

Fern Ridge School District Board of Directors

Monday, August 19, 2024 The doors will open at 6:15pm

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

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

2. **Flag Salute**

3. **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 if you are a resident of the district. If speaking for an organization, state the name of the organization. The Board reserves the right to refer the matter to the administration.

4. **Monthly Items:**

4.A. Approval of Minutes - Board Action

5. **Business Office**

Presenter: Business Manager, Quanah Bennett

5.A. General Fund Revenue and Expenditure Report as of July 31, 2024.

5.B. Unaudited Financial Report for 2023-2024

5.C. New Checking Account for Bond Funds-Board Action

6. **Reports:**

6.A. Director of K-12 Programs

Presenter: Michelle Marshall

6.B. Superintendent's Report

7. **Discussion Items**

7.A. Board Stipends

7.B. Confirm Board Work Session Dates

7.C. Adopt and Approve Superintendent's Goals and Identify Check-in Dates - Board Action

7.D. Exit Survey-Board Action

7.E. Board Goals-Board Action

7.F. Oregon School Boards Association Work Sessions Schedule

7.G. Longitudinal Growth Reports Schedule

7.H. Board Operating Agreement- Board Action

7.I. Second Reading of Proposed Policy Updates

8. Personnel

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

8.A.1. None at this time

8.B. Non-Licensed Personnel Report

9. Late Items/Closing Comments

10. Upcoming Events

10.A. New Student Registration-August 14th
Returning Student Registration-August 20-22
First Day of School-September 3rd, 2024
Kindergarten first day-September 9th, 2024

10.B. Open House:
EES - September 26th
VES - September 26th
EHS - September 30th
FRMS - October 3rd

11. Adjournment



FERN RIDGE SCHOOL DISTRICT 28J
School Board Meeting Minutes

WORKSESSION of the FERN RIDGE SCHOOL BOARD

July 29th, 2024

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

CALL TO ORDER (Agenda Item 1): 8:02am The special work session is a retreat for the Board of Directors and Superintendent.

In attendance were Directors Mark Boren, Andrea Larson, Barbara Graham-Adams, Kathleen Pizzola, Lisa McCann, Superintendent Gary Carpenter, and Kristen Miles, Director of Board Development-Oregon School Boards Association.

FLAG SALUTE: (Agenda Item 2): Led by Director Graham-Adams.

BOARD SELF-EVALUATION: (Agenda Item 3): There was a time of discussion by the board on the results of the self-evaluation. Kristin Miles led the conversation.

EXECUTIVE SESSION: (Agenda Item 4): Executive Session under ORS 192.660(2)(i): to review and evaluate the performance of the chief executive officer or any other public officer, employee or staff member, unless the person whose performance is being reviewed and evaluated requests an open hearing.

SUPERINTENDENT EVALUATION: (Agenda Item 5): There was a time of discussion on the process of evaluation and superintendent goals. Kristin Miles assisted in this discussion. No board action was taken.

DISCUSSION ITEMS: (Agenda Item 6):

6. A. Board Goals: There was a time of discussion on what the Board Goals will be based on the Board Self-Evaluation data. Kristin Miles facilitated this discussion.

6. B. Board/Superintendent Operating Agreement: There was a time of discussion on changing the language in the agreement when a board member needs to abstain from voting.

6. C. OSBA Summer/Fall Conference: Lisa McCann will attend the summer board conference. The fall conference will be in Portland in November.

6. D. School Assignments: There was a time of discussion on school assignments.

6. E. Board Meetings-Location and Recording Requirements: There was a time of discussion

about requirements to record and have remote attendance. Current location of meetings was changed from Elmira Elementary to the boardroom in the District Office.

6. F. Review School Board Meeting “pre-meeting” Schedule: The “pre-meeting” schedule was discussed and agreed upon.

6. G. Student Board Representatives: The Board discussed when they will attend and what they will share at meetings.

6. H. Weekly Superintendent Reports and Monthly Building Reports: There was a time of discussion about maintaining as is.

6. I. Exit Surveys: There was a time of discussion that exit surveys will be summarized and shared once a year. There will be a motion to change how many times it will be shared in the August Board Meeting.

6. J. Board Stipends: The subject will be revisited after the Spring.

LATE ITEMS (Agenda Item 15): Bond Oversight Committee has all of its members.

ADJOURNMENT (Agenda Item 17): The retreat was adjourned at 1:34 pm.

