

School Board Meeting

Monday, November 20, 2023 6:30 PM

Elmira Elementary School Library, 88960 Territorial Rd, Elmira, Oregon 97437

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

2. **Citizenship Award**

Presenter: Principal
Lisa Leatham

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. **Director of K12 Programs Update**

Presenter: Michelle
Marshall

5.A. Student Investment Account Annual Update

5.B. Elementary and Secondary School Emergency Relief III Capital Expenditure Approval - Board Action

6. **Fern Ridge Facilities Survey Report**

Presenter: Scott Rose

7. **Monthly Items:**

7.A. Approval of Minutes - Board Action

8. **Business Office**

Presenter: Business
Manager, Quanah
Bennett

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

8.B. General Fund Revenue and Expenditure Report as of October 31, 2023.

9. **Reports:**

9.A. Fern Ridge Education Association Update

9.B. Special Education Abbreviated Day Placement

Presenter: Director

9.C. Student Representatives to the School Board
Report

9.D. Superintendent's Report

10. Discussion Items

10.A. OSBA Elections

10.B. Wrestling Collective with Crow-Applegate
School District - Board Action

10.C. Instructional Materials Review Committee
- Board Action

10.D. Second Reading of Proposed Policy Updates

10.E. OPTIONS Curriculum Adoption - Board
Action

11. Personnel

11.A. Licensed Employees Resignations/New
Hires/Transfers/Other

11.A.1. None at this time

11.B. Non-Licensed Personnel Report

12. Late Items/Closing Comments

13. Upcoming Dates:

Elementary

Nov 20 - 24: No School

Nov 20 - 21: Parent/Teacher Conferences

Middle School/High School

Nov 22 - 24: No School

Nov 30: Veneta Tree Lighting at VES

Dec 9: S.A.N.T.A. Project at VES

Dec 14: VES Holiday Luncheon

14. Adjournment

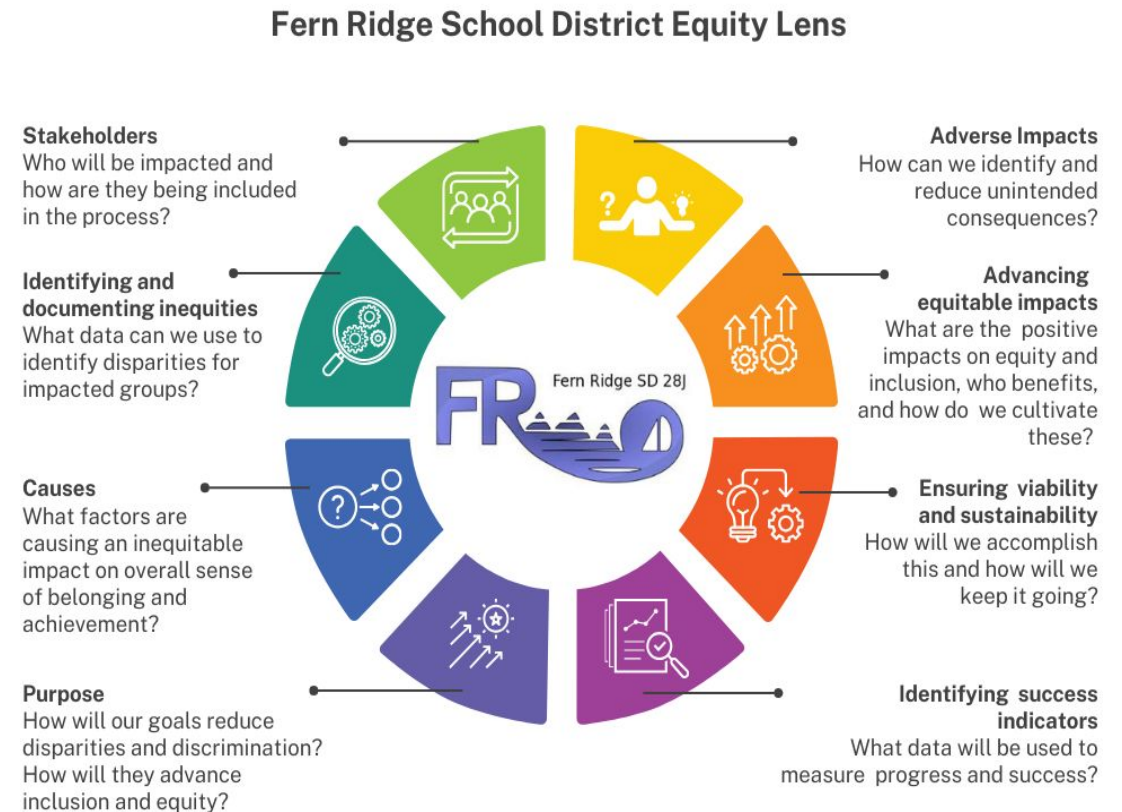


22-23 SIA Annual Report Presentation

Fern Ridge School District
Michelle Marshall, Director of K-12 Programs
November 20, 2023

SIA Annual Reporting Requirements

- SIA recipients are required by statute to review their own progress on an annual basis through an annual progress report and financial audit.
- ODE's required annual report consists of four narrative questions.
- SIA recipients are required to:
 - present their annual report to their governing board at an open meeting with opportunity for public comment,
 - and post the report to the district or charter school website.



