- Apocatequil

- Creatures

- Gualichu
- La Bolefuego
- Colo Colo

● Week Eighteen - Finals

- Final Research Project Work Time
- Final Project Presentation



COURSE DESCRIPTION: The World Mythology course delves into the fascinating realm of myths, legends, and folklore from cultures around the globe. It invites students on a captivating journey through the diverse tapestry of human imagination, where they will encounter ancient gods, heroic figures, magical creatures, and timeless stories that have shaped civilizations throughout history.

Through in-depth exploration, analysis, and discussion of various mythological traditions, this course aims to deepen students' understanding of the cultural, social, and psychological significance of myths. By studying these narratives and the symbols, themes, and archetypes they contain, students will gain valuable insights into the human condition and the collective beliefs, values, and experiences that have shaped humanity.

Course Objectives:

1. **Examine Cultural Diversity:** Students will explore myths from different cultures across continents, such as Greek, Roman, Norse, Egyptian, Indian, Chinese, Native American, African, and more. They will learn to appreciate the rich tapestry of human beliefs and values, and develop a cross-cultural understanding of mythological traditions.
2. **Analyze Mythological Narratives:** Students will learn to critically analyze myths and identify recurring themes, symbols, and archetypes. They will explore the significance of these elements within their cultural contexts and understand their relevance to human experience.
3. **Understand Cultural and Historical Contexts:** The course will provide historical and cultural contexts for the myths studied, allowing students to understand how mythology intertwines with specific societies, religions, and historical periods. They will gain insights into how myths reflect and shape cultural identities.
4. **Identify Comparative Mythological Patterns:** Students will develop skills to recognize common patterns and motifs that transcend individual cultures, drawing connections between myths from different regions and time periods. This comparative approach will reveal universal human experiences and the underlying shared elements of mythic storytelling.
5. **Explore Mythology's Influence:** The course will examine the profound impact of mythology on various aspects of human life, including literature, art, music, and popular culture. Students will analyze how myths continue to inspire and influence contemporary storytelling and societal values.
6. **Foster Critical Thinking and Interpretation:** Through class discussions, presentations, and written assignments, students will engage in critical thinking and interpretation of mythological texts. They will develop their analytical and communication skills by presenting their interpretations and participating in collaborative discussions.
7. **Reflect on Personal and Societal Beliefs:** The study of mythology encourages students to reflect on their own belief systems and values. By examining different mythologies, they will gain a broader perspective on their own cultural background and challenge assumptions, fostering tolerance and cultural sensitivity.

By the end of the course, students will have gained a deep appreciation for the power of myths, their cultural significance, and their relevance in the contemporary world. They will develop critical thinking skills, cross-cultural understanding, and a broader worldview, enabling them to engage meaningfully with diverse societies and cultures they may encounter in their personal and professional lives.

Students will have access to any stories and documents that they need for the course.

ATTENDANCE AND PUNCTUALITY: Attendance is taken daily and is directly connected to your participation grade. You will be marked absent if you are not in class when the bell rings. I do attendance at the beginning of each class, so make sure you are making it to class on time. You will be marked tardy if you come in after the bell has rung. 10 minutes after the bell has rung, you will automatically be marked absent. **If you have a planned absence**, you need to contact the office. You will be marked absent if you do not show up for class and have not contacted the office. If you are planning to be gone for an extended period, please contact me **BEFORE** you are set to leave, and we can figure out how you can get your work done.

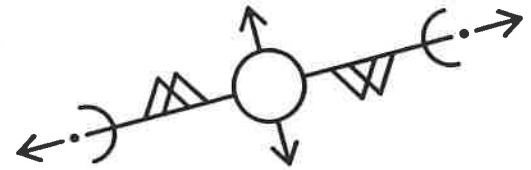
COMMUNICATION: Outside of my office hours, I am available through email during the week later in the evening. I check my email regularly, even on the weekends, so if you need anything, just email me. That being said, the best way to ensure that I answer any questions or concerns you may have is to contact me directly during my office hours or in class. I am also available by phone, but please refrain from calling outside my office hours as I may be teaching a class.

CLASSROOM EXPECTATIONS: These are the expectations that I have for creating a positive learning environment for every student:

- Be on time and ready to work when class starts.
- Be prepared with materials and completed work.
- Be on task — independently or when contributing to group and class discussions.
- Be nice — treat everyone with respect and kindness.

Another way of looking at it:

- Does what I'm doing help or hinder my learning?
- Does what I'm doing help or hinder other students' learning?
- Does what I'm doing help or hinder the teacher's ability to teach?



ACCOMMODATIONS: If assistance is needed, you have questions, or you need to meet with me, I am available before and after school or by appointment. If you need to contact me outside of school hours, email me, and I will make every effort to get back to you as soon as possible. I want everyone to feel safe and comfortable in this class and will try my best to ensure that happens.

Teacher's note: The material we will cover may contain adult themes and/or language. Students will be expected to view this from an academic perspective, considering the author's purpose and the relevancy to the material. If you have any problem with this, please see the teacher as soon as possible.

READING: Three categories contribute to your final grade. These are; Participation, Assignments, and Assessments. Each category is weighted differently. The expectation I have for your participation grade is higher than in previous years due to the nature of the course. Being an online class, the expectation is that you are contributing to the class discussions and actively participating daily.