Attest: _____
School Board Representative

Gary E. Carpenter, Jr., Superintendent



FERN RIDGE SCHOOL DISTRICT 28J
School Board Meeting Minutes

REGULAR MEETING of the FERN RIDGE SCHOOL BOARD

July 15, 2024

Zoom Webinar & In-Person Meeting
88960 Territorial Rd.
Elmira, Or 97437

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

In attendance were Directors Mark Boren, Andrea Larson via Zoom, Barbara Graham-Adams, Kathleen Pizzola, Lisa McCann, and Superintendent Gary Carpenter.

ELECTION OF BOARD CHAIR AND VICE CHAIR (Agenda Item 2):

Director Boren moved that Barbara Graham Adams is the chair for this next year, and Andrea Larson is vice chair again; seconded by Director Larson. There was no discussion. The motion carried with Directors Boren, Larson, Graham-Adams, and Pizzola, voting yes. 4-0. Director McCann abstained.

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.

FLAG SALUTE (Agenda Item 3): Director Boren led the flag salute.

PUBLIC COMMENT (Agenda Item 4): None at this time.

MONTHLY ITEMS (Agenda Item 5):

5. A. Approval of Minutes: The minutes from the work session and regular meeting on June 17, 2024 were presented for approval.

Director McCann moved to approve the minutes from the work session and regular session June 17th, 2024; seconded by Director Pizzola. There was no discussion. The motion carried with Directors Boren, Larson, Graham-Adams, Pizzola, and McCann voting yes. 5-0.

REPORTS (Agenda Item 6):

6. A. Orchid Health:

Heidi Dyson and Mandy gave an update on patient numbers, services, and staffing for the previous year. Also informing their plan and goals for the upcoming year to staff another NP and open an additional location locally at the previous medical clinic space on Territorial Road.

6. B. Chartwell's 2023-2024 Report:

Bo Gottfried had a presentation and discussed last years details and presented next year's goals.

6. C. Fern Ridge Education Association

Jennifer Snider-Prutzman informed the board of a fundraiser for scholarships for students that will come from FREA to help maintain a minimum dollar amount of \$1000, or possibly increase to multiple scholarships.

6. D. Superintendents Report

- Superintendent Carpenter discussed the Preliminary Official Statement and noted it is available for investors to read. This document summarizes the district's financial position ahead of the sale of bonds on August 8, 2024.
- There was a time of discussion around the bond rating process.

DISCUSSION ITEMS (Agenda Item 7):

7. A. Approval of Bond Management Plan:

Director Pizzola moved to approve the Bond Management Plan; seconded by Director Larson.

Director McCann took a moment to thank the Superintendent for the hard work that went into the development of the Bond Management Plan.

The motion carried with Directors Boren, Larson, Graham-Adams, Pizzola, and McCann voting yes. 5-0.

7. B. Oversight Committee Information:

Superintendent Carpenter explained that there is an application button under the bond page of the FRSD website. The committee consists of 1 board member, the Superintendent, 2 appointed members, and 3 selected members by application.

7. C. Declare Vacant Budget Committee Positions:

Superintendent Carpenter explained that there was 1 open position approved last month and the committee needed 4 more to be approved.

Director Pizzola moved to approve 4 open positions on the Budget Committee; seconded by Director McCann. There was no discussion. The motion carried with Directors Boren, Larson, Graham-Adams, Pizzola, and McCann voting yes. 5-0.

7. D. Board Self-Evaluation and Superintendent Evaluation:

Superintendent Carpenter explained what the evaluations process looked like and the cost and when it will occur.

Director Pizzola moved to approve both, board self-evaluation and superintendent evaluation; 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. E. Building Handbook Approval:

Superintendent Carpenter informed the board of the recent edits and that it might not be printed in time for registration if it was approved after tonight.

Director Boren moved to approve the handbook as written; 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. F. Equity Committee:

Superintendent Carpenter explained the timeline and the appointment process.

7. G. State Testing Data:

Superintendent Carpenter presented the Smarter Balanced Assessment Consortium results over time. There was a time of discussion over score comparisons.

7. H. Board Retreat Date Change:

Director Boren moved to modify the board calendar to reflect the retreat day on July 29th ; seconded by Director McCann. There was no discussion. The motion carried with Directors Boren, Larson, Graham-Adams, Pizzola, and McCann voting yes. 5-0.