Annual Report Narrative #1

What changes in behavior, actions, policies or practices have you observed related to SIA implementation during the 2022-23 school year? How do you see these changes contributing to the goals and outcomes in your SIA plan?

- **Student voice**- Process for collecting and sharing student input annually
- **Counselors and Mental Health Supports**- Increased K-12 supports
- **Resources for students and families**- Expanding services and opportunities
- **Cycles of engagement and input**- Consistent use of surveys and input opportunities
- **Equity Tools and Training**- Ongoing PD, use of tool, and plans to create student-friendly versions
- **Beginning stages of assessing our K-12 Data Teams**- Commitment at the district and building levels to review, assess, and align our data team processes
- **Systems review for LPGTs**- Intentional planning and discussion around activity/goal/initiative alignment to district goals



Annual Report Narrative #2

What barriers or challenges to SIA implementation have you experienced that are helpful for your community and/or state leaders to be aware of? What adjustments, if any, did you make to your SIA plan as a result of these challenges?

- **Staffing**- Continued challenges in finding highly-qualified, appropriately licensed/trained staff.
- **Ongoing Professional Learning**- Lack of subs, time, workload concerns
- **Consistent 2-way Communication**- Improvements have certainly been made, challenge is to keep all stakeholders fully informed (ex. website, ParentSquare, and Board updates)
- **Stakeholder participation**- 0 participation in Integrated Plan Application Feedback survey
- **Challenges and frustration over other ODE requirements** (ex. Menstrual Dignity) that cause lack of trust or lowered confidence in school programming.


*Fern Ridge School District Vision:
Provide excellence for every student so that each will reach their greatest potential.*

FRSD Mission Statement

Relationship
A supportive and safe school environment that values diversity, and in which all students and adults feel welcomed and respected.

Rigor
Maintain high expectations and promote academic excellence through challenging curriculum, as well as instruction that builds critical thinking skills.

Relevance
Helping students connect and apply their education to the world of today and tomorrow.



FR Fern Ridge SD 28J

Annual Report Narrative #3

SIA implementation includes ongoing engagement with all students, focal students, families, staff, and community partners. How have relationships with or between those groups changed and/or been maintained throughout this academic year? Consider the Community Engagement Toolkit and where your efforts might land on the spectrum as you complete your response.

- **Community Engagement Night**- Our Heart of the Community event included 20 community partners that tabled and shared information with students, staff, and community. We also shared information about our Integrated Plan, Activities, and goals for the years to come.
- **Information sharing**- Ongoing updates shared with district teams, school board, and community via website, ParentSquare, and School Board sessions
- **Student input surveys**- Using consistent annual surveys in order to compare data
- **Stakeholder input surveys**- Using consistent annual surveys in order to compare data
- **Ongoing collaboration with community groups**- Make Parenting a Pleasure, Orchid Health, Gentle Dental, Kiwanis, Growing a Future, Daisy Chain etc.
- **Consistent areas of focus**- Aligned activities, goals, planning
- **Hosting and tabling at community events**- Open Houses, Conferences, etc.



Annual Report Narrative #4

As you think about what guided your choices and prioritization efforts in this year of SIA implementation, what stands out? How will what you've learned this year impact future SIA implementation efforts?

- **Focus**- Creating calendars, activities that are authentic but can also be replicated in order to collect and compare data (ex. using the same questions for student input)
- **Aligning** community, school, district, and state initiatives into a strategic plan that is both easy to read and understand
- **Continue** to support professional learning in order to align K-12 systems of support
- **Staffing**- finding and keeping the best educators for each position



What Happens Next

- Moving forward, SIA reporting will be done in conjunction with the Integrated Plan
- Integrated Plan Quarter 1 report was submitted mid-October
- Continue to work towards growth in the areas of:
 - Progress Markers
 - Longitudinal Performance Growth Targets

GREAT THINGS HAPPENING AT EES



POPCORN

TODAY WE HAD OUR FIRST SURPRISE ATTENDANCE DAY! STUDENTS RECEIVED POPCORN JUST FOR BEING HERE! WE WILL HAVE A SURPRISE ATTENDANCE DAY EVERY MONTH!

MUSIC

OUR 8 WEEK MUSIC PROGRAM STARTED TODAY! MS. JEN AND MRS. HUMPHREY ARE TEACHING GENERAL MUSIC ONCE A WEEK!





FERN RIDGE SCHOOL DISTRICT 28J
School Board Meeting Minutes

REGULAR MEETING of the FERN RIDGE SCHOOL BOARD

October 16 2023

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

CALL TO ORDER (Agenda Item 1): The regular meeting was called to order at 6:30 pm.

We have a shared vision in the Fern Ridge School District: Provide excellence for every student so that each will reach their greatest potential.

Thank you to the members of the public who have joined us. As a reminder, School Board meetings and work sessions are meetings of the Board held in public, providing an opportunity to observe the Board's discussion and actions.

In an effort to conduct official Board business, we ask that the audience be respectful and refrain from questions, comments and unnecessary noise while the Board conducts the meeting.

There is an opportunity for citizen comment tonight, and the Board looks forward to hearing from those who signed up. I will share some reminders when we get to that portion of the meeting.

Also, please note that all Board meetings are live streamed and posted on the School Board area of the website.