Participation: 20%

- Bell Ringers and Exit Tickets, discussion during class, small group contribution, and attendance

Assignments: 50%

- Classwork and Homework assignments

Assessments: 30%

- Exams, Quizzes, and Formal Essays

To determine your final grade in the course, I will calculate your percentage by dividing your total earned points by the total points possible. If you have any questions or concerns about a grade you received, please communicate with me as soon as possible. Your points will be converted to letter grades as follows:

$$100-90\% = A \quad 89-80\% = B \quad 79-70\% = C \quad 69-60\% = D \quad < 59\% = F$$

ASSIGNMENT SUBMISSION: Assignments will mainly be turned in during class time, as we will be completing most assignments physically vs. digitally. There will be a few digital assignments that will be turned in using the Schoology platform.

LATE WORK POLICY: Late work will be accepted until the final day of the assigned unit. There will be a 10% deduction of the total points for each day it is late, capping out at 50%. You will be given time in class, and multiple work days throughout the semester, so please ensure you keep up with your classwork and homework.

PLAGIARISM/ACADEMIC OFFENSES: All work you submit must be your work. You may not do any of the following:

- Turn in or copy someone else's work
- Use AI to complete assignments
- Copy someone's work and change a few words
- Copy words from a source without citing the source
- Attempt to use anything not permitted during tests or quizzes



If you attempt to do any of the above or anything else that constitutes plagiarism and/or cheating, you will receive a zero for that assignment and you will be referred for disciplinary action.



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: 6-26-23

RE: Breakfast/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. I recommend that the board approve a price increase for an adult lunch from \$4.05 to \$4.30 and an adult breakfast from \$2.05 to \$2.15. This increase would take effect at the beginning of the 23-24 school year.

In accordance with 7 CFR 210.14(4)(i), since our current pricing is below the most current reimbursement rate available, I recommend that the board approve a price increase for a student paid lunch by \$0.10. Once the 23-24 reimbursement rates are released, as in the past, the District may need to contribute non-federal funds to cover the remaining price difference.

Paid Prices	2022-2023 Price	2023-2024 Price
Elementary Lunch	\$3.05	\$3.15
Middle School Lunch	\$3.20	\$3.30
High School Lunch	\$3.45	\$3.55
Adult Lunch	\$4.05	\$4.30
Adult Breakfast	\$2.05	\$2.15



FERN RIDGE SCHOOL DISTRICT 28J

Alternative Education Programs
2023-2024 School Year

In accordance with ORS 336.631(3) and Board Policy IGBHA, the Superintendent must annually approve each alternative education program the district sponsors or allows its students to participate in or contracts with to provide services to Fern Ridge School District (FRSD) students. During the 2019-2020 school year, the FRSD offers for approval the following Alternative School Programs:

Out-of-District Contracted Service Providers:

- **Looking Glass/Riverfront School & Career Center** provides educational assessment, basic skills instruction, GED preparation and completion, completion of a high school diploma, completion of Adult Education Diploma, vocational assessment, career exploration, pre-employment training (paid and non-paid), work experience, hands-on training in electronics, manufacturing, culinary arts, health occupations, natural resources, teen parent program and special education program services. Full day and half day options are available. Target group is 14-21 year old students, particularly those who are not currently in school and would have a difficult time completing their diploma on schedule.
- **Martin Luther King Jr. Education Center (Court School)** serves youth that are involved with the juvenile justice system and not experiencing success in traditional school programs. They seek to help youth achieve academic success and gain social skills so they may return to their resident school or alternative school or move into vocational programs. The target group is 11-19 year old youth that are under supervision of the juvenile system and are not experiencing success in other academic systems. Sometimes students are assigned by the courts to Martin Luther King Jr. Education Center.
- **Bridgeway House** is a special education program for high intensity autism students.
- **Wellsprings Friends School** provides alternative learning approaches, supportive community, and a culture of individual affirmation, in which teenagers are mentored and assisted towards meeting the challenges of adolescence and adulthood.

The above Out-of-District programs will be evaluated on several criteria consistent with applicable Oregon Administrative Rules (OARs) and per a Lane ESD-School District and Alternative Schools Committee understanding as to the protocol for said yearly evaluation. The FRSD will either perform an evaluation based on the attached policies and administrative rules or accept another Lane County School Districts evaluation and in conjunction with specific FRSD required data to determine whether or not the alternative program meets the established expectations.

How students are assigned: Voluntary and Assigned per expulsion hearing, building administration referral to Superintendent or by IEP team decision.

Fern Ridge School District 28J



Gary E. Carpenter Jr.
Superintendent

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

Classified/Confidential/Manager/Coach Employees Resignations/New Hires/Transfers/Other Report June 26, 2023

Resignations/Retirements

1. Resignation of Ceili Ohnemus, 7.00 Instructional Behavior Assistant at Elmira Elementary School, effective June 16, 2023.
2. Resignation of Amber Valenzuela, 3.50 Instructional Assistant at Veneta Elementary, effective June 16, 2023.
3. Resignation of Christy Carleton, 5.25 Instructional Assistant at Elmira High School, effective June 16, 2023.
4. Resignation of Margaret Smith, 6.50 Title Instructional Assistant at Elmira Elementary School, effective June 16, 2023.
5. Retirement of Pam Zellers, 7.00 Title Instructional Assistant at Elmira Elementary School, effective June 16, 2023.
6. Retirement of Robert Gordon, 1.0 FTE Custodian, effective August 10, 2023.

New Hires/Transfers

1. None at this time.

Other

1. None at this time.

Coaches

1. Hiring of Karson Laing, Varsity Boys Soccer Coach at Elmira High School, effective the 2023-2024 season.
2. Resignation of Joshua Wolfram, Assistant Football Coach at Elmira High School, effective May 25, 2023.
3. Resignation of Paul Witt, Head Softball Coach at Elmira High School, effective June 8, 2023.
4. Resignation of Doug Laing, Assistant Coach for Track & Field at Elmira High School, effective June 12, 2023.

The Fern Ridge School District is an equal opportunity educator and employer.