7. I. Annual Organization Appointments for the 2024-2025 School Year – Resolution #24-25/01

Director Pizzola moved to approve the Resolution #24-25/01; seconded by Director Boren. There was no discussion. The motion carried with Directors Boren, Larson, Graham-Adams, Pizzola, and McCann voting yes. 5-0.

7. J. First Reading of Proposed Policy Updates: A first reading of DJC Bidding Requirements (Delete and Replace), DJC Bidding Requirements, DJC AR Special Procurements and Exemptions from Competitive Bidding (Delete and Replace), DJC AR Exemptions from Competitive Bidding and Special Procurements.

PERSONNEL (Agenda Item 8):

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

9. A.1

- Hiring of Brooke Raph, 1.0 FTE Teacher at Elmira High School, effective August 21st, 2024.
- Hiring of Brie Scriber, 1.0 FTE Administrative Assistant to the Superintendent, effective September 4th, 2024.
- Hiring of Heather Pomada-Correa, 1.0 FTE Teacher at Elmira High School, effective August 21st, 2024.
- Hiring of Kaylee Hiltz-Whitney, 1.0 FTE Teacher at Elmira Elementary School, effective August 21st, 2024.
- Hiring of Josh Metzger, 1.0 FTE Teacher at Fern Ridge Middle School, effective August 21st, 2024.
- Hiring of John C. Doscher, 1.0 FTE Teacher at Elmira High School, effective August 21st, 2024.
- Hiring of Katelyn Barry, 1.0 FTE Teacher at Fern Ridge Middle School, effective August 21st, 2024.

Director Boren moved to approve all the hirings for the licesensed employees; seconded by Pizzola. There was no discussion. The motion carried with Directors Boren, Larson, Graham-Adams, Pizzola, and McCann voting yes. 5-0.

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

- Hiring of Brody Bothel, temporary summer grounds/maintenance, effective June 17, 2024 to August 28, 2024.
- Hiring of Robin Younger, temporary summer grounds/maintenance, effective July 1, 2024 to August 23, 2024.
- Hiring of Jennifer Parsons-Licht, 7.00 Instructional Behavior Assistant at Elmira Elementary School, effective August 26, 2024.
- Hiring of Kiffany Oxnam, 3.00 Instructional Assistant at Veneta Elementary School, effective August 26, 2024.
- Hiring of Brittney Webb, 1.0 FTE Custodian, effective July 1, 2024.
- Hiring of Owen Lounsbury, 1.0 FTE Custodian, effective August 7, 2024.
- Resignation of Kobe Bechtel, JV Boys Basketball Coach at Elmira High School, effective April 17, 2024.
- Transfer of Jamal Wilson from JV Boys Basketball Coach to JV II Boys Basketball Coach at Elmira High School, effective the 2024-2025 season.
- Hiring of James Duty, JV Boys Basketball Coach at Elmira High School, effective the 2024-2025 season.
- Resignation of David Cadaret, JV Girls Basketball Coach at Elmira High School, effective April 17, 2024.
- Hiring of Nick Anderson, JV Girls Basketball Coach at Elmira High School, effective the

2024-2025 season.

LATE ITEMS/CLOSING COMMENTS (Agenda Item 9): None at this time.

UPCOMING EVENTS (Agenda Item 10):

10. A. Summer School – July 8-August 9, 2024, KITS – June 18-August 23, 2024:

Superintendent Carpenter discussed the details of the schedule and invited the members to stop in and visit.

ADJOURNMENT (Agenda Item 11): Chair Graham-Adams adjourned the meeting at 7:37 pm.

Attest: _____
School Board Representative

Gary E. Carpenter, Jr., Superintendent


FERN RIDGE SCHOOL DISTRICT 28J

General Fund Revenue and Expenditures

July 31, 2024	ADOPTED 24-25 BUDGET	2024-2025			TOTAL YTD	REMAINING BALANCE
		JULY	AUG	SEPT		
Beginning Fund Balance	3,527,994	-	-	-	-	3,527,994
OPERATING REVENUE:						
PROPERTY TAXES	5,550,447	7,250	-	-	7,250	5,543,197
COUNTY SCHOOL FUNDS	20,000	-	-	-	-	20,000
COMMON SCHOOL FUND	210,000	-	-	-	-	210,000
STATE MANAGED COUNTY TIMBER	-	-	-	-	-	-
FEDERAL FOREST FEES	58,620	-	-	-	-	58,620
OTHER REVENUES	574,829	42,726	-	-	42,726	532,103
STATE SCHOOL FUND	11,880,479	2,056,928	-	-	2,056,928	9,823,551
OTHER RESTRICTED GRANTS	-	-	-	-	-	-
RESTRICTED FR FED/GOV ST	-	-	-	-	-	-
INTERUND TRANSFERS	-	-	-	-	-	-
SALE OF FIXED ASSETS	-	-	-	-	-	-
TOTAL OPERATING REVENUE	18,294,375	2,106,904	-	-	2,106,904	16,187,471