In attendance were Directors Mark Boren, Andrea Larson, Barbara Graham-Adams, Kathleen Pizzola, Lisa McCann, Student Representatives to the Board Gavin Snell, Tristam Woods, and Superintendent Gary Carpenter.

CITIZENSHIP AWARD (Agenda Item 2): The October Citizenship Award was presented to Elmira High School student Lillian Ossowski.

FLAG SALUTE (Agenda Item 3): Elmira High School Student Lillian Ossowski led the flag salute.

STUDENT REPRESENTATIVES TO THE BOARD OATH OF OFFICE (Agenda Item 4): Student representatives to the board Tristam Woods and Gavin Snell read their oath of office aloud.

PUBLIC COMMENT (Agenda Item 5): 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.

Community member Jesseca Colwell expressed concern over the requirements coming from ODE. And for concerns about tampons in elementary bathrooms, student safety, and supplemental curriculum being used at the high school.

MONTHLY ITEMS (Agenda Item 6):

6. A. Approval of Minutes: The minutes from the September 18, 2023 regular session were presented for approval.

Director Larson moved to approve the minutes from September 18 as written; seconded by Director Graham-Adams. There was no discussion. The motion carried with Directors Boren, Larson, Graham-Adams, Pizzola, and McCann voting yes. 5-0.

BUSINESS OFFICE (Agenda Item 7):

7. A. Enrollment Report: Business Manager Quanah Bennett reviewed the enrollment report as of October 1, 2023. The district has 1,309 students district wide with 23 students in out-of-district placements. Currently, the district is down 37 students from budgeted enrollment and down 50 students from this same time last year with most of the deficit coming from the elementary level.

7. B. General Fund Revenue and Expenditure Report: Business Manager Quanah Bennett reviewed the general fund revenue and expenditure report as of September 30, 2023.

The district has received 27% of revenue. The district has spent 13% of operating expenditures. These numbers are consistent with where the district was at this same time last year.

Business Manager Bennett noted that there will likely be a supplemental budget needed due to all of the late negotiations that took place last school year.

Director McCann moved to approve the general fund revenue and expenditures; seconded by Director Pizzola. There was no discussion. The motion carried with Directors Boren, Larson, Graham-Adams, Pizzola, and McCann voting yes. 5-0.

7. C. Proposed 2024-2025 Budget Calendar: The board reviewed the proposed budget calendar for the 2024-2025 budget. There are no known conflicts with these dates at this time.

There was a time of discussion about the budget committee and it was clarified that this committee is made up of all five board members and five appointed community members.

Director Larson moved to accept the fiscal year 24-25 proposed budget calendar; seconded by Director Graham-Adams. There was no discussion. The motion carried with Directors Boren, Larson, Graham-Adams, Pizzola, and McCann voting yes. 5-0.

REPORTS (Agenda Item 8):

8. A. Student Representatives to the Board Report: Student representative Gavin Snell reported on the upcoming spirit week, homecoming court, breast cancer awareness assembly, the EHS journalist activities, athletic senior nights, and other happenings at Elmira High School including a play and new courses students are taking this fall.

8. B. Association Update: Fern Ridge Education Association (FREA) President Jennifer Snider thanked Director McCann for taking the time to visit the schools and classrooms. She also thanked Director Boren for his presence at the open houses and sporting events throughout the district.

8. C. Director of K12 Programs Update: Director Michelle Marshall reported that several staff attended the Oregon Response to Intervention and Instruction conference.

The first quarter reports are due for the Integrated Plan at the end of the month. A small team will be at the Lane ESD this week for an ODE presentation. The focus will be on the progress markers to gauge success.

The updated integrated planning tool is published on the website. There is approximately \$600,000 remaining in the ESSER III account. This dollar goal is to tackle larger projects that can be completed before the September 2024 deadline.

Director Marshall also reported the annual Student Investment Account report will be presented in November.

Next week, several administrators will participate in the Standard Response Protocol workshop and several teachers are attending a Lane ESD science workshop.

There were questions from the board about the remaining ESSER III fund dollars. Any projects funded by these dollars must be completed by the end of September 2024 or the district will need to ask for an extension.

8. D. Superintendent's Report: Superintendent Carpenter reported contract with OSBA and Kristin Miles has been signed. She will facilitate the contract renewal recommendation process between the district and West Lane Tech.

All of the information will be presented to the board in December of 2023 with a decision from the board due in January of 2024.

Exit Interviews: this was a topic of the recent administrative team meeting. A plan is in place for employees to be given the opportunity to fill this out as early as next week.

DISCUSSION ITEMS (Agenda Item 9):

9. A. Division 22 Standards: Superintendent Carpenter reported Fern Ridge School District in compliance with all Division 22 standards for the 2022-2023 school year.

9.A.1. Compliance Report: Included with the published board packet was the report on compliance with each standard for public schools for the 2022-2023 school year. with public school standards for the 2022-2023 school year.

There was a brief discussion on the corrective action for last year's report (from the 2021-2022 school year) regarding 581-022-2230 (Asbestos Management Plan). The district's corrective action was implemented around January of 2023 and reported compliance to the Oregon Department of Education who notified the district the corrective action was accepted and approved.

9.A.2. 2023 School Board Presentation: Included with the published board packet was the presentation on the timelines around Division 22, where the rules come from, the consequences for districts if they are out of compliance, and more information on new rules along with ones expected to be implemented in the future.

9. B. OPTIONS Course Adoption: The board reviewed a proposed Health, Safety & Ethics in the Health Environment course for the OPTIONS program. This will be offered as an elective.

Director Larson moved to approve the curriculum proposal as presented; seconded by Director Pizzola. There was no discussion. The motion carried with Directors Boren, Larson, Graham-Adams, Pizzola, and McCann voting yes. 5-0.

9. C. First Reading of Proposed Policy Update: A first reading was held on the following proposed administrative rule and policy updates:

BD/BDA – Board Meetings, BDC – Executive Sessions, GCBDA-GDBDA – Family Medical Leave (recommend delete and replace), GCBDA/GDBDA – Family Medical Leave, GCBDA/GDBDA AR – Family Medical Leave (recommend delete and replace), GCBDA/GDBDA AR – Family Medical Leave.

PERSONNEL (Agenda Item 10):

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

10. A.1 Retirement of Marian French, 1.0 FTE Teacher at Fern Ridge Middle School, effective November 1, 2023.

10. A.2 Hiring of Dan Prutzman, 1.0 FTE Director of Facilities and Maintenance, effective October 30, 2023.

Director Larson moved to approve the retirement Marian French and hiring of Dan Prutzman; seconded by Director Graham-Adams. There was no discussion. The motion carried with Directors Boren, Larson, Graham-Adams, Pizzola, and McCann voting yes. 5-0.

It was clarified that Mrs. French has asked to work back for the remainder of the school year.

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

- Hiring of Vicki Griffin, 7.50 Title Instructional Assistant at Elmira Elementary School, effective October 9, 2023.
- Hiring of McKenzie Lyons, 5.25 Instructional Assistant at Elmira High School, effective October 11, 2023.
- Transfer of Cody Brock from 6.00 Special Education Instructional Assistant at Elmira High School to Youth in Transition Program Coordinator, effective September 25, 2023.
- Transfer of Mikaylah Hammontree from 5.25 Special Education Instructional Assistant at Elmira High School to 6.00 Special Education Instructional Assistant at Elmira High School, effective September 25, 2023.

LATE ITEMS/CLOSING COMMENTS (Agenda Item 11):

Director McCann asked when the board would be addressing the concerns that have been voiced during public comments.

Director Pizzola requested the board schedule a work session to have more time for discussion.

There was a time of discussion around when the board would be addressing concerns over books or other things happening in the schools. The complaint process was discussed along with the process for challenging curriculum and supplemental materials.

Members of the audience began to speak out, Director Boren asked them to refrain from disrupting. Director McCann called for a point of order and asked a member of the audience to stop talking.

Director McCann then asked if she could address the audience with the understanding she was addressing them as an individual not as a board.

A time of open dialogue between the audience and board members ensued from around 7:13 pm with several members of the public openly voicing concerns about the book *The Hate U Give* and how the staff member at Elmira High School was handling the teaching of this material.

There was a time of discussion around the topics of the proposed work session including public comment on student safety and how public comments are handled by the board.

There was discussion around the “chain of command” for community members and staff.

At approximately 7:35 pm, Chair Boren turned the discussion to the proposed work session. It was decided by consensus of the board that the work session will be held on Monday, November 20th from 5:30 – 6:30 pm. This meeting is open to the public and will be noticed separately from the 6:30 regular session that will follow.

Board members will email topics for the work session to the board secretary.

UPCOMING DATES (Agenda Item 12):

Elmira High School October 16 – 19: Homecoming Spirit Week, Oct 17: Volleyball vs. Harrisburg, Oct 18: Cross Country Umpqua Invite at Stewart Park, Oct 19 & 20: Parent/Teacher Conferences, Oct 20: Football vs. Harrisburg, Nov 2: End of First Quarter, Nov 3: No School – Teacher Workday, Nov 10: No School – Veteran’s Day.

Fern Ridge Middle School Oct 19 & 20: Parent/Teacher Conferences, Nov 2: End of First Quarter, Nov 3: No School – Teacher Workday, Nov 10: No School – Veteran’s Day.

Elmira Elementary School Oct 17 PTA Meeting, Oct 25: Spirit Day – Super Heroes! Oct 31: Harvest Carnival, Nov 2: End of First Quarter, Nov 3: No School – Teacher Workday, Nov 10: No School – Veteran’s Day.

Veneta Elementary School Oct 26: Title 1 Literacy Night, 10/31: Parade and PALS Truck or Treat, Nov 2: End of First Quarter, Nov 3: No School – Teacher Workday, Nov 10: No School – Veteran’s Day.

ADJOURNMENT (Agenda Item 11): Chair Boren adjourned the meeting at 7:41 pm.