12%

**TOTAL BUDGETED REVENUE (INCLUDES
BEGINNING FUND BALANCE)** **21,822,369** **2,106,904**

OPERATING EXPENDITURES:						
SALARIES	8,286,866	160,615	-	-	160,615	8,126,251
BENEFITS	6,214,859	98,375	-	-	98,375	6,116,484
PURCHASED SERVICES	3,875,536	89,684	-	-	89,684	3,785,852
SUPPLIES & MATERIALS	472,048	33,620	-	-	33,620	438,428
CAPITAL OUTLAY	-	-	-	-	-	-
OTHER	297,805	244,737	-	-	244,737	53,068
TOTAL OPERATING EXPENDITURES	19,147,114	627,031	-	-	627,031	18,520,083

3%

NON-OPERATING EXPENDITURES						
INTERFUND TRANSFERS	868,500	-	-	-	-	868,500
CONTINGENCY	1,806,755	-	-	-	-	1,806,755
TOTAL NON-OPERATING EXPENDITURES	2,675,255	-	-	-	-	2,675,255

TOTAL BUDGETED EXPENDITURES **21,822,369** **627,031**


FERN RIDGE SCHOOL DISTRICT 28J

General Fund Revenue and Expenditures

Unaudited/Unadjusted 2023-2024	ADOPTED 23-24 BUDGET	TOTAL YTD	REMAINING BALANCE
Beginning Fund Balance	4,803,178	5,752,141	(948,963)
OPERATING REVENUE:			
PROPERTY TAXES	5,334,638	5,386,438	(51,800)
COUNTY SCHOOL FUNDS	20,000	38,250	(18,250)
COMMON SCHOOL FUND	209,012	218,211	(9,199)
STATE MANAGED COUNTY TIMBER	-	673,512	(673,512)
FEDERAL FOREST FEES	-	58,625	(58,625)
OTHER REVENUES	693,228	922,774	(229,546)
STATE SCHOOL FUND	11,334,714	10,857,187	477,527
OTHER RESTRICTED GRANTS	-	-	-
RESTRICTED FR FED/GOV ST	-	-	-
INTERUND TRANSFERS	-	-	-
SALE OF FIXED ASSETS	-	-	-
TOTAL OPERATING REVENUE	17,591,592	18,154,996	(563,404)

103%

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

	22,394,770	23,907,137
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OPERATING EXPENDITURES:			
SALARIES	7,840,816	7,488,645	352,171
BENEFITS	5,954,679	5,262,140	692,539
PURCHASED SERVICES	3,680,910	3,837,175	(156,265)
SUPPLIES & MATERIALS	470,217	387,650	82,567
CAPITAL OUTLAY	-	35,555	(35,555)
OTHER	265,067	270,338	(5,271)
TOTAL OPERATING EXPENDITURES	18,211,689	17,281,503	930,186

95%

NON-OPERATING EXPENDITURES			
INTERFUND TRANSFERS	2,079,483	2,075,831	3,652
CONTINGENCY	2,103,598	-	2,103,598
TOTAL NON-OPERATING EXPENDITURES	4,183,081	2,075,831	2,107,250

TOTAL BUDGETED EXPENDITURES

	22,394,770	19,357,335
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SUPERINTENDENT GOALS 24-25

1. **STAKEHOLDER ENGAGEMENT:** Support Board Goal #3 for 24-25, creating “meaningful ways to engage and receive input from stakeholders”.