Attest: _____
School Board Representative

Gary E. Carpenter, Jr., Superintendent

Avg.
Class
Size

	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
EES Teacher 1	20													20
EES Teacher 2	17													17
EES Teacher 3		24												24
EES Teacher 4		9	15											24
EES Teacher 5			23											23
EES Teacher 6			22											22
EES Teacher 7				22										22
EES Teacher 8				21										21
EES Teacher 9					25									25
EES Teacher 10					25									25
EES Teacher 11						22								22
EES Teacher 12						23								23
Elmira Elementary	37	33	60	43	50	45								268
VES Teacher 1	15													15
VES Teacher 2	16													16
VES Teacher 3	15													15
VES Teacher 4		22												22
VES Teacher 5		22												22
VES Teacher 6		23												23
VES Teacher 7			25											25
VES Teacher 8			24											24
VES Teacher 9				28										28
VES Teacher 10				29										29
VES Teacher 11					25									25
VES Teacher 12					25									25
VES Teacher 13						27								27
VES Teacher 14						28								28
Veneta Elementary	46	67	49	57	50	55								324
Total Elementary	83	100	109	100	100	100								592
Fern Ridge Middle School							98	88	86					272
FRMS Options								2	3					5
Elmira High School										104	93	86	80	363
EHS Options											3	13	19	35
EE Bridges (K-2)		5	2											7
EE Bridges (3-5)		1		3	1	3								8
VES (Structured Learning)		1	2	1	2	2								8
Home Tutor														-
FRMS Bridges (6-8)							4	2	2					8
Total In-District Enrollment	83	107	113	104	103	105	102	92	91	104	96	99	99	1,298
<i>Change from Adopted Budget (based on ADMr of 1346)</i>														(48)
Out of District Placements	2	2		2	1	2	1	2	2		2	1	6	23
<i>Change from Adopted Budget (based on ADMr of 16)</i>														7
Total WLTL Charter School										11	22	24	30	87
FRSD Attending WLTL										3	12	16	14	45
<i>Change from Adopted Budget (based on ADMr of 65)</i>														22
Total District/ Out of District /Charter School Enrollment														1,408
<i>Change from Adopted Budget (based on ADMr of 1427)</i>														(19)

22.33

23.14


FERN RIDGE SCHOOL DISTRICT 28J

General Fund Revenue and Expenditures

October 31, 2023	ADOPTED 23-24 BUDGET	2023-2024				TOTAL YTD	REMAINING BALANCE
		JULY	AUG	SEPT	OCT		
Beginning Fund Balance	4,803,178	-	-	-	-	-	4,803,178
OPERATING REVENUE:							
PROPERTY TAXES	5,334,638	2,429	9,588	6,597	6,246	24,860	5,309,778
COUNTY SCHOOL FUNDS	20,000	-	-	-	-	-	20,000
COMMON SCHOOL FUND	209,012	-	-	-	-	-	209,012
STATE MANAGED COUNTY TIMBER	-	658,672	-	-	-	658,672	(658,672)
FEDERAL FOREST FEES	-	-	-	-	-	-	-
OTHER REVENUES	419,514	32,821	59,019	47,900	60,091	199,831	219,683
STATE SCHOOL FUND	11,334,714	2,004,655	973,917	948,992	959,693	4,887,257	6,447,457
OTHER RESTRICTED GRANTS	-	-	-	-	-	-	-
RESTRICTED FR FED/GOV ST	-	-	-	-	-	-	-
INTERUND TRANSFERS	-	-	-	-	-	-	-
SALE OF FIXED ASSETS	-	-	-	-	-	-	-
TOTAL OPERATING REVENUE	17,317,878	2,698,576	1,042,524	1,003,489	1,026,030	5,770,619	11,547,259

33%

TOTAL BUDGETED REVENUE (INCLUDES BEGINNING FUND BALANCE) **22,121,056** **5,770,619**

OPERATING EXPENDITURES:							
SALARIES	7,840,816	146,183	172,728	612,554	622,338	1,553,803	6,287,013
BENEFITS	5,954,679	90,117	111,293	451,547	444,389	1,097,347	4,857,332
PURCHASED SERVICES	3,427,959	102,202	101,842	256,942	141,284	602,269	2,825,690
SUPPLIES & MATERIALS	470,217	27,150	14,365	50,713	56,054	148,283	321,934
CAPITAL OUTLAY	-	-	-	-	8,432	8,432	(8,432)
OTHER	255,287	235,491	11,446	3,139	4,099	254,174	1,113
TOTAL OPERATING EXPENDITURES	17,948,958	601,143	411,674	1,374,895	1,276,597	3,664,309	14,284,649

20%

TOTAL BUDGETED EXPENDITURES **22,121,056** **3,664,309**

NON-OPERATING EXPENDITURES							
INTERFUND TRANSFERS	2,068,500	-	-	-	-	-	2,068,500
CONTINGENCY	2,103,598	-	-	-	-	-	2,103,598
TOTAL NON-OPERATING EXPENDITURES	4,172,098	-	-	-	-	-	4,172,098



Dedicated to improving student success and education equity through
advocacy, leadership and service
to Oregon public school boards.

Election - OSBA 2023 - Lane Region (06)

2023 OSBA Election

* 1. Board Position 6 (Vote for one)

- Linda Hamilton, Lane ESD
- Abstain
- No action taken

* 2. LPC Position 6 (Vote for one)

- Judy Newman, Eugene 4J
- Abstain
- No action taken

* 3. Resolution 1 - Creates the Oregon Rural School Board Members Caucus and designate a seat on the OSBA Board of Directors and Legislative Policy Committee

- Yes - adopt
- No - do not adopt
- Abstain
- No action taken

* 4. Resolution 2 - Adopts the proposed amendments to the OSBA Bylaws

- Yes - adopt
- No - do not adopt
- Abstain
- No action taken

OSBA Model Sample Policy

Code: BD/BDA
Adopted:

Board Meetings

The Board has the authority to act only when a quorum is present at a duly called regular, special or emergency meeting. “Meeting” means the convening¹ of a quorum of the Board as the district’s governing body to make a decision² or to deliberate³ toward a decision on any matter. This includes meeting for the purpose of gathering information to serve as the basis for a subsequent decision or recommendation by the **Board governing body**, i.e. a work session. **“Meeting” does not include any on-site inspection of any project or program the attendance of members of the Board at any national, regional or state association to which the Board or its members belong.**

The affirmative vote of the majority of members of the Board is required to transact any business.

All regular, special and emergency meetings of the Board will be open to the public except as provided by law. Access to and the ability to attend all meetings (excluding executive sessions) by telephone, video or other electronic or virtual means will be made available when reasonably possible. All meetings will be conducted in compliance with state and federal statutes. For information on how to give or submit public comment it is outlined in Board policy BDDH - Public Comment at Board Meetings⁴ and/or posted on the district’s website.

All Board meetings, including Board retreats and work sessions, will be held within **district boundaries of the district**, except as allowed by law⁵. The Board may attend training sessions outside the district boundaries but cannot deliberate or discuss district business. No meeting will be held at any place where

¹ “Convening” means: (a) Gathering in a physical location; (b) Using electronic, video or telephonic technology to be able to communicate contemporaneously among participants; (c) Using serial electronic written communications among participants; or (d) Using an intermediary to communicate among participants.

² “Decision” means any determination, action, vote or final disposition upon a motion, proposal, resolution, order, ordinance or measure on which a vote of a governing body is required, at any meeting at which a quorum is present.

³ “Deliberation” means discussion or communication that is part of a decision-making process.

⁴ When telephone or other electronic means of communication is used during a meeting open to the public, the Board shall make at least one place available to the public where, or at least one electronic means by which, the public can listen during the meeting. At all meetings of the Board open to the public, the public will be provided an opportunity, to the extent reasonably possible, to access and attend the meeting by telephone, video or other electronic or virtual means. If in-person oral testimony (or public comment) is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit oral testimony during the meeting, at the designated portion of the agenda, by telephone, video or other electronic or other means. If in-person written testimony is allowed, the public will be provided, to the extent reasonably possible, an opportunity to submit written testimony including by email or other electronic means, so that the Board is able to consider the submitted testimony in a timely manner.

⁵ ORS 192.630(4). Meetings of the governing body of a public body shall be held within the geographic boundaries over which the public body has jurisdiction, or at the administrative headquarters of the public body or at the other nearest practical location. Training sessions may be held outside the jurisdiction if no deliberations toward a decision are involved.

discrimination on the basis of disability, race, creed, color, sex, sexual orientation, gender identity, age or national origin is practiced.

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

If requested to do so at least 48 hours before a meeting held in public, the Board shall make a good faith effort to provide an interpreter for hearing-impaired persons. **If the meeting is being held upon less than 48 hours' notice and a request for an interpreter is made, the Board shall make a reasonable effort to have an interpreter present.** Such other appropriate auxiliary aids and services will be provided upon request and appropriate advance notice.

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

All meetings held in public shall comply with the Oregon Indoor Clean Air Act.

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

1. Regular, Special and Emergency Meetings

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

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

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

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

2. Communications Outside of Board Meetings

Communications, to, by and among a quorum of Board members outside of a legally called Board meeting, in their capacity as Board members, shall not be used for the purpose of discussing district

business. This includes electronic, video or telephonic communications, serial electronic communications among participants and using an intermediary to communicate among participants. Such Electronic communications among Board members shall be limited to messages not involving deliberation, debate, decision-making or gathering of information on which to deliberate.

~~Electronic communications may contain:~~ Communications outside of a Board meeting may contain:

a. Communications to, between or among members of a governing body that are:

- (1) Purely factual or educational in nature and that convey no deliberation or decision on any matter that might reasonably come before the Board (including agendas and information concerning agenda items);
- (2) Not related to any matter that, at any time, could reasonably be foreseen to come before the Board for deliberation and decision; or
- (3) Nonsubstantive in nature, such as communication relating to scheduling, leaves of absence and other similar matters; or

~~b. Agenda item suggestions;~~

~~c. Reminders regarding meeting times, dates and places;~~

~~d. Board meeting agendas or information concerning agenda items;~~

~~e. One-way information from Board members or the superintendent to each Board member (e.g., an article on student achievement or to share a report on district progress on goals);~~

~~f.b.~~ Individual responses to questions posed by community members, subject to other limitations in Board policy.

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

Important: Please do not reply or forward this communication if this communication constitutes a decision or deliberation toward a decision between and among a quorum of a governing body which could be considered a public meeting. Electronic communications on district business are governed by public meetings law.

3. Private or Social Meetings

Private or social meetings of a quorum of the Board for the purpose of making a decision or to deliberate toward a decision on any matter are prohibited by public meetings law.

4. Work Sessions

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

5. Executive Sessions

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

Complaints regarding public meetings laws can be filed with the Board in accordance with Board Policy KL – Public Complaints. The Board will respond and provide a copy of the complaint and response to the Oregon Government Ethics Commission within 21 days in accordance with state law.⁶

Mandatory Training

Every member of the Board shall attend or view a training on public meetings law prepared or approved by the Oregon Government Ethics Commission (OGEC) at least once during the Board member’s term of office and shall verify attendance in accordance with OGEC procedures.