- Consistently use a wide range of communication tools, such as, parent square, our phone dialer, the district website and district reader board.
- Continue to support and meet with the key communicators group
- Continued use of exit surveys, and the sharing of that data with supervisors
- Engage with OSBA in the Spring of 2025 for a Targeted Stakeholder Survey
- Support building principals in their work to engage with relevant parent groups, PTA’s, booster clubs, etc...
- Work to support the needs of local organizations that engage with the schools such as TSP, the City, and daycare services.
- Get up and running our District Bond Oversight Committee.
- Develop our process to start and begin our district Equity Committee as required by SB 732 (required for the Fall of 2025).
- Continue required monthly check-ins between District and building leadership and association leadership (OSEA and FREA).
- Continue focal group engagement (students of color, students with disabilities, students experiencing poverty and/or homelessness, etc).

2. **ACADEMIC ACHIEVEMENT:** Continue to improve FRSD state test scores, as well as continue to improve in the 5 FRSD Longitudinal PerformanceGrowth Goals.

- Continue to support the removal of all committee and district requirements from building principals so their work can focus on their building.
- Continue professional development in the area of literacy, attendance, equity, interim assessments, data collection, MTSS, etc.
- Require and support data team meetings in all buildings.
- Align district planning and goals with ODE progress markers and our LPGT’s.
- Through budgeting and allocation of all resources, including General Fund, Measure 98 SIA and local and federal grant dollars, prioritize their use to ensure all critical needs are met that will support staff and students alike.

Two Check-in dates regarding progress towards goals will be at the November and February board meetings. Process for this will be the Superintendent will email data/info ahead of the meeting regarding tasks/progress. To start executive session board meets alone to align feedback for the Supt. The Supt then attends, feedback is given and any discussion had.

24-25 Fern Ridge Board Goals

Goal 1: The Fern Ridge School District Board will commit to continuous board professional development, with a focus on the culture and climate on the board and the roles and responsibilities of the board.

Action Plan:

1. The board will work with OSBA to engage in at least 3 work-sessions throughout the school year where the board will undertake some task or activity to support this work.

Goal 2: The Fern Ridge School District Board will use data to identify and prioritize student needs and hold themselves accountable for meeting all student learning expectations by monitoring the progress of the district goals.

Action Plan:

1. The board, collaboratively with the superintendent and key stakeholders, will create a monitoring plan that will present data in regards to the district Longitudinal Performance Growth Targets.
2. The board will calendar at the minimum three monitoring plan sessions (during board meetings) to review and discuss the progress of the district goals and review the data from item #1.
3. The Superintendent and Director of K-12 programs will coordinate these presentations.

Goal 3: The Fern Ridge School District Board will continue to find meaningful ways within their authority to engage and receive input from stakeholders to help the board make informed decisions.

Action Plan:

1. Board members, to the best of their ability, will work to attend school and district events throughout the year to remain visible to the community.
2. At each board meeting, one of the last items on the agenda, will afford board members the opportunity to share any school, district, or community events they attended in the last month.
3. The Superintendent will be charged with consistent use of communication tools such as parent square, the website and phone dialer (as needed), support an easy public comment process at board meetings, ensure compliance with all board streaming, recording and posting requirements, and ensure implementation of the student school board liaison policy.

Fern Ridge/School Board Operating Agreement

For the purpose of enhancing teamwork among members of the board and between the board and the administration, we, the members of the Fern Ridge School District Senior Leadership Team (board and superintendent) do hereby publicly commit ourselves collectively and individually to the following operating protocol:

1. **Children's interests come first.** The board will represent the needs and interests of all the children in our district.
2. **Don't spring surprises** on other board members or the superintendent. Surprises to the board or the superintendent will be the exception, not the rule. There should be no surprises at a board meeting. We agree to ask the board chair or the superintendent to place an item on the agenda instead of bringing it up unexpectedly at the meeting.
3. **Communication** between staff and the board is encouraged as long as it follows board policy. The senior leadership team recognizes that "good," "timely", "open", and "constant" communication regarding school district issues is extremely important. We will strive to anticipate issues which may become important or are sensitive to our school district and district stakeholders.
4. **Follow the chain of command.** The last stop, not the first, will be the board. We agree to follow the chain of command and insist that others do so. While the board is eager to listen to its constituents and staff, each inquiry is to be referred to the person who can properly and expeditiously address the issue. Board requests that will likely require considerable time or have political implications are to be directed to the superintendent. All personnel complaints and criticisms received by the board or its individual members will be directed to the superintendent.
5. **Own the collective decision making process.** Support decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions. We will support the majority decision(s).
6. **Exemplify the governance role.** Focus on policy making, planning and evaluation, rather than day-to-day operations. The leadership team (board and superintendent) will support the policies our district currently has in place. We will continue to annually study and review policies for effectiveness and appropriately engage key stakeholders in the development or deletion of policies and policy revisions. We will maintain and apply district policies consistently while being cognizant of and recognizing the potential uniqueness of any given situation.
7. **Annually conduct a self-assessment/evaluation.** The board will address its behavior by yearly self-evaluation and by addressing itself to any individual problems, such as poor meeting attendance or leaks of confidential information. This self-assessment can be formal, or informal and conducted at our annual board retreat.
8. **Clearly state goals.** The board will set two to three clear goals. They will be related to supporting the goals that have been set at each building and tie in or support the District's Integrated plan.