END OF POLICY

Legal Reference(s):

~~ORS 174.100~~

~~ORS 174.104~~

~~ORS Chapter 192~~

~~ORS Chapter 193~~

~~ORS 255.335~~

~~ORS 332.040 - 332.061~~

[ORS 433.835 - 433.875](#)

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

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

OR. ATTY. GEN. Public Records and Meetings Manual.

~~House Bill 2805 (2023).~~

~~Oregon House Bill 2560 (2021).~~

~~Oregon House Bill 3041 (2021).~~

⁶ See House Bill 2805 (2023) Section 5(2) for requirements of the response.

OSBA Model Sample Policy

Code: BDC
Adopted:

Executive Sessions

The Board may meet in executive session to discuss subjects allowed by statute but may not take final action except for the expulsion of a student and matters pertaining to or examination of the confidential records of the student.

An executive session may be included as an agenda item of an existing meeting in accordance with Board policy BDDC - Board Meeting Agenda or held as its own meeting. Proper notice is required.

~~If open session is held prior to the executive session, convened by order of the Board chair, upon request of three Board members or by common consent of the Board for a purpose authorized under Oregon Revised Statute (ORS) 192.660 during a regular, special or emergency meeting. The presiding officer will announce the executive session by identifying the authorization under Oregon Revised Statute (ORS) 192.660 or ORS 332.061 for holding such session and by noting the subject of the executive session.~~

The Board may hold an executive session:

1. To consider the employment of a public officer, employee, staff member or individual agent.¹ (ORS 192.660(2)(a))
2. To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer², employee, staff member or individual agent who does not request an open hearing. (ORS 192.660(2)(b))
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations. (ORS 192.660(2)(d))
4. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. (ORS 192.660(2)(e))
5. To consider information or records that are exempt by law from public inspection. (ORS 192.660(2)(f))

¹ This provision does not apply to the filling of a vacancy in elective office or on any public committee, commission or other advisory group; or for the consideration of general employment policies. Prior to holding an executive session under ORS 192.660(2)(a), the Board must ensure

- a. The vacancy has been advertised;
- b. Regular hiring procedures have been adopted;
- c. If hiring an officer, the public has had the opportunity to comment on the employment of the officer; and
- d. If hiring a chief executive officer, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

² To determine whether the individual involved is considered a public officer, consult with legal counsel.

6. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed. (ORS 192.660(2)(h))
7. To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. (ORS 192.660(2)(i))
8. To consider matters relating to school safety or a plan that responds to safety threats made toward a school. (ORS 192.660(2)(k))
9. To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces. (ORS 192.660(2)(o))
10. To consider matters relating to cyber security infrastructure and responses to cyber security threats. (ORS 192.660(2)(p))
11. To review the expulsion of a minor student from a public elementary or secondary school. (ORS 332.061(1)(a))
12. To review/discuss matters pertaining to or examination of the confidential records of a student. (ORS 332.061(1)(b))

Members of the press may attend executive sessions except those matters pertaining to:

1. Deliberations with persons designated by the Board to carry on labor negotiations;
2. Hearings on the expulsion of a minor student or examination of the confidential records of a student; and
3. Current litigation or litigation likely to be filed if the member of the news media is a party to the litigation or is an employee, agent or contractor of a news media organization that is a party to the litigation.

If an executive session is held pursuant to ORS 332.061, the following shall not be made public: the name of the minor student; the issue, including the student's confidential records; the discussion; and each Board member's vote on the issue.

Minutes shall be kept for all executive sessions.

Content discussed in executive sessions is confidential **except as provided by law. Board members and the media are instructed not to disclose information obtained in executive session except when specifically authorized to do so or as required by law.**

END OF POLICY

Legal Reference(s):

[ORS 192.660](#)

[ORS 332.045](#)

[ORS 332.061](#)

OR. ATTY. GEN. Public Records and Meetings Manual.

Oregon Government Ethics Commission, [Staff Advisory Opinion No. 22-106S](#)

[House Bill 2806 \(2023\)](#)

OSBA Model Sample Policy

Code:
Adopted:

GCBDA/GDBDA

Family Medical Leave *

When applicable, the district will comply with the provisions of the Family and Medical Leave Act (FMLA)^{1}, the Oregon Family Leave Act (OFLA)^{2}, the Oregon Military Family Leave Act (OMFLA), Paid Family Medical Leave Insurance (PFMLI) and other applicable provisions of state and federal law, Board policies and collective bargaining agreements regarding family medical leave.

In order for an employee to be eligible for the benefits under FMLA, the employee must have been employed by the district for at least 12 months, have worked at least 1,250 hours during the past 12-month period and worked at a worksite that employs 50 district employees within 75 miles of the worksite.

Generally, in order for an employee to be eligible for the benefits under OFLA, the employee must work an average of 25 hours or more per week during the 180 calendar days immediately prior to the first day of the start of the requested leave. For parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins: there is no minimum average number of hours worked per week. Special requirements apply during public health emergencies.

OMFLA applies to employees who work an average of at least 20 hours per week; there is no minimum number of days worked when determining an employee's eligibility for OMFLA.

PMFLI is generally available to district employees who have earned \$1,000 in subject wages or taxable income during the alternate or base years³, contributed to the PMFLI fund in the alternate or base years and are otherwise eligible.⁴

Federal and state leave entitlements generally run concurrently.