9. **Utilize CEO input.** The superintendent is the chief executive officer of the senior leadership team and should make recommendations, proposals or suggestions on most matters that come before the board.
10. **Board acts only as a body.** Individual board members do not have authority. Only the board as a whole has authority. We agree that an individual board member will not take unilateral action. The board chair will communicate the position(s) of the board on controversial issues.
11. **Meeting protocol.** Conduct at a board meeting is very important. We desire to have a legacy of a well-functioning, effective board. We agree to avoid words and actions that create a negative impression on an individual, the board or the district. We will be open minded and willing to “deeply listen” to all speakers/presenters. We agree that we can disagree and will do so using common courtesy and respect for others. We will not react to impromptu complaints on the spot, but will assure any individual(s) that the school district will follow-up.
12. **Avoid marathon board meetings.** To be efficient and effective, long board meetings must be avoided. Points are to be made in as few words as possible; speeches at board meetings will be minimal. If a board member believes s/he doesn’t have enough information or has questions, either the superintendent or board chair is to be called before the meeting.
13. **Practice efficient decision-making.** Board meetings are for decision-making, action and votes, not endless discussion. We agree to move to the question when discussion is repetitive.
14. **Speak to agenda issues.** The board will not play to the audience. We agree to speak to the issues on the agenda and attend to our fellow board members. Facts and information needed from the administration will be referred to the superintendent.
15. **Executive/closed sessions** will be held only for appropriate subjects. Executive sessions will be held only when specific needs arise. Board members will be extremely sensitive to the legal ramifications of their meetings and comments.
16. **Voting.** Board members will commit to voting for or against all actions proposed to the board are in rare situations an abstention is acceptable. An abstention sends a passive message to the other board members even when a board member has a valid reason for abstaining.

Date:

Board Chair: _____

Superintendent: _____

Fern Ridge School District 28J

Code: DJC
Adopted: 9/14/98
Revised/Readopted: 5/23/05; 5/17/10; 3/17/14;
3/14/22
Orig. Code: 6243

Bidding Requirements

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

The Board, acting as its own LCRB, adopts the *Oregon Attorney General's Model Public Contract Rules*, Oregon Administrative Rule (OAR) Chapter 137, Divisions 046 through 049 in effect at the time this policy is adopted.

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

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

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

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

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

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

END OF POLICY

Legal Reference(s):

ORS Chapters 279, 279A, 279B and 279C and OAR Chapter 125, Divisions 246-249

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

Cross Reference(s):

DJ - District Purchasing

DJG - Vendor Relations

EH - Data Management

FEF/FEFB - Construction Contracts, Bidding and Awards

DELETED

OSBA Model Sample Policy

Code: DJC
Adopted:

Bidding Requirements

{Highly recommended policy. The Board serves as the Local Contract Review Board (LCRB) and has the ability to adopt its own procurement rules. Many districts choose to use the *Oregon Attorney General's Model Public Contracting Rules* in OAR Chapter 137, Divisions 045 - 049. If the LCRB does not adopt rules, the Attorney General's Model Public Contracting Rules apply. This policy is based on those rules. The LCRB may also include as part of its rules portions of the Oregon Department of Administrative Services administrative rules in OAR Chapter 125, Divisions 269 - 249. If the LCRB adopts its own rules, delete portions of this policy that are inconsistent with those rules.}

The Board is the Local Contract Review Board (LCRB) for the district. The LCRB has not adopted its own rules of procurement. Consequently, the *Oregon Attorney General's Model Public Contracting Rules*¹ shall apply to the district.²

Additionally, the district may include as part of its procedures portions of the Oregon Department of Administrative Services administrative rules governing Public Contract Exemptions, OAR Chapter 125, Divisions 246 - 249.

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

The district may not artificially divide or fragment a procurement to reduce the procurement requirements.

The superintendent may develop administrative regulations or procedures to assist with the implementation of this policy and applicable procurement rules.

Goods and Services

The district will purchase goods and services through the following procedures, unless an exception applies:

1. **Small Procurement.** For purchases of goods and services with a contract price not exceeding \$25,000, the district can use any manner deemed practical or convenient, including direct selection or award. Amendments to a contract awarded through small procurement must be in accordance with OAR 137-047-0800.
2. **Intermediate Procurement.** For purchases of goods and services with a contract price exceeding \$25,000, but not exceeding \$250,000, the district shall seek at least three informally solicited competitive price quotes or competitive proposals from prospective contractors. The district will keep record of the request and quotes. If three quotes are not reasonably available, fewer will suffice, but the district will make a written record of the effort made. The district may negotiate with a

¹ Oregon Administrative Rules (OAR) 137-045 - 049

² See ORS 279A.065(5). {The LCRB can formally adopt the AG rules. If the LCRB formally adopts the rules, the district is required to review the AG rules each time there is a modification.}

prospective contractor to clarify the quote or offer, or to effect modifications. Amendments to a contract awarded through intermediate procurement must be in accordance with OAR 137-047-0800.

3. Regular Procurement. For purchases exceeding \$250,000, the district will use competitive sealed bids (OAR 137-047-0255) or competitive sealed proposals (OAR 137-047-0260). Amendments to contracts awarded through regular procurement must be in accordance with OAR 137-047-0800.
4. Emergency Procurements. In situations of emergency³, the LCRB or designee may authorize an emergency procurement. In an emergency procurement, the district is not required to follow general procurement requirements. The district must ensure competition for the contract that is reasonable and appropriate under the circumstances. The district must document the nature of the emergency and the method used for the selection of the contractor.
5. Sole-source Procurements. If the LCRB or designee determines that the goods or services are available from only one source, the district may award a contract without competition. To the extent reasonably practicable, the district shall negotiate with the sole source to obtain contract terms that are advantageous to the district. The determination of sole source must be based on written findings and may include:
 - a. That the efficient utilization of existing goods requires acquiring compatible goods or services;
 - b. That the goods or services required to exchange software or data with other public or private agencies are available from only one source;
 - c. That the goods or services are for use in a pilot or experimental project; or
 - d. Other findings that support the conclusion that the goods or services are available from only one source.⁴
6. Special Procurements. “Special procurement” means a contract or class of contracts that use a contracting procedure other than competitive sealed proposals, competitive sealed bidding, small procurement or intermediate procurement. Special procurements require LCRB approval and will be conducted in accordance with ORS 279B.085, OAR 137-047-028, and this policy.
7. Personal Services Contracts. “Personal services contract,” as used in this policy, means a contract whose primary purpose is to acquire specialized skills, knowledge and resources in the application of technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment.⁵ Unless otherwise designated by the LCRB, personal services contracts will be procured in accordance with applicable procurement laws. The LCRB may designate certain service contracts or classes of service contracts as personal services contracts and exempt them from competitive

³ “Emergency” means circumstances that:

1. Could not have been foreseen;
2. Create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and
3. Require prompt execution of a contract to remedy the condition.

⁴ If the contract does not exceed \$250,000, using intermediate procurement is likely less burdensome than sole source.

⁵ This includes, but is not limited to, contracts for the services of an accountant, physician or dentist, educator, consultant (including a provider under an Architectural and Engineering Service Contract), broadcaster, or artist (including a photographer, filmmaker, painter, weaver or sculptor (OAR 137-045-0010(19))). Also includes architectural, engineering, photogrammetric mapping, transportation planning or land surveying services procured under ORS 279C.105 (ORS 279C.100) and related services procured under ORS 279C.120 (ORS 279C.100(5)).

bidding.⁶ All personal services contracts shall be based on demonstrated qualifications and competence to perform the required services, encourage competition, discourage favoritism and obtain services at a fair and reasonable price. Personal service contractors may be required to qualify as independent contractors in accordance with applicable laws.⁷

Procurements for services estimated to be in excess of \$250,000 shall go through the cost analysis and feasibility process in accordance with ORS 279B.030.

Public Improvements

“Public improvement” means a project for construction, reconstruction or major renovation on real property by or for the district.⁸ The district will contract for public improvements using the following procedures, unless an exception applies.