The superintendent [or designee] will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

END OF POLICY

{¹ Generally, FMLA applies only to entities with 50 or more employees, however, FMLA applies to all public elementary and secondary educational institutions. See 29 CFR 825.600(b). The rule regarding individual employee eligibility does apply: an employee is only eligible if the employee "is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite." See 29 CFR 825.110(a)(3). Consequently, FMLA applies to districts with fewer than 50 employees, but individual employees will not be eligible to receive benefits. }

{² OFLA applies to employers with 25 or more employees in Oregon (ORS 659A.153) and OMFLA applies to all public-sector employers in Oregon. (ORS 659A.090(2)) (Oregon BOLI Leave Laws – 2023 Edition) }

³ The wages are not required to have been earned for work in the district.

⁴ See OAR 471-070-1010 for additional information.

Legal Reference(s):

[ORS 332.507](#)

[ORS 659A.090](#)

[ORS 659A.093](#)

[ORS 659A.096](#)

[ORS 659A.099](#)

[ORS 659A.150 - 659A.186](#)

[ORS 659B.010](#)

[OAR 839-009-0200 - 0320](#)

Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).

Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654; 5 U.S.C. §§ 6381-6387 (2012); Family and Medical Leave Act, 29 C.F.R. Part 825 (2017).

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

Escriva v. Foster Poultry Farms, Inc. 743 F.3d 1236 (9th Cir. 2014).

Senate Bill 999 (2023).

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Fern Ridge School District 28J

Code: GCBDA/GDBDA
Adopted: 5/20/19

Family Medical Leave

When applicable, the district will comply with the provisions of the Family and Medical Leave Act (FMLA) of 1993, the Oregon Family Leave Act (OFLA) of 1995, the Military Family Leave Act as part of the National Defense Authorization Acts of 2008 and for Fiscal Year 2010 (which expanded certain leave to military families and veterans for specific circumstances), the Oregon Military Family Leave Act (OMFLA) of 2009 and other applicable provisions of Board policies and collective bargaining agreements regarding family medical leave.

FMLA applies to districts with 50 or more employees within 75 miles of the employee's worksite, based on employment during each working day during any of the 20 or more work weeks in the calendar year in which the leave is to be taken, or in the calendar year preceding the year in which the leave is to be taken. The 50 employee test does not apply to educational institutions for determining employee eligibility.

OFLA and OMFLA applies to districts that employ 25 or more part-time or full-time employees in Oregon, based on employment during each working day during any of the 20 or more work weeks in the calendar year in which the leave is to be taken, or in the calendar year immediately preceding the year in which the leave is to be taken.

In order for an employee to be eligible for the benefits under FMLA, he/she must have been employed by the district for at least 12 months and have worked at least 1,250 hours during the past 12-month period.

In order for an employee to be eligible for the benefits under OFLA, he/she must work an average of 25 hours per week and have been employed at least 180 calendar days prior to the first day of the family medical leave of absence. For parental leave purposes, an employee becomes eligible upon completing at least 180 calendar days immediately preceding the date on which the parental leave begins. There is no minimum average number of hours worked per week when determining employee eligibility for parental leave.

OMFLA applies to employees who work an average of at least 20 hours per week; there is no minimum number of days worked when determining an employee's eligibility for OMFLA.

Federal and state leave entitlements generally run concurrently.

The superintendent or designee will develop administrative regulations as necessary for the implementation of the provisions of both federal and state law.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)
[ORS 342.545](#)
[ORS 659A.090](#)

[ORS 659A.093](#)
[ORS 659A.096](#)
[ORS 659A.099](#)

[ORS 659A.150 to -659A.186](#)
[OAR 839-009-0200 to -0320](#)

Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213 (2012); 29 C.F.R. Part 1630 (2017); 28 C.F.R. Part 35 (2017).
Family and Medical Leave Act, 29 U.S.C. §§ 2601-2654 (2012); 5 U.S.C. §§ 6381-6387 (2012); Family and Medical Leave Act, 29 C.F.R. Part 825 (2017).
Americans with Disabilities Act Amendments Act of 2008.
Escriba v. Foster Poultry Farms, Inc. 743 F.3d 1236 (9th Cir. 2014).

Cross Reference(s):

GCBDD/GDBDD - Sick Time

Recommend Delete



Fern Ridge School District 28J

Gary E. Carpenter Jr.
Superintendent

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Phone: (541) 935-2253
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Classified/Confidential/Manager/Coach Employees Resignations/New Hires/Transfers/Other Report

November 20, 2023

Resignations/Retirements

1. None at this time.

New Hires/Transfers

1. Hiring of Diann Shuck, 7.00 Instructional Behavior Assistant at Elmira Elementary School, effective October 23, 2023.
2. Hiring of Sadie Harmon, 3.00 Instructional Assistant at Veneta Elementary School, effective November 6, 2023.
3. Hiring of Brandon Pew, 1.0 FTE Custodian, effective November 13, 2023.

Other

1. Transfer of Mikah Reed from 1.0 FTE Custodian to 1.0 Grounds/Maintenance, effective November 20, 2023.

Coaches

1. Hiring of David Cadaret, JV Girls Basketball Coach at Elmira High School, effective the 2023-2024 season.
2. Hiring of Nick Anderson, JV Girls Basketball Coach at Elmira High School, effective the 2023-2024 season.