1. Public improvements contracts with a value of less than \$25,000 are exempt from competitive bidding.
2. Intermediate Procurements. For public improvement contracts not exceeding \$100,000, the district may utilize three quotes⁹:
 - a. The request for the quotes shall be in writing (unless not reasonably practicable)¹⁰;
 - b. The request for quotes shall include the selection criteria and if the criteria are not of equal value, their relative value or ranking.

The district shall award the contract to the prospective contractor whose quote will best serve the interest of the district, based on the selection criteria. If the award is not made to the offeror and quote with the lowest price, the district will make a written record of the basis for the award. Amendments to a contract awarded via intermediate procurement may be increased in accordance with OAR 137-049-0160(6)-(7).

3. Regular Procurements. For purchases exceeding \$100,000, the district will use invitation to bid or request for proposals except as otherwise allowed by law. See OAR 137-049-0130 and OAR 137-049-0640. Amendments to contracts awarded through regular procurement must be in accordance with OAR 137-049-0910.

⁶ {If the LCRB has designated contracts or classes of contracts as personal services contracts, include this information along with reference to the LCRB action.}

⁷ See ORS 670.600 and OAR 459-005-0020.

⁸ Public improvement does not include:

1. Projects for which no funds of the district are directly or indirectly used, except for participation that is incidental or related primarily to project design or inspection; or
2. Emergency work, minor alternation, ordinary repair or maintenance necessary to preserve a public improvement.

⁹ If three quotes are not reasonably available, the district shall make a written record of the effort made to obtain these quotes.

¹⁰ For Public Works Contracts, oral quotations may only be utilized in the event that written copies of prevailing wage rates are not required by the Bureau of Labor and Industries.

4. Emergency Procurements. Emergency contracts for construction services are not considered public improvement contracts and will be procured in accordance with OAR 137-049-0140 and OAR 137-049-0150.
5. Community Benefit Contracts. “Community benefit contract” means a public improvement contract that includes, but is not limited to, terms and conditions that require the contractor to:
 - a. Qualify as a training agent, as defined in ORS 660.010, or provide apprenticeship training that meets applicable federal and state standards for apprenticeship training;
 - b. Employ apprentices to perform a specified percentage of work hours that workers in apprenticeable occupations perform on the community benefit project;
 - c. Provide employer -paid family health insurance; and
 - d. Meet any other requirements that the LCRB sets forth.

Community benefits contracts may be procured in accordance with ORS 279C.308.

6. Construction Manager/General Contractor (CM/GC) Procurement. The district shall procure CM/GC services in accordance with model rules the Attorney General adopts under Oregon Revised Statute (ORS) 279A.065(3) and OAR 137-049-0690, which requires “the assistance of legal counsel with substantial experience and necessary expertise in using the CM/GC Method, as well as knowledgeable staff, consultants or both staff and consultants who have demonstrated capability of managing the CM/GC process in the necessary disciplines of engineering, construction scheduling and cost control, accounting, legal, Public Contracting and project management.”

END OF POLICY

Legal Reference(s):

[ORS Chapter 279](#)
[ORS Chapter 279A](#)
[ORS Chapter 279B](#)
[ORS Chapter 279C](#)

[ORS 670.600](#)
[OAR Chapter 125, Divisions 246 - 249](#)

[OAR Chapter 137, Divisions 045 - 049](#)
[OAR 459-005-0020](#)

[OREGON PROCUREMENT MANUAL](#), Oregon Department of Administrative Services.



Fern Ridge School District 28J

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Classified/Confidential/Manager/Coach Employees Resignations/New Hires/Transfers/Other Report

August 19, 2024

Resignations/Retirements

1. Resignation of McKenzie Lyon, Instructional Assistant at Elmira High School, effective August 1, 2024.

New Hires/Transfers

1. Transfer of Jeannie Core from 3.75 Instructional Assistant at Elmira Elementary School to 6.00 Instructional Assistant at Elmira High School, effective August 26, 2024.

Other

1. None at this time.

Coaches

1. Hiring of Richard Jones, Assistant Football Coach at Elmira High School, effective the 2024-2025 season.
2. Hiring of Conrad Davis, Assistant Football Coach at Elmira High School, effective the 2024-2025 season.
3. Resignation of Patrick Wondra, Assistant Football Coach at Elmira High School, effective August 2, 2024.